

Microsoft “Teams” Meeting Instructions

Join a Meeting Without a Teams Account – Desktop or Mobile

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

DESKTOP

- 1) From a Desktop, go to the meeting invite on your calendar or in the email and select “**Join Microsoft Teams Meeting**”.
- 2) This will open a web page, where you'll see two choices: “**Download the Windows App**” and “**Join on the Web Instead**”.
- 3) If you join on the web, you can use either Microsoft Edge or Google Chrome.
- 4) Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
- 5) Enter your name and choose your audio and video settings. You must select “**Computer Audio**” to join the meeting.
- 6) Select “**Phone audio**” if you want to listen to the meeting on your mobile phone.
 - a) See Mobile instructions below if you download the app.
- 7) When you're ready, hit “**Join now**”.
- 8) This will bring you into the “**meeting lobby**”. The meeting organizer will be notified that you are there, and someone in the meeting will then admit you.

MOBILE

- 1) From a Mobile Device, go to the meeting invite on your calendar or in the email and select “**Join Microsoft Teams Meeting**”.
- 2) If you don't already have the Teams mobile app, you will have to follow the link (“**Get Teams**”) to your app store to download it. If you already have the app it will ask you to open with “**Teams**” or “**Chrome**”, either will work and take you to the meeting – Skip to step 4 below.
 - a) Download/Install and open the app.
 - b) If you have an Android device, open the app right from the app store page.
 - c) If you have an iOS/Apple device, tap the meeting link again to open the app.
 - d) Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
- 3) Next, you'll be given two options for joining your meeting: “**Join Meeting**” which would be as a guest without a Teams account or “**Sign in and join**”. Choose “**Join Meeting**” (assumes you do not have a Microsoft Teams account).
- 4) Enter your name and choose “**Join meeting**”.
- 5) For the next step, the meeting organizer or their administrator may require you to sign in with an authorized account to join the meeting and “**guests**” will not be allowed.
 - a) For example, if this is a work meeting you may need to sign in with your work account. Or if the meeting is part of a conference, you may need to use a conference-authorized account.
 - b) Depending on how the meeting was set up, you may be able to enter the meeting now.
- 6) This will bring you into the “**meeting lobby**”. The meeting organizer will be notified that you are there, and someone in the meeting will then admit you.
- 7) Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.