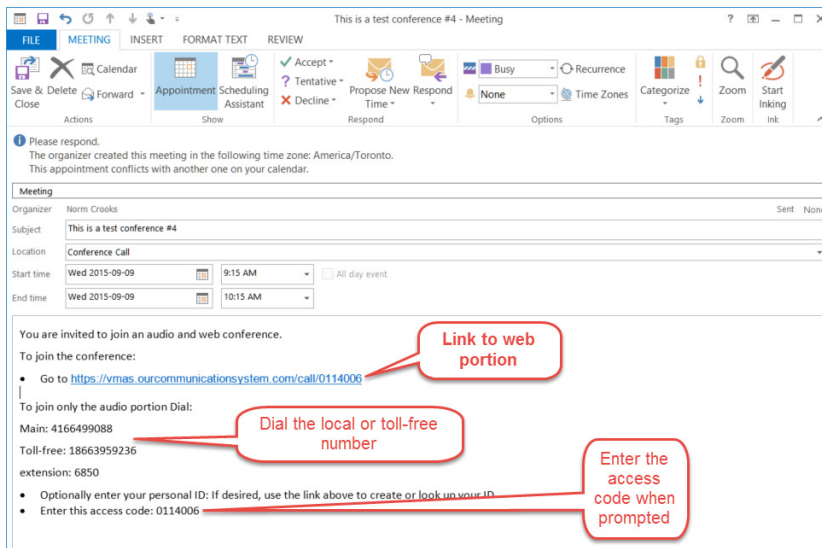You will have receive an email or calendar invite to the meeting that resembles the below. You need to:

1. Click the web link (if provided) and allow installation of Mitel software if you are prompted.
2. Dial into the local or toll-free number.
3. Press '*' on your phone keypad to enter your access code.
4. Enter the access code provided.
5. If provided, enter the password for the conference when prompted.
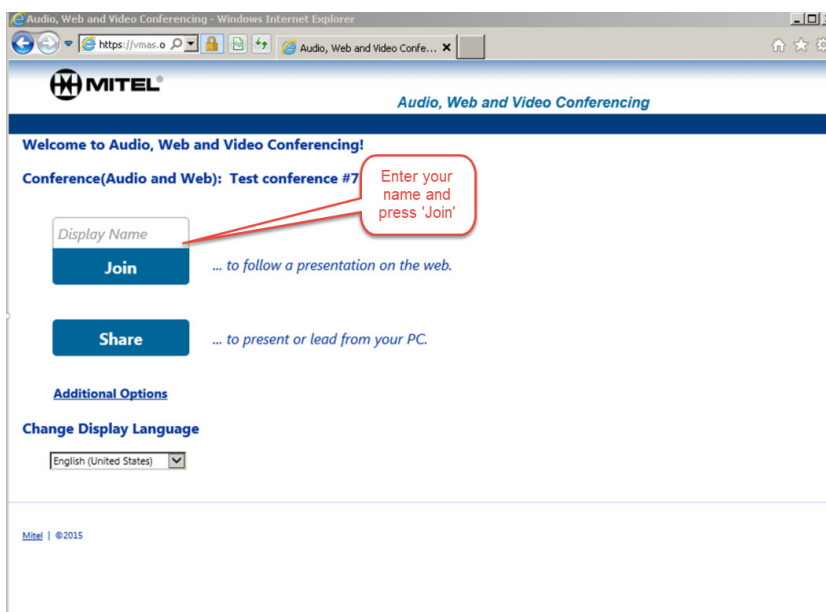
When accessing the web portion (if applicable), you'll be prompted to enter your name and press 'Join'

If you have a pop-up blocker enabled, you may get this screen. Allow pop ups for this site and then click 'Join Again'.
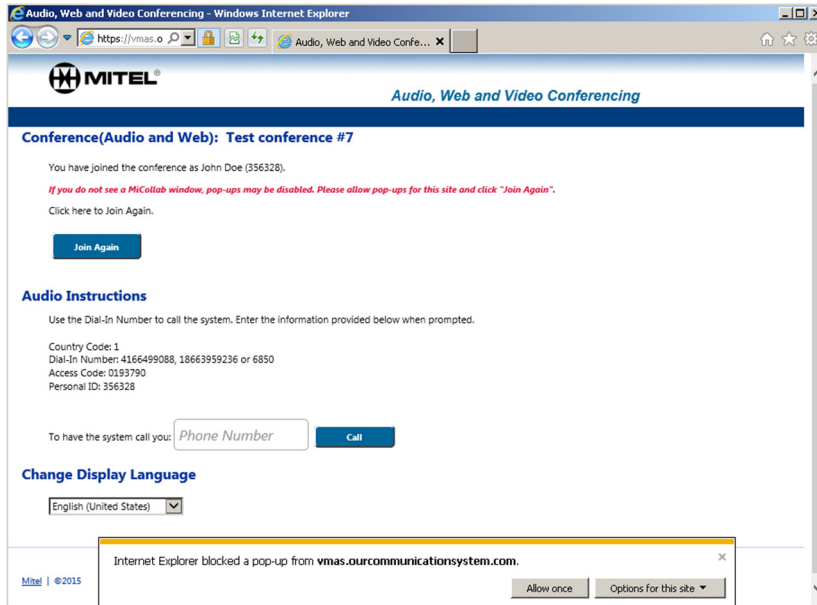
Once you're connected, you'll see other participants on the left-hand side of your browser and a shared desktop or video on the right-hand side.