

How to join a Teams meeting – External attendees

Quick Reference Guide

Start here

You can join a Microsoft Teams meeting in one of three ways using either your computer or mobile device.

Option 1: I have a PC or Laptop, but **do not have** Microsoft Teams installed.

Option 2: I have a PC or Laptop and **have** Microsoft Teams installed.

Option 3: I have a **smartphone or tablet and a Microsoft account**

Please skip to the relevant section for the option that best suits you.

Option 1:

I have a PC or Laptop, but do not have Microsoft Teams installed

In this option we will join a meeting using your PC/laptop **web browser**.

To do this, your computer must be running

Windows 7, 8, 8.1 or 10

or

Apple Macintosh OS 10.10 or above

or

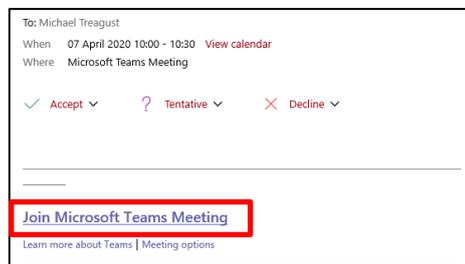
Linux Ubutnu, Debian or RedHat

and have one of the following web browsers installed:

- *Microsoft Edge*
- *Google Chrome*

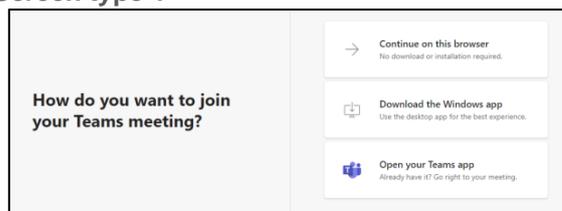
Once you have received a copy of the meeting invite, simply click the **Join Microsoft Teams**

Meeting link, just before the meeting is due to start;



You will then be taken to a Teams meeting website to choose how to join the meeting. Either one of the two screens will appear:

Screen type 1



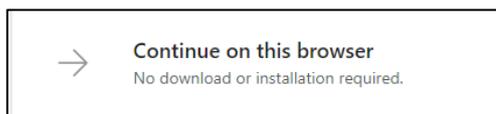
Or this screen:

Screen type 2



To join via a web browser for Screen Type 1

Click the **Continue on this browser** button



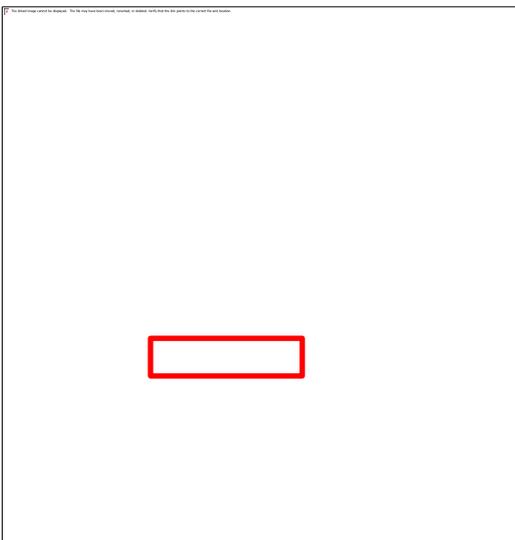
To join via a web browser for Screen Type 2

Click the **Join on the web instead** button



Once the web browser buttons has been pressed, you will be taken to the next screen and will need to enter your name.

You can also use your microphone and/or webcam during the meeting by clicking on the **toggle switches**.



Finally, click the **Join now** button to enter the meeting



Option 2:

I have a PC or Laptop and have Microsoft Teams installed

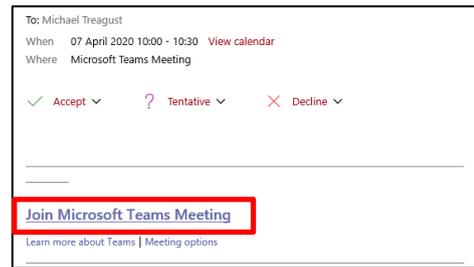
In this option we will join a meeting using your PC/laptop and the desktop app **Microsoft Teams**

To do this, your computer must have the following installed:

- *Microsoft Teams*

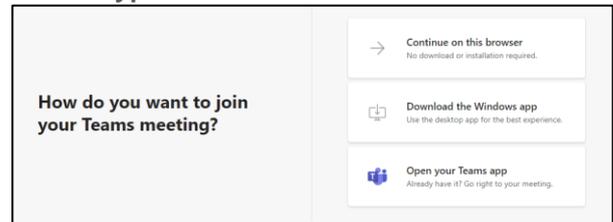
Once you have received a copy of the meeting invite, simply click the **Join Microsoft Teams**

Meeting link, just before the meeting is due to start;



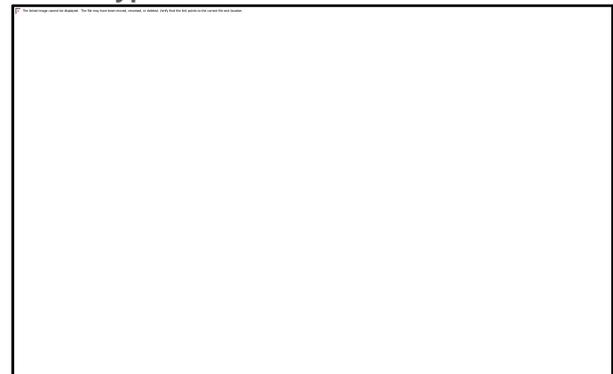
You will then be taken to a Teams meeting website to choose how to join the meeting. Either one of the two screens will appear:

Screen type 1



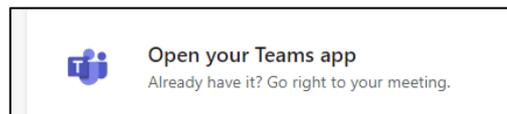
Or this screen:

Screen type 2



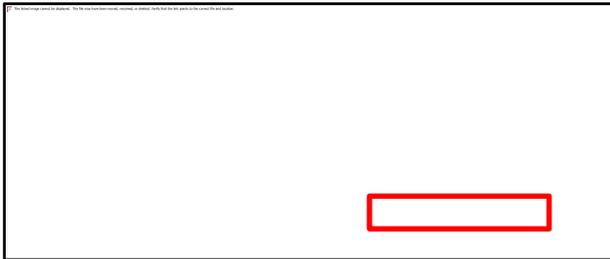
To join via Teams for Screen Type 1

As you have Teams installed on your computer click the **Open your Teams app** button

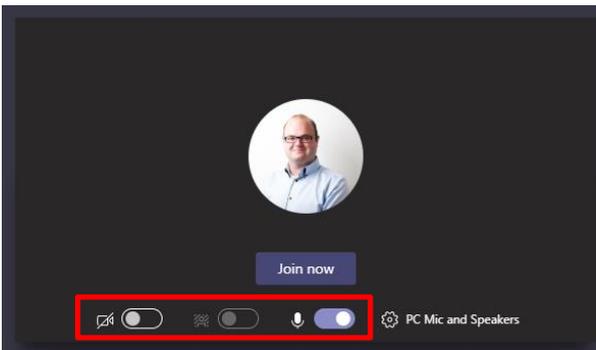


To join via Teams for Screen Type 2

As you have Teams installed on your computer click the **Launch it now** link



Once the selection has been made, the desktop version of Teams will open



Toggle your webcam, blurred background and microphone on or off by clicking the **toggle switches**.

Finally click the **Join now** button to enter the meeting.

Option 3:

I have a smartphone or tablet and a Microsoft account

In this option we will join a meeting using your Mobile/Tablet and the free to download **Microsoft Teams mobile app**.

If you wish to join a meeting using a mobile device, it must have the following:

iPhone/iPad/iPod Touch: iOS 10.0 and above.

Or

Android phone or tablet with Android 4.4 and above.

and

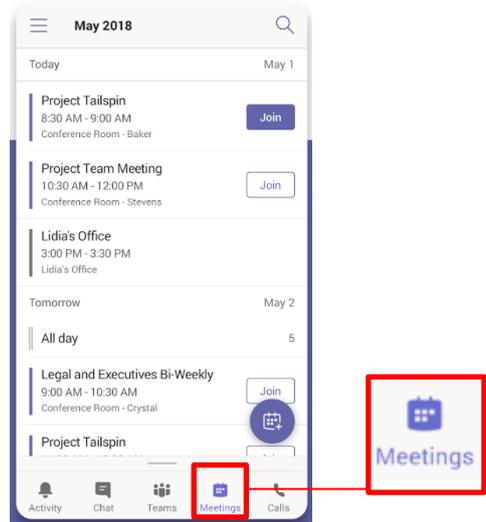
You must also have a Microsoft account/e-mail address(Free or Paid)

You will need to download the Teams app from the **Google Play Store** or **Apple iOS App Store**

- 1) Once downloaded, tap on and **log in** to the app using your Microsoft account (Work or personal Microsoft account e-mail address and password)

Once set up, joining a meeting is very simple.

- 2) Tap the **Meetings** icon just before the meeting is due to start;



- 3) From the **Meetings** list, find the correct meeting and tap the **Join** icon to start.

