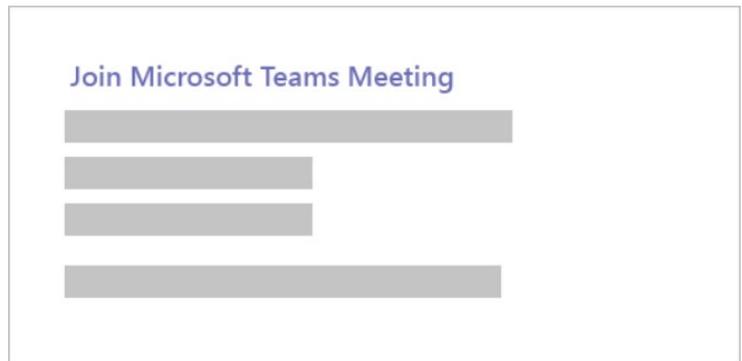# Join a Meeting Without a Teams Account (Tip Sheet)

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.

Watch this quick video to learn how to Join a Teams Meeting.

Desktop

1. Go to the meeting invite and select **Join Microsoft Teams Meeting**.

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.

   Join Microsoft Teams Meeting

3. 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.

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

5. 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.
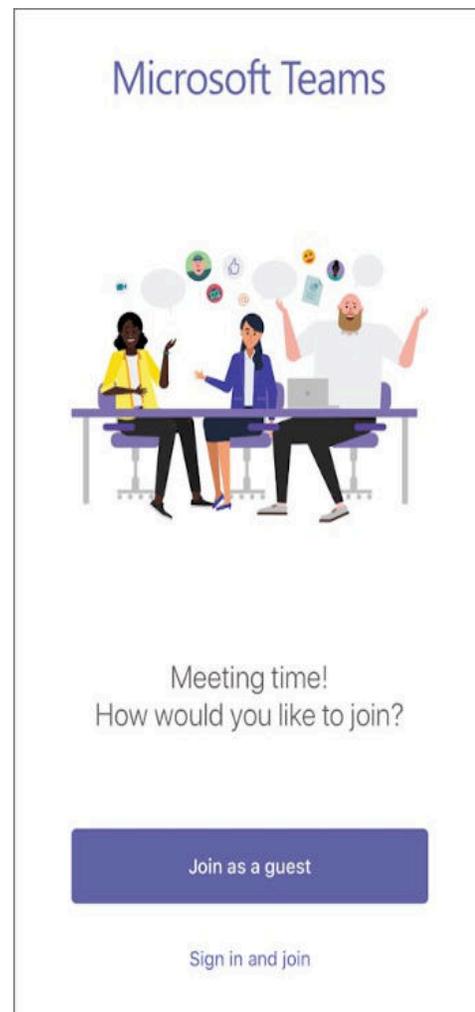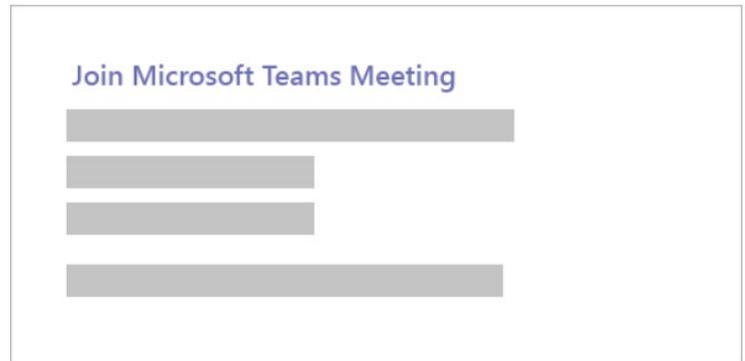
Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.

- Once you're in the meeting, everyone will see a **Meeting guest** label with your name.

- Some features of Teams meetings aren't available to guests.

Mobile Device

1. In the meeting invite, select **Join Microsoft Teams Meeting**.

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.
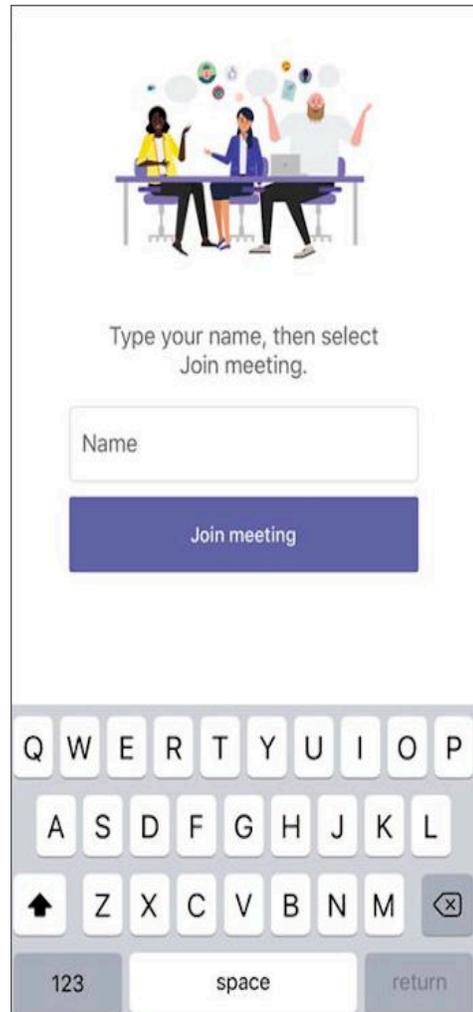
4. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join.** Choose **Join as a guest**.

5. Type your name and tap **Join meeting**.

   For the next step, the meeting organizer or their administrator may require you to sign in with an authorized account to join the meeting.
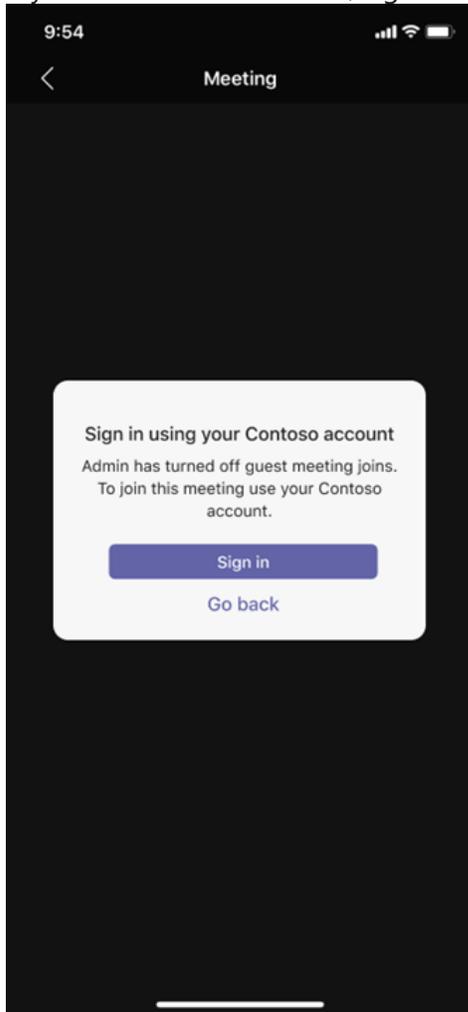
   For example, if this is a school meeting you may need to sign in with your school account. Or if the meeting is part of a conference, you may need to use a conference-authorized account.

6. Depending on how the meeting was set up, you may be able to enter the meeting now.
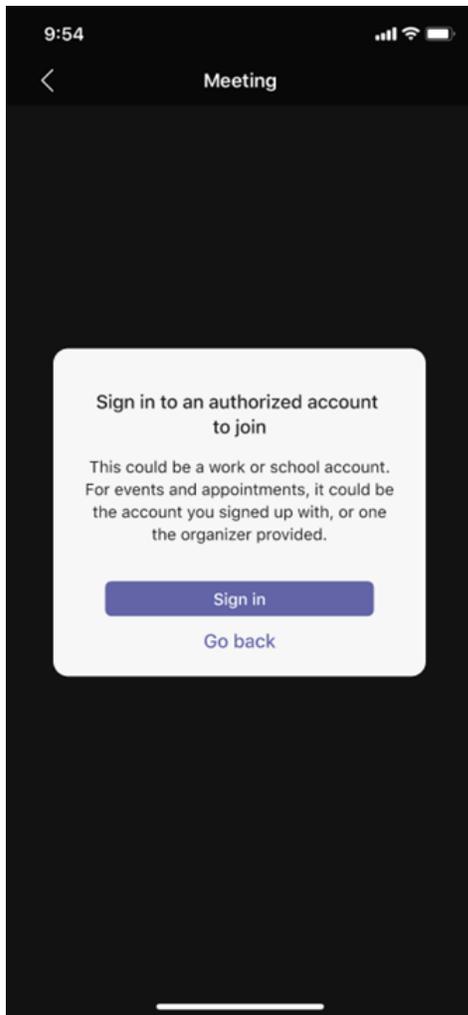
   OR

   If you see a screen like this, sign in with the mentioned account.

   OR

   You may see this screen, and should sign in an account that was authorized for the 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.