

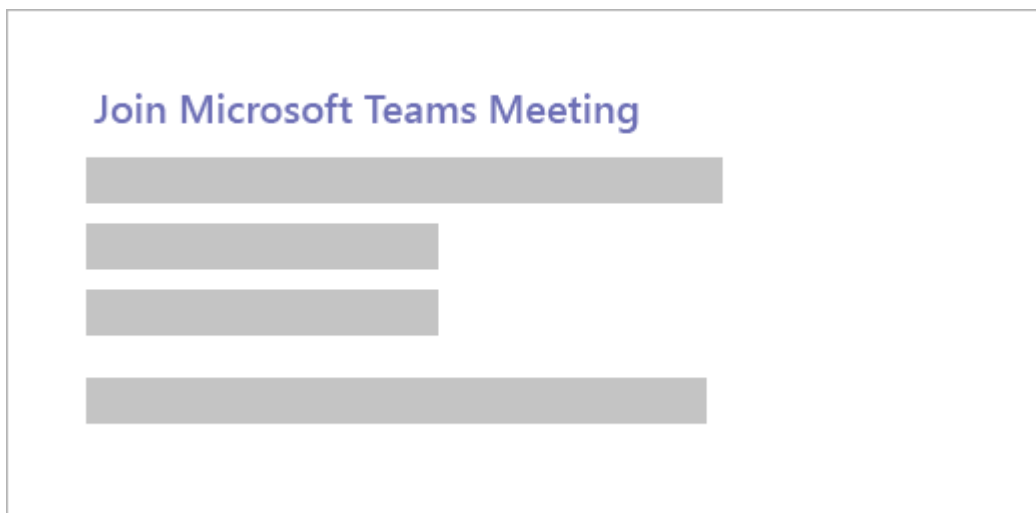
JOINING A MICROSOFT TEAMS MEETING WITHOUT A TEAMS ACCOUNT – **DESKTOP.**

Why do I need to know this?

A lot of our learners don't have Teams accounts. You can still join a Microsoft Teams meeting from a desktop or laptop without needing an account or downloading any software.

NOTE: If you are joining from a phone or tablet, they will need to download the free Microsoft Teams app, and do not need an account to access. They can join as a Guest.

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



2. That'll open a web page, where you'll 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 may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. **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. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, **hit Join now**.
5. 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.

Organizer's view

If you're the meeting organizer, we'll alert you when someone is waiting in the lobby.

Click **Admit** letting them right into the meeting, or **View lobby** to admit or deny them, as well as see a list of everyone who's waiting.