

Connecting to Microsoft Teams

(A Guide for our Parents and Community)

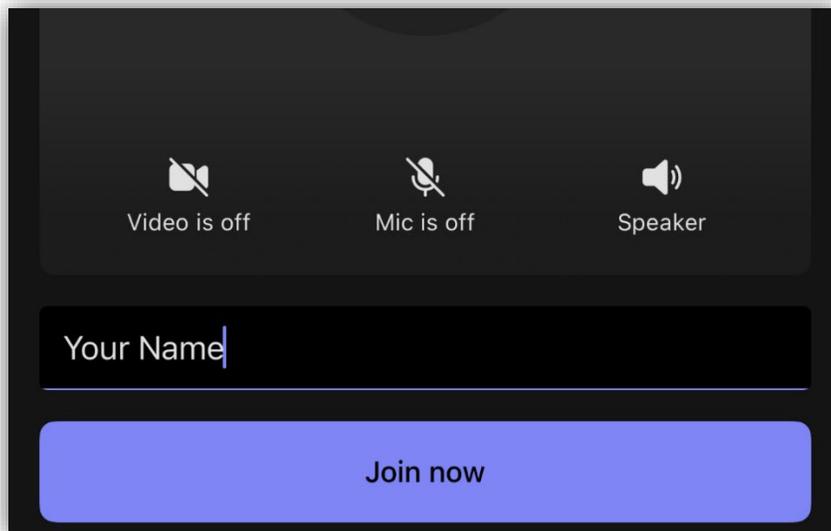


For attendees that do not have a personal or work Microsoft account, you can join Microsoft Teams meetings using the following options:

Mobile Device

To join a meeting from the Teams mobile app without signing in:

1. In the meeting invite, tap **Click here to join the meeting**.
 - If you haven't downloaded the Teams mobile app, this will take you to the app store to download it. Download the app and tap the meeting link again from the invite.
2. In the Teams mobile app, **allow** Teams to access your mic so people in the meeting can hear you.
3. **Type your name** in the text box below the meeting controls
 - Note: you do not need to click the sign in button.

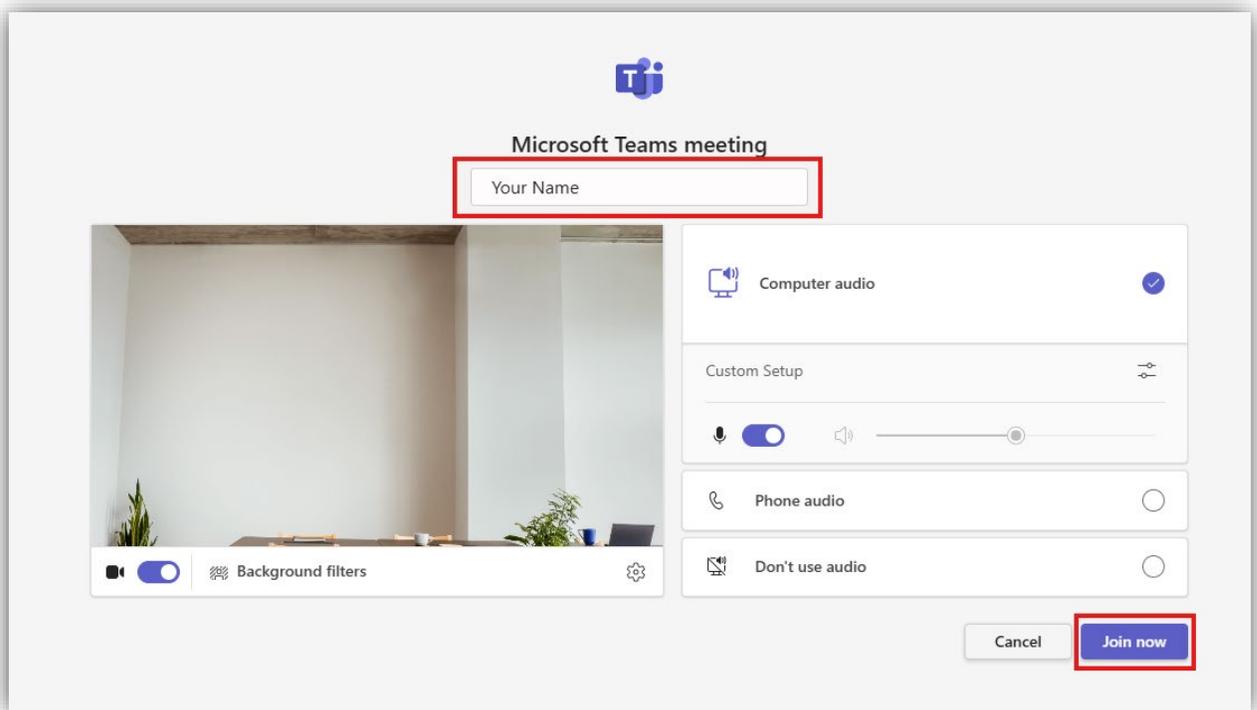


4. After entering your name, tap **Join meeting**.

Computer

To join a Teams meeting without signing into an account:

1. Open the meeting invite and select the link next to **Join** or **Click here to join the meeting**.
2. When prompted, select **Continue on this browser** or **Join on the Teams app**. You don't need to install the Teams app to join the meeting.
 - You can join Teams for web on Microsoft Edge or Google Chrome. You may be prompted to give Teams access to your mic and camera. When you select **Allow**, you can always turn off your mic and camera once you join the meeting.
3. Type your name in the text box above the meeting controls.



4. Select **Join now**.
 - In meetings where admin settings prevent unverified people from joining, you'll be prompted to enter your email address. Enter your email address and select **Next**. Enter your password if you already have a Microsoft account or select **Send code** and enter the one-time passcode sent to your email if you don't have an account. Once verified, select **Join now**.

Dial In

Instead of joining online, you can call in to a meeting with your phone. To get the phone number, tap the meeting or meeting notice and select **See details**. You'll see a phone number that you can use to dial in.

If you're not a member of Teams, you can still join a Teams meeting from an invitation you received in Outlook or another email application. Use the phone number provided to dial in to the meeting.