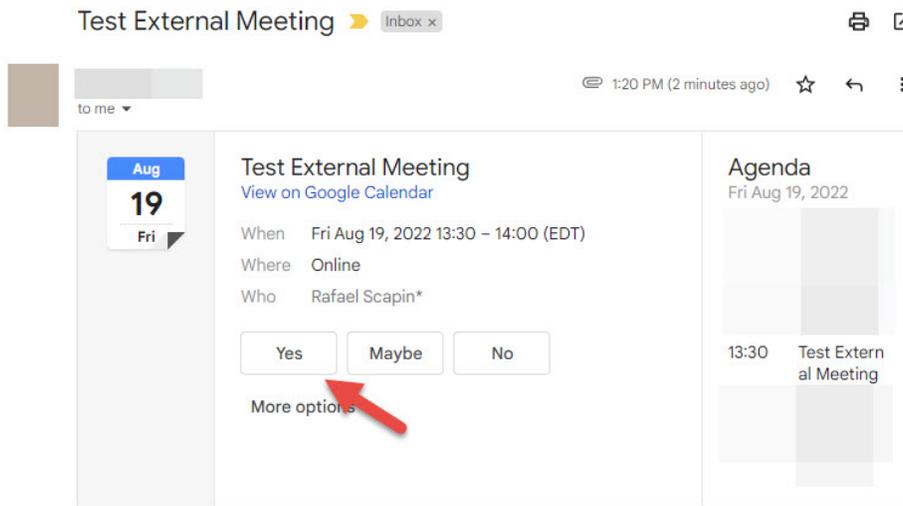


# How to Join a Teams Meeting as an External User

This short tutorial is for users who do not have a Microsoft 365 account. External users who do have a Microsoft 365 account can join a meeting in the usual way through the Teams desktop client.

1. Shortly before your meeting is due to start, open your invitation email and click the Join Microsoft Teams Meeting link at the bottom.



## Microsoft Teams meeting

**Join on your computer or mobile app**

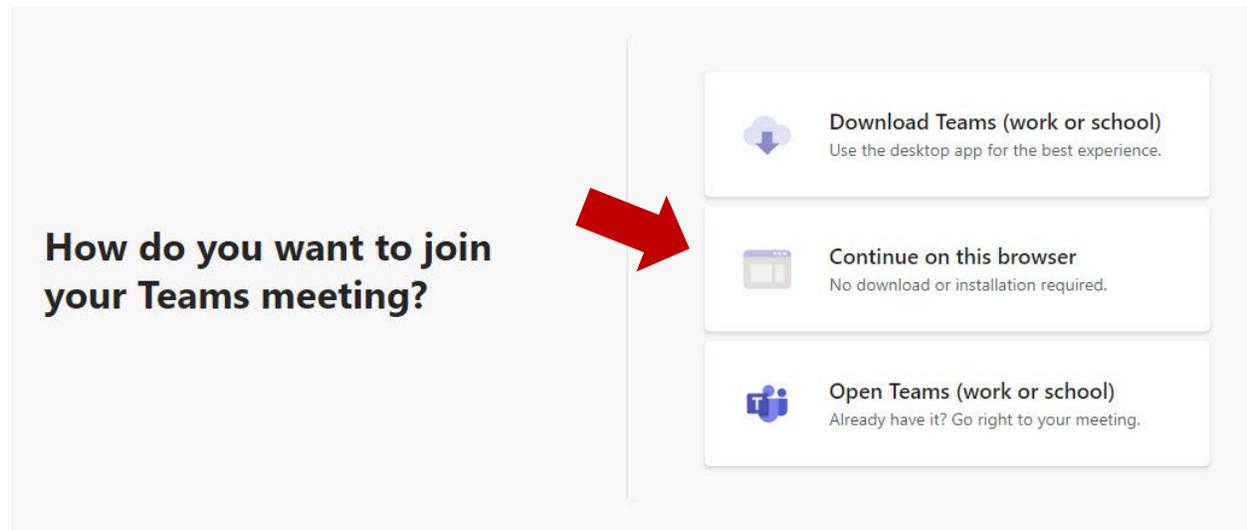
[Click here to join the meeting](#)

Meeting ID: 229 950 611 075

Passcode: gNjtJw

[Download Teams](#) | [Join on the web](#)

The link will open up a Teams page in your web browser. Select Continue on this browser:



If prompted, allow access to your microphone and/or webcam. If you do not do this, other users in the meeting will not be able to see or hear you.

You will now join the waiting room. Here you can choose to turn your microphone and webcam on or off and enter the name other users in the meeting will see. When you are happy with your settings and ready to join the meeting, click Join Now.

