

FOR GUESTS:

How to join a Teams meeting

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

What you need to start?

A mobile phone or computer with a microphone, speaker and webcam. Most devices already have these features built in.

Join the meeting from your desktop

- 1 Go to meeting invite and select **Join Microsoft Teams Meeting**
- 2 That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**.

Join Microsoft Teams Meeting

United States. Los Angeles (Toll)

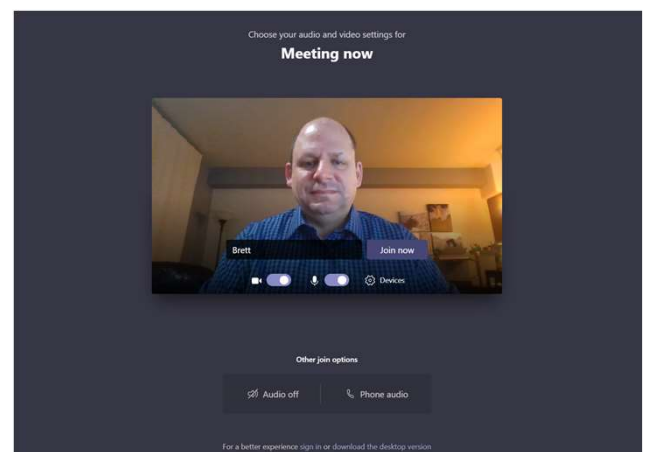
Conference ID: [REDACTED]

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

If you join on the web, you can use either Microsoft Edge or Google Chrome. 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.

Note: *Downloading the Windows app will give you a better meeting experience and provide access to more features.*

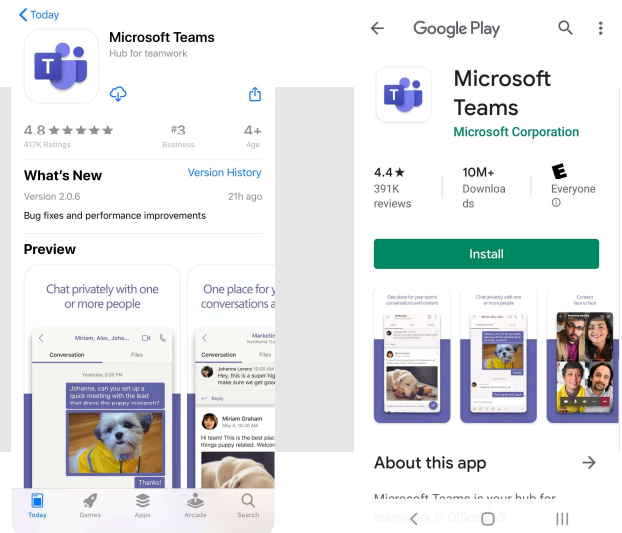
- 3 Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
- 4 When you're ready, select **Join now**.



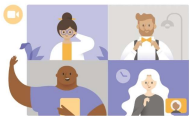
Join the meeting from your mobile phone

1 In the meeting invite, select **Join Microsoft Teams Meeting**.

2 If you don't already have the **free Teams mobile app**, you'll be taken to your app store to download it.



Microsoft Teams



- 3 Download the app and open it right from the app store page. 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.
- 4 Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.

5 Type your name and tap **Join meeting**

6 To turn your video or mic on or off during the meeting, tap on the center of your screen to show the meeting controls. Tap again to hide them.

