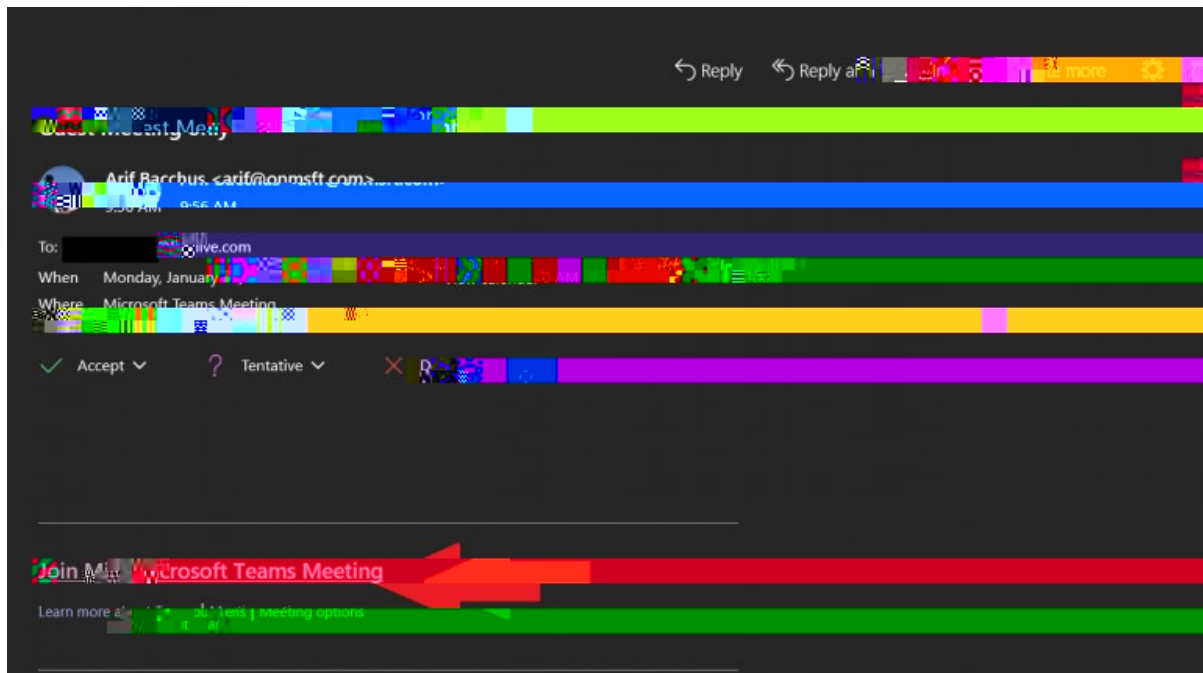


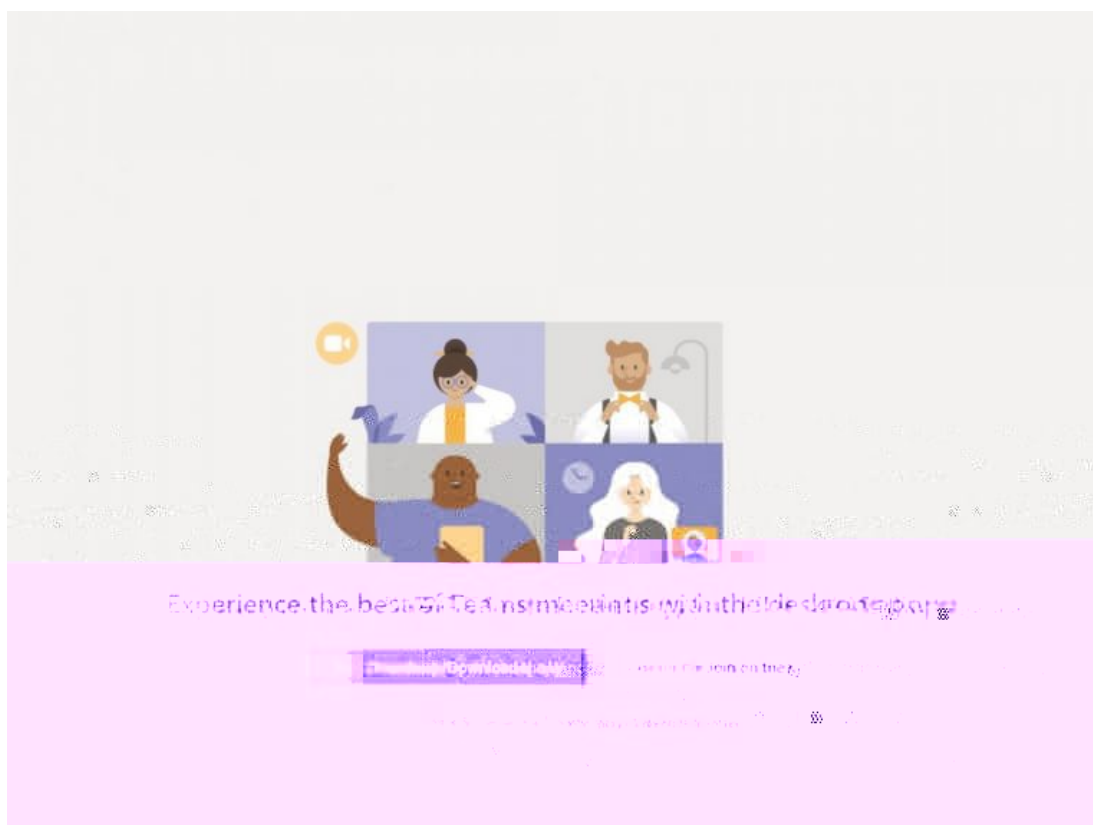
## How to Join a MS Teams meeting without an Office 365 account.

Check your email for the Teams Meeting invite



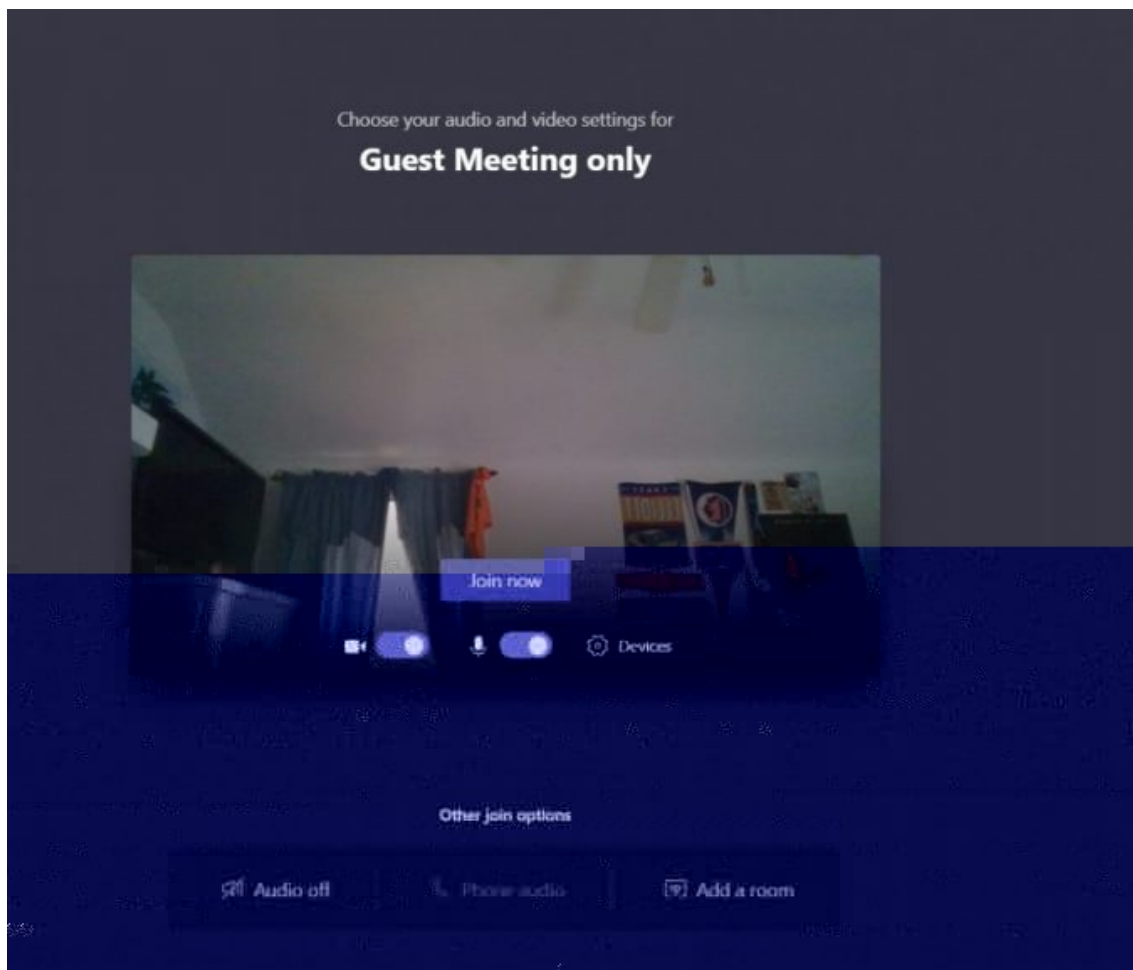
The first step in joining a Microsoft Teams meeting without an Office 365 account is to check your email / calendar for the invite. You'll then click the link on the bottom of the email that says *Join Microsoft Teams Meeting*. Once you click that, you also can Accept the invite to add it to your calendar in your email (if not already done).

Open Teams on the web or download the program



Next, you'll see that after clicking the link, you'll have the choice to Download the Windows app, or join on the web instead. If you choose to join the meeting on the web, you'll have a web-based version of Microsoft Teams. 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.

## Get ready for the meeting



Once you've launched Microsoft Teams, you'll have to enter your name and choose your audio and video settings. You can toggle off your microphone or webcam. Once you're ready, you can click the purple *Join now* button.

## Enter the meeting lobby

Finally, you'll be put into the meeting lobby. Once you're in the lobby, the meeting organizer will be notified that you're there, and you'll be admitted in. If no one has admitted you to the meeting within 15 minutes of joining, you'll be removed from the lobby, and you'll need to join again. It's also worth noting that you won't have full access to some of the features in the Teams meeting.