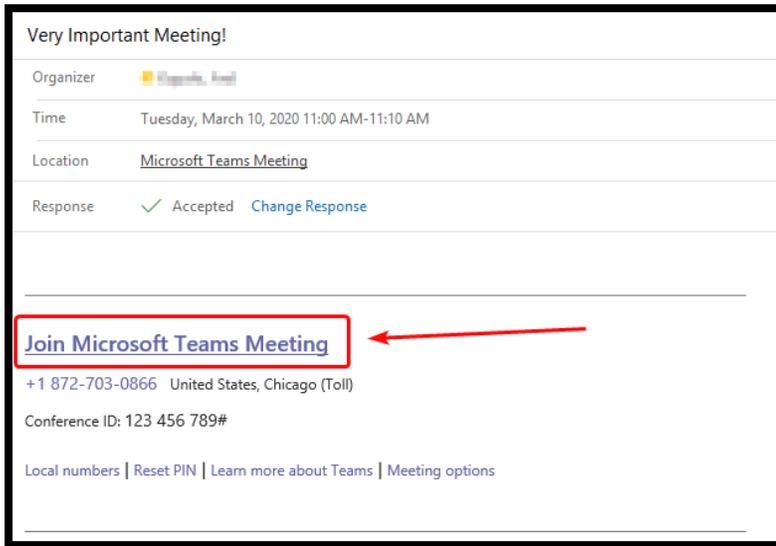


Joining a Teams Meeting from the Web

Anyone may join and participate in a Microsoft Teams meeting – regardless of whether they are a inside our organization or not, or if they use Teams or not. This guide will cover the process for anyone to join from their web browser, which should allow just about anyone to fully participate in a Teams meeting.

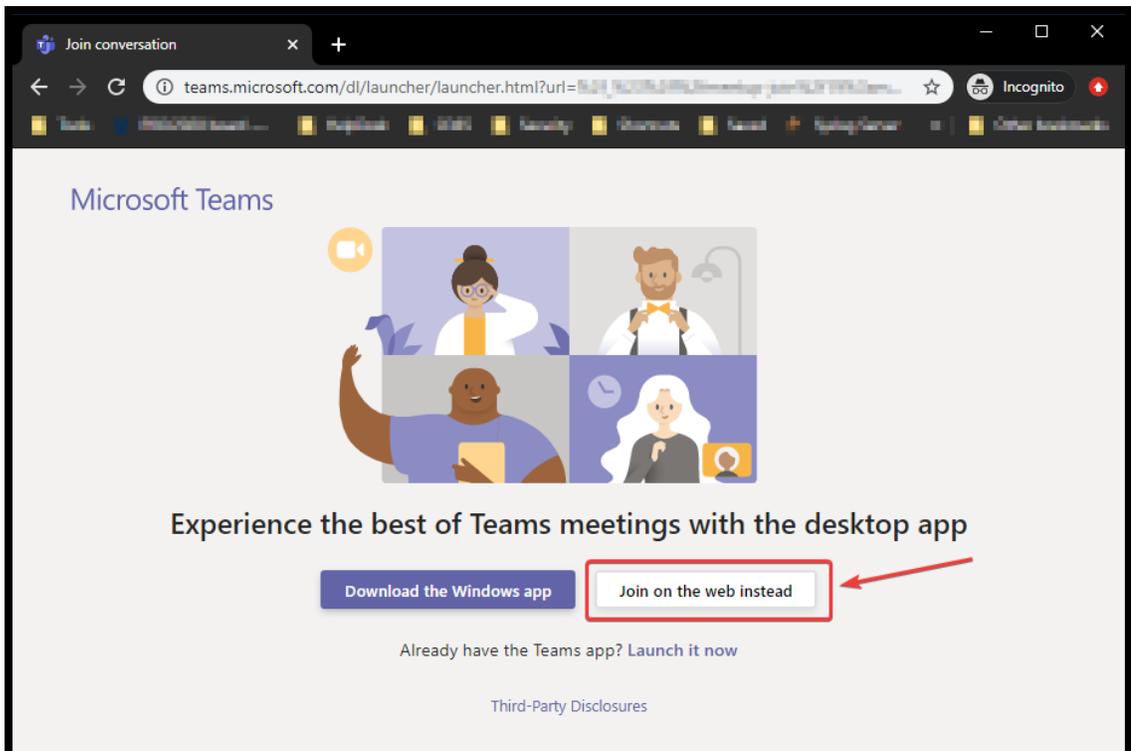
Joining Steps

1. Open the Meeting invitation in your email and click the **Join Microsoft Teams Meeting** link.
 - a. Don't plan on using your computer's speakers and microphone or a computer-connected headset? See **Dialing-In Instructions** for more details.



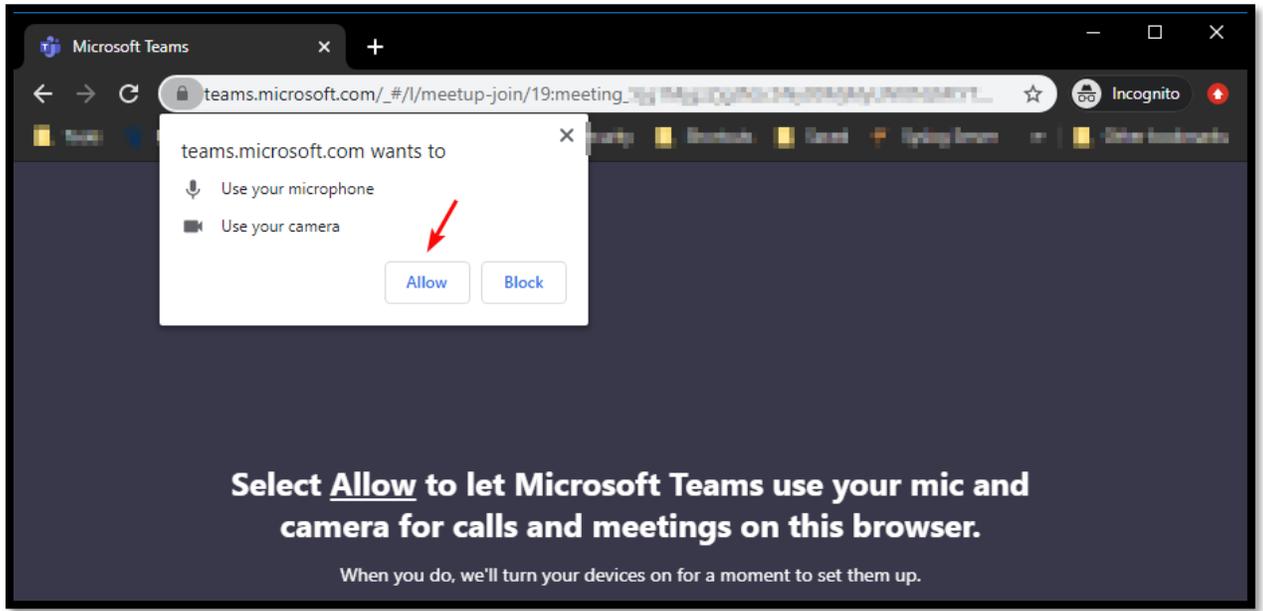
b.

2. Your web browser will open and show a screen similar to what is shown below. Please click **Join on the web** instead.



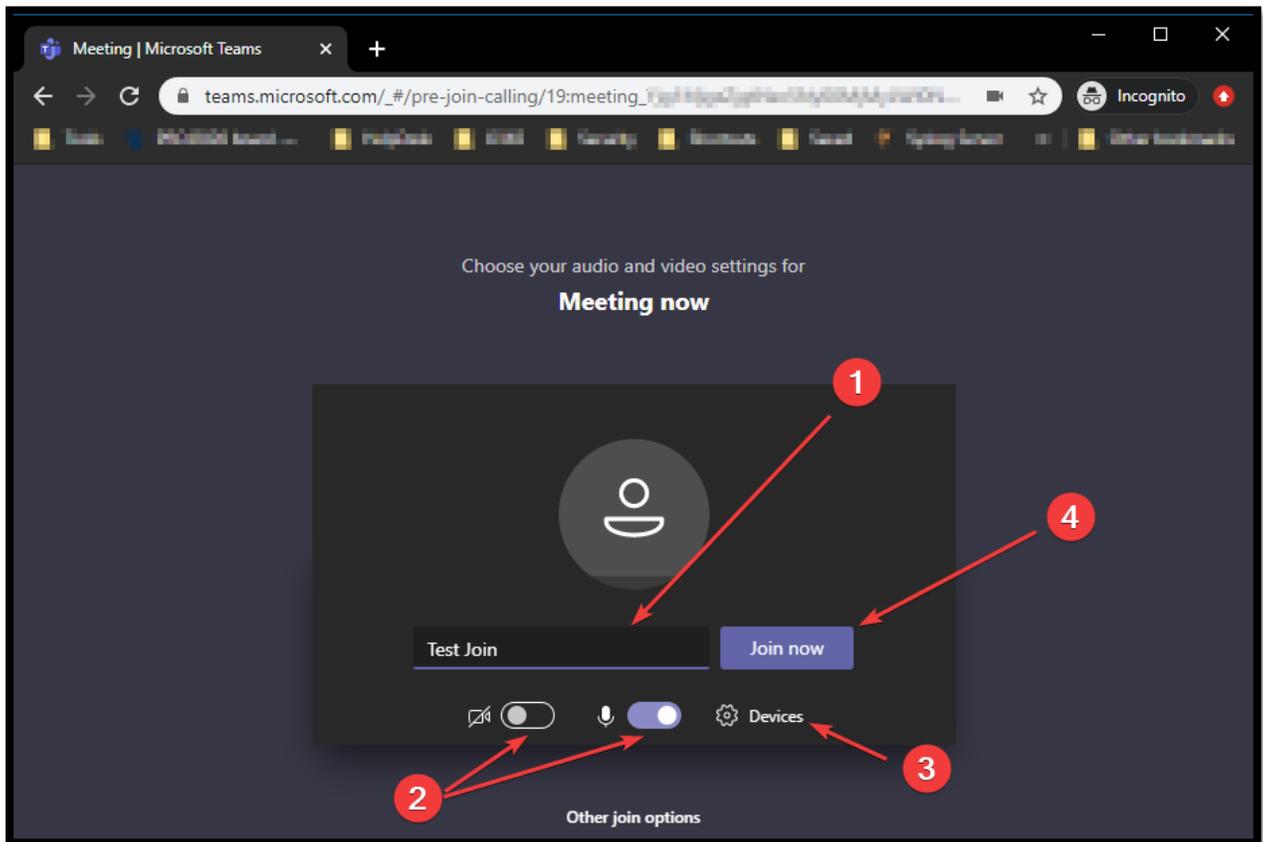
a.

3. Is this your first time joining a Teams meeting? You may see the below screen. If so, click **Allow** so Teams may access your camera and microphone, allowing you to participate in the meeting.



a.

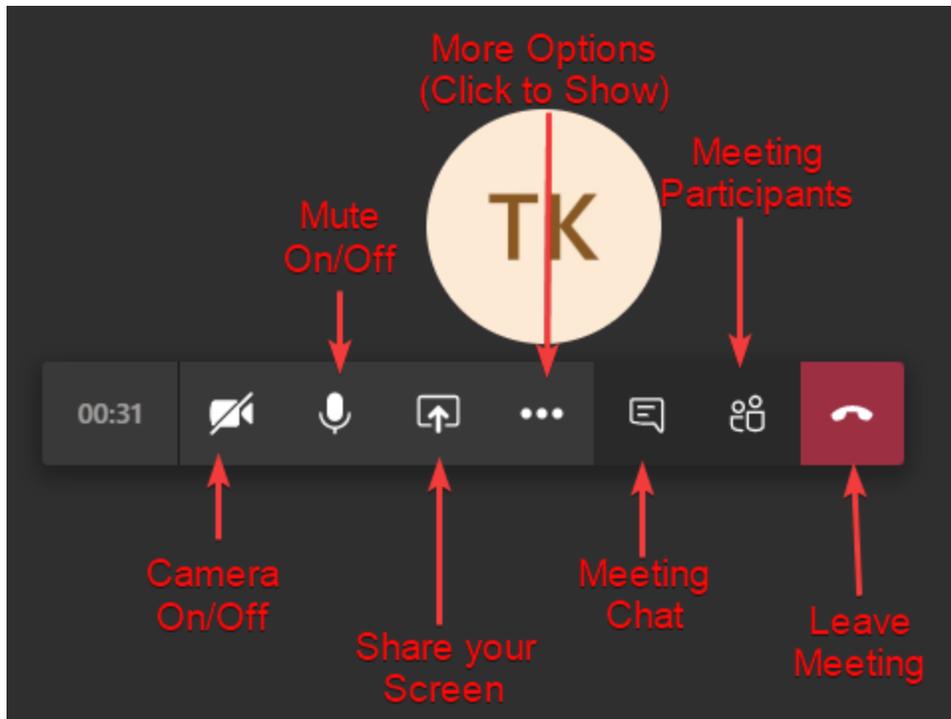
4. Join the Meeting:



- (1) Enter your name
- (2) Enable/Disable your camera and microphone. *Purple* indicates *enabled*.
- (3) Have more than one microphone, speaker, or camera on your computer? Select your preferred audio and video devices.
- (4) Click **Join now** when you're ready.

Participating in the Meeting

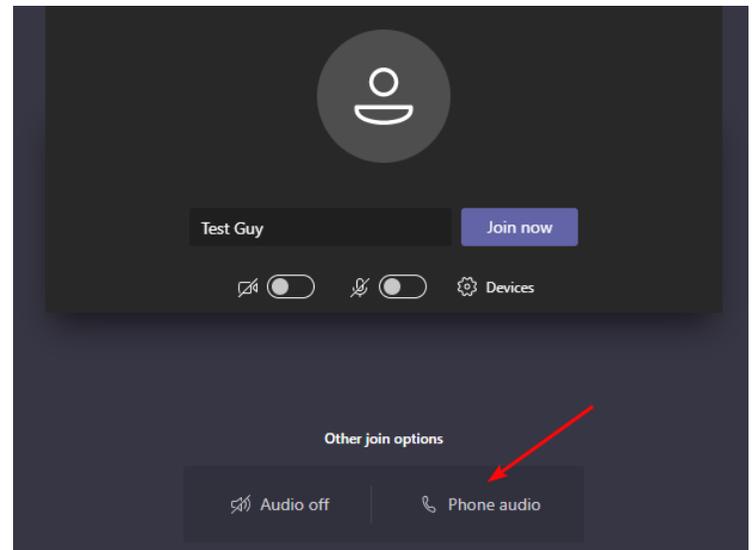
The meeting controls are shown below. You may also place your mouse cursor on top of any icon for more information.



Other Scenarios & Information

Joining a Meeting – Dialing In

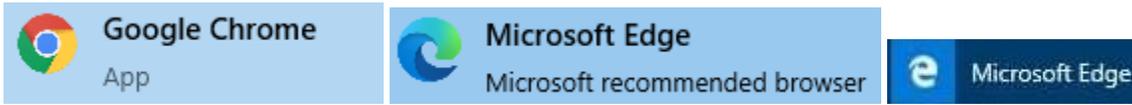
Don't have a microphone or speakers attached to your PC? When at the screen where you are able to click **Join Now**, instead click **Phone audio**. You will be added to the interactive portion of the meeting and shown the same dial-in details from the meeting invitation. You may dial in before joining the meeting, or after.



- (1) Use this link to join the interactive part of the meeting.
- (2) Use this phone number and conference ID to join.
- (3) Is the number shown in (2) long distance? See if there is a more local number by clicking **Local numbers**. All numbers shown will allow you to enter your conference ID and join the same meeting.

Supported Browsers

When joining on the web, you **must** use Google Chrome or Microsoft Edge to join and have a feature-rich experience. If you are unable to screen share or use your computer's microphone and/or camera, please ensure you are using one of the supported browsers.



Already use Teams with your own company?

If you already use Teams with your own company, you should be able to participate in the meeting just like one of your internal meetings.

When clicking the **Join Microsoft Teams Meeting** link on your calendar, you will be prompted to open Microsoft Teams. Simply click **Open** or **Open Microsoft Teams** in your browser to join the meeting natively.

