

# 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 as a guest.

To join a Microsoft Teams meeting you will only need the following:

- An invitation to the meeting or the link to the meeting
- Reliable internet connection
- A device with a camera and microphone enabled (this is only if you need to talk to another person and they need to see you, if not, you can still join the meeting as long as you have an internet connection).
- If you are trying to join the meeting from a phone, you will need to download the Microsoft Teams app, but you do not have to have a Microsoft Teams account, and you can join the meeting as a Guest.

## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

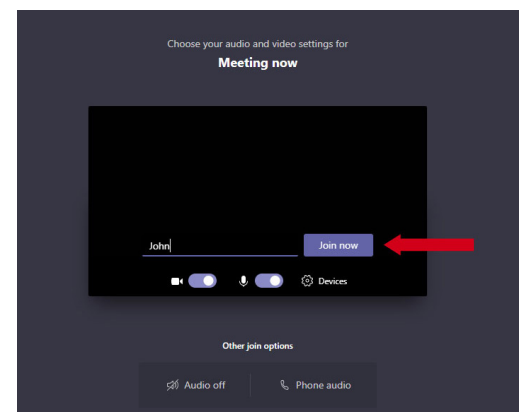
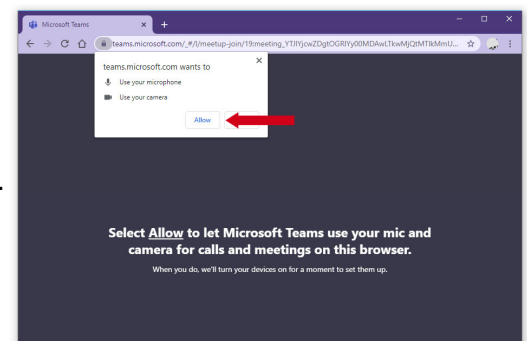
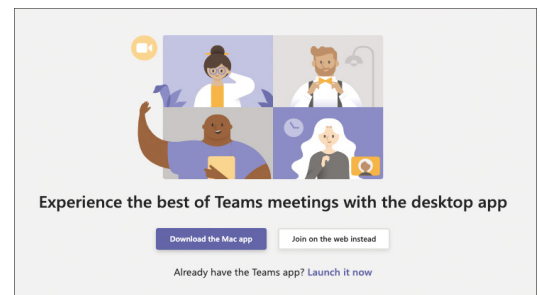
Meeting ID: [REDACTED]

Passcode: [REDACTED]

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

## How to Join a Microsoft Teams Meeting as a Guest: From a PC Browser

1. Go to the meeting invitation and select, "Join Microsoft Teams Meeting"
2. After clicking the link, a web page will open and you will be given two choices:
  - a. Download the Windows app and
  - b. Join on the web instead (**this is the option you will choose**).
    - If you join on the web, you can use either Microsoft Edge or Google Chrome, (Firefox, Safari and Linux do not support this option).
3. Your browser may ask if it's okay for Teams to use your microphone and camera. Be sure to allow it so you'll be seen and heard in your meeting.
4. When you're ready, enter your name and click "Join now".



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## How to Join a Microsoft Teams Meeting as a Guest from a Mobile Device

### If you use an Android Phone:

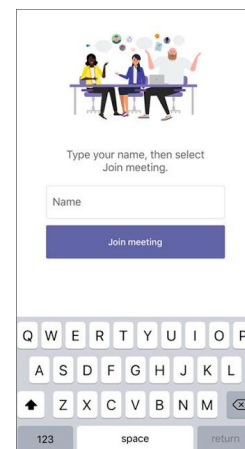
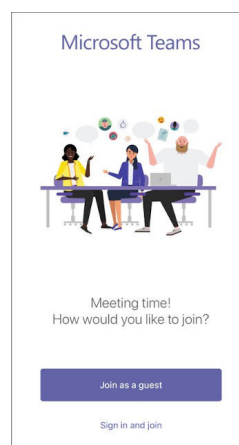
- Go to the Google Play Store and search for “Microsoft Teams”.
- Tap on “Install” to download the Microsoft Teams app for Android.

### If you use an iPhone:

- Go to the App Store and search for “Microsoft Teams”.
- Tap on “Get” to download the Microsoft Teams app for iPhone.

Once you have the Microsoft Teams app downloaded and installed on your device, you are ready to join Microsoft Teams without an account as a guest.

1. Go to the meeting invitation and select “Join Microsoft Teams Meeting”.
2. This will take you to the Microsoft Teams app we installed previously. If you did not install it before joining the meeting, you are asked to download the Teams app once you open the link in your Teams meeting invitation email.
3. Teams will ask if it's okay to use your microphone. 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”.
6. To turn your video or microphone on or off during the meeting, tap on the center of your screen to show the meeting controls. Tap again to hide them.



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## Troubleshooting

There are some common issues that you might run into when you are joining as a guest from the browser or the mobile app.

### Mistakenly Blocked Teams Access to Camera and Microphone

- If you mistakenly blocked the Teams notification to allow access to your laptop's microphone and camera, you can easily allow or reset its permissions.
- Click on the top right corner next to the website address.
- You can click on "Always allow". This allows Teams to use both your camera and the microphone.
- Alternatively, you can enable one of them if you would prefer.

### Cannot Enable Video When Joining as A Guest from Microsoft Teams App

- This is a known issue and only happens for some users. You should be able to share your camera once you are in the meeting. If you are trying to join the meeting before it starts, you will not be able to enable the camera.

## Sharing your Screen in Teams:

In Microsoft Teams, you can show your desktop, a specific app, a whiteboard, or a presentation in a meeting.

1. Select "Share content" button and choose if you want to share your computer audio.
2. Select what you want to share:
  - **Screen** lets you show everything on your screen.
  - **Window** lets you share an open window like a specific app you have open.
3. After you select what you want to show, a red border surrounds what you're sharing. Meeting participants won't see any notifications that might come in.
4. Select "Stop sharing" to stop showing your screen.

For visual instruction, please follow this [link](#) for more information