

Microsoft Teams: Join a meeting without a Teams account (as guests)

- Go to the meeting invite and select Join Microsoft Teams Meeting.
- It will open a web page, where you'll see two choices: Download the Windows app and **Join on the web instead**. Select “Join the web instead” the browser may ask if it's okay for Teams to use your mic and camera. Select “allow”.
- 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.
- When you're ready, hit **Join now**.
- 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.

