How a guest joins a Teams meeting

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

![Image of email invite](image1.png)

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)

![Image of web browser](image2.png)

4. Type in your name and select Join now.

![Image of Teams meeting](image3.png)
5. Choose the audio and video settings you want.

![Meeting setup screen](image)

- **Default video and microphone setting are off**: Swipe right to turn them on.
- **Other join options**: Click here to check your audio and video setup.

**Device settings**

- **Audio and Video**
  - Speaker
  - Microphone: None
  - Camera: None

- **App Settings**
  - Theme: Default
  - Open language settings