How to Join a Microsoft Teams Meeting as a Guest

To ensure you can access breakout rooms, please do not join a Teams meeting using a personal Microsoft account (e.g., Outlook.com, Hotmail.com). This is due to a Microsoft limitation with personal accounts. Instead, please join the meeting **without signing in**. This allows the meeting organizer to place you in breakout rooms.

On Desktop

1. Open the meeting invite, right-click on **Join the meeting now** and choose **Copy Hyperlink.**

2. Click the three dots in the top-right corner of Microsoft Edge and select "New InPrivate window". Paste the meeting link into the address bar and press Enter.

   If you receive a message "This site is trying to open Microsoft Teams", press **Cancel**.

3. On the "Join your Teams meeting" page, select **Continue on this browser**. You may be prompted to allow Teams access to your microphone and camera.
4. Type in your name, select your audio and video settings, and then select **Join now**.

On Mobile

1. In your meeting invite, select **Join the meeting now**. If you have the Teams app, the meeting will open there automatically.
2. If prompted to join with your work or school account, select **CHOOSE ANOTHER ACCOUNT**.
3. Select **Join without signing in**. You may be prompted to allow Teams access to your microphone and camera.
4. Type in your name, select your audio and video settings, and then select **Join now**.