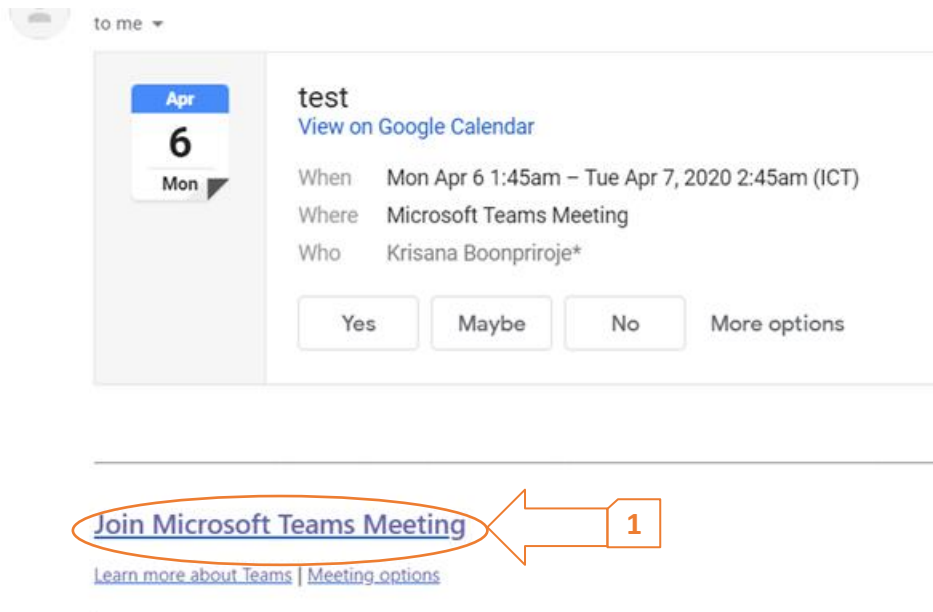
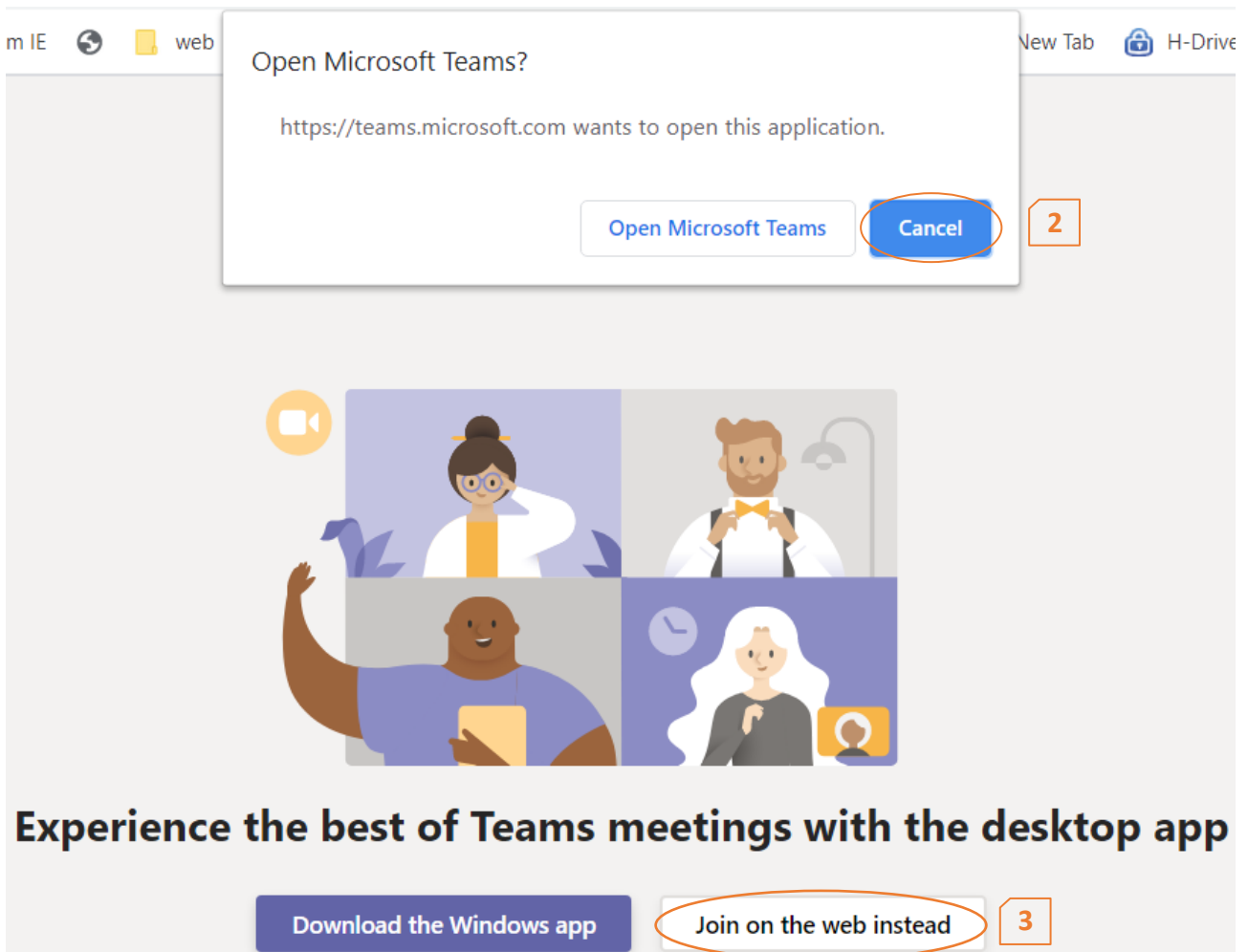


## How a guest joins a Teams meeting

1. In your email invite, click **“Join Microsoft Teams Meeting”**.



2. The MS Teams meeting page will open in your web browser window.
3. Select **“Join on the web instead”** (join a Teams meeting on the web)



4. Type in your name and select **Join now**.

5. Choose the audio and video settings you want.

The image shows a dark-themed interface for joining a meeting. At the top, it says "Choose your audio and video settings for Meeting now". Below this is a large grey circle with a white person icon. Underneath the icon is a text input field labeled "Enter name" and a blue "Join now" button. A callout box with the number "4" has arrows pointing to the "Enter name" field and the "Join now" button. Below the "Join now" button are three icons: a video camera with a slash through it, a microphone with a slash through it, and a gear icon labeled "Devices". A callout box with the number "5" has arrows pointing to the video and microphone icons. Below these icons is the text: "Default video and microphone setting are off >> swipe right to turn them on." To the right of the "Devices" icon is another callout box with the text: "Click here to check your audio and video set up." Below these icons is the text "Other join options" and two buttons: "Audio off" and "Phone audio". On the right side of the image, a "Device settings" overlay is shown. It has a close button (X) in the top right corner. Under the heading "Audio and Video", there are three dropdown menus: "Speaker" (with a downward arrow), "Microphone" (with "None" selected and a downward arrow), and "Camera" (with "None" selected and a downward arrow). Below these is the heading "App Settings" and a "Theme" dropdown menu (with "Default" selected and a downward arrow). At the bottom of the overlay is a button labeled "Open language settings".