


GUIDE TO JOINING MICROSOFT TEAMS MEETINGS

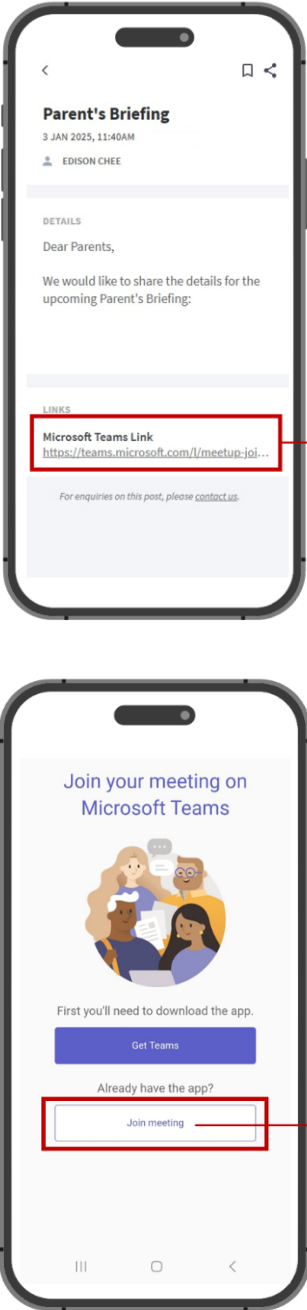
How to Join Microsoft Teams Meetings on Mobile Devices

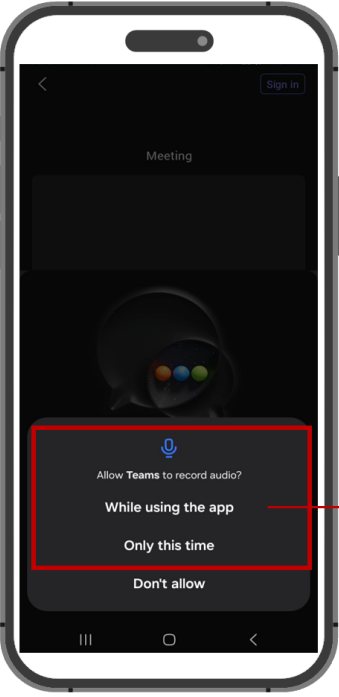
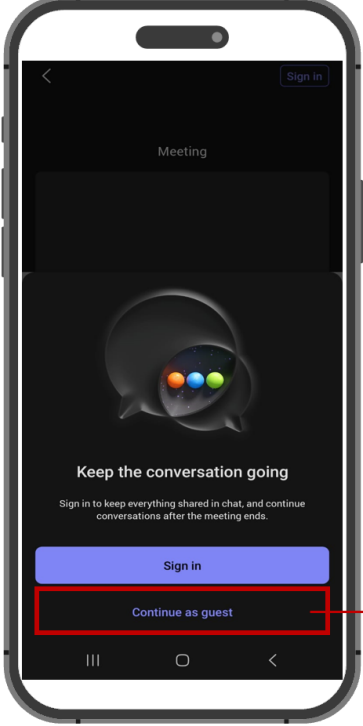
To participate in meetings, **download the Microsoft Teams mobile app** on your phone or tablet. Attendees can join meetings as guests *without* requiring a Microsoft Teams account. Follow these steps to get started:

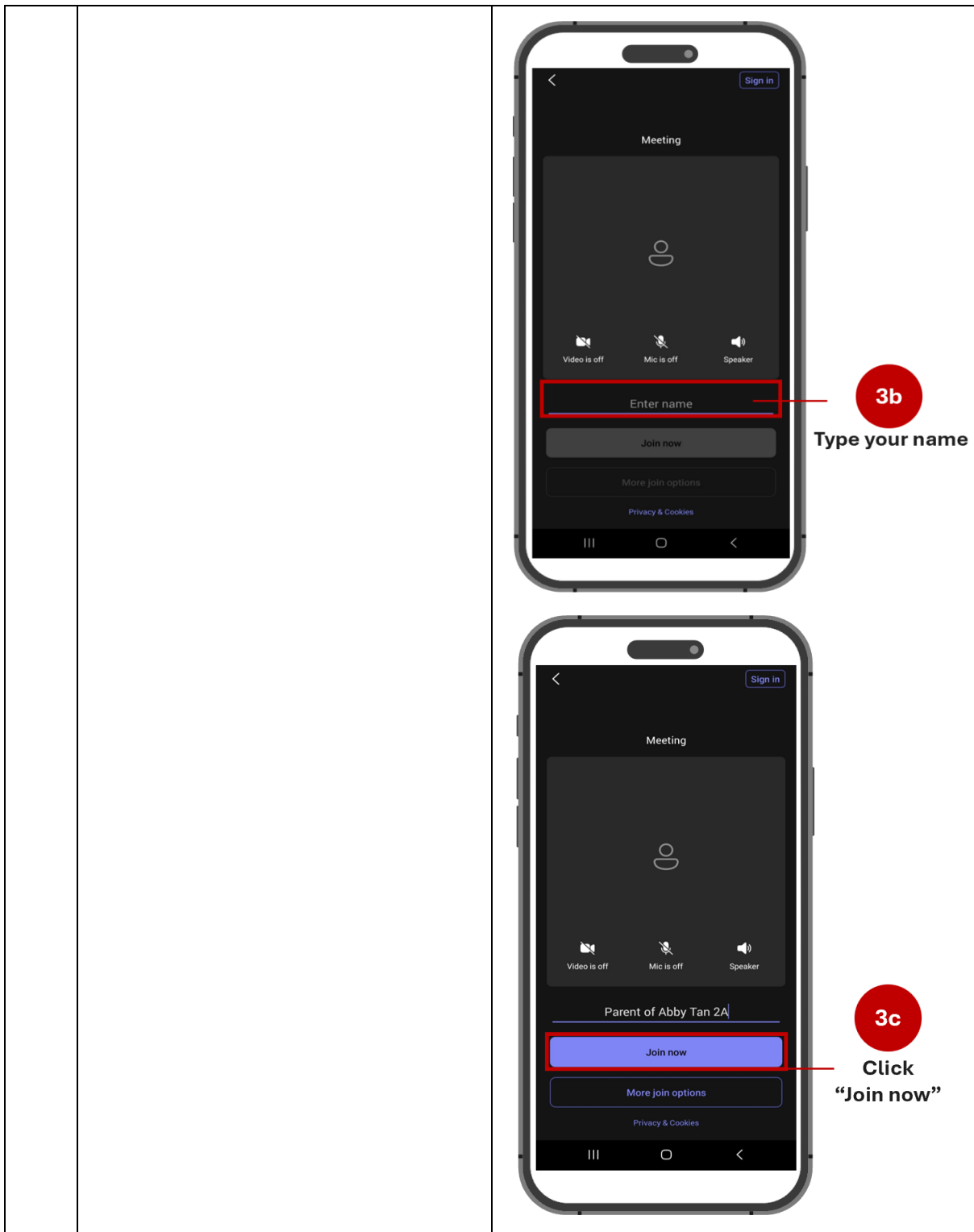
Installing the Microsoft Teams App

| Steps | Illustration |
|---|---|
| <p>a. <u>Open the App Store:</u></p> <ul style="list-style-type: none">On iOS devices, open the Apple App Store. On Android devices, open the Google Play Store. <p>b. <u>Search for Microsoft Teams:</u></p> <ul style="list-style-type: none">Enter "Microsoft Teams" in the search bar. <p>c. <u>Download and Install the App:</u></p> <ul style="list-style-type: none">Select the Microsoft Teams app from the search results and tap 'Install'. |  <p>The illustration shows a smartphone screen displaying the Microsoft Teams app page in an app store. The search bar at the top contains the text "Microsoft Teams". Below the search bar, the app card for "Microsoft Teams" by Microsoft Corporation is visible, featuring a blue "Install" button. Red callouts are used to highlight key actions: callout 'b' points to the search bar with the text "Type 'Microsoft Teams'", and callout 'c' points to the "Install" button with the text "Click 'Install'".</p> |

Joining a Meeting as Guest

| Step | Illustration |
|--|---|
| <p>1</p> <p>Open the Meeting Invite:</p> <ul style="list-style-type: none">a. Open the Microsoft Teams meeting inviteb. Tap "Join Meeting". |  <p>The illustration consists of two smartphone screens. The top screen displays a meeting invite titled "Parent's Briefing" for "3 JAN 2025, 11:40AM" by "EDISON CHEE". Under the "LINKS" section, a "Microsoft Teams Link" is highlighted with a red box, showing a URL starting with "https://teams.microsoft.com/j/". A red circle labeled "1a" points to this link with the text "Click Microsoft Teams meeting link". The bottom screen displays "Join your meeting on Microsoft Teams" with an illustration of people in a meeting. It prompts the user to "Get Teams" or, if they already have the app, to click "Join meeting". The "Join meeting" button is highlighted with a red box, and a red circle labeled "1b" points to it with the text "Click 'Join meeting'".</p> |

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|----------|---|---|
| <p>2</p> | <p><u>Allow Microphone Access:</u></p> <ul style="list-style-type: none"> When prompted, allow Microsoft Teams to access your microphone so you can be heard in the meeting. |  <p>2 Allow Teams to access your mic and</p> |
| <p>3</p> | <p><u>Join as a Guest:</u></p> <ol style="list-style-type: none"> Tap "Join as a Guest" Type your name Tap "Join Meeting" <p>Alternatively, if you have a Teams account, log in to join the meeting.</p> |  <p>3a Click "Continue as guest"</p> |



For more detailed guidance, tutorials, and troubleshooting, visit Microsoft's official support page for Teams at this link: <https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Mobile>.

You can also scan the QR code below to access the support page directly:


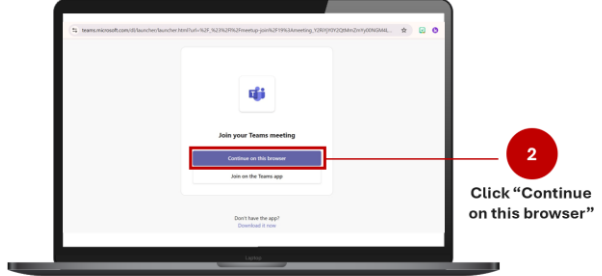
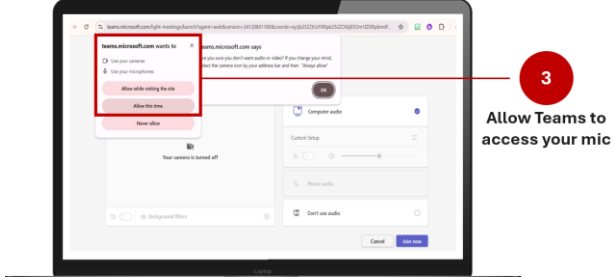


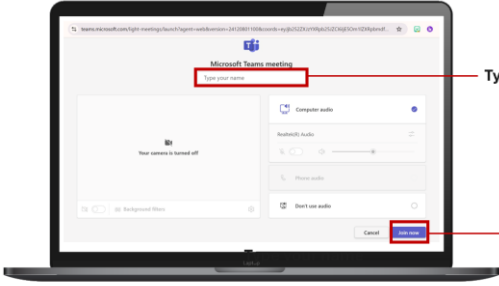
How to Join Microsoft Teams Meetings on Desktops/Laptops

Joining a Microsoft Teams meeting via desktop or laptop does not require downloading any applications or having a Microsoft Teams account. Meetings can be attended directly through any web browser.

Follow these steps to get started:

Join the Meeting via Web Browser

| Step | Illustration |
|--|--|
| <p>1 Open the Meeting Invite:</p> <p>a. Copy and paste the link into your web browser's address bar. Alternatively, click on the link directly to join the meeting.</p> |  |
| <p>2 Choose Your Access Method:</p> <p>a. When prompted, select "Continue on this browser."</p> |  |
| <p>3 Enable Permissions for Mic and Camera:</p> <p>a. You may be prompted to allow access to your microphone and camera. Click "Allow" to enable these so you can fully participate in the meeting.</p> <p>Note: You can disable your microphone and camera at any time during the meeting by clicking their respective icons</p> |  |

| | | |
|---|---|--|
| 4 | <p><u>Enter the Meeting</u></p> <p>a. Type your name</p> <p>b. Tap "Join Meeting"</p> |  <p>4a Type your name</p> <p>4b Click "Join now"</p> |
|---|---|--|

For more detailed guidance, tutorials, and troubleshooting, visit Microsoft's official support page for Teams at this link: <https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Desktop>.

You can also scan the QR code below to access the support page directly:

