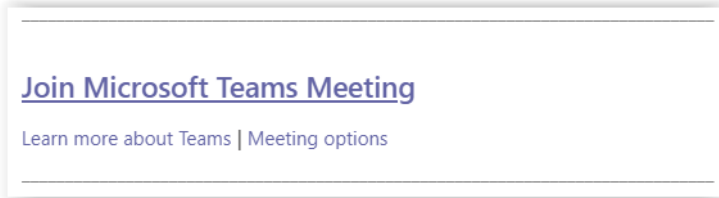# Using Department of Interior Teams with External Partners
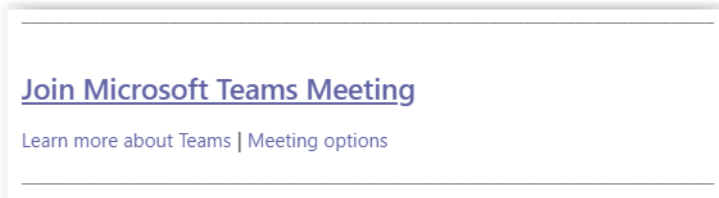
Receiving the Invitation

1. Calendar Invites: External invitees that use Microsoft Outlook for email can accept or decline the invitation via the email. If 'Accepted', the email will be move to the Trash and the event will be added to the Outlook calendar. The calendar entry will include the following section that the external partner will later use to join the Teams call:

   Join Microsoft Teams Meeting

   Learn more about Teams | Meeting options

2. Email invite: For non-Outlook accounts (e.g., Gmail, Yahoo), the "Join Microsoft Teams Meeting" text link will be converted to the URL.
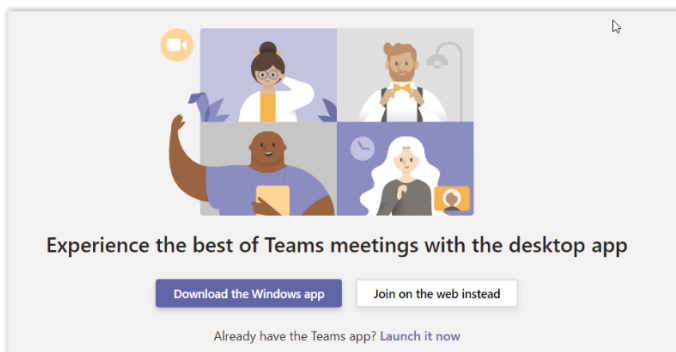
Joining the Call

3. To join the Team call, the external partner will open the calendar event and click the **Join Microsoft Teams Meeting** link:

   Join Microsoft Teams Meeting

   Learn more about Teams | Meeting options

   OR
   Open the email and click on the URL that was included.

4. The external partner's web browser will open to a window asking them to either download the Windows app or join on the web instead:
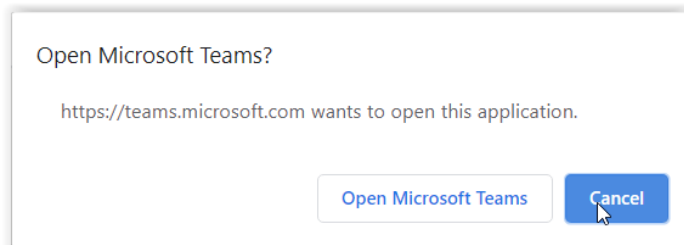
   Experience the best of Teams meetings with the desktop app

   Download the Windows app | Join on the web instead

   Already have the Teams app? Launch it now

5. From here, either join the call using web-based Teams (see "Joining from Web" Step) OR they can install or open the Teams App (skip to "Joining via the Teams App" Step).

Joining from Web
   a. External partner clicks on **Join on the web instead**.
   b. Select **Allow** to let Teams use the PC's mic and camera
   c. The meeting window opens and should show output from the partner's web cam; the partner enters his/her name then clicks on the **Join Now** button.
   d. External partners will be admitted to "the lobby" and see a message "Someone in the meeting should let you in soon." The DOI meeting host will receive a prompt to admit the partner to the call.

Joining via the Teams App
   a. If the Teams App is already installed, this prompt to open MS Teams will appear:

   b. OR, the external partner can download and install the Teams app from the window prompt (shown above),
   c. OR, install Teams in advance https://teams.microsoft.com/downloads. Installing the Teams app will require administrator privileges on the external partner's PC.
   d. Once the Teams app is installed, they can join Teams meetings via the app, as prompted.