Instructions for Joining Teams Meetings

Join by link

All you need to join a Teams meeting is a link.

When you open the link or select **Join Microsoft Teams Meeting** in your meeting invite, you'll be taken to a page where you can choose to either join on the web or download the desktop app and then join. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest.

If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join from calendar

Select **Calendar** 📅 on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.
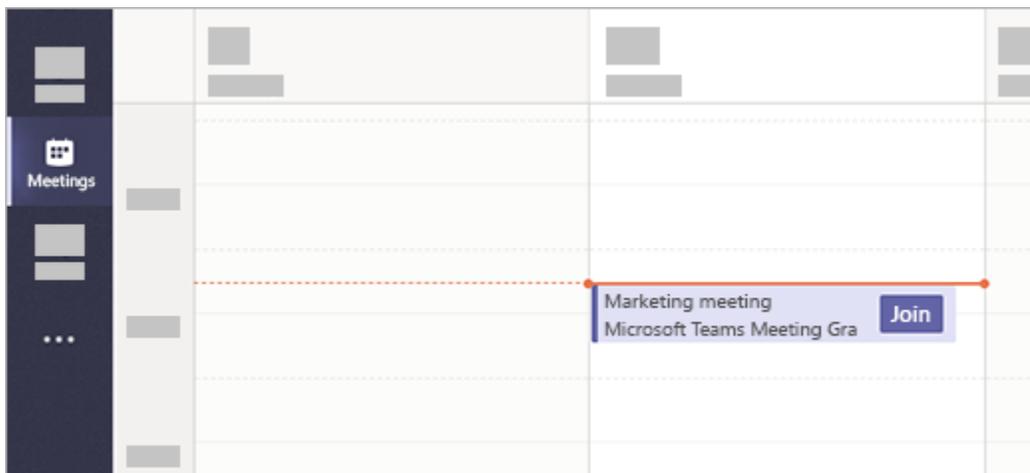
Or, if someone starts the meeting, you'll get a notification you can use to join.