



Microsoft Teams

If you've been invited to a Microsoft Teams meeting, and don't have an account you can join easily as a guest. Here's how.

1. The first step in joining a Microsoft Teams meeting is to check your email for the Teams Meeting invite. Click the link that says *Join Microsoft Teams Meeting*:

Join Microsoft Teams Meeting

+1 708-581-9677 United States, Cicero (Toll)

Conference ID: 376 546 87#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

2. When you *click* on **Join Microsoft Teams Meeting** you will be taken to a page where you can either join via a web browser or via the Teams application. If you already have the Teams application, it will open there automatically.



3. If you choose to join the meeting on the web, your browser will ask to use your webcam and microphone, so be sure to accept both. This ensures you'll be seen and heard during the meeting. Once you're ready, you can click the purple *Join now* button. Once you click on the **Join Now** button, you will be added to the lobby of the Microsoft Teams meeting.

