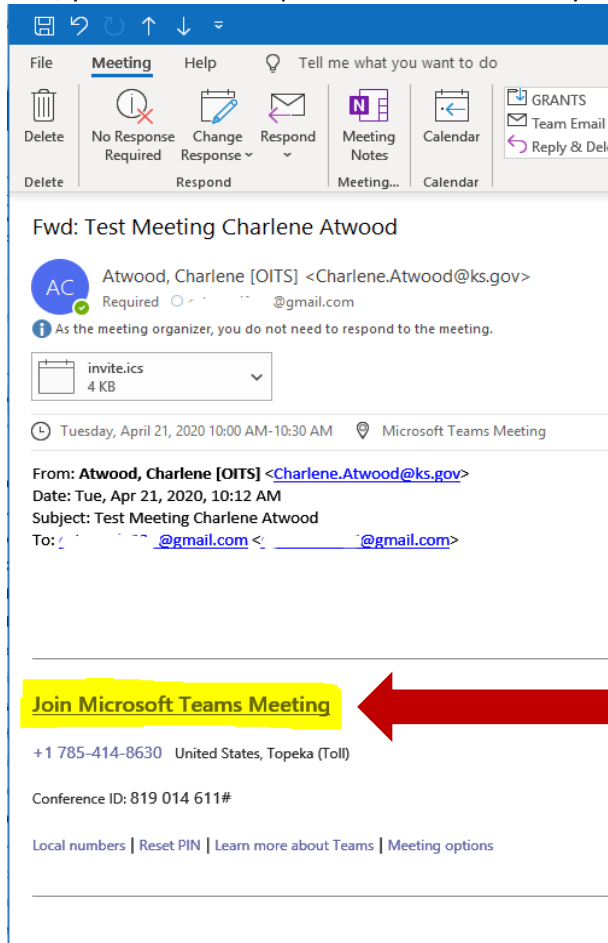


How to Join a Microsoft Teams meeting as a guest

Microsoft Teams is used by many organizations for meetings, job interviews, trainings or another occasions. If you do not have a Microsoft Teams or organizational Office 365 account, there's no need to worry. You can easily join a Teams meeting without an Office 365 account.

Check your email for the Teams Meeting invite

The first step in joining a Microsoft Teams meeting without an Office 365 account is simple. Open your email for the invite. Then click the link on the bottom of the email that says **Join Microsoft Teams Meeting**. Once you click that, you also can Accept the invite to add it to your calendar in your email.

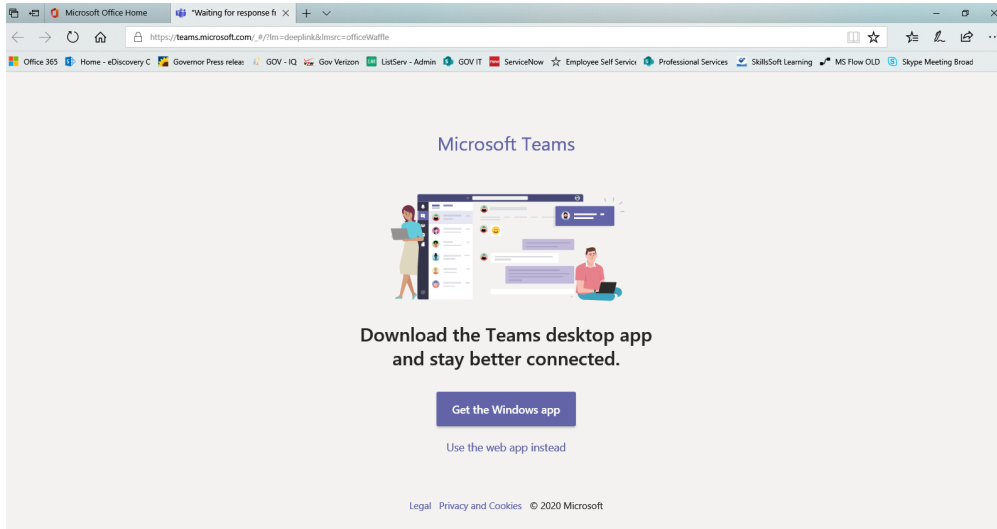


Open Teams on the web or download the program

After clicking the link, you will have the choice to **Download the Windows app**, or **join on the web** instead.

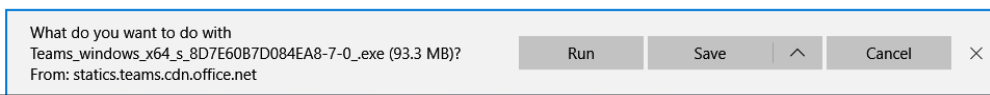
If you choose to join the meeting on the web, you will use the web-based version of Microsoft Teams. Your browser will then ask you to use your webcam and microphone, **so please accept both**. This ensures you will be seen and heard during the meeting.

If you choose to Download the Windows App, click Get the App now or visit <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app> and download the desktop teams application. Follow the instructions for downloading the application.



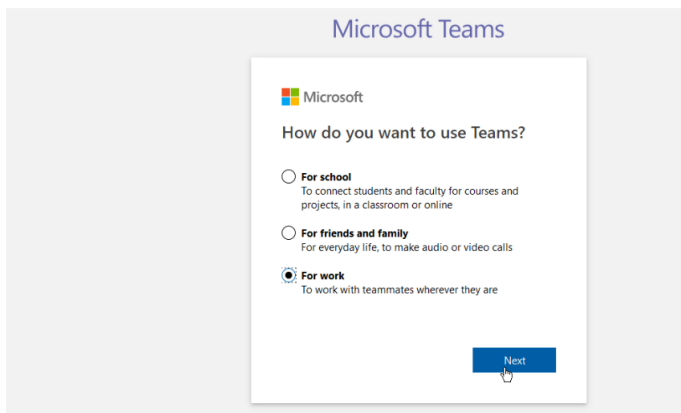
Download instructions

Select **Run** to execute the application download

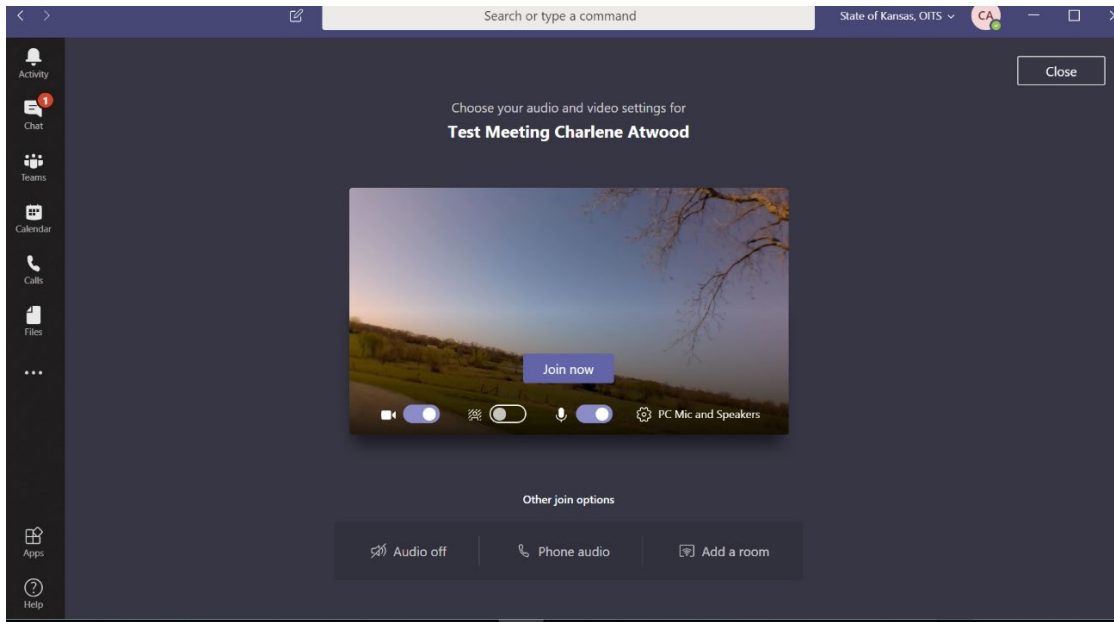


Choose for work and fill in your email address and other information.

Set Up Microsoft Teams



Then it will open the application



Get ready for the meeting

Once you have launched Microsoft Teams application, you will need to enter your name and choose your audio and video settings. You can toggle off/on your microphone or webcam. You also can choose a different device for audio, if needed. Once you're ready, you can click the purple **Join now** button.

Enter the meeting lobby

Finally, you will enter the meeting lobby. Once you're in the lobby, the meeting organizer will be notified that you are there, and you will be admitted in.

