


## Join meeting as a Guest in Teams

The first step in joining a Microsoft Teams meeting without an Office 365 account is simple. You'll first want to check your email for the invite. You'll then want to click the link on the bottom of the email that says "**Join Microsoft Teams Meeting**". Once you click the link, you also can Accept the invite to add it to your calendar in your email.



From [poopong@un.org](mailto:poopong@un.org)

Title **Basic feature: Sharing, join by Audio and Video**


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Required [Siriporn Jommab; kijawat.p@gmail.com](mailto:Siriporn Jommab; kijawat.p@gmail.com)

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Optional

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Start time    All day   Time zones

End time   [Make Recurring](#)

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Location

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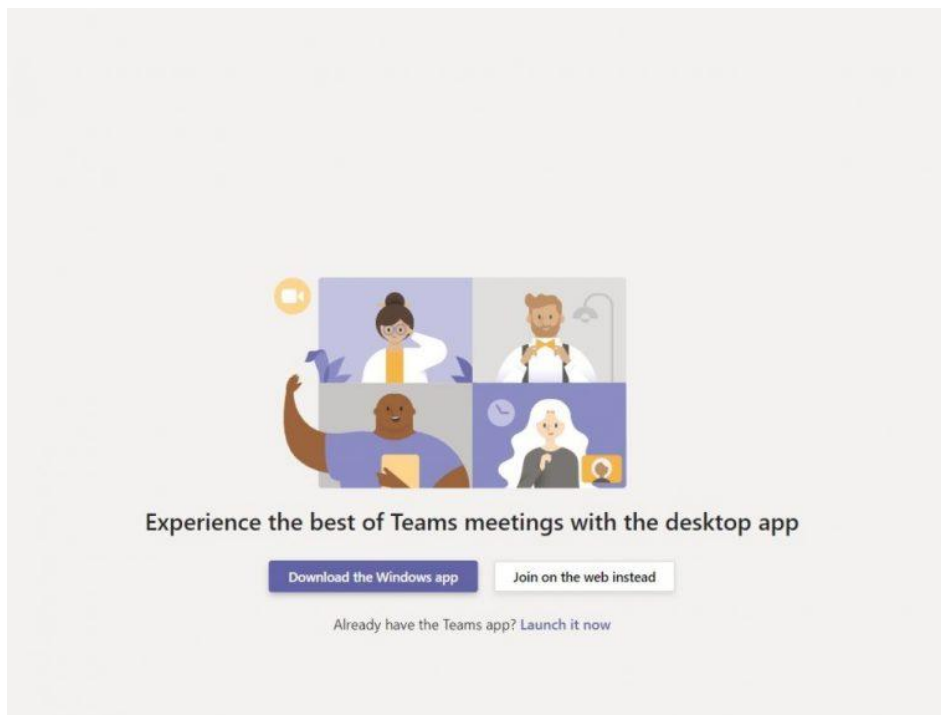
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[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

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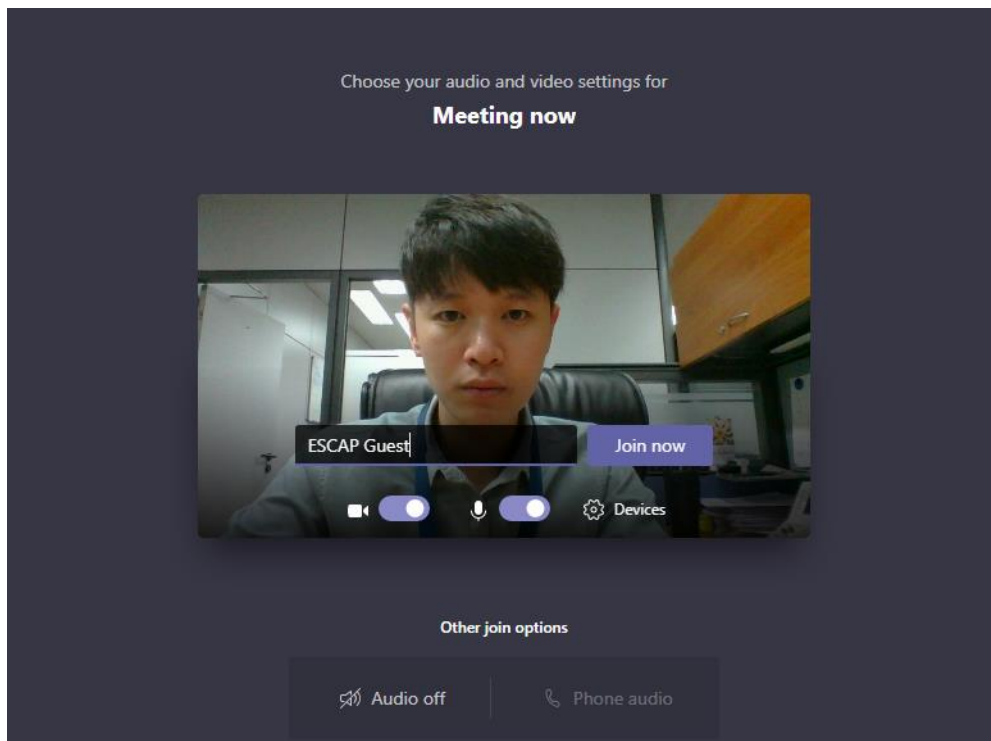
## Open Teams on the web



The banner features a central illustration of four diverse people in a meeting grid. Below the illustration, the text reads: "Experience the best of Teams meetings with the desktop app". At the bottom, there are two buttons: "Download the Windows app" and "Join on the web instead". Below the buttons, it says "Already have the Teams app? Launch it now".

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.

## Joining 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. You also can choose a different device for audio, if needed. Once you're ready, you can click the purple **Join now** button.

### **\*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 kicked out 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.