

How to Join a Teams meeting Without an Office 365 account



If you already have an Office 365 account/Microsoft Teams: join the Teams meeting from your Teams app.

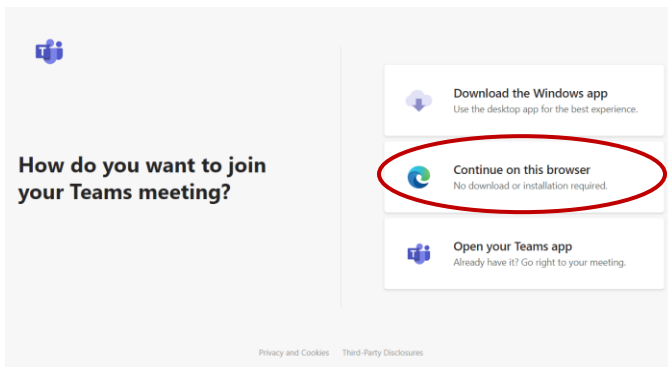
If you do not have Microsoft Teams: follow the steps below:

Step1:

Click the link on the email/meeting invite you received that says “Click here to join the meeting”.

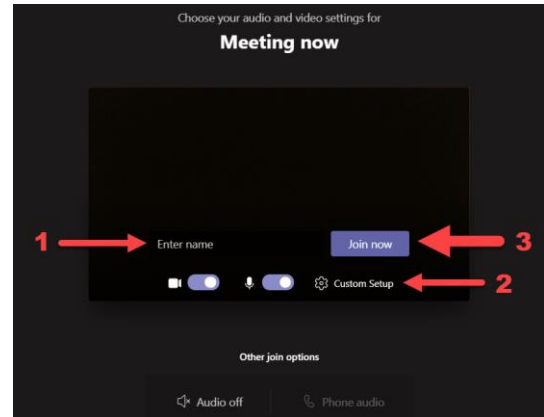
Step2:

The below window will open in your browser. Select Join on the web instead to access the web-based version of Microsoft Teams. Your browser will then ask you to use your webcam and microphone, please select your preferred options.



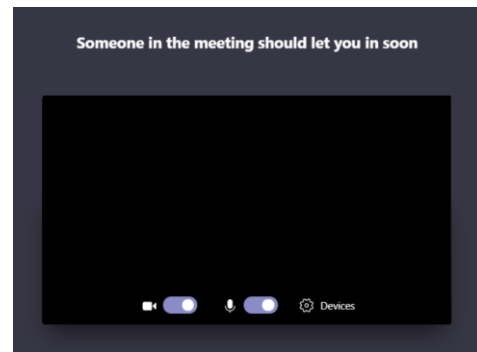
Step3:

Once you’ve launched Microsoft Teams, (1) enter your name, and (2) choose your audio and video settings (switch on/off your microphone or webcam). You can also choose a different device for audio if needed. Once ready, (3) click the purple “Join now” button.



Step4:

Once you click “Join now”, you’ll be put in the lobby, a virtual waiting area of Microsoft Teams. The meeting organizer will be notified that you’re there and you’ll be admitted in.



NOTE FOR MAC USERS AND MOBILE DEVICES: For Mac users, you can access a Teams meeting via Chrome browser. You will not be able to join a Teams meeting using the Safari browser. If you download Microsoft Teams app to join the Teams meeting, you do not need a Microsoft account.

If you want to join the meeting via mobile device, you will need to download the Microsoft Teams app in advance. You do not need a Microsoft account to do so.

IMPORTANT FOR MEETING ORGANIZERS: Refer to the [PartnerRe recording guidelines](#) on Archer if you intend to record the meeting.