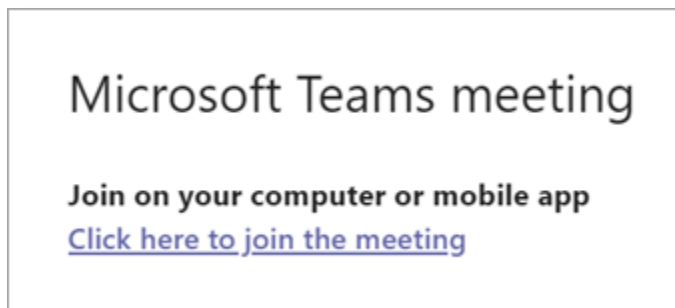


JOIN a meeting in TEAMS

To learn more, check out the [Join a Teams meeting](#) video.

Join by link

All you need to join a Teams meeting is a link.



Select **Click here to join the meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the

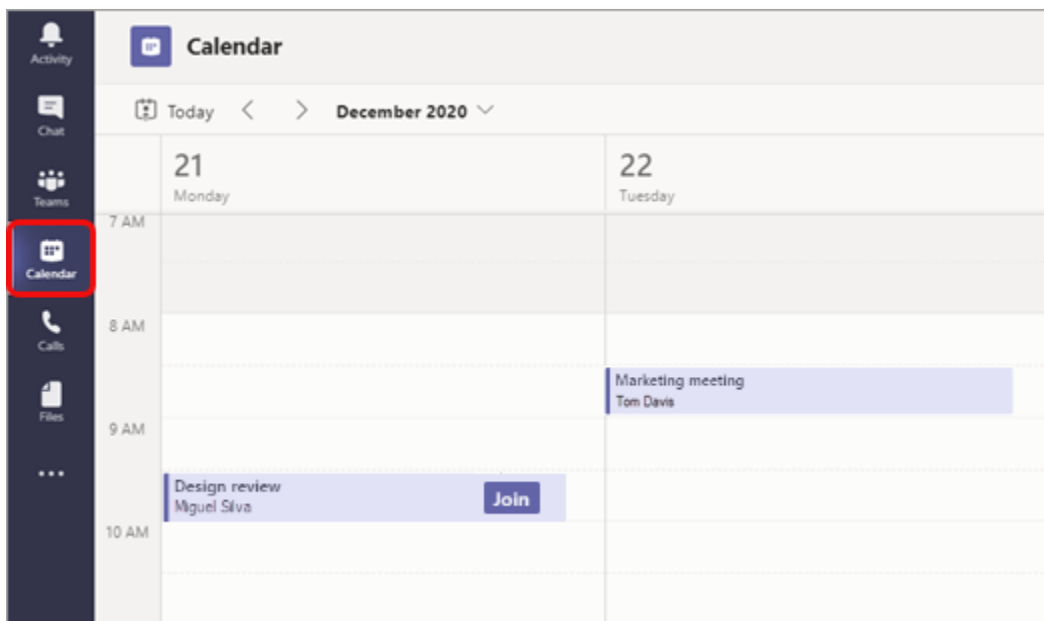
organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join a meeting on Teams for personal use

You may be able to join a meeting on Teams for personal use as a guest. If you're already logged into your Teams for personal use account, then you'll join the meeting with your Teams for personal use account identity. Your organization's privacy policy and data handling terms do not apply to participation in Microsoft Teams for personal use. Instead, the [Microsoft Privacy Statement](#) governs data handling for Teams for personal use meetings.

Join from calendar or ID

1. Select **Calendar** on the left side of Teams to view your meetings.

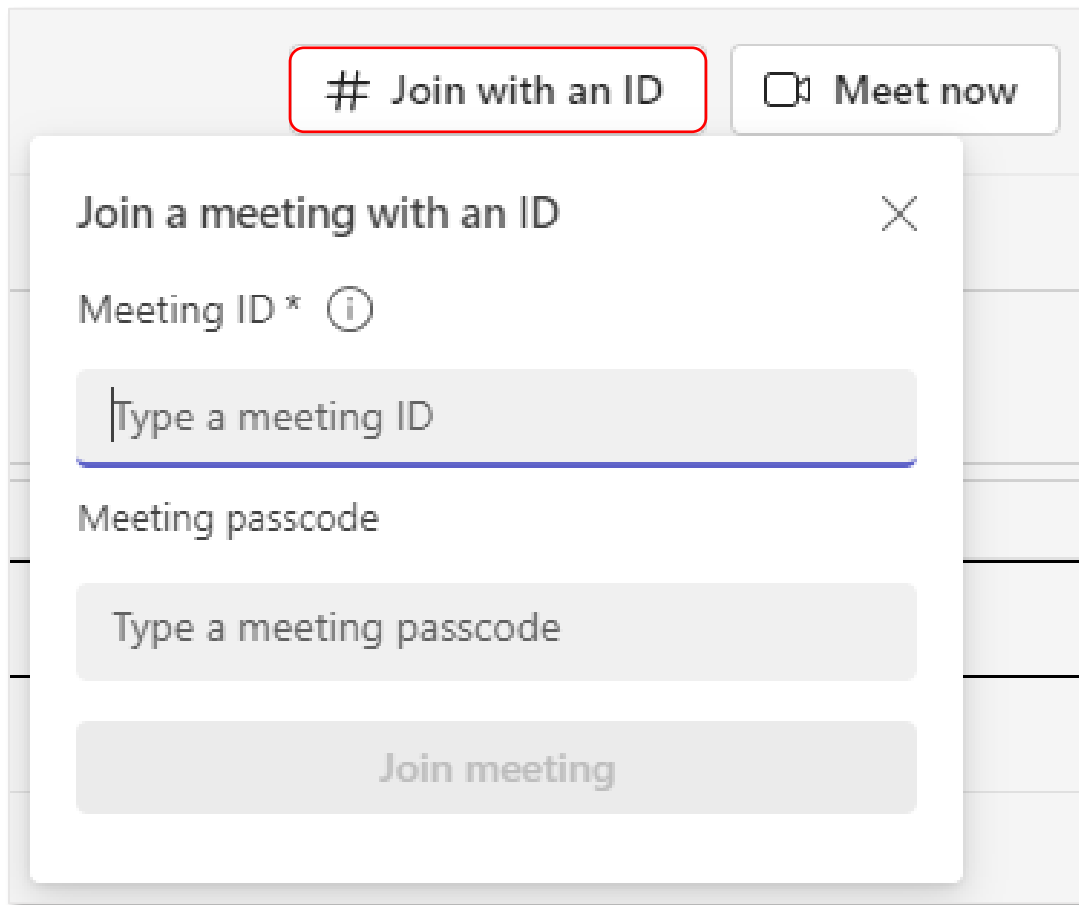


2. Find the meeting you want and select **Join**.

Or, if someone starts the meeting, you'll get a notification you can use to join.

Join with a meeting ID from your Teams app

1. From your Teams Calendar, select **Join with an ID**.



2. Enter a meeting ID and passcode.

- To find both the meeting ID and passcode, go to your calendar in Outlook. Open the meeting you want to join. At the bottom of the meeting invitation

under **Or join by entering a meeting ID**, you'll find the ID and passcode.

Microsoft Teams meeting

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

Meeting ID: [Redacted]
Passcode: [Redacted]

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[Redacted] United Kingdom, London

Phone Conference ID: [Redacted]

[Find a local number](#) | [Reset PIN](#)

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

3. Select **Join meeting** to join the meeting as a participant.

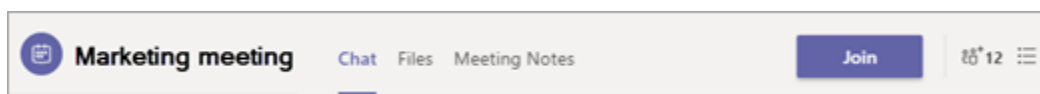
Join in a channel

If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.



Join from chat

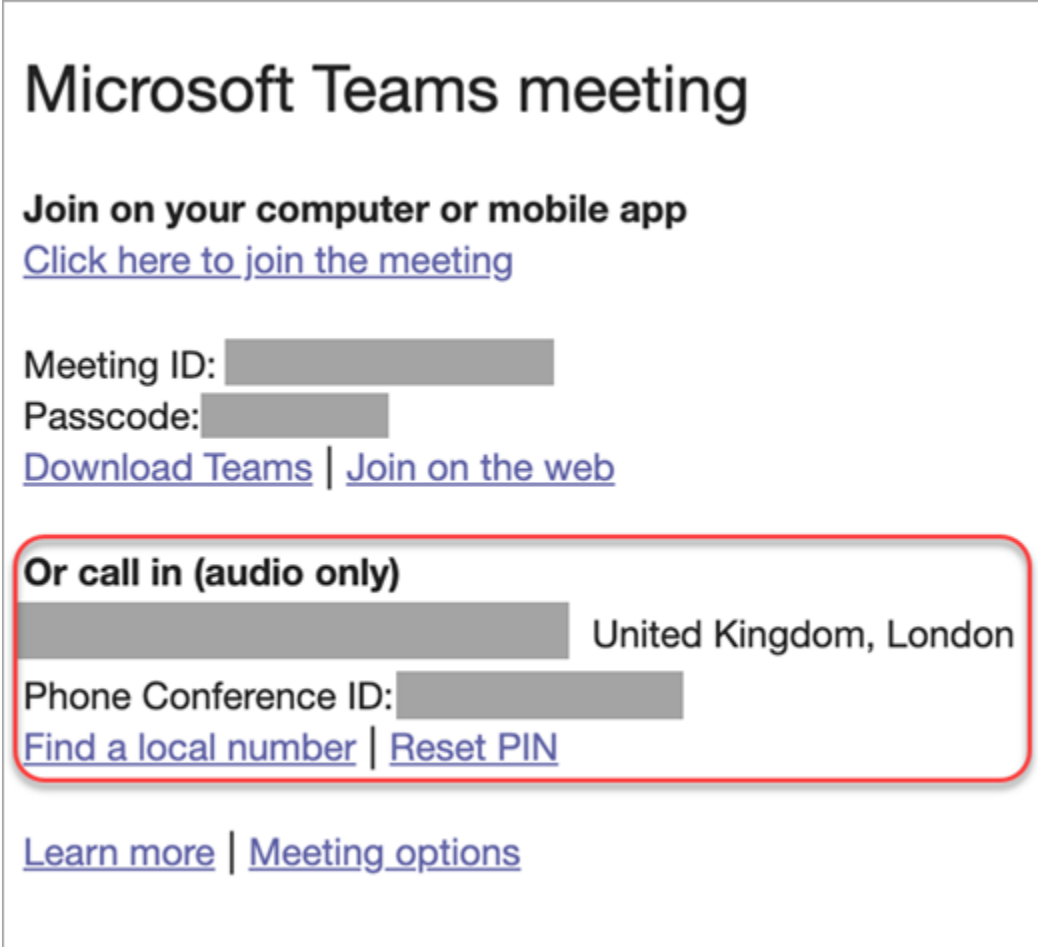
If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



Call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, just dial the number to join.



Microsoft Teams meeting

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

Meeting ID: [REDACTED]
Passcode: [REDACTED]
[Download Teams](#) | [Join on the web](#)

Or call in (audio only)
[REDACTED] United Kingdom, London
Phone Conference ID: [REDACTED]
[Find a local number](#) | [Reset PIN](#)

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

The number in your invitation may not be local to you. Select **Find a local number** to get one that is.

Connect to a room while you join

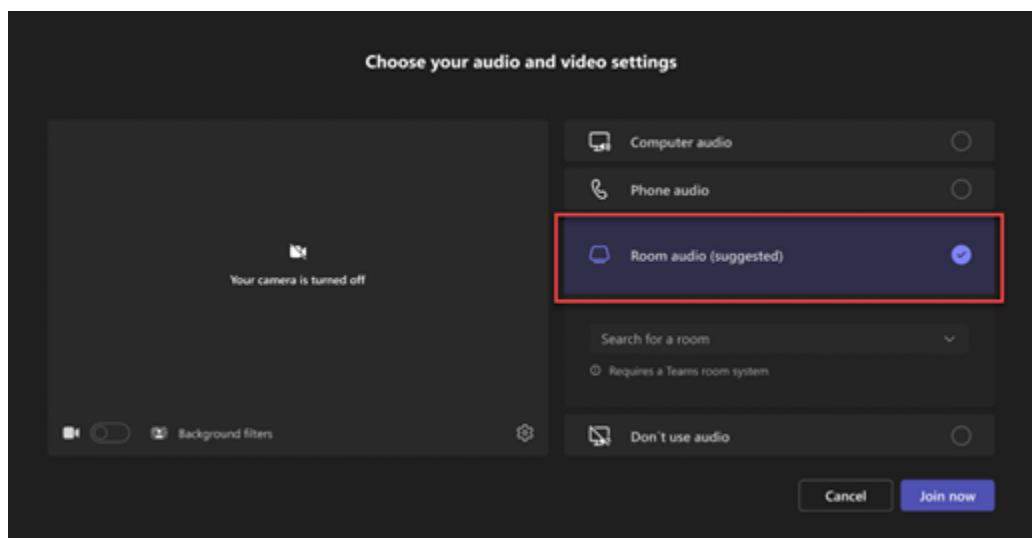
When you're choosing your audio and video settings, you have the option to connect to a meeting room and use its audio and video devices.


To connect to a room:

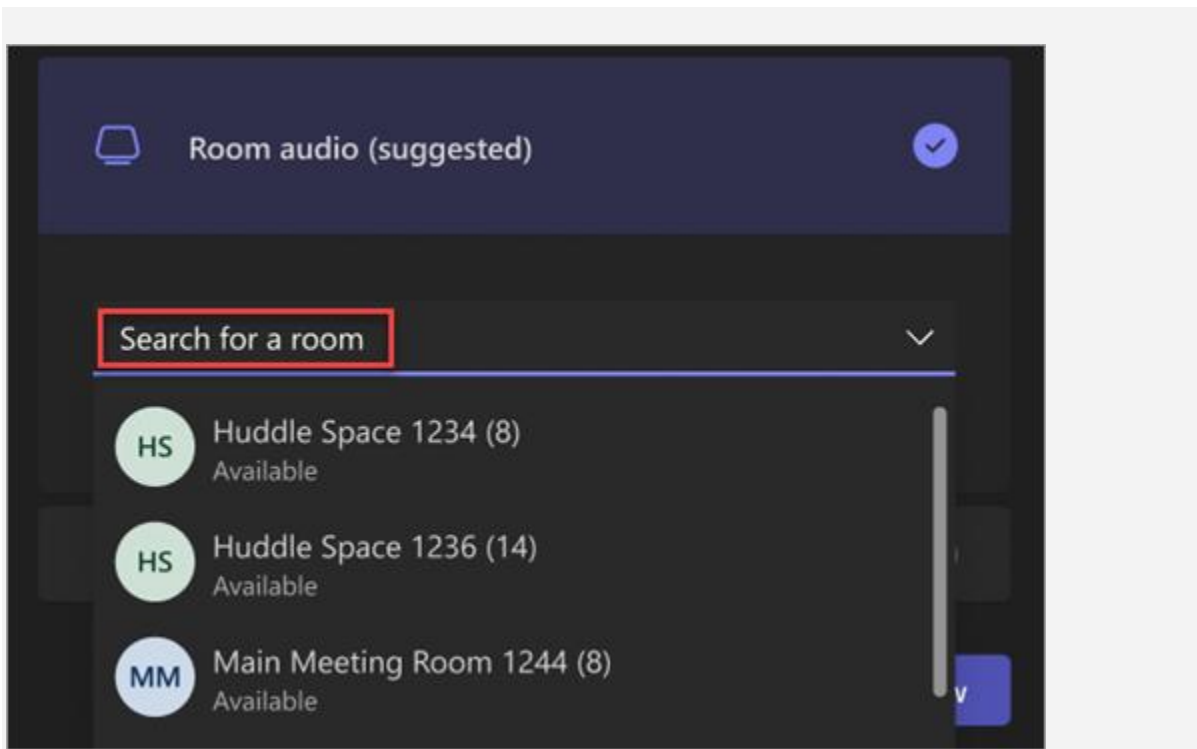
1. Join your meeting. Before you enter, wait for a room to be detected.

Important: Enable Bluetooth on your device to detect rooms nearby.

2. Select **Room audio** and confirm the room you want to connect to.



Note: Select **X** to close a suggested room and search for a different one. Rooms with the **Cast** icon  are in proximity.



3. Select **Join now**.

