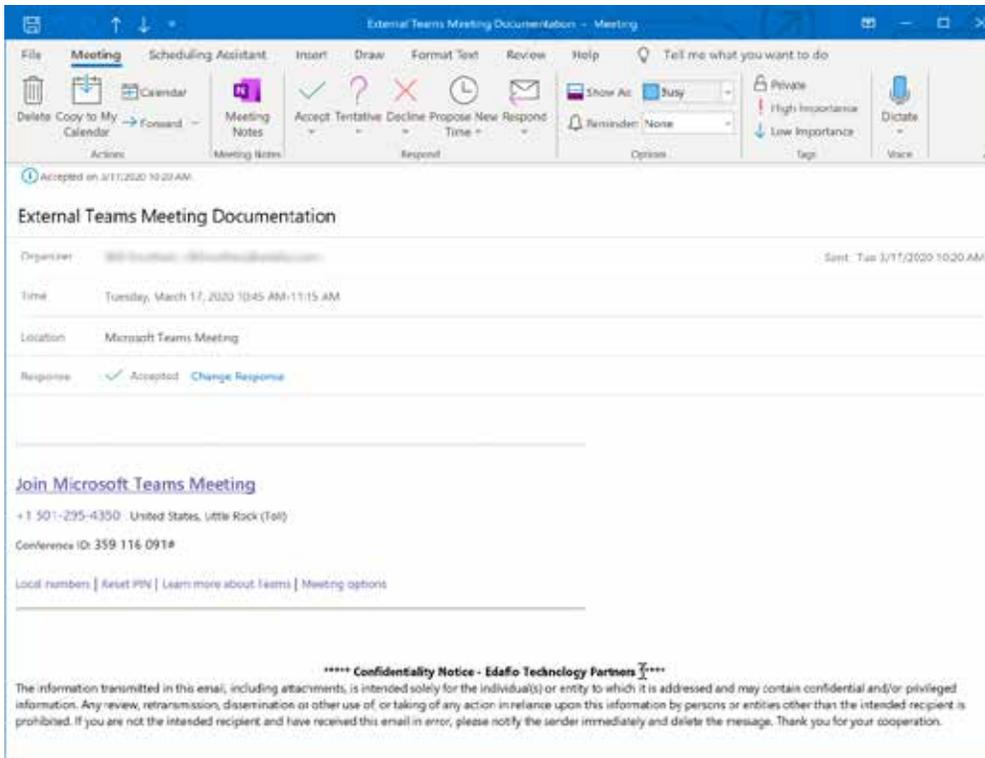


# HOW TO JOIN A MICROSOFT TEAMS MEETING EXTERNALLY

This document will walk external participants through the process of joining a Microsoft Teams meeting using either a computer or an audio-only device.

## JOIN FROM AN EXTERNAL COMPUTER

If you have been asked to participate in a Microsoft Teams meeting, you will receive an email invitation like the example below:



Simply click on the **Join Microsoft teams Meeting** link. When you do, if you have the Microsoft Teams desktop client installed on your computer, it will start and allow you to connect to the meeting.

Please note that to take full advantage of Microsoft Teams meetings, it is best, but not required, if your computer has the following items:

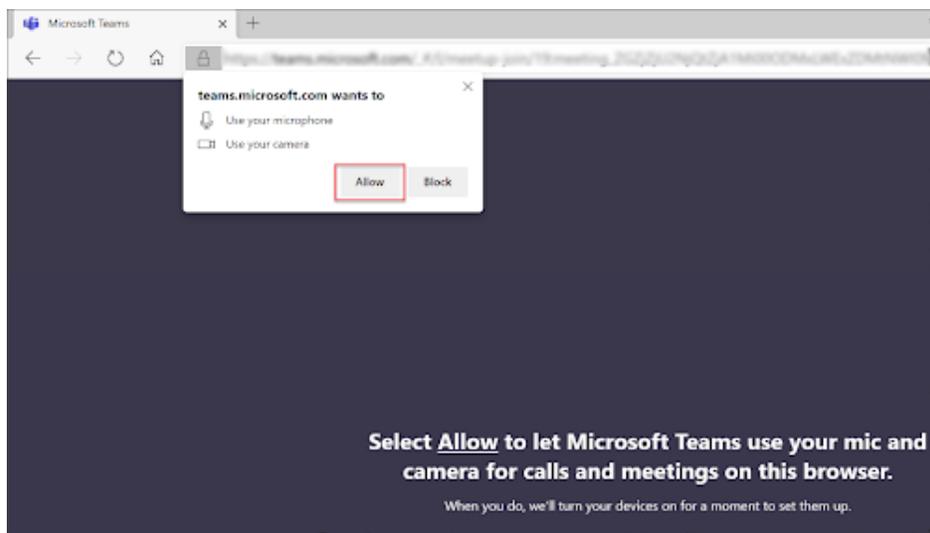
- A microphone
- A camera
- A pair of speakers or headphones

If you do not have the Microsoft Teams desktop client installed on your computer, the below web page will be displayed:

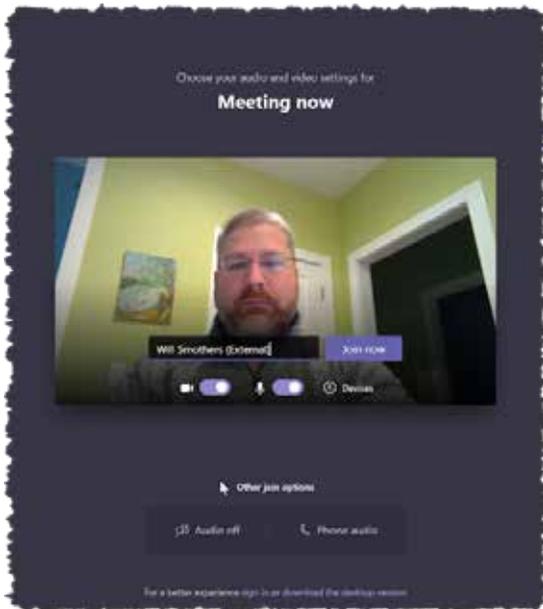


To join the meeting via the web browser, click on the **Join on the web instead** button then follow the on-screen instructions. For your convenience, we have also documented the steps to join below:

- 01 Click on the **Join on the web instead** button automatically download and install the necessary browser extensions.
- 02 After you click the button, you will be asked to allow Microsoft Teams to access your computer's microphone and camera. Click the **Allow** button.



- 03 Once you have allowed the browser to access your computer's microphone and camera, the Microsoft Teams join screen will be displayed. Type your name in the text box, toggle on or off the camera and microphone and click the Join now button.

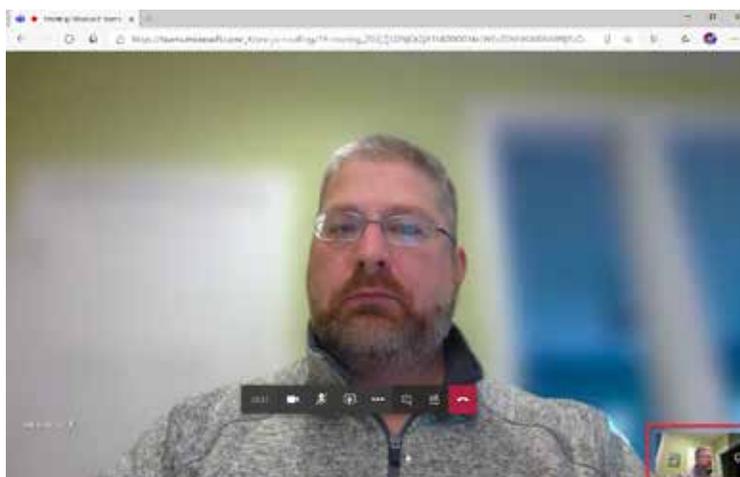


You might see at the bottom that you have some other options when joining a meeting. Those options include:

- **Audio off** - this will turn off your microphone and speakers
- **Phone audio** - use this if you would prefer to dial into a meeting rather than use your computer audio devices.

- 04 You may be told that you have been put in the lobby and that the organizer will need to admit you to the meeting. Please be patient and simply wait to be joined to the meeting.

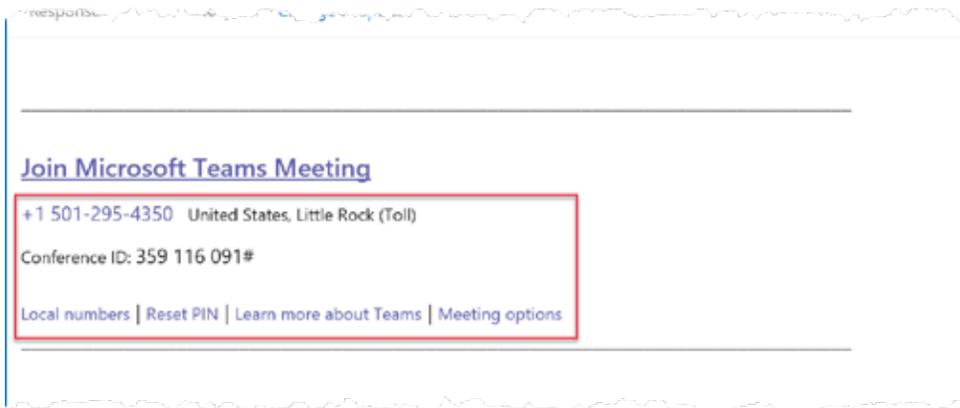
- 05 Once you are joined to the Microsoft Teams meeting, you will see and hear the other participants audio and video and you can see your video preview in the lower right-hand corner of the screen.



## JOIN WITH AUDIO ONLY OPTION FROM A MOBILE, DESK, OR CONFERENCE ROOM PHONE

If you do not have access to a computer, you might be able to participate in a Microsoft Teams meeting using the audio only options (depending on whether the organizer has access to that option). To do so, follow these steps:

- 01 In the meeting invitation, there might be a dial-in number(s) listed that allow you to call into the meeting from a mobile, desk, or conference room phone. They will be located under the Join Microsoft Teams Meeting section.



- 02 When you dial in, you will be prompted to enter the Conference ID on the phone dial pad followed by a #. The Conference ID can be found in the meeting invitation under the dial-in number(s).
- 03 The audio bridge will prompt you to press a key if you are the leader. Unless you are the individual that sent out the meeting invitation you are NOT the leader and should not press the designated key. Simply do nothing and stay on the line.
- 04 Once it is determined that you are not the leader, you will be prompted to state your name followed by pressing the # key on the phone's dial pad.
- 05 Once that is complete you will be placed into the lobby for the leader to admit you to the meeting as an audio-only participant.