



Hello:

All participants in our Teams meeting are considered guests, except for the executive board members, who may join Teams meetings through their Microsoft business accounts. Please be aware that guests do not need to create a Microsoft Account or download the Teams App to join a meeting from your computer.

We recommend that guests join the meetings on their computer via their browser. The preferred browsers are **Chrome** or **Microsoft Edge**. Below, are the instructions for attending the meeting via the web on your computer--

If you **do not have the Teams application** on your desktop, follow these instructions to get to a Teams meeting via the browser:

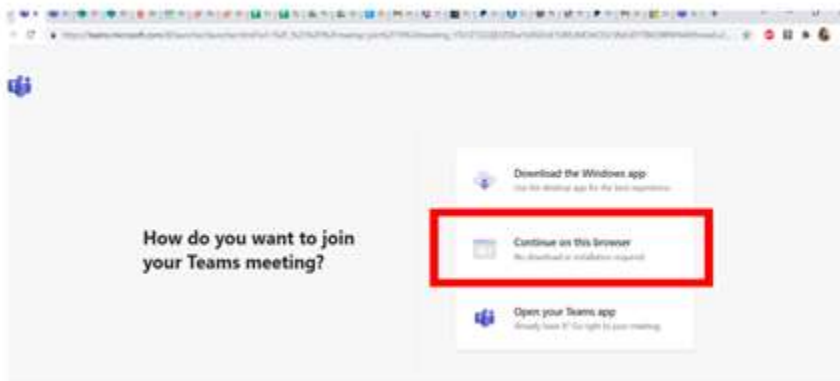
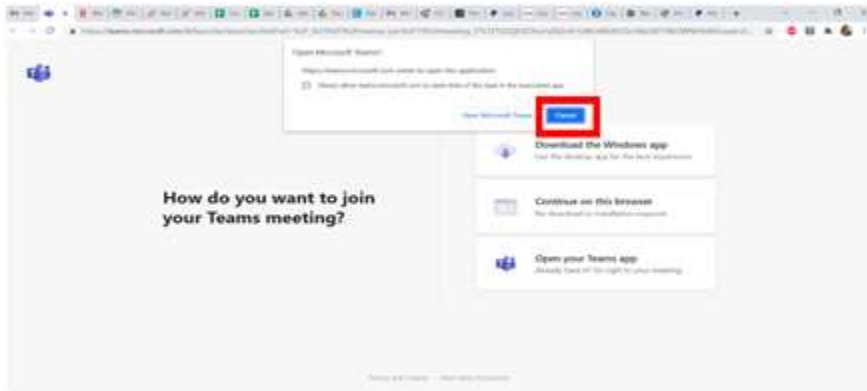
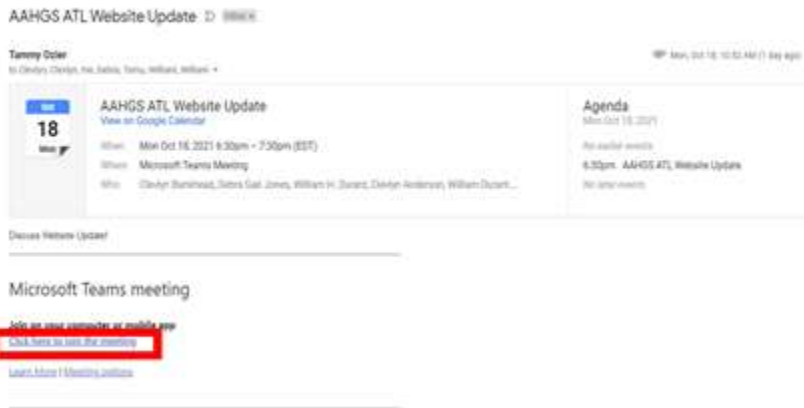
1. Go to the email or the meeting invite and find and select the hyperlink with text reading "**Join Microsoft Teams Meeting**". *[Alternatively, you can right click on the "**Join Microsoft Teams Meeting**" link, copy link address, and paste the link address into your browser].*
2. In the Web window select the button that says, "**Continue on this Browser**".
3. Your browser may ask if it is okay for Teams to use your mic and camera. Be sure to allow it so you will be seen and heard in the meeting.
4. Enter your name and choose your audio and video settings. *Note: If the meeting room (or another device that is connected to the meeting) is nearby, choose Audio off to avoid disrupting.*
5. Select Phone audio if you want to listen to the meeting on your mobile phone.
6. When you are ready, hit "**Join now**".
7. This will bring you directly into the meeting. *Note: if the meeting is set up with a waiting area, you will be taken into the meeting lobby and someone in the meeting will admit you into the meeting when the meeting is ready.*

If you already **have the Teams application** on your desktop, follow these instructions to get to a Teams meeting via the browser:

1. From your meeting email or meeting invite, Click on the **Join Microsoft Teams Meeting** *[Alternatively, you can right click on the **Join Microsoft Teams Meeting** link, copy link address, and paste the link address into your browser]*
2. If you have the Teams application, a popup window will show asking "**Open Microsoft Teams**", hit **cancel** on this popup window.
3. In the Web window select the button that says "**Continue on this Browser**"
4. Your browser may ask if it "is okay for Teams to use your mic and camera." Be sure to allow it so that you will be seen and heard in your meeting.
5. Enter your name and choose your audio and video settings. *Note: If the meeting room (or another device that is connected to the meeting) is nearby, choose Audio off to avoid disrupting.*

6. Select Phone audio if you want to listen to the meeting on your mobile phone.
7. When you're ready, hit "**Join now**".
8. This will bring directly into the meeting. Note: if the meeting is set up with a waiting area, you will be taken into the meeting lobby and someone in the meeting will admit you into the meeting when the meeting is ready.

**Here are some snapshots that my help you connect to a Teams meeting:**





### **How to join meeting via mobile devices or dial-in from mobile devices:**

#### **Mobile Devices**

Even if you do not have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

1. In the meeting invite, select Join Microsoft Teams Meeting.
2. A hyperlink with text reading "Join Microsoft Teams Meeting"
3. If you do not already have the Teams mobile app, you'll be taken to your app store to download it.
4. Download and open the app.
  - a. If you have an Android device, open the app right from the app store page.
  - b. If you have an iOS device, tap the meeting link again to open the app.
5. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
6. Next, you'll be given two options for joining your meeting: Join as a guest or Sign in and join.
7. Choose ***Join as a guest***.
8. Type your name and tap Join meeting.
9. Type your name and join meeting button
10. Depending on how the meeting was set up, you may be able to enter the meeting now.
11. Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.

#### **Dial into Teams Meeting (Audio Only)**

1. If there is a phone number and conference ID in the meeting invite, just dial the number to join.

**Here are couple of videos that may help to connect:**

<https://www.youtube.com/watch?v=8bF-CSd4HgM&authuser=0>

<https://www.youtube.com/watch?v=Jp74IQRbMmE&authuser=0>