

How to Join 'Microsoft Team' Meeting as a Guest

If you've been invited to a Microsoft Teams meeting, and don't have a Microsoft Teams account you can join easily as a guest. Here's how;

1. Type in the URL provided to you in your web browser. It will look something like this tinyurl.com/y6h8n9yf
2. Each URL will be different for each session so ensure you are using the one for the correct date and time.
3. If using a phone or tablet it may ask you to download the app
4. Enter your name, choose your audio and video settings
5. Click the 'Join Now' button to be admitted into the meeting

You might not have a Microsoft Teams account, however you can easily join a Microsoft Teams meeting without an account, the below instructions will show you how;

1. Check the letter you have been sent for the URL

The first step in joining a Microsoft Teams meeting without an account is simple.

You'll first want to check your invite for the URL, it will look something like the below:

Session 1: 03 July noon – 1pm

Join us by typing the following into your internet browser: tinyurl.com/y6h8n9yf

Each URL will be different for different meetings therefore check you are using the one for the time and date of the session.

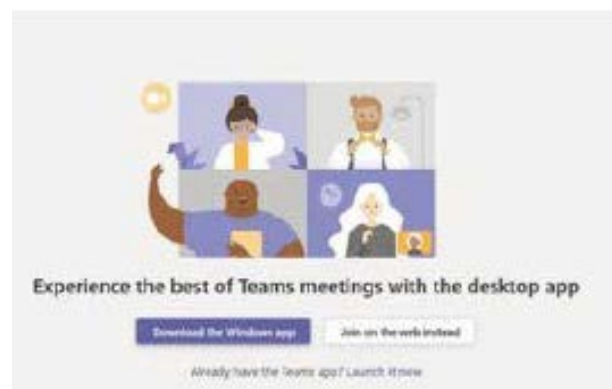
2. Type the URL into your web browser

Type the URL provided into your web browser on your computer or table. You can you use your phone if it is your only option however it may be difficult to see the slides.



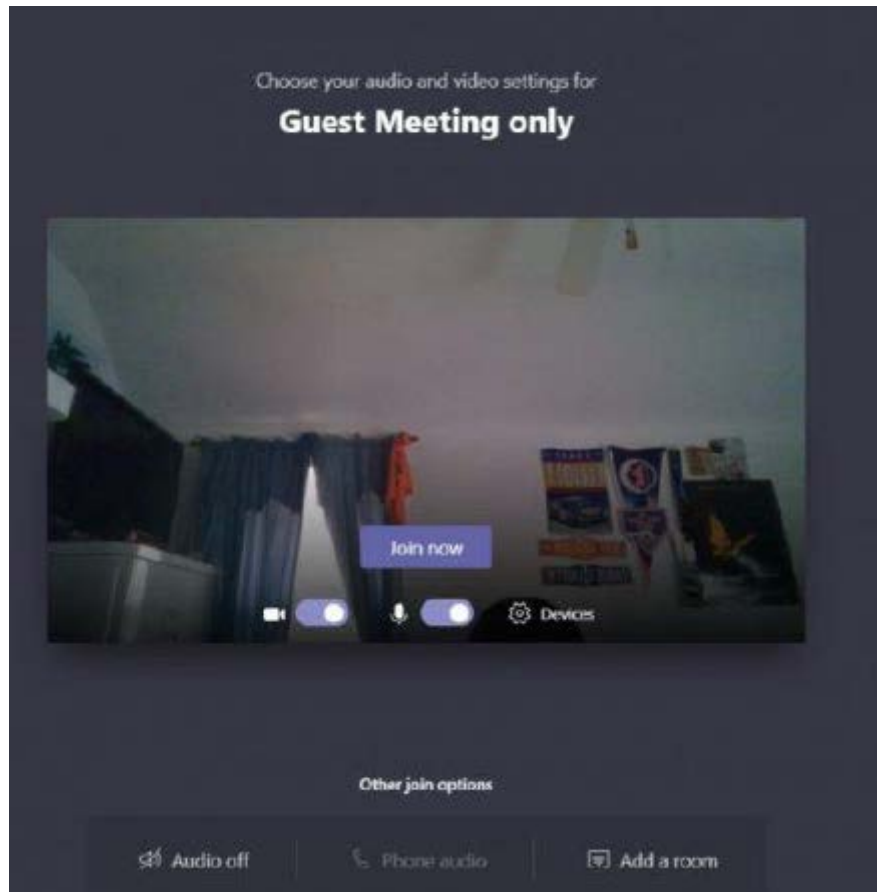
3. Microsoft Teams will then appear on the web

Next, you'll see that after typing in the URL, 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. If you are using a tablet then you will need to download the Microsoft Teams app.



4. Enter your name, choose your audio and video settings

Once you've launched Microsoft Teams, you'll be asked to choose your audio and video settings. Your browser will ask you to use your webcam and microphone, you will need to accept both to ensure you'll be seen and heard during the meeting.



If you do not have camera/video that's fine, you will still be able to listen and get involved with the discussions.

If you do not want to be seen then you can turn your video off so that we cannot see you.

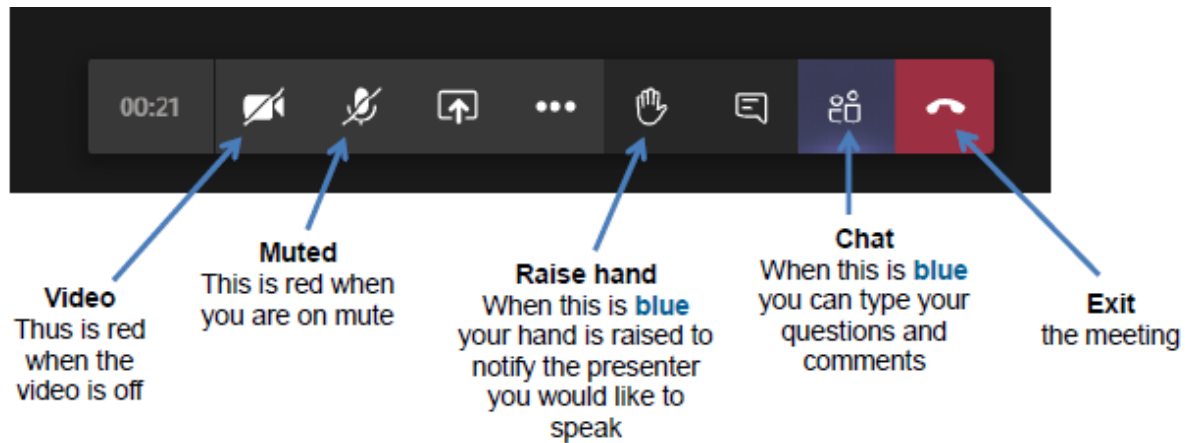
You can also turn off your microphone or webcam whilst the meeting is taking place to, this also helps to improve the video and sound quality.

5. Click the Join Now button to be admitted into the meeting

Once you're ready, you can click the 'Join now' button which will enter you 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. Sometimes you are able to go straight into the meeting.

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.

Teams Functions



Accessing Teams via a mobile phone/tablet

Teams can sometime look different to the above if you are using a tablet or a mobile phone. You may find that your chat box is on another screen and you will need to scroll left and right. Or it could be at the top of your screen.

If you do not have a raise hand function then please use the chat function, or turn your camera on and wave if you do want to say something.