



How to Join 'Microsoft Team' Meetings as a Guest

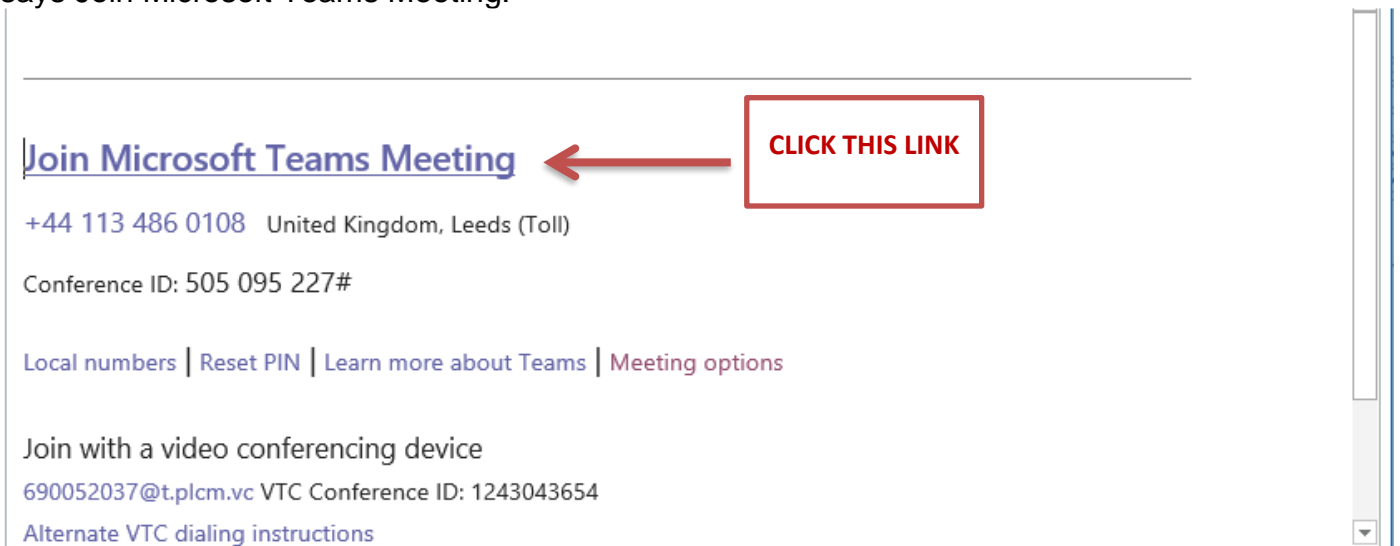
If you've been invited to a Microsoft Teams meeting, and don't have a Microsoft Teams account you can join easily as a guest. Here's how;

1. Check your email for the Teams Meeting invite and click the Join Microsoft Teams Meeting link
2. Open Teams on the web or download the program
3. Enter your name, choose your audio and video settings
4. Click the 'Join Now' button to be admitted into the meeting

You might not have a Microsoft Teams account, however you can easily join a Microsoft Teams meeting without an account, the below instructions will show you how;

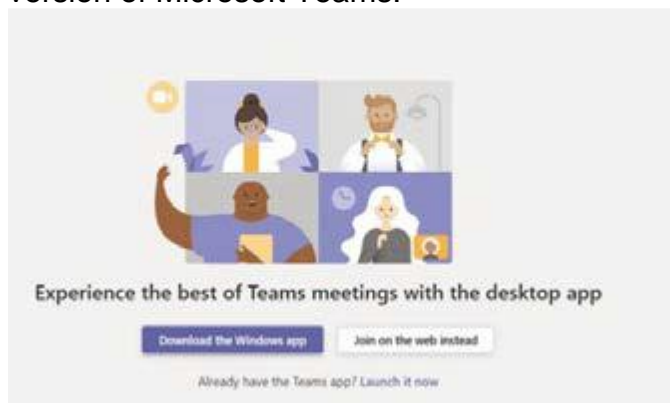
1. Check your email for the Microsoft Teams meeting invite

The first step in joining a Microsoft Teams meeting without an account is simple. You'll first want to check your email for the invite. You'll then want to click the link on the bottom of the email that says Join Microsoft Teams Meeting.



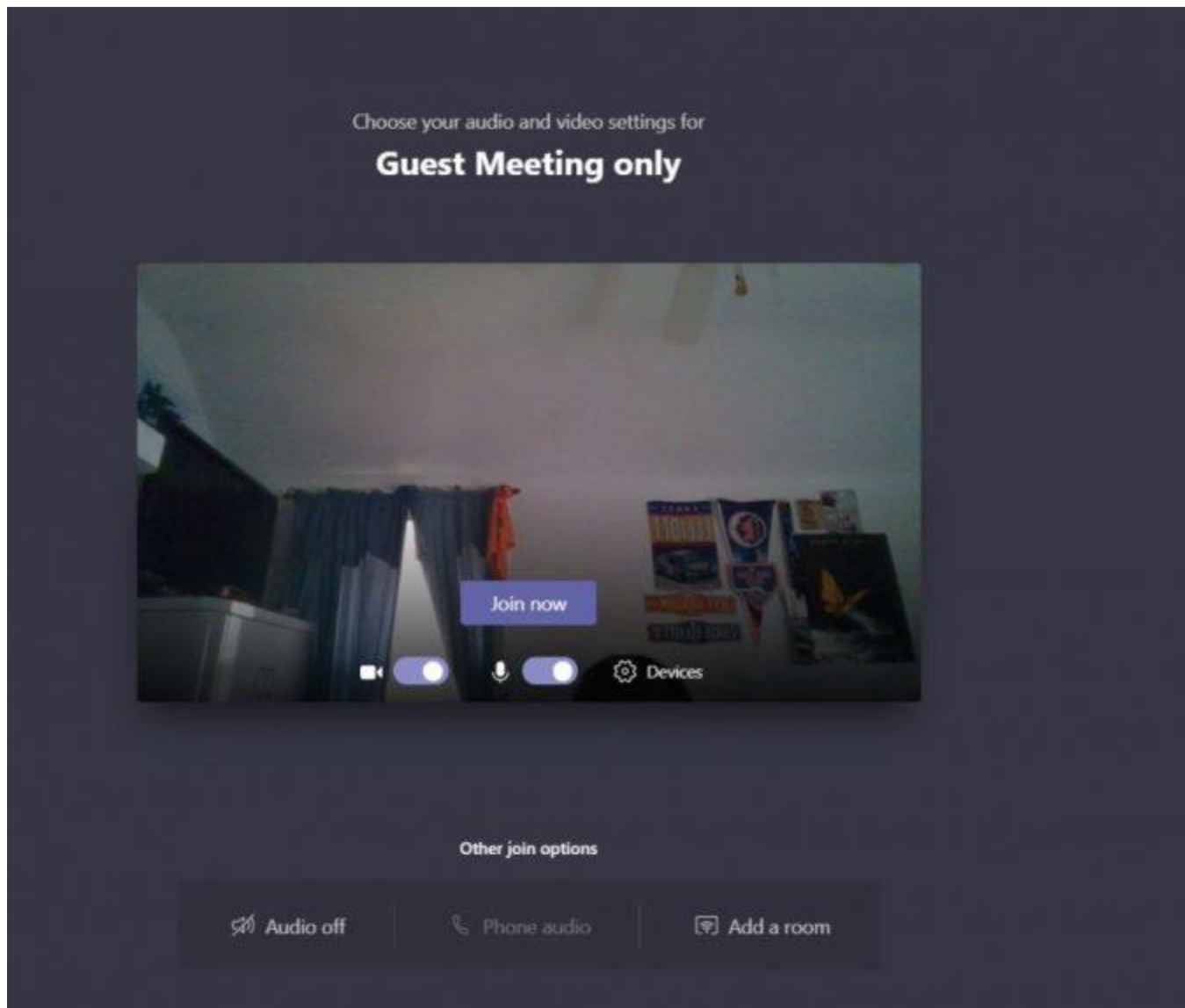
2. Open Microsoft Teams on the web or download the program

Next, you'll see that after clicking the link, you'll 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'll have a web-based version of Microsoft Teams.



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

Once you've launched Microsoft Teams, you'll be asked to choose your audio and video settings. Your browser will ask you to use your webcam and microphone, you will need to accept both to ensure you'll be seen and heard during the meeting.



If you do not have camera/video that's fine, you will still be able to listen and get involved with the discussions.

If you do not want to be seen then you can turn your video off so that we cannot see you.

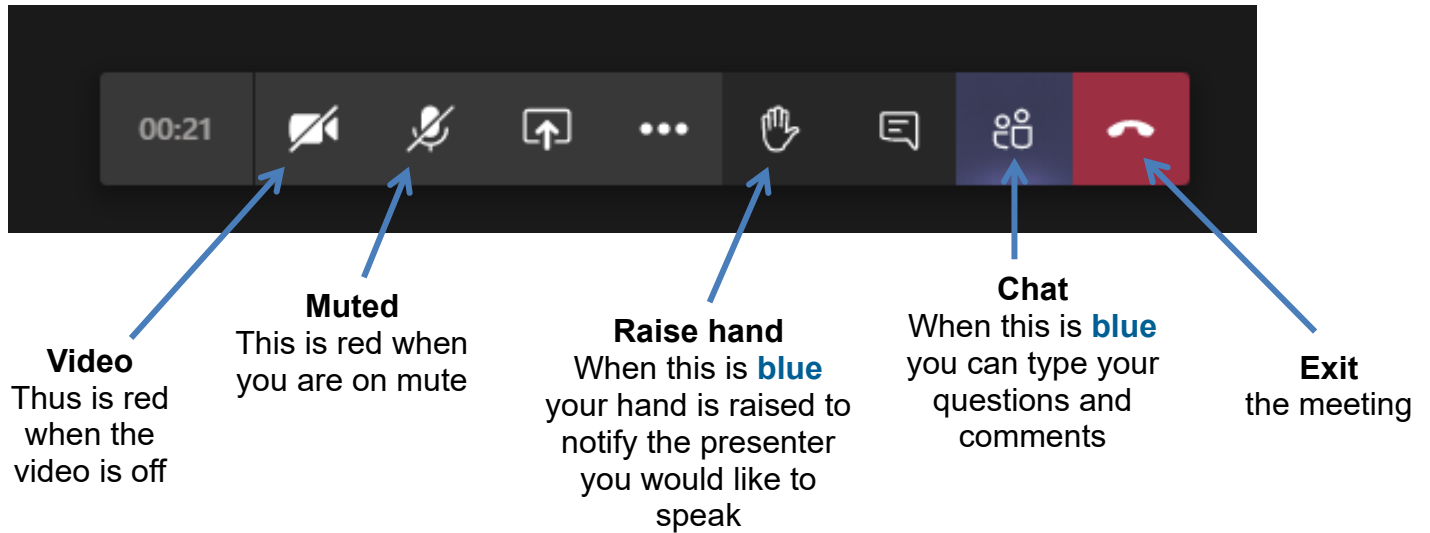
You can also turn off your microphone or webcam whilst the meeting is taking place to, this also helps to improve the video and sound quality.

4. Click the Join Now button to be admitted into the meeting

Once you're ready, you can click the 'Join now' button which will enter you into the meeting lobby. Once you're in the lobby, the meeting organizer will be notified that you're there, and you'll be admitted in. Sometimes you are able to go straight into the meeting.

If no one has admitted you to the meeting within 15 minutes of joining, you'll be kicked out from the lobby, and you'll need to join again.

Teams Functions



Accessing Teams via a mobile phone/tablet

Teams can sometime look different to the above if you are using a tablet or a mobile phone. You may find that your chat box is on another screen and you will need to scroll left and right. Or it could be at the top of your screen.

If you do not have a raise hand function then please use the chat function, or turn your camera on and wave if you do want to say something.