

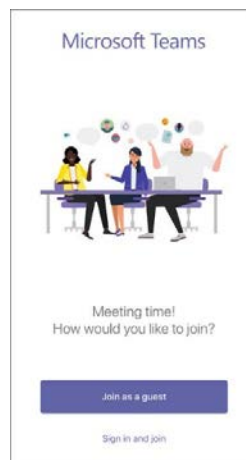
How to join a Microsoft Teams Meeting without an account

Desktop Instructions:

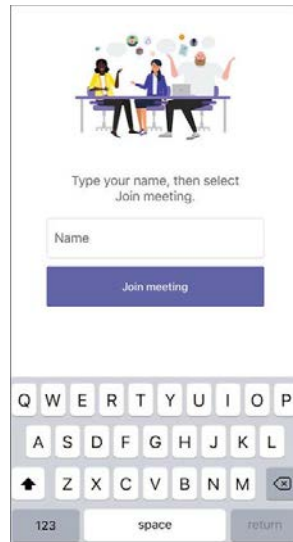
1. Click the link provided by the organizer to join the meeting.
2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it to be seen and heard in your meeting. You may choose to turn off your camera to not be seen and you can remain muted.
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 to join.

Mobile Instructions:

1. Download the Teams mobile app through your app store.
2. Click the link provided by the organizer to join the meeting
3. Next, you'll be taken to the Teams app and be given two options for joining the meeting: **Join as a guest** or Sign in and join. Choose **Join as a guest**.



4. Type your name and tap **Join meeting**.



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