



Microsoft Teams – How to Join a Meeting Without a Teams Account

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join.

Desktop

1. Go to the meeting invite and select **Click here to join the meeting**.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID:

Passcode:

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2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. If you enter the meeting lobby, wait for someone in the meeting to admit you.

Mobile

1. Go to the meeting invite and select **Click here to join the meeting**.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID:

Passcode:

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download and open the app. If you have an Android device, open the app right from the app store page. If you have an iOS device, tap the meeting link again to open the app. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
4. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.
5. Type your name and tap **Join meeting**.

Additional Learning

[Microsoft Teams Support](#)

Contact



For additional information, call us at (844) 850-6166, email us at admin@shiltscpa.com, or visit us at www.shiltscpa.com.