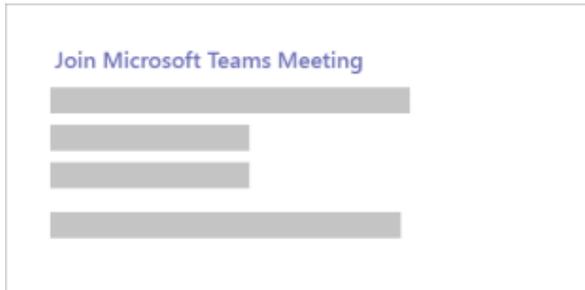


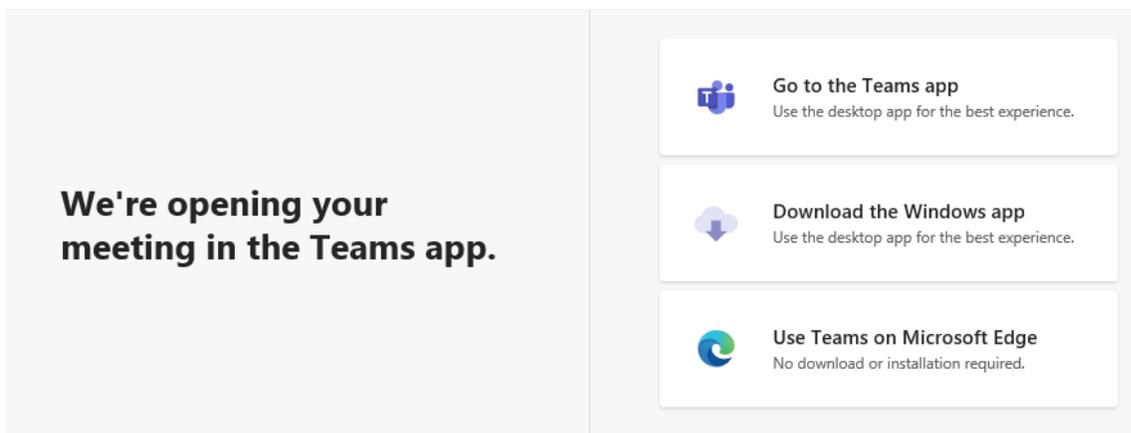
How to join a meeting without a MS Teams account

On you computer:

1. Go to the meeting invite (at the bottom of the email, or in your calendar if you accepted the invite) and select Join Microsoft Teams Meeting.



2. That will open a web page, where you'll see following choices:

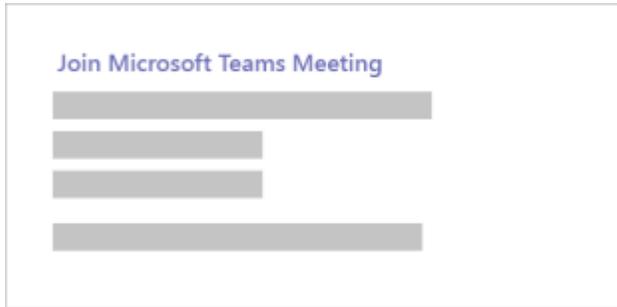


If you join on the web, you can use either Microsoft Edge (showing above) or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.

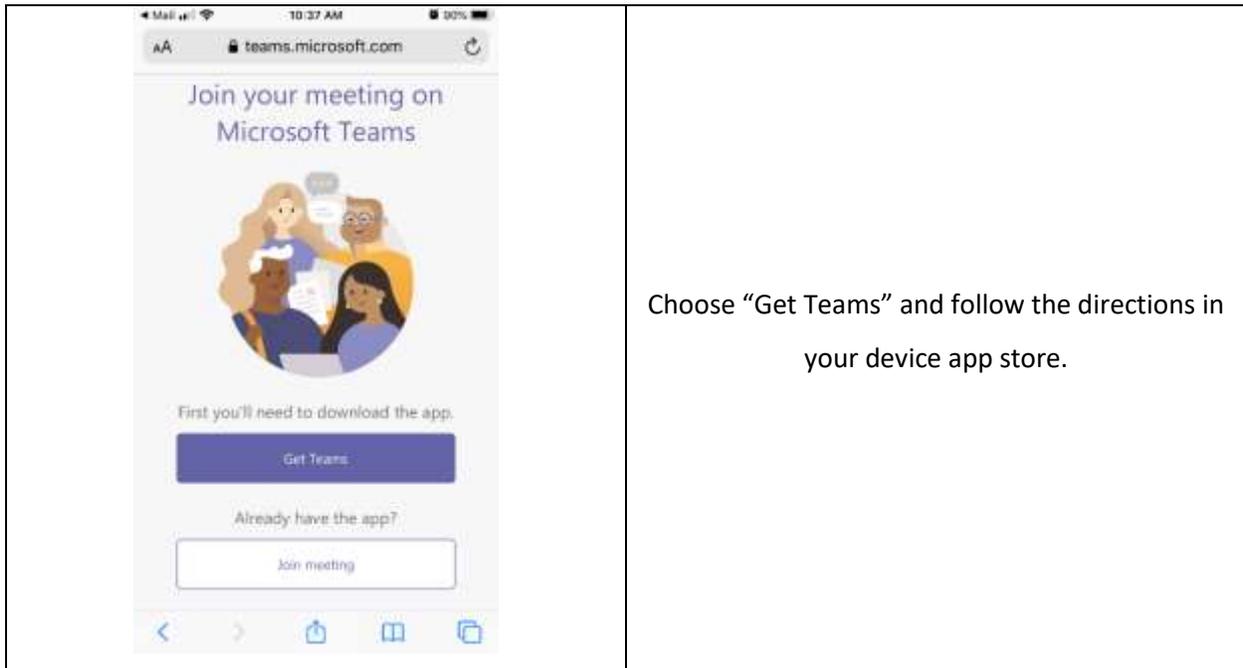
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose Audio off to avoid disrupting. Select Phone audio if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit Join now.
5. This 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.

On the mobile app:

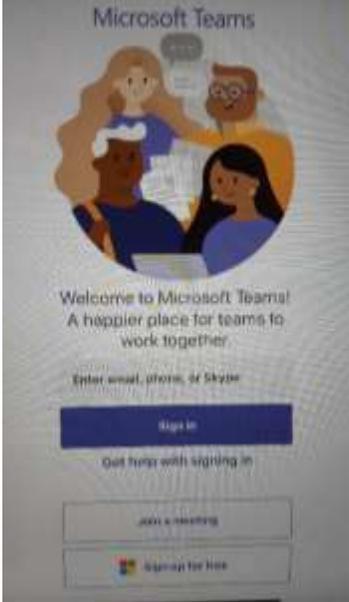
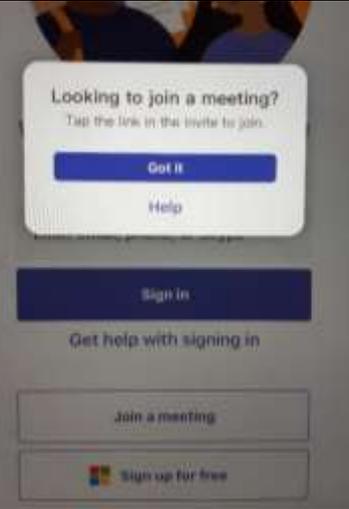
1. In the meeting email invite, select Join Microsoft Teams Meeting.



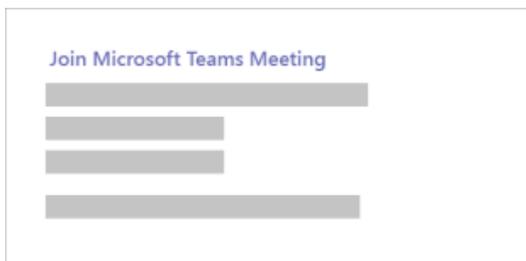
2. Once you click on the link you will see the following that will remind you to go to your app store and download the app if you haven't already:



3. Once you have download the app, and if you open it, you will see this reminder (iPad example) as Teams doesn't synch your email calendar:

	<p>In the app if you open and click on “Join a meeting” you will get the pop-up below.</p>
	<p>Click “Got it” and then go back to your email (or calendar if you accepted the meeting)</p>

4. In your email/calendar click on the “Join Microsoft Teams Meeting” image:



5. Next, you'll be given two options for joining your meeting:

	<p>For our purposes “Join as a guest” works fine if you don’t want to create an account (or use your existing account).</p>
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6. 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.

	<p>Type your name and tap Join meeting.</p>
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7. 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.