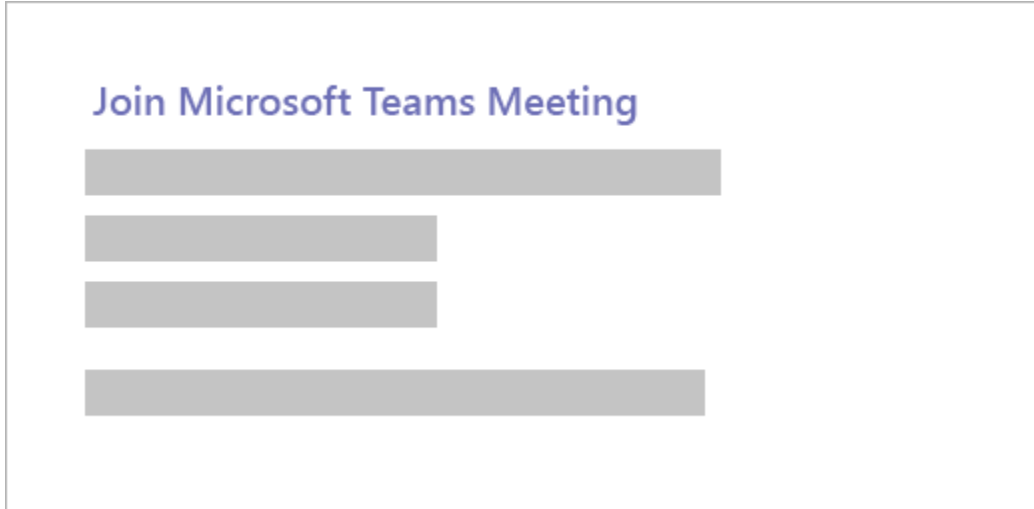


How to Access a Teams Meeting without a Teams Account

1. Open the meeting invite in your calendar and click on the Join Microsoft Teams Meeting in the body of the invite.



2. That will open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. Select Join on the web. 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.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting.
4. When you're ready, hit **Join now**.
5. This should bring you directly into the meeting. Once the meeting starts, it is recommended that you mute your microphone to eliminate excess noise and feedback. Simply click the microphone to unmute when you wish to speak. You can find the toolbar with these options by hovering in the centre of the screen.