

# Join a meeting without a Teams account

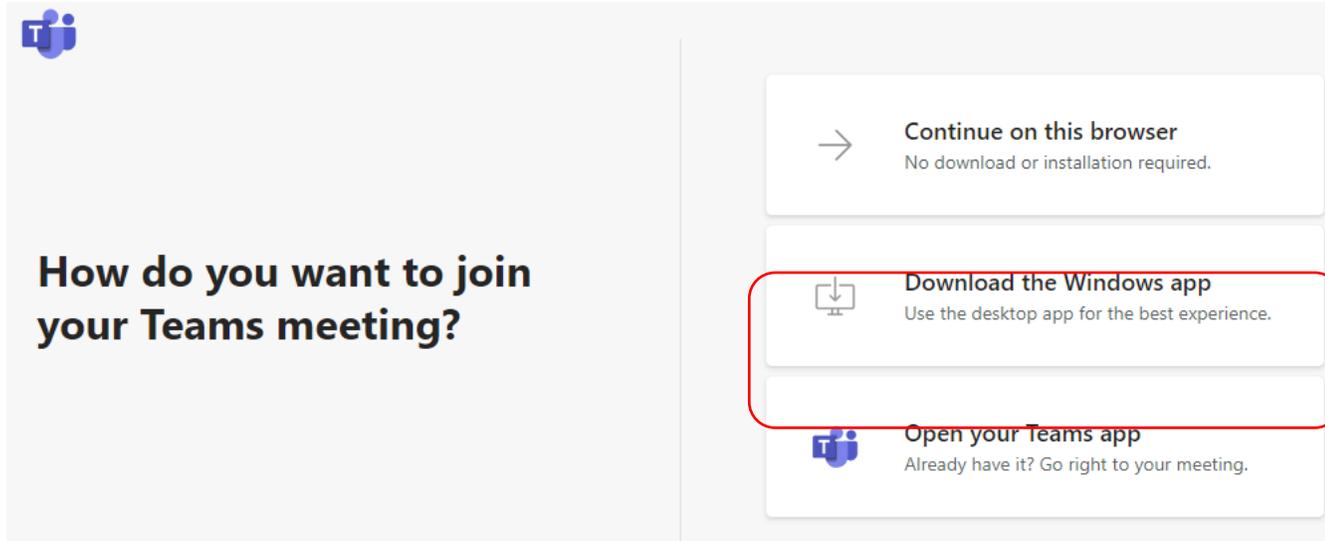
You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

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



Clicking the [Join Microsoft Teams Meeting](#) link opens a webpage

# You will see 3 choices...



It is a better experience if you download the free app. It takes 10-30 seconds depending on internet speed. The desktop icon will look like this:

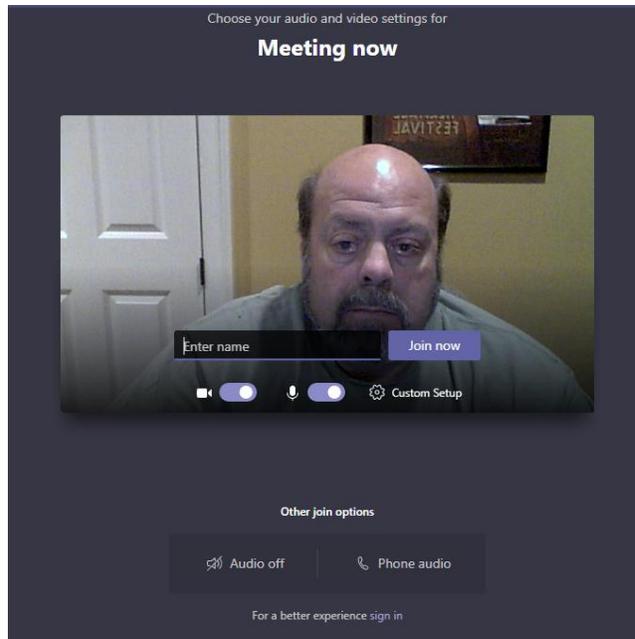


A Guest coming in through Teams will be able to Chat, Camera Video, audio and Share.

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. You will **not have Chat**, (this will probably change in April) if you are a Guest coming in from the web.

You will land on a pre-join screen. If you have allowed the use of your camera and mic you should see your camera view. Mac users will have to make adjustments in the System Preferences > Security & Privacy. Under Privacy choose Mic on the left. Make sure Teams is selected.

# You will land on the Pre-Join screen...



By default a laptop will default to the Integrated Webcam and internal microphone, listed as something like “Microphone Array (Realtek® Audio) and the internal speakers, might look like “Speakers/Headphones (Realtek® Audio)”.

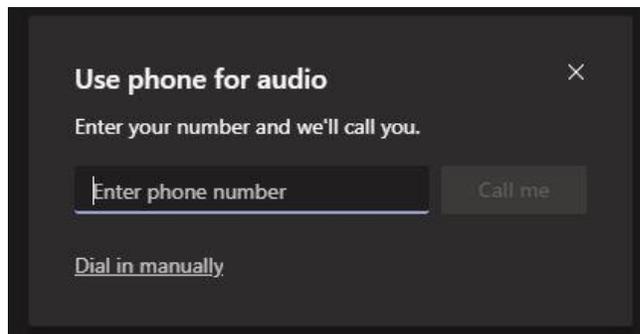
You can turn off your mic and camera and then join the meeting and not interrupt the meeting.

**Enter your name** and click **Join now**.

To choose different audio settings:

**Audio off** will turn off your mic and speakers and is rarely used. Good for using personal device in a meeting room.

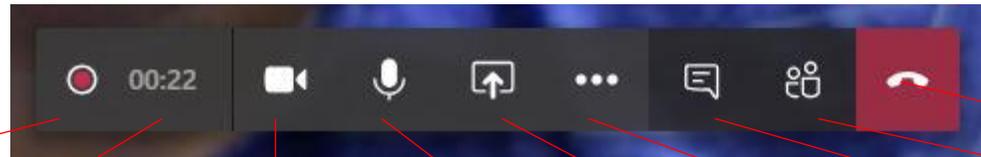
**Phone audio** will let you use your phone for the audio – mic and speakers. Submit your 10 digit number, then the system will call out to you.



# You will Join the meeting.

- Please remember to keep your microphone muted if you are not talking, to prevent audio issues.

The controls for Teams will go away if you do not move your mouse. Moving the mouse will bring them back. These are the controls:



Recording indicator, time in call, camera on/off, mic on/off, share, more actions, chat, participants, leave

Guest users can use video and audio, share content and, chat.