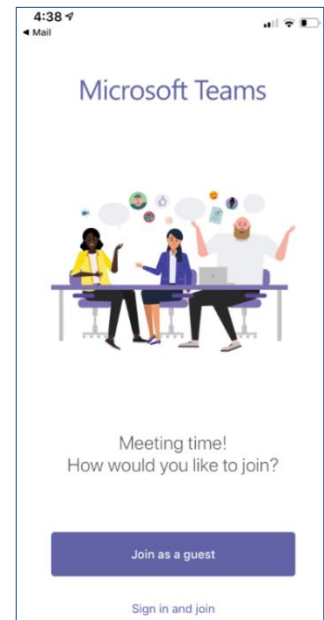


How to join a video meeting using Microsoft Teams without registering for an account

From a smart phone or tablet

1. Open the App or Play Store on your device and download the Microsoft Teams app – you do not need to create an account
2. On your iPhone or iPad open the email containing the meeting invite
3. At the allotted meeting time, tap on the 'Join Microsoft Teams Meeting' link in the email
4. The Microsoft Teams app will open, tap 'Join as a guest'
5. Enter your name, then tap 'Join meeting'
6. You will wait in a virtual lobby until someone admits you into the meeting
7. You are now in the meeting



From a laptop or PC

1. Ensure you have a webcam, speakers and microphone – this is standard on most laptops but might not be standard on a PC
2. On your laptop or PC open the email containing the meeting invite
3. At the allotted meeting time, click on the 'Join Microsoft Teams Meeting' link in the email
4. A web browser will open. Teams doesn't work on all web browsers. If necessary copy and paste the link into a Chrome web browser if this is not your default web browser
5. Click on 'Join on the web instead' there is no need to download the Windows app
6. Enter your name and click 'Join now'
7. You will wait in a virtual lobby until someone admits you into the meeting
8. You are now in the meeting

