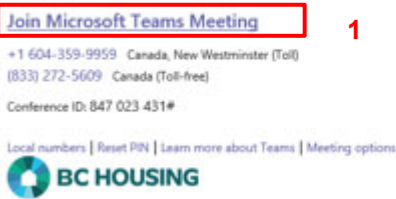
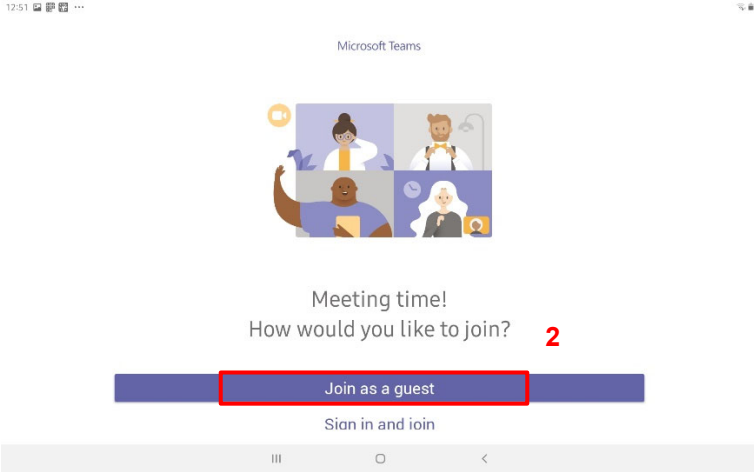
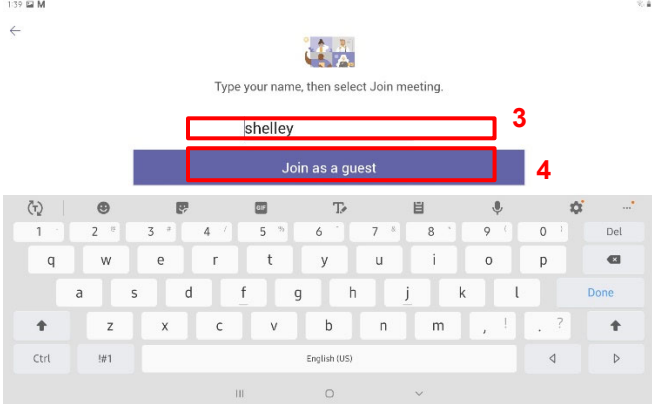


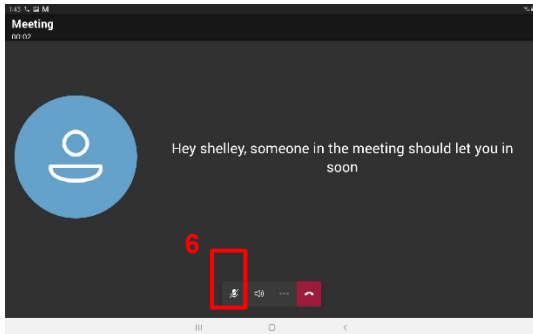
Microsoft Teams – Joining a Meeting as a Guest

Reference Guide

Joining a Meeting as a Guest	
	<p>From the meeting invite:</p> <ol style="list-style-type: none">1. Click on Join Microsoft Teams Meeting.
	<ol style="list-style-type: none">2. Select Join as a Guest.
	<ol style="list-style-type: none">3. Enter your Name.4. Select Join as Guest.

Microsoft Teams – Joining a Meeting as a Guest

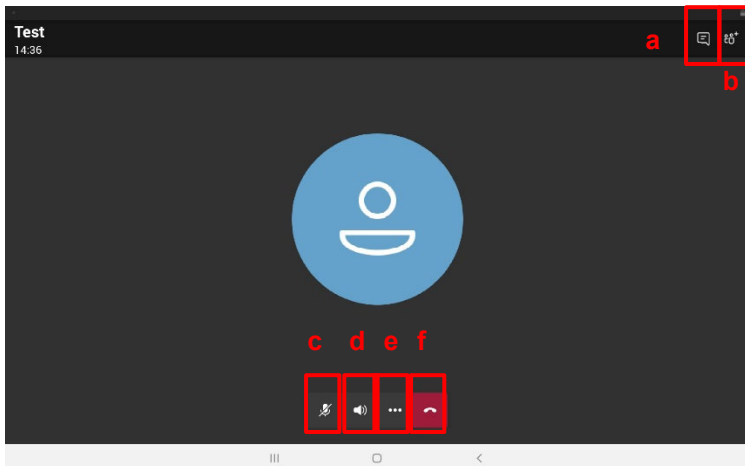
Reference Guide



If you are the first person to join the meeting and **you are not the meeting organizer** you will stay in the lobby until the organizer logs into the meeting.


5. Dial the audio number from your phone that was given to you in the meeting invite. If you are the first person to join you will remain in the lobby until the meeting organizer has entered the meeting.
6. If you are dialing in using your phone **mute the audio on the screen**. If you are using a headset you do not need to mute the audio on the screen.

When the meeting organizer has logged into the meeting you will be admitted into the meeting.



When you have entered the meeting, you will see the following screen from here you can:

- a. **Chat** – can start a chat with everyone that is in the meeting.
- b. **Meeting Participants** – will show you everyone that is in the meeting.
- c. **Mute Icon** – allows you to mute and unmute your audio on your device.
- d. **Speaker Icon** – allows you to turn the speaker on, on your device or turn off Audio.
- e. **...** - Will allow you to put your audio on hold, share your screen, turn off incoming video, and display the dial pad.
- f. **Phone Icon** – allows you to disconnect from the meeting.

When the meeting is finished select the **Phone**  icon to **exit the meeting**.