

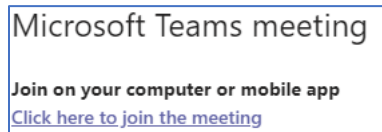
How to Use Microsoft Teams as A Guest

Purpose: To help guests (without a @danversma.gov email account) access a Microsoft Teams from their device(s).

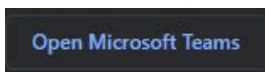
Notes: When access Microsoft Teams within a web browser or on a mobile device, please note that you will be limited to some functionality. The missing features may change over time as well but can be checked [here](#).

Windows Client

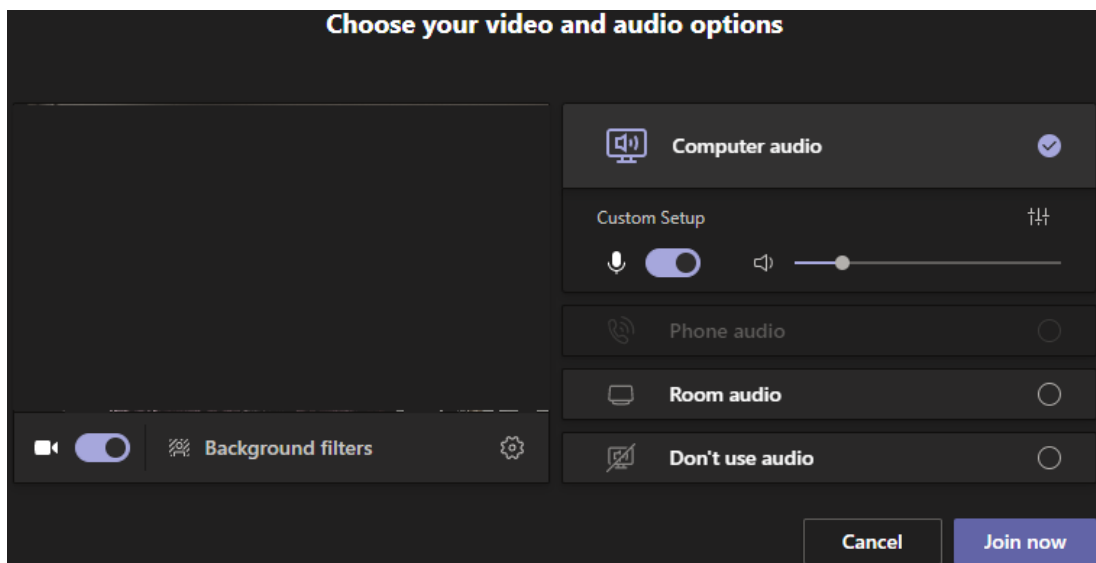
1. In the email you get from the organizer, you will see “Click here to join the meeting” that you can click on to join.



2. A window will open in a browser and if you have Teams installed, it will have a pop up that has the option to **Open Microsoft Teams**.
 - a. If you do not have Microsoft Teams installed, you must pick one of the following:
 - i. Download the Windows App (Preferred for full functionality)
 - ii. Continue on this browser (may run into compatibility issues)
 - iii. Open your Teams app (only if it is installed already)



3. Microsoft Teams will open a window so you can configure your video and audio settings before joining the room. (You can also apply background filters here.)



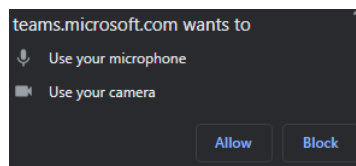
- a. Click on the sliders to enable or disable video or audio for the meeting.
 - i. Enabled:
 - ii. Disabled:
 - iii. Settings can also be adjusted once you are in the meeting by accessing the three dots at the top and clicking on **Device Settings**.
4. Click **Join now** to be joined to the meeting.
 - a. You may need to be approved by the organizer or presenter depending on how it was setup.




Using Web Client

1. In the email you get from the organizer, you will see “Click here to join the meeting” that you can click on to join.
2. A window will open in a browser with the following options.
 - a. Download the Windows App (Preferred for full functionality)
 - b. Continue on this browser (may run into compatibility issues)
 - c. Open your Teams app (only if it is installed already)
3. Click on **Continue on this browser** and you will be brought into the web client.
 - a. If a box appears asking for use your microphone and camera, click allow to be able to talk in the meeting.

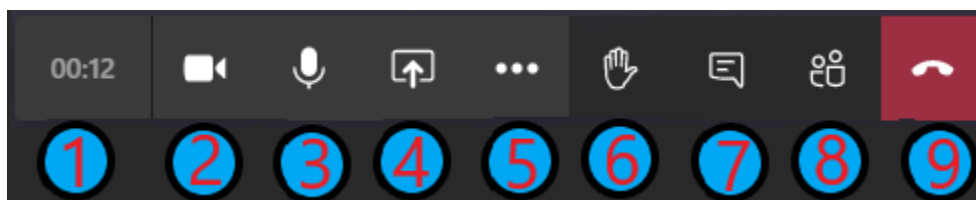
Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)



4. You will be asked to enable your camera, audio, and provide the name you want to be displayed in the meeting.
 - a. Click on the sliders to enable or disable video or audio for the meeting.
 - i. Enabled: 
 - ii. Disabled: 
 - iii. Settings can also be adjusted once you are in the meeting by accessing the three dots  at the top and clicking on **Device Settings**.
5. Once your video and audio are set, click **Join now** to join the meeting.
 - a. You may need to be approved by the organizer or presenter depending on how the meeting was setup.

Meeting Legend



1. Meeting Timer – How long the meeting has been running.
2. Camera Switch – Enable/Disable Camera
3. Microphone Switch – Enable/Disable Microphone
4. Screen Share – Share your screen or application with the meeting.
5. More Options – Additional options to manage your meeting session (ie. Device settings, meeting details, etc.)
6. Raise Hand – You can raise your hand if you have a question, but do not want to interrupt the current presenter.
7. Meeting Chat – You can toggle the meeting chat on and off by clicking this button. **Note:** Messages are public
8. Show Participants – You can toggle the participants panel to view who is in the meeting currently.
9. Hang Up – This button will cause you to leave the meeting. If you need to get back in, you may need to be approved again by the organizer or a presenter.