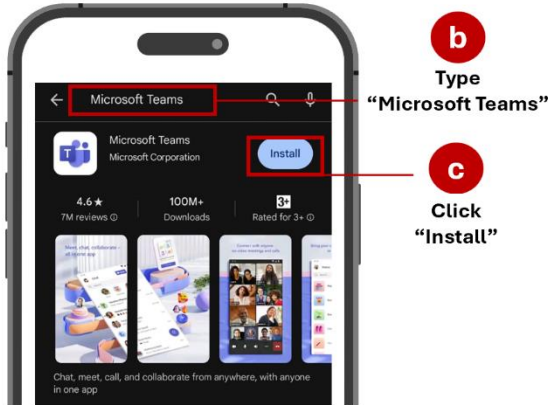


GUIDE TO JOINING MICROSOFT TEAMS MEETINGS

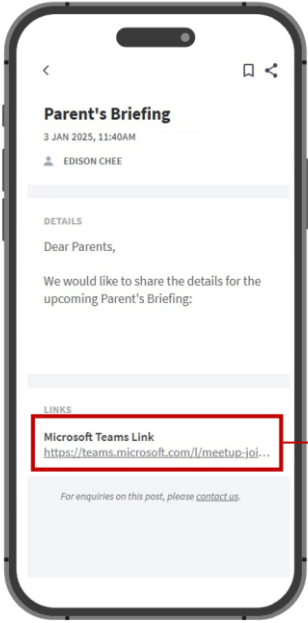
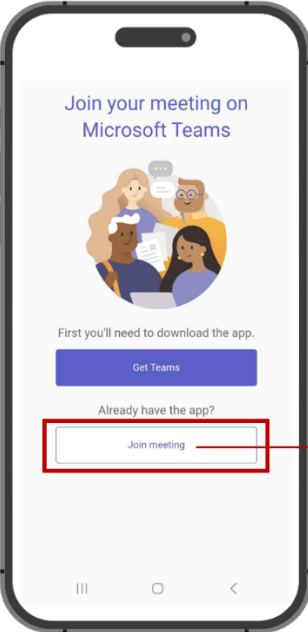
How to Join Microsoft Teams Meetings on Mobile Devices

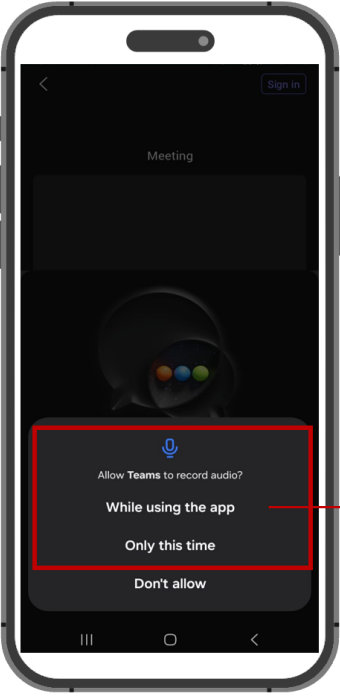
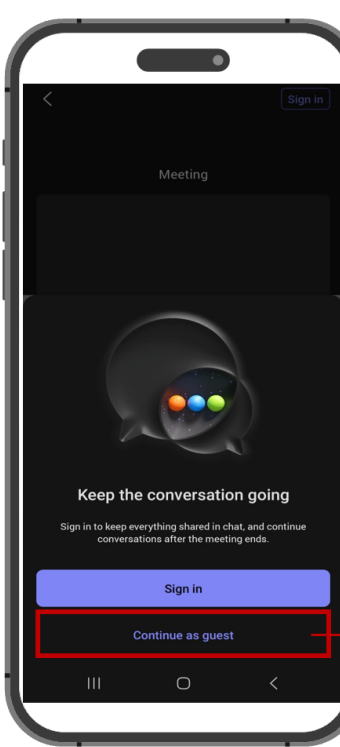
To participate in meetings, **download the Microsoft Teams mobile app** on your phone or tablet. Attendees can join meetings as guests *without* requiring a Microsoft Teams account. Follow these steps to get started:

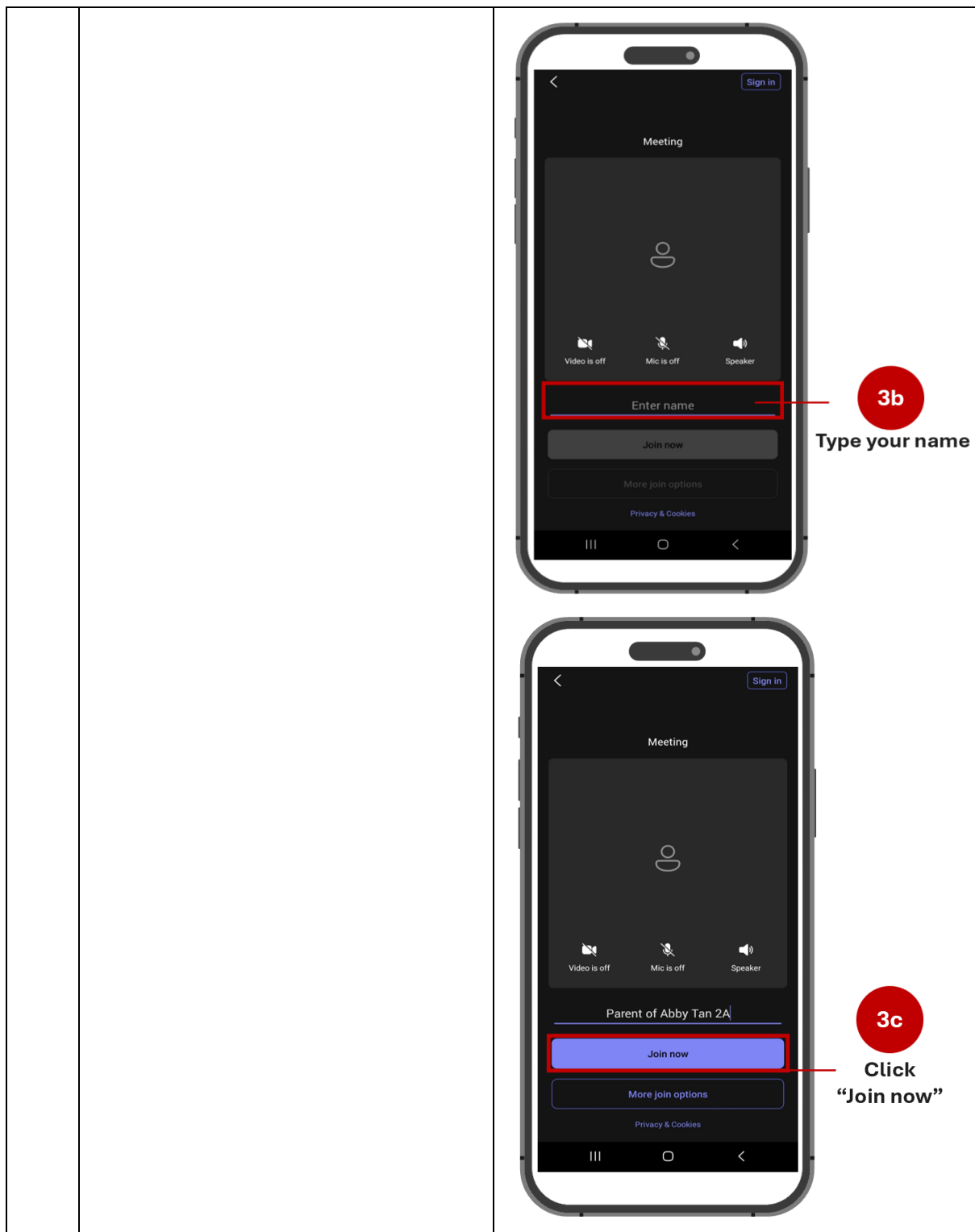
Installing the Microsoft Teams App

Steps	Illustration
a. <u>Open the App Store:</u> - On iOS devices, open the Apple App Store. On Android devices, open the Google Play Store. b. <u>Search for Microsoft Teams:</u> - Enter "Microsoft Teams" in the search bar. c. <u>Download and Install the App:</u> - Select the Microsoft Teams app from the search results and tap 'Install'.	

Joining a Meeting as Guest

Step	Illustration
1 <u>Open the Meeting Invite:</u> a. Open the Microsoft Teams meeting invite b. Tap "Join Meeting".	 1a Click Microsoft Teams meeting link  1b Click "Join meeting"

2	<u>Allow Microphone Access:</u> When prompted, allow Microsoft Teams to access your microphone so you can be heard in the meeting.	 2 Allow Teams to access your mic and
3	<u>Join as a Guest:</u> - Tap "Join as a Guest" - Type your name - Tap "Join Meeting" Alternatively, if you have a Teams account, log in to join the meeting.	 3a Click "Continue as guest"



For more detailed guidance, tutorials, and troubleshooting, visit Microsoft's official support page for Teams at this link: <https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Mobile>.

You can also scan the QR code below to access the support page directly:

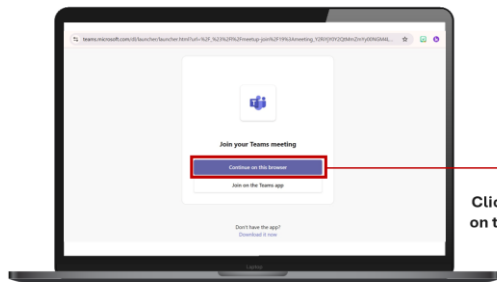
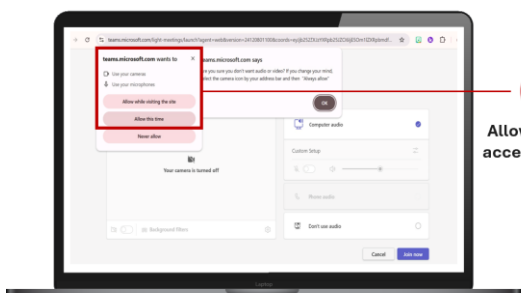


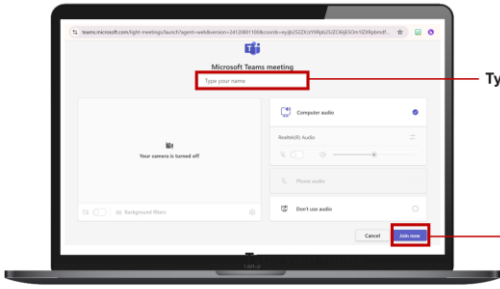
How to Join Microsoft Teams Meetings on Desktops/Laptops

Joining a Microsoft Teams meeting via desktop or laptop does not require downloading any applications or having a Microsoft Teams account. Meetings can be attended directly through any web browser.

Follow these steps to get started:

Join the Meeting via Web Browser

Step	Illustration
1 <u>Open the Meeting Invite:</u> a. Copy and paste the link into your web browser's address bar. Alternatively, click on the link directly to join the meeting.	 1 Copy and paste the link into your web browser's address bar OR Click on the link directly to join the meeting
2 <u>Choose Your Access Method:</u> a. When prompted, select "Continue on this browser."	 2 Click "Continue on this browser"
3 <u>Enable Permissions for Mic and Camera:</u> a. You may be prompted to allow access to your microphone and camera. Click "Allow" to enable these so you can fully participate in the meeting. Note: You can disable your microphone and camera at any time during the meeting by clicking their respective icons	 3 Allow Teams to access your mic

4	<u>Enter the Meeting</u> a. Type your name b. Tap "Join Meeting"	
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For more detailed guidance, tutorials, and troubleshooting, visit Microsoft's official support page for Teams at this link: <https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Desktop>.

You can also scan the QR code below to access the support page directly:

