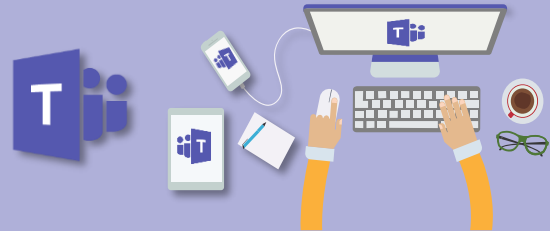


JOINING A MEETING AS AN EXTERNAL USER



How do I join a Teams meeting as an external user?

- 1 Click on the relevant URL provided in the meeting invite: **Join Microsoft Teams Meeting** link.
- 2 The URL will redirect you and from there you will be able to join either via downloading the **desktop app**, or via the **web application**.
(Please reference the “Keep in mind” section below for sharing capabilities)
Click **Use the web app instead**.
- 3 Enter the **Name** you would like displayed when you join the meeting, then click **Join**.

Keep in mind!

- ✓ You will need to wait until someone accepts you in the meeting. Once accepted, you will be able to hear audio, chat, and see shared content.
- ✓ You will be able to share content in both the desktop client and web app. When using the web app, external users should open the link in **Chrome** for sharing capability.

