

# GUIDE TO JOINING MICROSOFT TEAMS MEETINGS

## How to Join Microsoft Teams Meetings on Mobile Devices

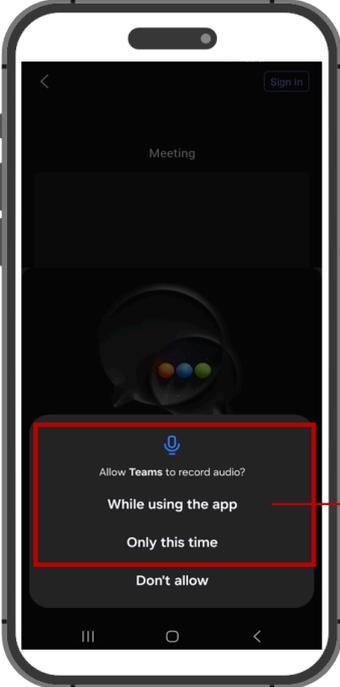
To participate in meetings, **download the Microsoft Teams mobile app** on your phone or tablet. Attendees can join meetings as guests *without* requiring a Microsoft Teams account. Follow these steps to get started:

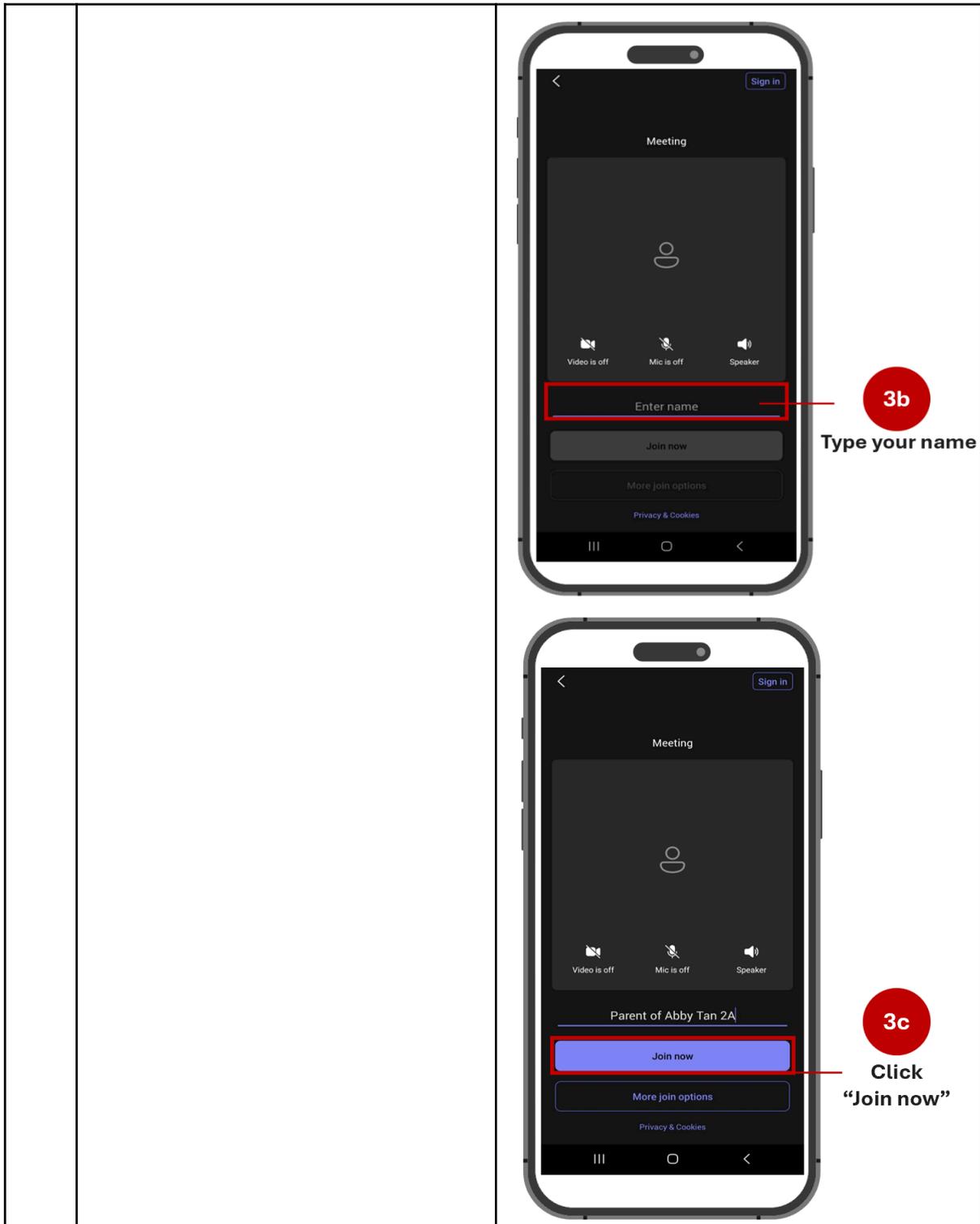
### Installing the Microsoft Teams App

Steps	Illustration
<p><u>a. Open the App Store:</u></p> <ul style="list-style-type: none"> <li>On iOS devices, open the Apple App Store. On Android devices, open the Google Play Store.</li> </ul> <p><u>b. Search for Microsoft Teams:</u></p> <ul style="list-style-type: none"> <li>Enter "Microsoft Teams" in the search bar.</li> </ul> <p><u>c. Download and Install the App:</u></p> <ul style="list-style-type: none"> <li>Select the Microsoft Teams app from the search results and tap 'Install'.</li> </ul>	 <p><b>b</b> Type "Microsoft Teams"</p> <p><b>c</b> Click "Install"</p>

## Joining a Meeting as Guest

Step	Illustration
<p>1</p> <p><u>Open the Meeting Invite:</u></p> <ul style="list-style-type: none"><li>a. Open the Microsoft Teams meeting invite</li><li>b. Tap "Join Meeting".</li></ul>	 <p><b>1a</b> Click Microsoft Teams meeting link</p> <p><b>1b</b> Click "Join meeting"</p>

<p>2</p>	<p><u>Allow Microphone Access:</u></p> <ul style="list-style-type: none"> <li>When prompted, allow Microsoft Teams to access your microphone so you can be heard in the meeting.</li> </ul>	 <p><b>2</b></p> <p>Allow Teams to access your mic and</p>
<p>3</p>	<p><u>Join as a Guest:</u></p> <ol style="list-style-type: none"> <li>Tap "Join as a Guest"</li> <li>Type your name</li> <li>Tap "Join Meeting"</li> </ol> <p>Alternatively, if you have a Teams account, log in to join the meeting.</p>	 <p><b>3a</b></p> <p>Click "Continue as guest"</p>



For more detailed guidance, tutorials, and troubleshooting, visit Microsoft's official support page for Teams at this link: <https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Mobile>

You can also scan the QR code below to access the support page directly:

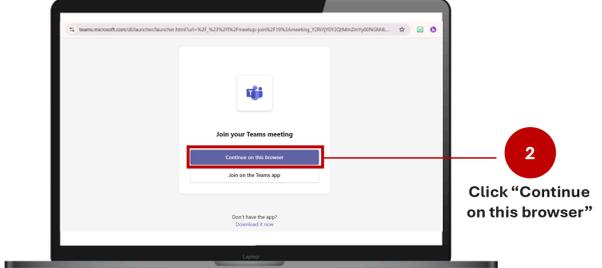
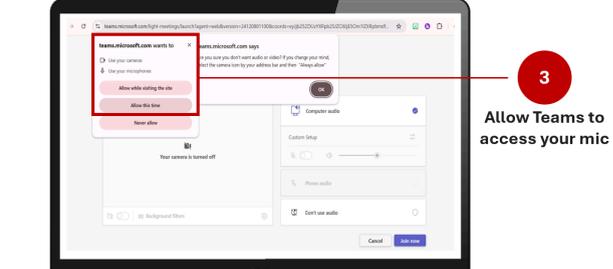


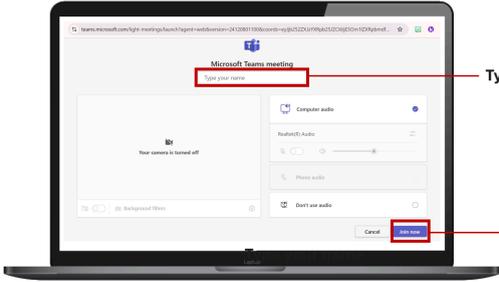
## How to Join Microsoft Teams Meetings on Desktops/Laptops

Joining a Microsoft Teams meeting via desktop or laptop does not require downloading any applications or having a Microsoft Teams account. Meetings can be attended directly through any web browser.

Follow these steps to get started:

### Join the Meeting via Web Browser

Step		Illustration
1	<p><u>Open the Meeting Invite:</u></p> <p>a. Copy and paste the link into your web browser's address bar. Alternatively, click on the link directly to join the meeting.</p>	
2	<p><u>Choose Your Access Method:</u></p> <p>a. When prompted, select "Continue on this browser."</p>	
3	<p><u>Enable Permissions for Mic and Camera:</u></p> <p>a. You may be prompted to allow access to your microphone and camera. Click "Allow" to enable these so you can fully participate in the meeting.</p> <p>Note: You can disable your microphone and camera at any time during the meeting by clicking their respective icons</p>	

4	<p><u>Enter the Meeting</u></p> <p>a. Type your name</p> <p>b. Tap "Join Meeting"</p>	 <p>4a Type your name</p> <p>4b Click "Join now"</p>
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For more detailed guidance, tutorials, and troubleshooting, visit Microsoft's official support page for Teams at this link: <https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Desktop>.

You can also scan the QR code below to access the support page directly:

