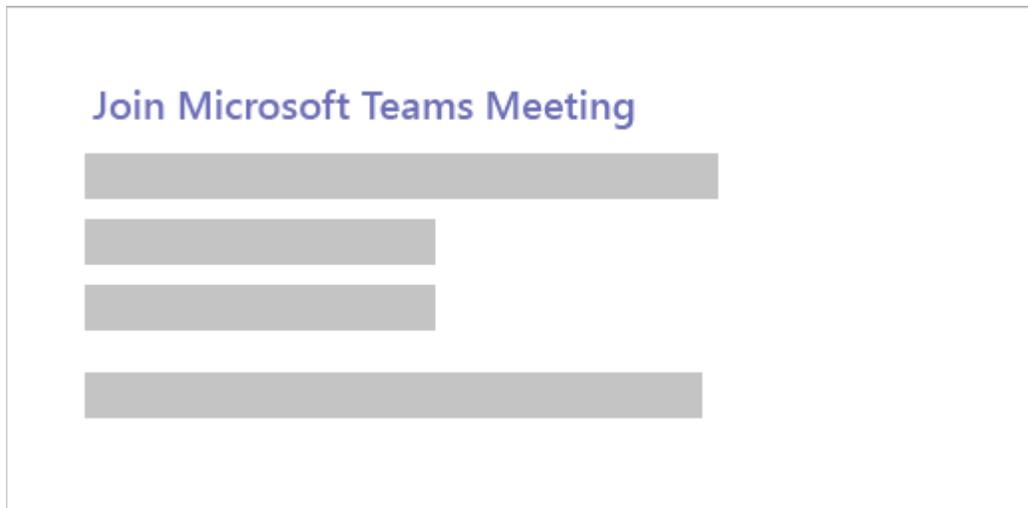


Join a Teams Meeting without a Teams or Office365 Account

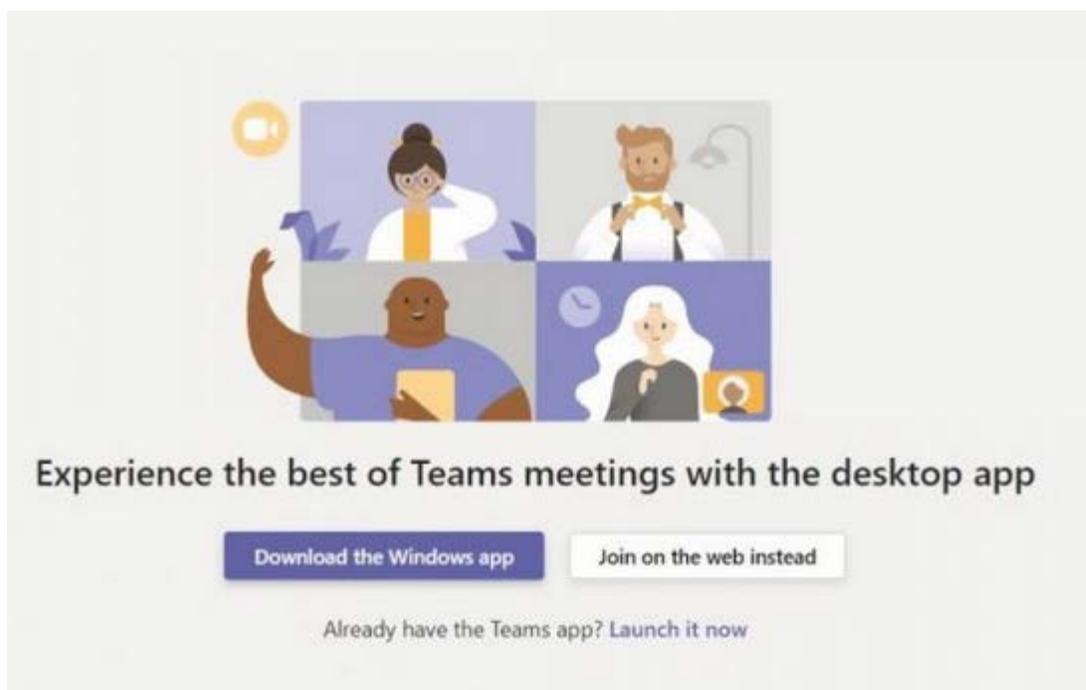
You can join a Teams meeting anytime, from any device, whether or not you have a Teams or Office365 account. You can join either from a Desktop or Laptop, or from a Mobile Device (e.g., iPhone or iPad).

Desktop or Laptop: follow these steps to join as a guest on a desktop or laptop.

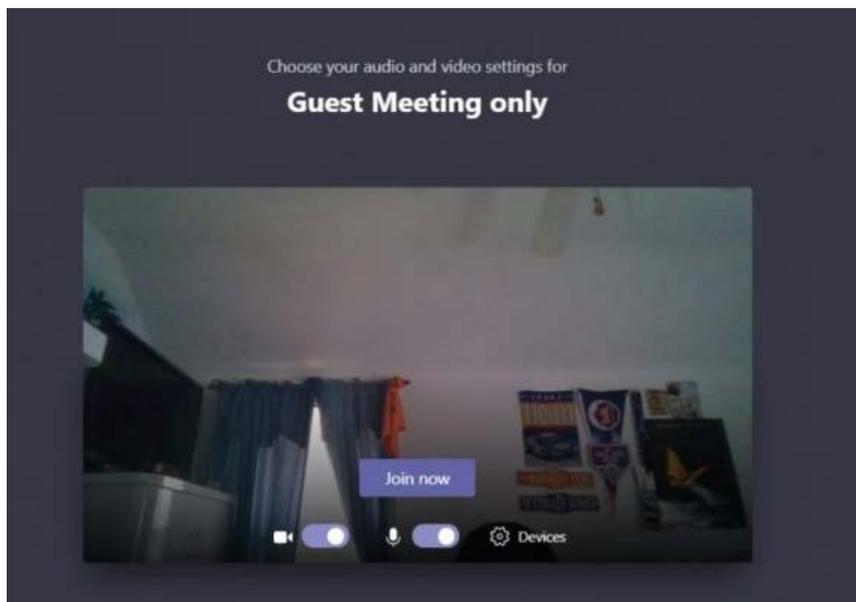
1. Go to the meeting invite you received by email and select Join Microsoft Teams Meeting.



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. 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. Once you've launched Microsoft Teams, you'll have to enter your name and choose your audio and video settings. You can toggle off your microphone or webcam. You also can choose a different device for audio, if needed.



4. When you're ready, hit **Join now**.
5. This will bring 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. 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.

Note: as a guest, you will not have full access to some of the features in the Teams meeting.

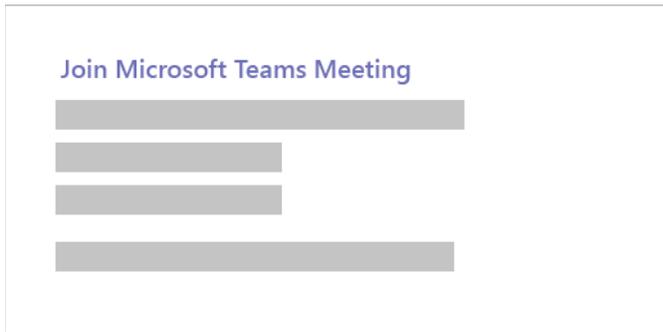
Organizer's view

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

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

iPhone or iPad: follow these steps to join a Teams meeting on the mobile app.

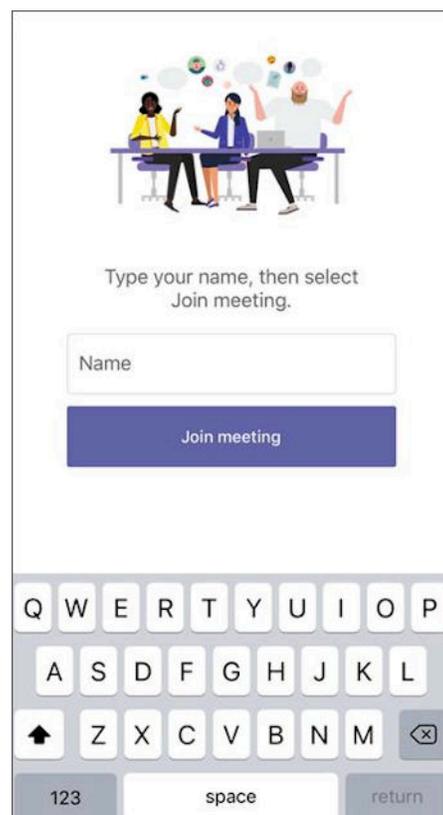
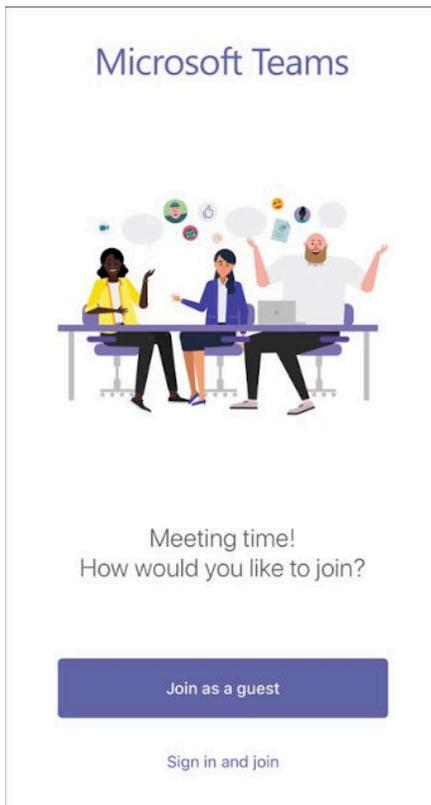
1. In the meeting invite, select **Join Microsoft Teams Meeting**.



2. If you don't already have the Teams mobile app, you'll 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's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

4. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.



5. Type your name and tap **Join meeting**.
6. Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.