

## Joining from desktop as an external user

Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. **Teams can be accessed through Mac, iOS, Android and Windows devices.**

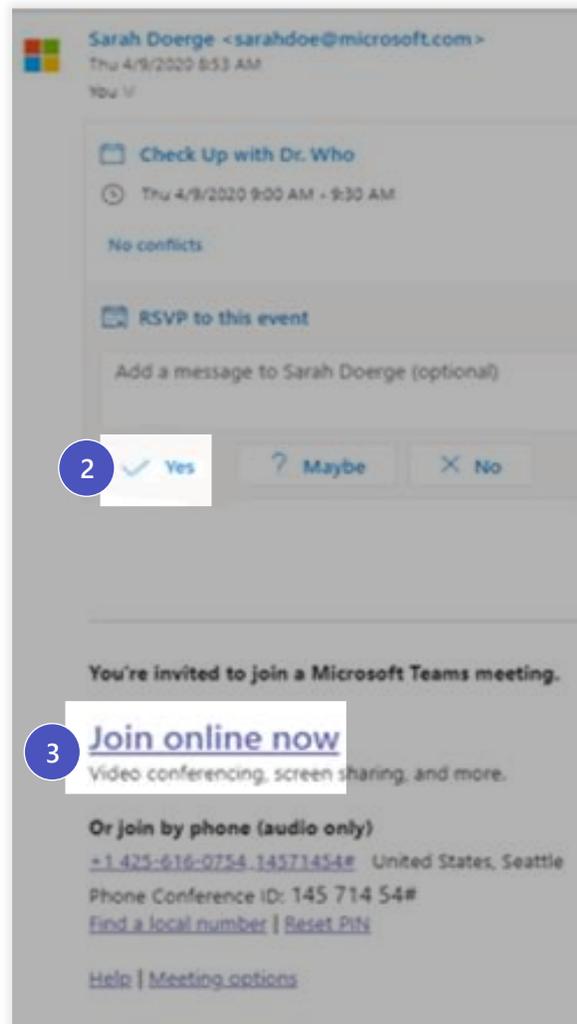
To the right is a snapshot of what an end user will see in their inbox once a Teams meeting invite has been sent out.

- 2 To accept the meeting invite, the participant will need to select Yes.
- 3 If the participant selects the **Join Online Now** link, they will see the screen to the right if they don't have the Teams app installed.

As Teams evolves, please continue to refer to the following links below for new feature updates to the application.

[Microsoft 365 Roadmap](#)

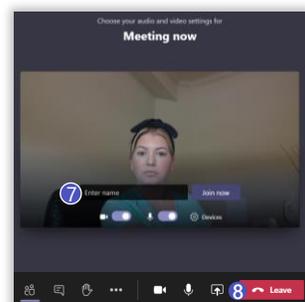
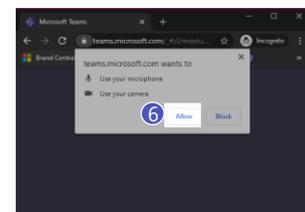
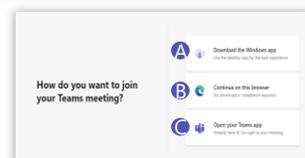
[Join a Teams Meeting \(Desktop and Mobile\)](#)



- 4 The user will have **two options** if they don't have the Teams app: Download the Teams App | or Join on the Web Instead. **A**  
[Supported Web Browsers](#) **B**

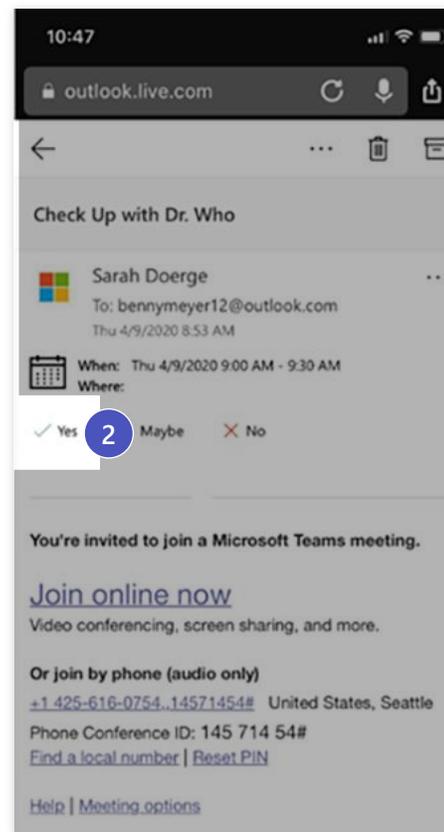
Or Open your Teams App if you have it already installed **C**

- 5 If the participant selects **Join on the Web** Instead, The participant will then see the following screen below. This is requesting access to the microphone and the camera.
- 6 Select **Allow**.
- 7 Next the participant will see the following screen. They will need to input their **Name** and select the **Join Now** button.
  - They will also have the option to turn off the camera and/or mute themselves prior to joining the meeting.
- 8 To leave the meeting, select the **Red Phone** icon listed in the user bar.

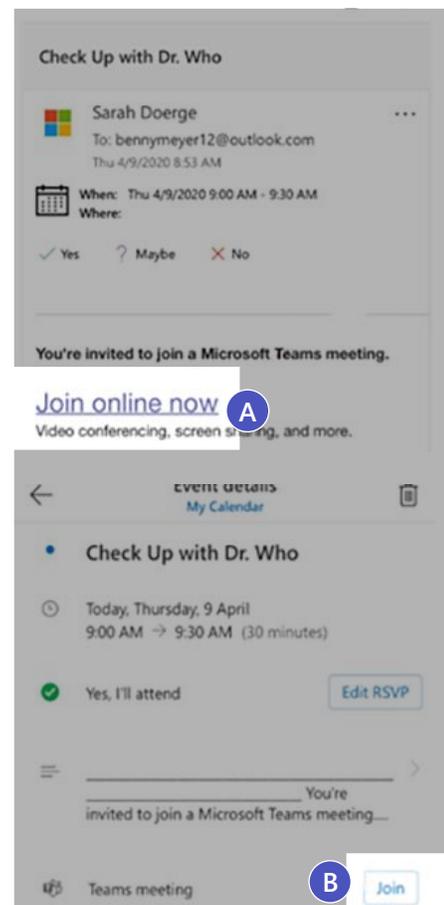


## Joining from mobile as an external user (slide 1 of 2)

- 1 Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. To the right is a snapshot of what an end user will see in their email inbox once a Teams meeting invite has been sent out.
- 2 To accept the meeting invite the participant will need to select **Yes**.



- 3 To join the meeting the participant can select:
  - A **Option A:**  
Join Online Now link listed in the email or
  - B **Option B:**  
Join button listed in their calendar.



## Joining from mobile as an external user (slide 2 of 2)

- 4 If the participant does not have the Teams mobile app, they will be directed to a screen to **download the app**.
- 5 Next the participant will see the following screen. To join the meeting, select the **Join Now** icon. The participant has the following selection options prior to joining the meeting.
  - A **Join now** – Select to join the meeting with current meeting options
  - B **Blurred background** – Select this option to blur the background of your video call
  - C **Camera** – Select this to turn your camera on or off
  - D **Microphone** – Select this button to turn your microphone on or off. If it's off, others will not be able to hear you
  - E **Speaker** – Turn your speakers on in order to hear the conversation
- 6 To leave the meeting, select the Red Phone icon listed in the user bar.

