

How to join a Microsoft Teams meeting

This guide explains how to join your meeting using the link provided to you. You do not need a Microsoft Teams account to join.

Before you start

- Find the meeting link sent to you (email, SMS, or calendar invite)
- Make sure you have a stable internet connection
- Use a computer, tablet, or mobile phone

Steps to join your meeting

- Step 1: Open your meeting link – click the link provided (e.g. “Join the meeting now”).
- Step 2: Choose how to join – open the Teams app or select “Continue in this browser”. If unsure, use your browser.
- Step 3: Enter your name – this is how you will appear in the meeting.
- Step 4: Check your audio and video – turn your camera and microphone on or off as needed.
- Step 5: Join the meeting – select “Join now”. You may need to wait briefly to be admitted.

During your meeting

- Use the microphone button to mute and unmute yourself
- Use the camera button to turn your video on or off
- Select Leave when you are ready to exit

If you have trouble joining

- Try using Google Chrome or Microsoft Edge
- Check your internet connection
- Close and reopen the meeting link
- Contact the person who invited you if issues continue

Good practice

- Join a few minutes early
- Find a quiet and private space where possible
- Use headphones for better sound quality

