Join a Microsoft Teams Meeting

This document outlines instructions for external users to join a Microsoft Teams meeting.

There are two ways to join a Microsoft Teams Meeting:
1. Join on the Web (must be Microsoft Edge or Google Chrome)
2. Download the app

Join on the Web

Be sure you are using Microsoft Edge or Google Chrome.

Click the "Join" button in the email or on your calendar. That will open a web page. Choose "Join on the web instead." Your browser may ask you if it's OK for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.

Enter your name and choose your audio and video settings, then click "Join Now".

Download the App

You can download the Microsoft Teams app on your phone, tablet or laptop by going to https://teams.microsoft.com/downloads and following the onscreen instructions.

To use the app, you'll need to log into your Microsoft account. If you don't have one, you can set up one for free at http://account.microsoft.com/.

Once you've downloaded the app, when you click "Join Now" in the email or on your calendar, Microsoft Teams will open and connect you to the meeting. Once in the meeting, use the menu bar at the top of the screen to:
- Turn your microphone on/off
- Turn your camera on/off
- Share your screen
- Request to control a shared screen