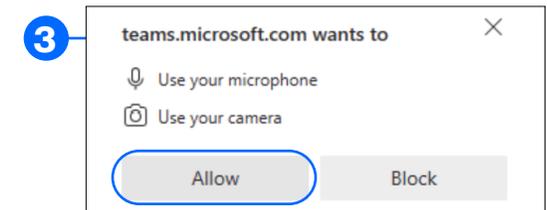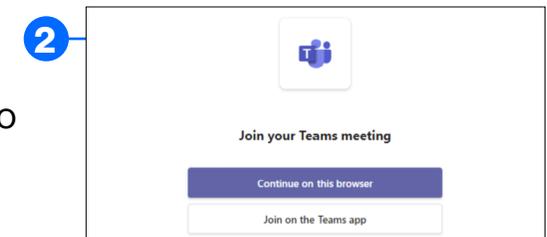# Quick Start Guide for Microsoft Teams

How to Join a Microsoft Teams Meeting Without a Microsoft 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.

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

2. That'll open a web page where you'll see two choices: Continue on this browser and Join on the Teams app. You don't need to install the Teams app to join the meeting.

3. If you join the meeting on your browser, Microsoft Edge or Google Chrome both work. Your browser may ask if it's okay for Teams to use your mic and camera. When you select **Allow**, you can always turn off your mic and/or video once you join the meeting.

4. When you're ready, select **Join now**.

5. If you enter the meeting lobby, wait for someone in the meeting to admit you.

1

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

Join your Teams meeting

Continue on this browser

Join on the Teams app

3

teams.microsoft.com wants to   ✕

🎤 Use your microphone

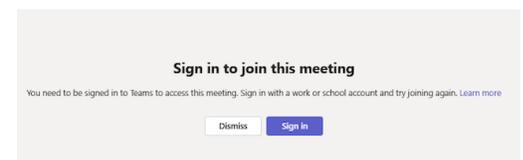📷 Use your camera

Allow   Block

Having Trouble Joining a Meeting?

There are different types of messages you might encounter when you're joining a Teams meeting. Please read the explantions below or visit Microsoft.com to learn more . You may need to take more steps to join.
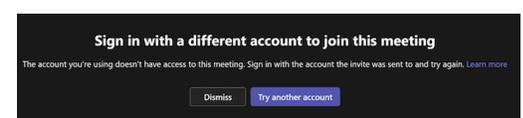
"Sign in to join this meeting"

If you're seeing this message, the meeting does not allow people to join who are not signed in with their Teams work or school account, including those who are joining from Teams for personal use.

Sign in to join this meeting
You need to be signed in to Teams to access this meeting. Sign in with a work or school account and try joining again. Learn more
Dismiss   Sign in

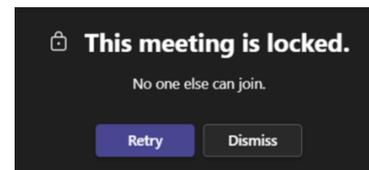### "Sign in with a different account to join this meeting"

If you're seeing this message, the admin settings of your organization or the admin settings of the meeting organizer's organization don't allow for meetings between your organizations.

Sign in with a different account to join this meeting
The account you're using doesn't have access to this meeting. Sign in with the account the invite was sent to and try again. Learn more
Dismiss   Try another account
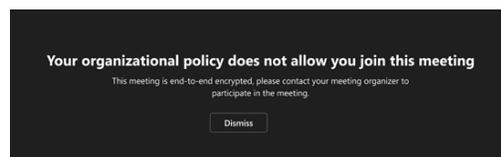
Quick Start Guide for Microsoft Teams

"This meeting is locked."

After a meeting starts, organizers can choose to prevent new participants from entering by locking it. Reach out to the meeting organizer to let them know you're having trouble joining. If they unlock it, you can try again.
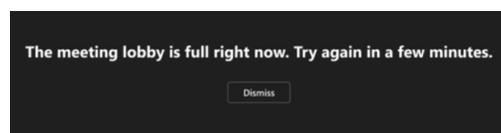

"Your organizational policy does not allow you to join this meeting"

You can't join because the organizer has enabled end-to-end encryption for their meeting. Contact the organizer to let them know you're having trouble joining.

"The meeting lobby is full right now."

If the lobby is full, wait a few minutes before trying to join again. You may be able to enter if other attendees join the meeting or leave the lobby. For more on lobby settings, see Using the lobby in Teams meetings.

"Sorry, no one has responded to your request to join."

If you get this message after 30 minutes of waiting, your request has timed out. Check to make sure you're joining from the correct meeting link and try again or reach out to the meeting organizer to make sure your request is seen.

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