Joining a Teams Meeting

Join a Meeting by Web

1. Open meeting invite and click on the Join Microsoft Teams Meeting link.
   - Note: This will direct you to a page where you can choose to either join from the desktop app or join on the web.
2. Click on Join the web instead.
3. Type your name.
4. Select video and audio settings.
5. Click Join now
   - Note: Web version requires Chrome or Microsoft Edge.

Join a Meeting by Mobile

1. Install Microsoft Teams app from the App Store on your mobile device.
2. Open meeting invite then click on the Join Microsoft Teams Meeting link and select Join as guest.
3. Type in your name.
4. Select Join meeting.
5. Select video and audio settings as you wait to be admitted to the meeting.

Join a Meeting by Dial-in

1. Open meeting invite and locate the phone number under Join Microsoft Teams Meeting.
2. Dial the number and use the Conference ID to join the meeting.
   - Note: Not all Teams meeting invites have a phone number option.