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Join a meeting without a Teams account

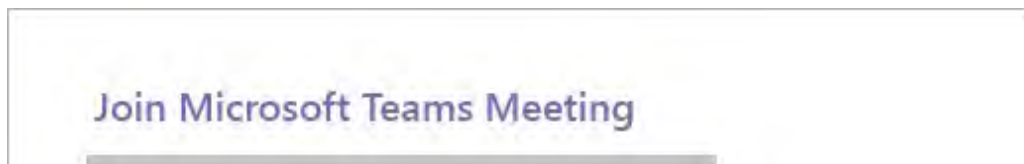
Microsoft Teams

Desktop **Mobile**

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.

Note: Some meetings don't allow people to join as guests.

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



Was this information helpful?

Yes

No



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. 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.
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.

Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

Organizer's view

If you're the meeting organizer, we'll alert you when someone is waiting in the lobby.

Click **Admit** to let them right into the meeting, or **View lobby** to admit or deny them, as well as see a list of everyone who's waiting.



Was this information helpful?

Yes

No



Join a Teams meeting from the app

1. In a Teams meeting invite, select **Join**.
2. You have two choices:
 - **Join Microsoft Teams Meeting:** Enter a meeting from your Teams meeting invite.
 - **Dial-in number and conference ID:** Use these if you need to call into the meeting.
3. Choose the audio and video settings you want.
4. Select **Join now**.

Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.

You can also use a dial-in number and conference ID from the email to call in.
2. You have two choices:
 - **Download the Windows app:** Download the Teams app.
 - **Join on the web instead:** Join a Teams meeting on the web.
3. If you select to join via web, type in your name and select **Join now**.

If you have a Teams account, select **sign in** to view the meeting chat and more.
4. Choose the audio and video settings you want. Yes No ×

Was this information helpful?

- Depending on meeting settings, you'll go to a lobby where attendees can admit you.

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