

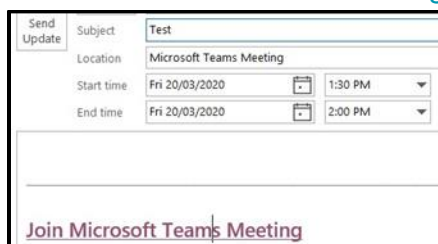
Join a Teams Meeting through a Web Browser

Quick Reference Guide

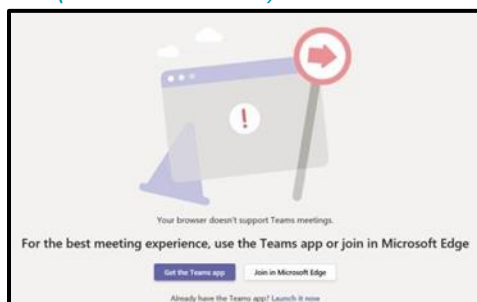


If you do not have the Microsoft Teams application download, you can still participate through a web browser.

1. From your Microsoft Outlook Calendar or from the meeting invite emailed to you. Click on [Join Microsoft Teams Meeting](#)

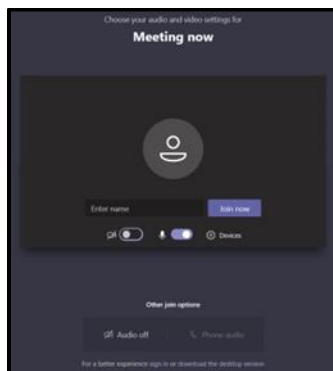


2. This screen will popup, click on [Join in \(default browser\)](#)



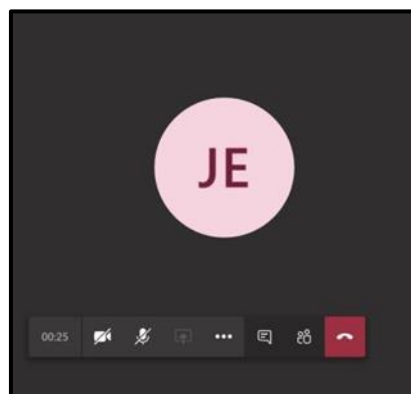
Note: The example shows Microsoft Edge, though it will change depending on what your default browser is (e.g. Firefox, Chrome, Safari)

3. Enter a name and then click [Join Now](#)



Note: The owner of the meeting will need to admit you into the meeting, which might take a moment

4. You will then be invited into the meeting by the holder and taken to this screen



Note: Adjust your camera and microphone settings if you wish to share video or audio

5. When the meeting has finished, hang up by clicking on the red [End Call](#) button