Join a meeting without a Teams account

*Microsoft Teams*

**Desktop**

You can join a Teams meeting anytime, from any device, whether you have a Teams account. If you do not have an account, follow these steps to join as a guest.

**Note:** Some meetings do not allow people to join as guests.

1. Go to the meeting invite and select Join Microsoft Teams Meeting.
2. That will open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your mic and camera. Be sure to allow it so you will 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 is connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you are ready, hit **Join now**.
5. This will bring you into the meeting lobby. We will notify the meeting organizer that you are there, and someone in the meeting can then admit you.

**Notes:**

* If no one admits you to the meeting within 15 minutes, you will be removed from the lobby. If that happens, you can try joining again.
* Some features of Teams meetings are not available to guests.