

How-To Join an MS Teams Meeting: The User Experience

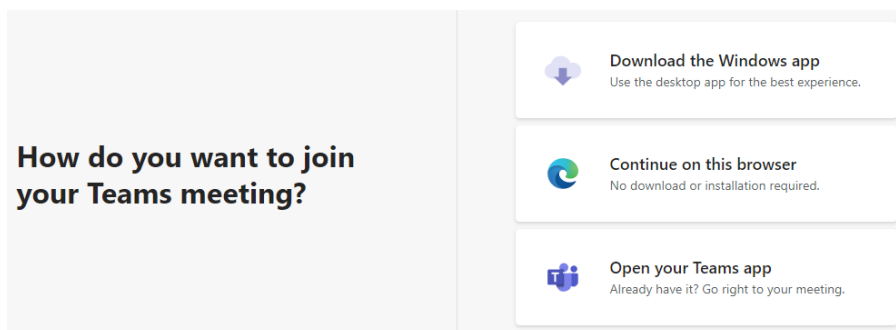
Note: The **Meeting Organizer** is the individual who has created the MS Teams meeting. A **Participant** is someone else joining that meeting, e.g. clients or coworkers.

1. When an MS Teams invite is sent to a participant, they will see the hyperlink below. The participant will need to press 'Join Microsoft Teams Meeting.'

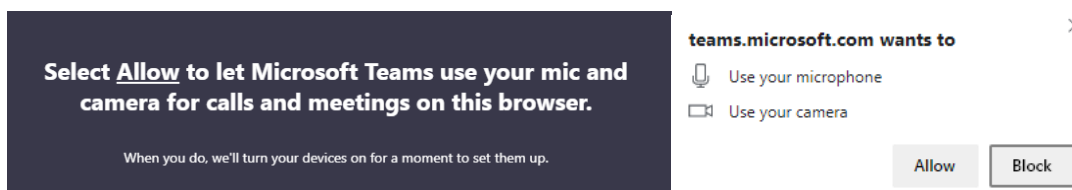
[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

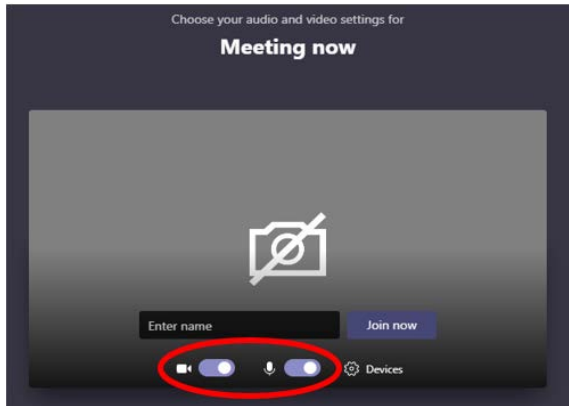
2. The participant receives this screen and selects 'Continue on this browser' (requires a current browser).



3. The browser image will change, and a pop-up window will appear. The participant will need to select 'Allow' for Teams to be able to use their audio/video inputs.



4. Once 'allow' is selected, their screen will look like the image below. The participant will type their name and click 'Join Now.' By default, the microphones and camera will turn on, as shown below in the red circle.



5. Once the participant clicks 'Join Now' they are moved to the lobby where meeting guests are held until the meeting organizer allows them to join.

When the meeting starts, we'll let people know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.