

Joining a Teams Meeting without an account

1. Desktop

2. Mobile device

1. Desktop

You can join a Teams Meeting at any time, from any device, with or without a Teams account. If you do not have an account, follow the steps below to join as a guest on your desktop.

Note: Not all meetings allow guests.

1. Select **Join** in your Microsoft Teams Meeting invitation.



JOIN MICROSOFT TEAMS MEETING

2. This will open a website showing two choices: **Download the Windows App** and **Join on the web instead**. If you choose to join the meeting online, please use either Microsoft Edge or Google Chrome. Your browser may ask for Teams to be allowed to use your microphone and camera. Select **Allow** in order to be seen and heard during the meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device connected to the meeting) is nearby, select **Audio Off** so you don't disrupt the meeting. Select **Phone Audio** to listen to the meeting on your mobile phone.
4. When you are ready, select **Join Now**.
5. This takes you to the meeting lobby. The meeting organiser will be informed you are there and someone in the meeting can admit you.

2. Mobile devices

With the mobile app, you don't need a Teams account to take part in a Teams meeting.

Here's how:

1. In your invitation, select **Join Microsoft Teams Meeting**.

JOIN MICROSOFT TEAMS MEETING

2. If you have not yet installed the Teams mobile app, you'll be directed to the App Store where you can download it.
3. Download and open the app from the App Store page.
Teams will ask to use your microphone. For other participants in the meeting to be able to hear you, you must agree.
4. Next, you will see two options for joining the meeting: **Join as a Guest** or **Sign in and join**. Select **Join as a Guest**.
5. Enter your name and click on **Join Now**.
6. Once you're in the meeting, you can turn your video and/or audio on or off by tapping the middle of your screen to display the meeting controls. To hide them, just tap again.

