

Email & online accounts | Easy | 2 min read

How to join a Microsoft Teams meeting

You can join a Teams meeting from a link in an email or calendar invitation. You do not always need an account or even to install anything.

Teams changes over time, so use the closest wording if yours differs.

Joining from a link

1. Open the invitation and click **Join the meeting now** or **Join**.
2. Your browser may ask whether to open Teams. Choose to open it, or choose **Continue on this browser** if you do not have the app.
3. Allow the camera and microphone if you are asked.
4. Type your name if prompted.
5. Check your camera and sound settings, then click **Join now**.

Joining by phone

Some invitations include a phone number and a conference ID. You can dial in without a computer, but standard call charges may apply. Check with your provider.

Waiting in the lobby

Often you will see a message saying someone will let you in soon. This is normal. Stay on the page until the host admits you.

Useful buttons during the meeting

- **Mic:** mute and unmute yourself.
- **Camera:** switch your video on or off.
- **Chat:** write messages to everyone.
- **Raise hand:** let the host know you want to speak.
- **Leave:** exit the meeting.

Tips for a smooth call

- Join a couple of minutes early.
- Use headphones to reduce echo.
- Mute when you are not speaking.
- Sit facing a light rather than with a window behind you.

Staying safe

Only join meetings from people you know. Do not click meeting links in unexpected messages, and do not share the link publicly, as strangers could join.

If the link will not work

Try another browser, make sure you are not using an old copy of the link, and ask the host to resend it.

When to get more help

Contact us if you cannot hear anyone, if the link says you do not have permission, or if you want to host meetings and are not sure how to send invitations.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.