HOW TO JOIN A MICROSOFT TEAMS MEETING:

FROM A COMPUTER: PC OR MAC

The first step in joining a Microsoft Teams meeting without an Office 365 account is simple. You’ll first want to check your email for the invite. You’ll then want to click the link on the bottom of the email that says Join Microsoft Teams Meeting.

Next, you’ll see that after clicking the link, your web browser will open

options:

1 - Download and install Teams app (require Administrator privileges on your computer, it could be forbidden by security policy in place in your organization)

2 – Join using the Web browser

3 – You already have the Teams app installed, just click to launch it.
Web: you should use one of the both web browser (or copy/paste the meeting link in one of the following web browser)

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<th>Edge Chromium</th>
<th>Google Chrome</th>
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Your browser will then ask you to use your webcam and microphone, **so be sure to accept both**. This ensures you’ll be seen and heard during the meeting.

Click “Device” to adjust audio/video devices settings

![Device settings](image)

You’re done!

FROM A SMARTPHONE OR A TABLET:

Two options:


2 – connect using Google Chrome web browser

Install the apps and open it right from the app store page.

Teams will ask if it’s ok to use your **microphone, camera, contact**. Be sure to allow it so others in the meeting will be able to hear you.

Once installed, go back in your email box then click the Teams meeting link.

If your telephone propose different options to connect to the meeting, **choose the app** instead of the web browser.
When the Teams App open, select “**join as guest**”. No need to use a Microsoft account to connect, it’s not mandatory.

**Simply enter your name.**

During the meeting, to turn your video or mic on or off, tap on the center of your screen to show the meeting controls. Tap again to hide them.