

# Joining a Microsoft Teams Meeting Without an Account

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account.

*You can join one of three ways:*

Web Browser
<ul style="list-style-type: none"><li>• <i>Reccomended</i></li><li>• No download required</li><li>• Requires internet access</li><li>• Ability to access all Teams features, including visual and chat</li></ul>

Mobile Application
<ul style="list-style-type: none"><li>• Free application download required</li><li>• Requires internet access</li><li>• Ability to access most Teams features, including visual</li></ul>

Phone Dial-In
<ul style="list-style-type: none"><li>• No download or internet access required</li><li>• Only able to access audio features of Teams (no visual or chat)</li></ul>

## Accessing Microsoft Teams from the Web:

1. Select the **Join Microsoft Teams Meeting** link below. (This link can also be found on the meeting invite.)

<p>WYOMING SPACE GRANT BALLOON PRESENTATION, DECEMBER 1, 2021 (2:00 PM ET, 1:00 PM CT, 12:00 PM MT, 11:00 AM PT)</p> <h2>Microsoft Teams meeting</h2> <p><b>Join on your computer or mobile app</b></p> <p><a href="#">Click here to join the meeting</a></p> <p><b>Or call in (audio only)</b></p> <p><a href="#">+1 256-715-9946, 539036969#</a> United States, Huntsville</p> <p>Phone Conference ID: 539 036 969#</p>
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*Directions adapted from support.microsoft.com*

2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. Select the **Join on the web instead** option. It is recommended that you 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. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you. Meeting participants will have access to the room 15 minutes prior to the webinar.

#### **Accessing Microsoft Teams from a Mobile Device:**

1. In the meeting invite, **select Join Microsoft Teams Meeting** (see above for meeting link).
2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it. Download the app and open it right from the app store page. 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.
3. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Select **Join as a guest**.
4. Type your name and tap **Join meeting**. Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.

#### **Accessing Microsoft Teams via the Phone Line:**

1. In the meeting invite, you will see a phone number. Dial the number and follow the prompts. It will ask you to input the conference ID number. You will then automatically join the meeting.