Join a Microsoft Team Meeting without a Team Account

You can join a Teams meeting from any device, whether or not you have a Teams account. If you do not have an account, follow these steps to join as a guest.
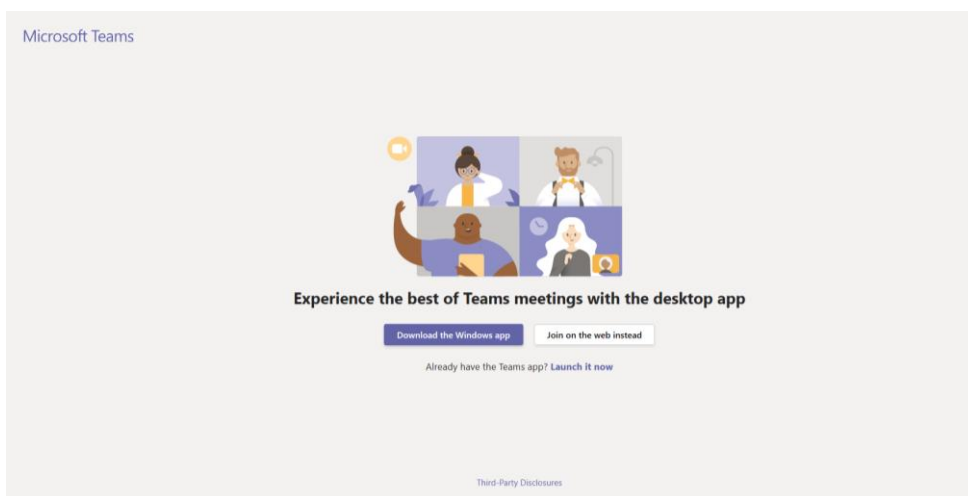
Desktop

1. Go to the meeting invite or agenda and click Join Microsoft Teams Meeting.

Join Microsoft Teams Meeting

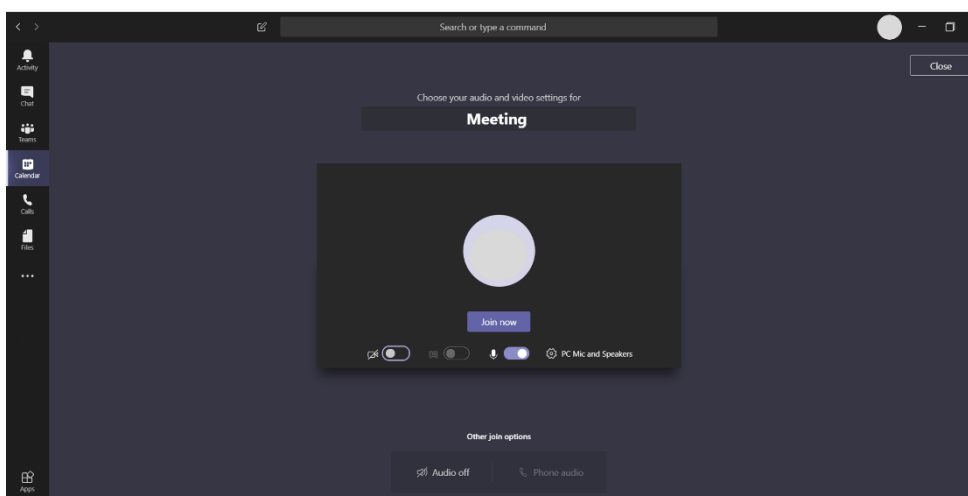Learn more about Teams | Meeting options

2. That will open a web page, where you will 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 will then ask you to use your webcam and microphone, so be sure to accept both. This ensures you'll be seen and heard during the meeting.

3. Enter your name and choose your audio and video settings.

4. When you are ready, click **Join now**.

5. This will bring you into the meeting lobby. The meeting organizer will be notified that you are there and will admit you.

Mobile

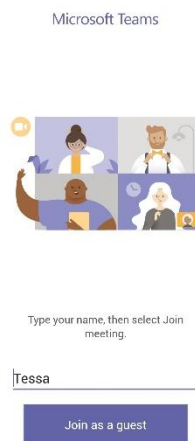1. Go to the meeting invite or agenda and select Join Microsoft Teams Meeting.

Join Microsoft Teams Meeting
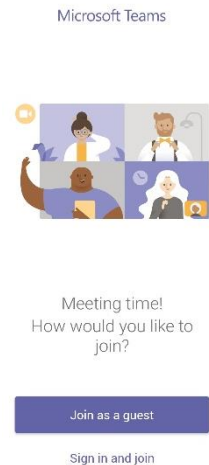
Learn more about Teams | Meeting options

2. If you do not already have the Teams mobile app, you will be taken to your app store to download it.

3. Download the app and open it right from the app store page.

   Teams will ask if it is okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
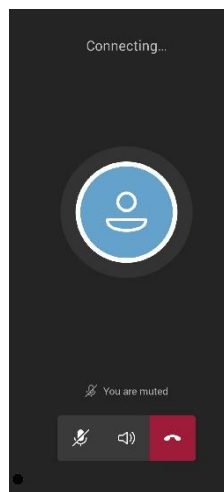
4. Next, you will be given two options for joining your meeting: Join as a guest or Sign in and join. Choose Join as a guest.

Microsoft Teams

Type your name, then select Join meeting.

Tessa

Join as a guest

5. Type your name and tap Join meeting.

Microsoft Teams

Meeting time! How would you like to join?

Join as a guest

Sign in and join

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.

Connecting...

You are muted

7. This will bring you into the meeting lobby. The meeting organizer will be notified that you are there and will admit you.