

How to Join a Teams Meeting

The below guide will show you how to join a Teams meeting if Teams isn't installed on your computer/laptop.

A meeting invite will be sent to your email address with a link to join the meeting. To find the link log into your email account and open the email. The link you need to click on will look like the below.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Once you've clicked on the link it will then open a webpage with the following options. Please click "Continue on this browser."

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

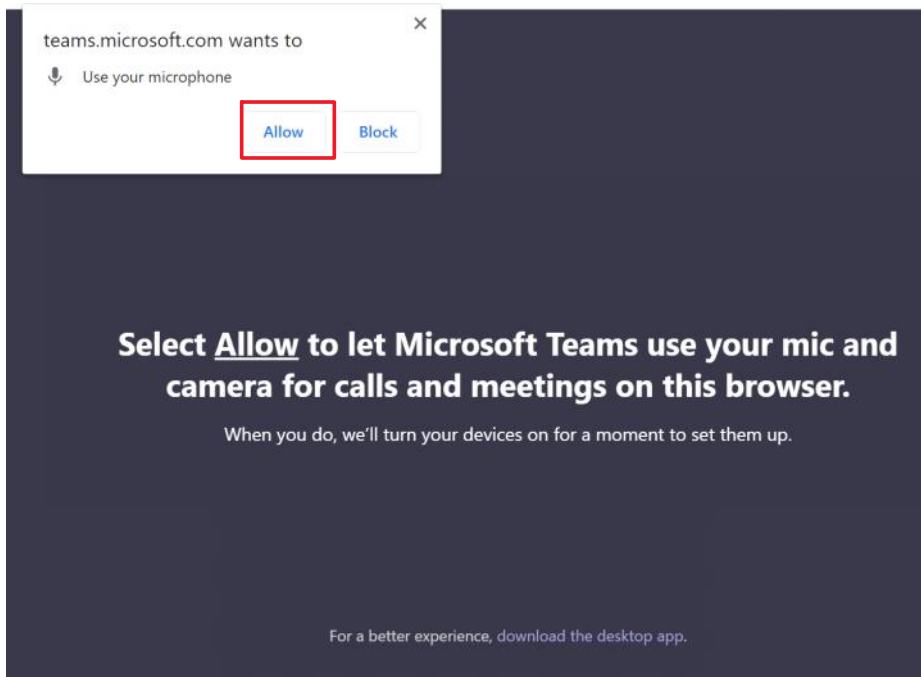
No download or installation required.



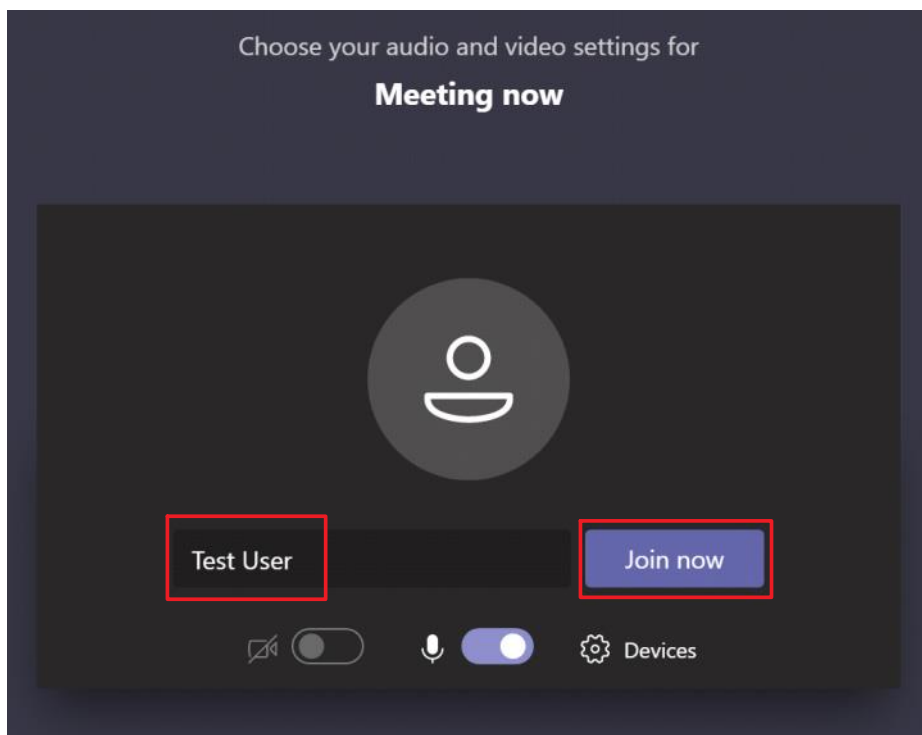
Open your Teams app

Already have it? Go right to your meeting.

This will now start connecting you to the meeting. You will get the following pop up appear on your screen asking you to allow Teams to use your microphone. Please click Allow. (If you don't have a microphone you won't see the below screenshot)



Now type in your name into the box that says Test User. Once done click Join Now.



You will now start joining the meeting.

Once the meeting has finished click on Close in the top right to leave the meeting.

