

Join a Teams meeting on the web

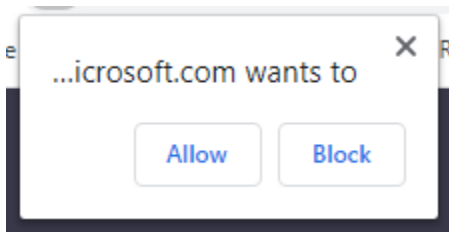
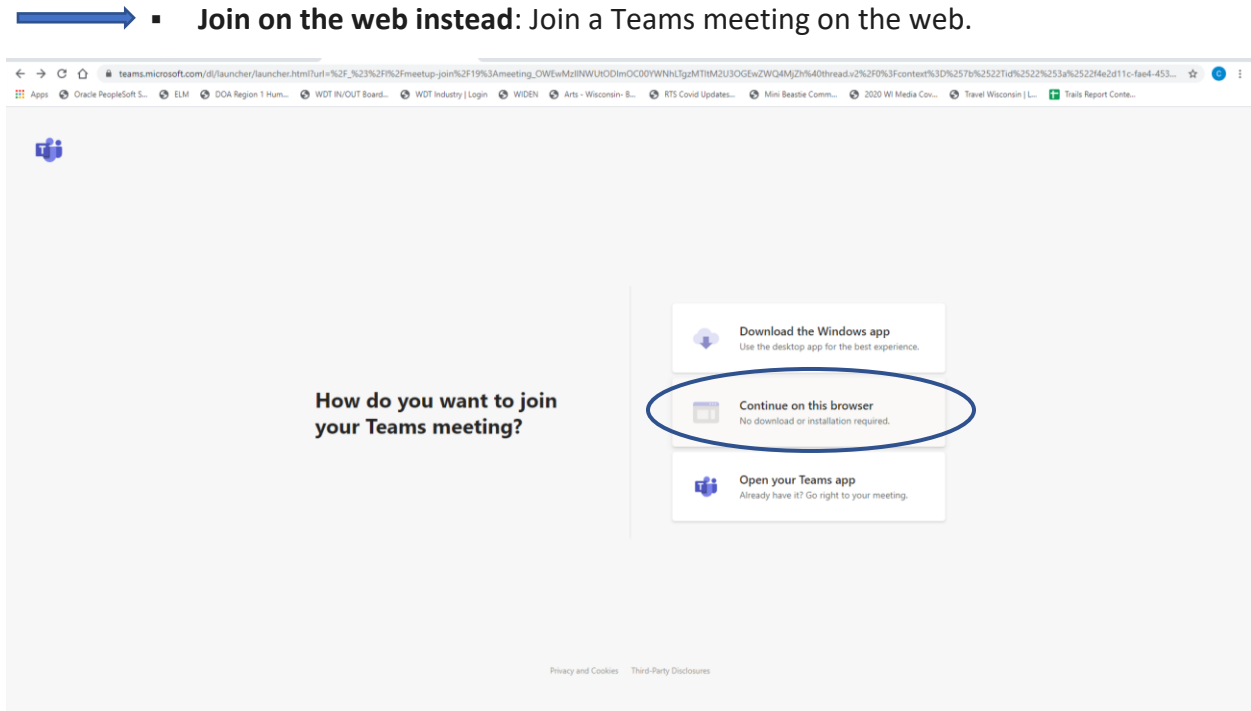
Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.

(You can also use a dial-in number and conference ID from the email to call in. Though if only using the dial-in number for audio, you will be unable to view the presentation. Dial-in is useful if you do not have audio enabled on your viewing device.)

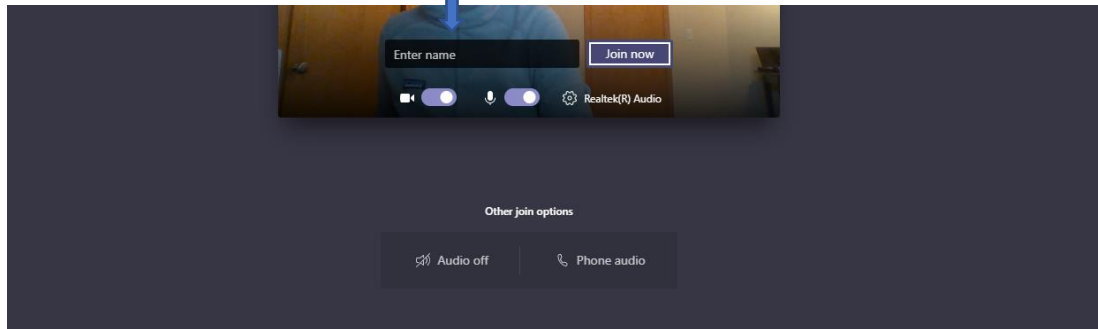
2. You have two choices:

- **Download the Windows app:** Download the Teams app.
- **Join on the web instead:** Join a Teams meeting on the web.

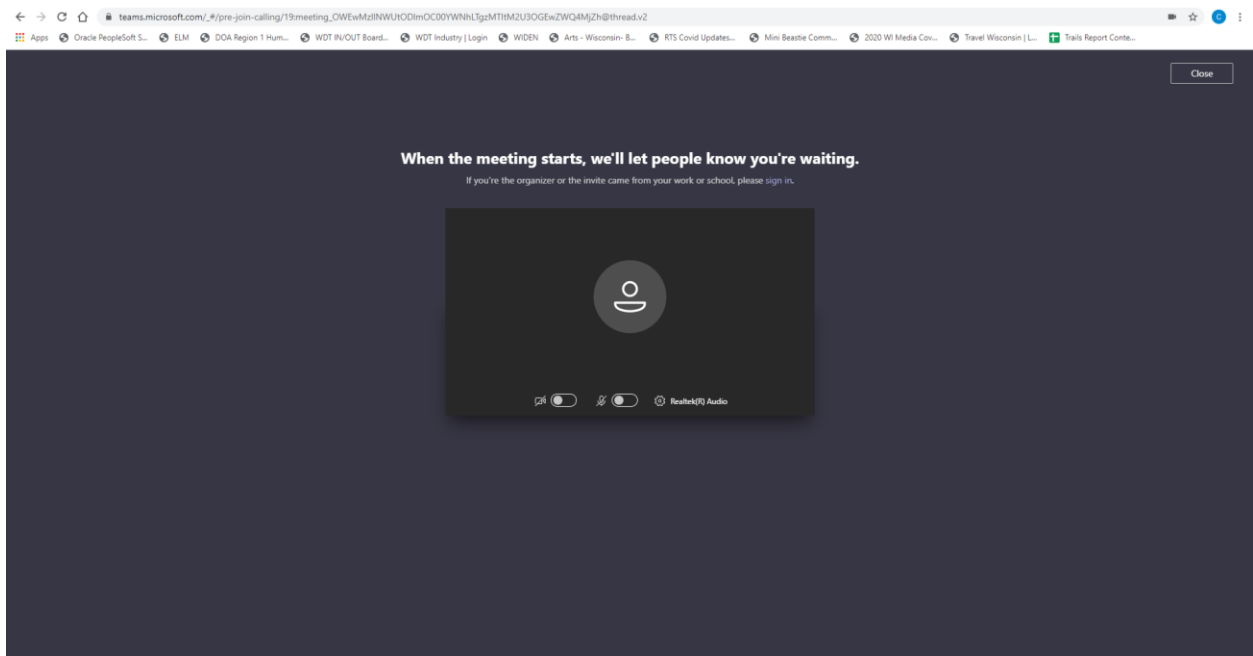


You may also get a prompt that Microsoft Teams wants to use your microphone and camera. Click Allow.

3. Type in your name.










4. Choose the audio and video settings you want. (Take note of the toggle switches next to the camera and microphone icons. You can switch them on/off at any time.)
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you. If you are in the lobby, please wait patiently until the meeting organizer admits you.



7. Once you are in the meeting, your tool bar will display toward the bottom of the screen. You can toggle your camera and microphone on/off, raise your hand, open the chat, and view participants. Click the red phone when you are ready to leave the meeting. If the tool bar disappears, simply hover your mouse over the area and it will pop up again.



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