

## *Teams Meeting Instructions for Participants*

### **Join a meeting without an account in Microsoft Teams**

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

If you're having trouble joining a Teams meeting, try [I can't join a Teams meeting](#).

### **Join from your Desktop:**

Join the meeting before it starts to test your setup from the pre-join screen. From there, you can enter the meeting up to 15 minutes before its start time to troubleshoot or see how Teams works. Meeting participants and organizers will be notified when you enter the meeting.

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**. You don't need to install the Teams app to join the meeting.
  - 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**.
  - In meetings where admin settings prevent unverified people from joining, you'll be prompted to enter your email address. Enter your email address and select **Next**. Enter your password if you already have a Microsoft account or select **Send code** and enter the one-time passcode sent to your email if you don't have an account. Once verified, select **Join now**.

**Note:** People who are signed in will have access to more meeting features than those who aren't signed in.

If you enter the [meeting lobby](#), wait for someone in the meeting to admit you. If no one admits you within 30 minutes, you'll be removed from the lobby. If that happens, you can try rejoining.

Depending on how you joined the meeting, other participants will see a label next to your name. If you joined:

- Without entering your email address, everyone will see **Unverified** next to your name.
  - Using a one-time code sent to your email, everyone will see **Email verified** next to your name.
  - With your Microsoft account, everyone will see **External** next to your name.
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### **Join from your smartphone:**

To join a meeting from the Teams mobile app without signing in:

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**.

Note: Depending on policies set by the meeting organizer or their admin, you may be prompted to sign in with an authorized account or enter a one-time passcode sent to your email at this step to join the meeting. In this case, sign in with an authorized account or enter the one-time passcode sent to your email to join.

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.

### **Tips for a Smooth Experience:**

- Use a reliable internet connection.
- Join 5–10 minutes early to ensure everything works smoothly.
- If you encounter any issues, feel free to reach out to us beforehand for assistance.