

## Microsoft Teams Information Sheet

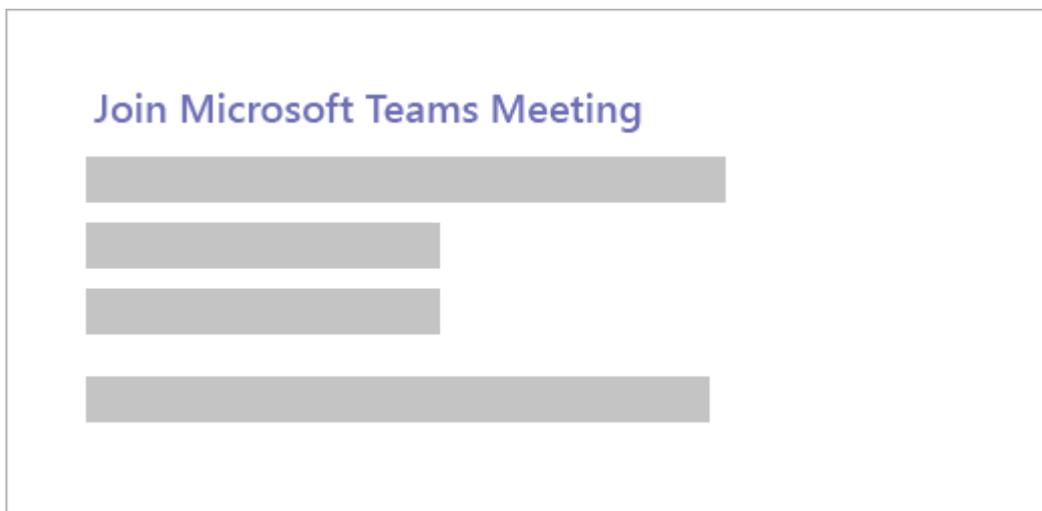
How to join a meeting without a Microsoft Teams account

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.

**Note:** Some meetings don't allow people to join as guests.

1. Go to the 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**. 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.

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, hit **Join now**.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

#### **Notes:**

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

#### Organizer's view

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If you're the meeting organizer, we'll alert you when someone is waiting in the lobby.

Click **Admit** to let them right into the meeting, or **View lobby** to admit or deny them, as well as see a list of everyone who's waiting.