

## HOW TO JOIN A TEAMS MEETING

You can join a Teams meeting anytime, from any device, without signing into a Teams account.

### JOINING FROM A DESKTOP/LAPTOP

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**.  
Select **Continue on this browser**.
  - 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. Select **Join now**.

### JOINING FROM YOUR CELL PHONE

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. Tap **Join as a guest**.
4. Type your name and tap **Join meeting**.

Once in the meeting, **tap the center of your screen to view the meeting controls. From the meeting controls, you can turn your camera and mic on or off. Tap again to hide the controls.**