

Joining a Microsoft Teams meeting – external user guide

If you do not have a Microsoft 365 account, you can still join interviews, workshops and other Microsoft Teams meetings at Alzheimer's Society as a guest user.

Your options to join are:

- [From an emailed Teams invite](#)
- [From the web via your internet browser, such as Edge or Google Chrome](#)
- Through a mobile device or the Microsoft Teams app.

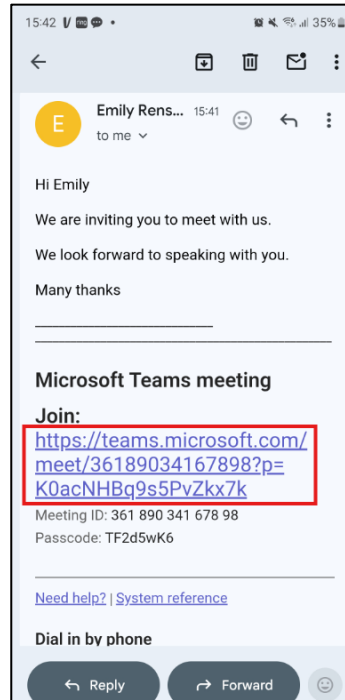
Join a Teams meeting from an emailed invite

You have received a Teams invite to your personal email address.

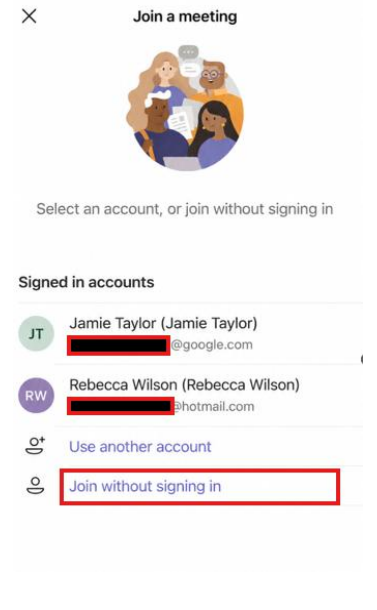
To join the meeting:

1. Open the meeting invitation

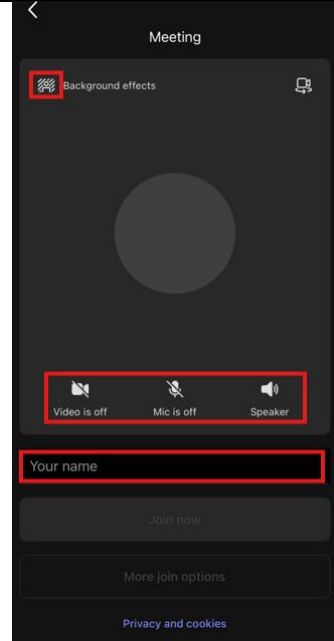
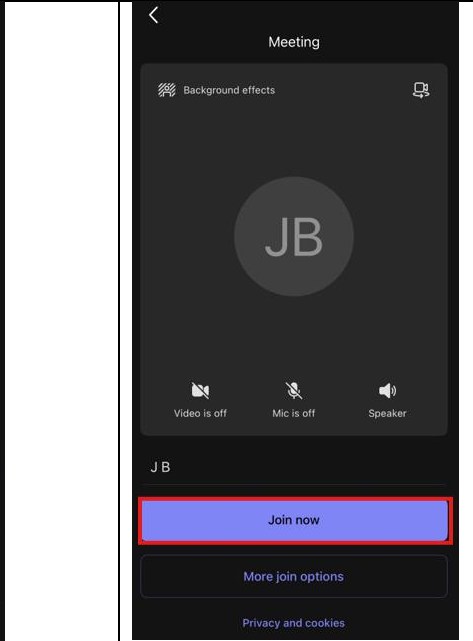
- Open the Teams meeting invite from your inbox.
- Click onto the meeting link.



2. Join without using an account

• A message may appear to say the account you are using does not have access. • Select the option to 'Join without using an account' or 'Join without signing in,' if you see a list of other accounts.	The account you're using doesn't have access to this meeting due to org policies. Please join without using an account. Join without using an account	 The 'Join a meeting' screen shows a list of signed-in accounts: Jamie Taylor (@google.com) and Rebecca Wilson (@hotmail.com). Below them are links for 'Use another account' and 'Join without signing in'. The 'Join without signing in' link is highlighted with a red box.
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3. Enter your name and check settings

• Type in your name which will be shown during the meeting. • Amend settings for the camera, microphone and background effects as necessary. • Select 'Join now.'	 The 'Meeting' settings screen shows options for 'Background effects', 'Video is off', 'Mic is off', and 'Speaker'. The 'Your name' field is highlighted with a red box.	 The 'Join now' screen shows the name 'JB' and a 'Join now' button highlighted with a red box.
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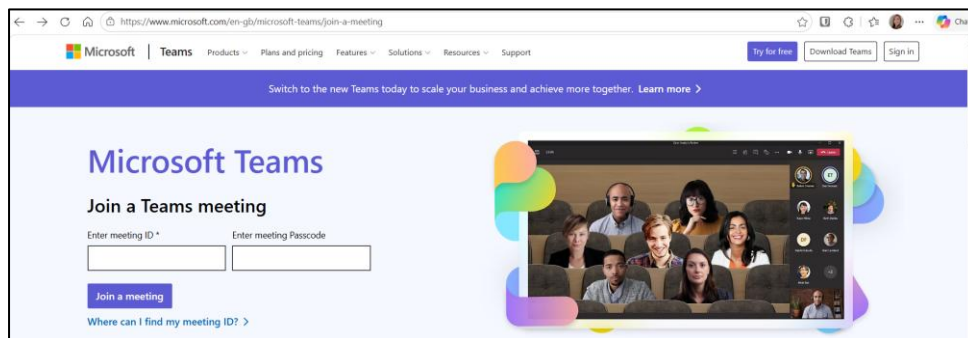
You are now joining the meeting as a guest user.

Join a Teams meeting from an internet browser

If you are not able to join a Teams meeting straight from the email invite as a guest, join instead from the internet – either from Google Chrome or an Edge internet browser. Logging in from the browser gives you access to Teams without downloading the Teams app.

1. Open Teams on the internet

Click onto [Join a Microsoft Teams Meeting by ID | Microsoft Teams](https://www.microsoft.com/en-gb/microsoft-teams/join-a-meeting) or search 'log into Teams.'



Your meeting ID and meeting passcode from your email invite is required.

Leave open the page you are currently on and open up your email invite.

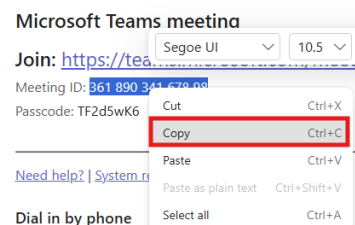
2. Copy and paste your meeting ID and passcode from your email invite

You may need to scroll down the email invite to find the meeting ID and passcode.

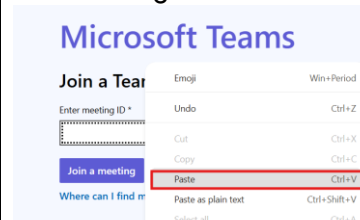
The meeting ID will be a long number, and the passcode will be a mixture of letters and numbers.

Microsoft Teams meeting
Join: <https://teams.microsoft.com/join/36189034167898>
Meeting ID: 361 890 341 678 98
Passcode: TF2d5wK6

Highlight or right click anywhere on the meeting ID and select 'Copy.'



Move back to the page where the meeting ID and passcode is required. Right click into the meeting ID field and select 'Paste.'



Select 'Join a meeting.'

If you have any problems connecting, please contact the meeting organiser.