Join a Teams Meeting
# IOS, Android and Google Chrome

Created: May 2020

Please install the Microsoft Teams App – You do not need to sign in

1. The meeting invitation will be sent via email.

2. Open the email inbox you are using > **open the email**

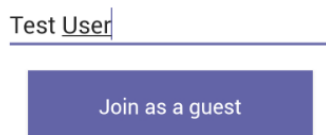3. At the bottom of this email you will see a link to **Join Microsoft Team Meeting**

invite.vcs
4 KB   Save

Join Microsoft Teams Meeting
Learn more about Teams | Meeting options

4. This will then open your **Microsoft Teams App**

5. Tap **Join as Guest**

Microsoft Teams

Meeting time!
How would you like to
join?

Join as a guest

Sign in and join
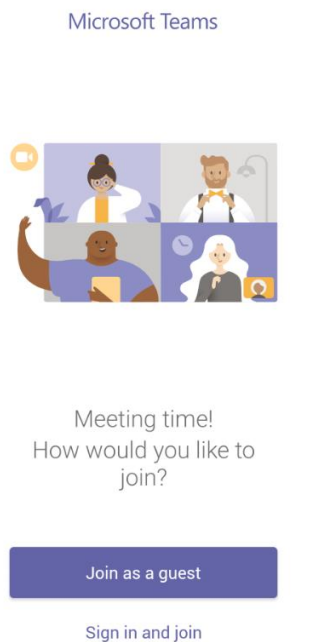
**If this does not appear, close this page and
open the link in the email again**

6. Type the name you would like to be seen in the meeting, and then press **Join as guest**

Test User

Join as a guest

7. Allow permissions to Microphone and Camera **(If you want to video call)**

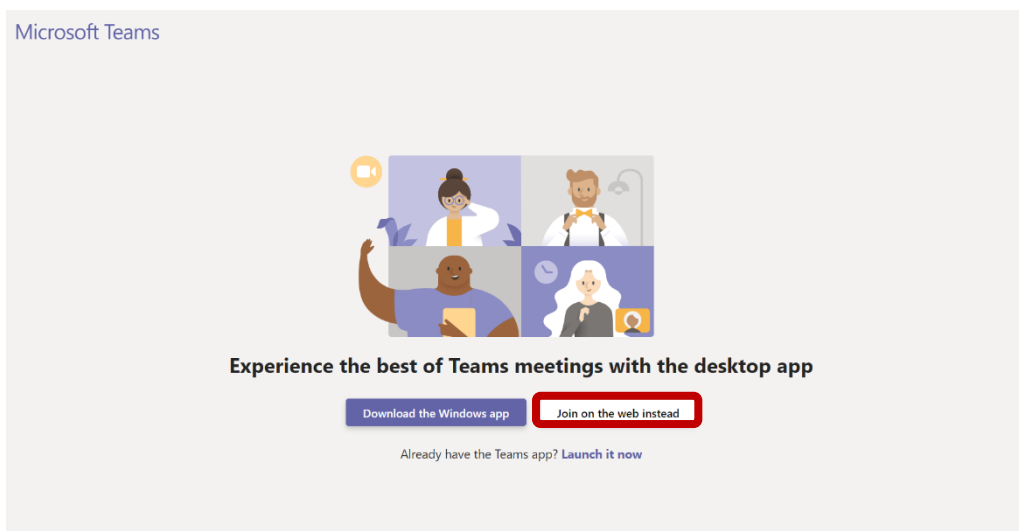8. You will now wait in a **lobby** until the meeting organiser admits you access.

1. The meeting invitation will be sent via email.

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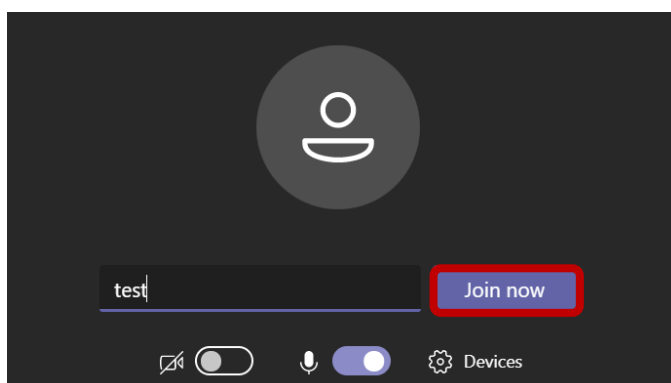3. At the bottom of this email you will see a link to **Join Microsoft Team Meeting**
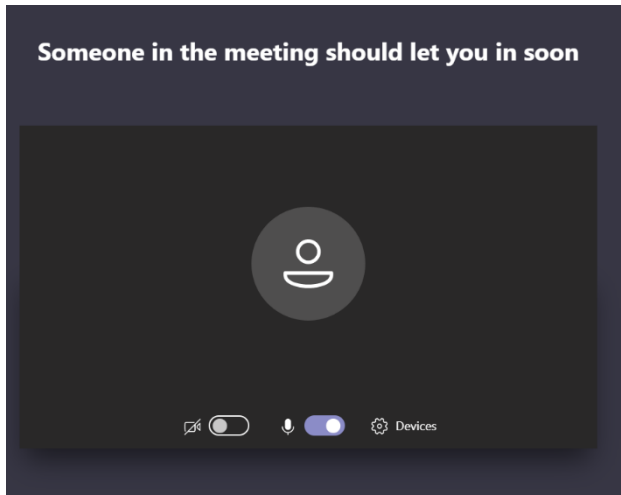

4. This will then ask you to **Download the App** or **Join on the web instead**

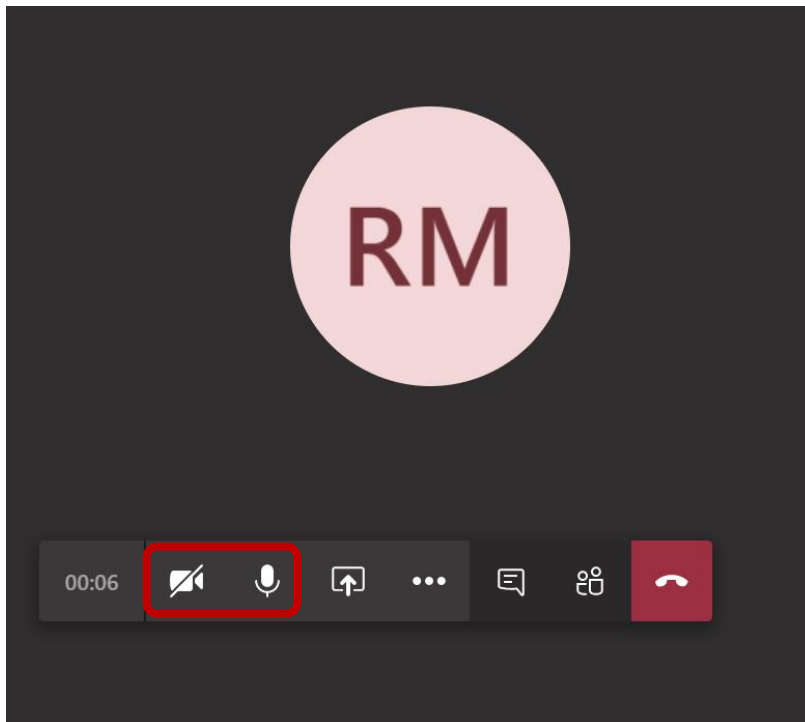5. Select **Join the web app instead**

6. This will then ask for your display name, enter and tap **Join now**

7. You will now wait in a **lobby** until someone in the meeting admits you access.

8. You will then be in the meeting

9. The above buttons are needed to control Video and Audio

 Video On

 Audio On

 Video Off

 Audio Off

10. When your finished end the call using the end call button