

Joining a Microsoft Teams Meeting as a Guest

This guide explains how to join a Microsoft Teams meeting via your browser.

Screens and wording may vary slightly depending on device, browser, or whether the Teams app is installed.

- Do not use the app unless you have a paid subscription to MS Teams but join the meeting via a web browser.

Step 1: Please use the link below to join the meeting. This will take you to a page where you can enter the Meeting ID and Passcode:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

An example is shown below (please ensure the Meeting ID includes the required spaces).

Microsoft Teams

Join a Teams meeting

Enter meeting ID *

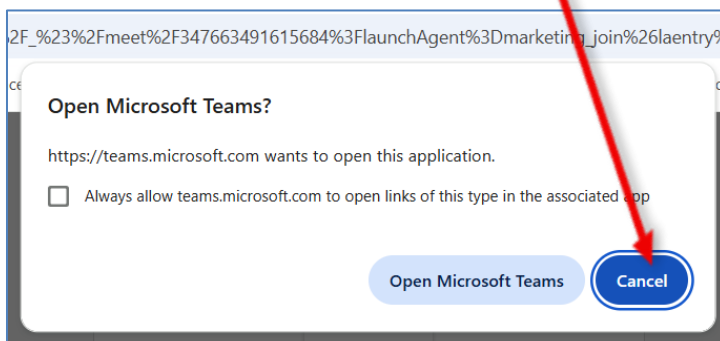
370 309 307 815 299

Enter meeting Passcode

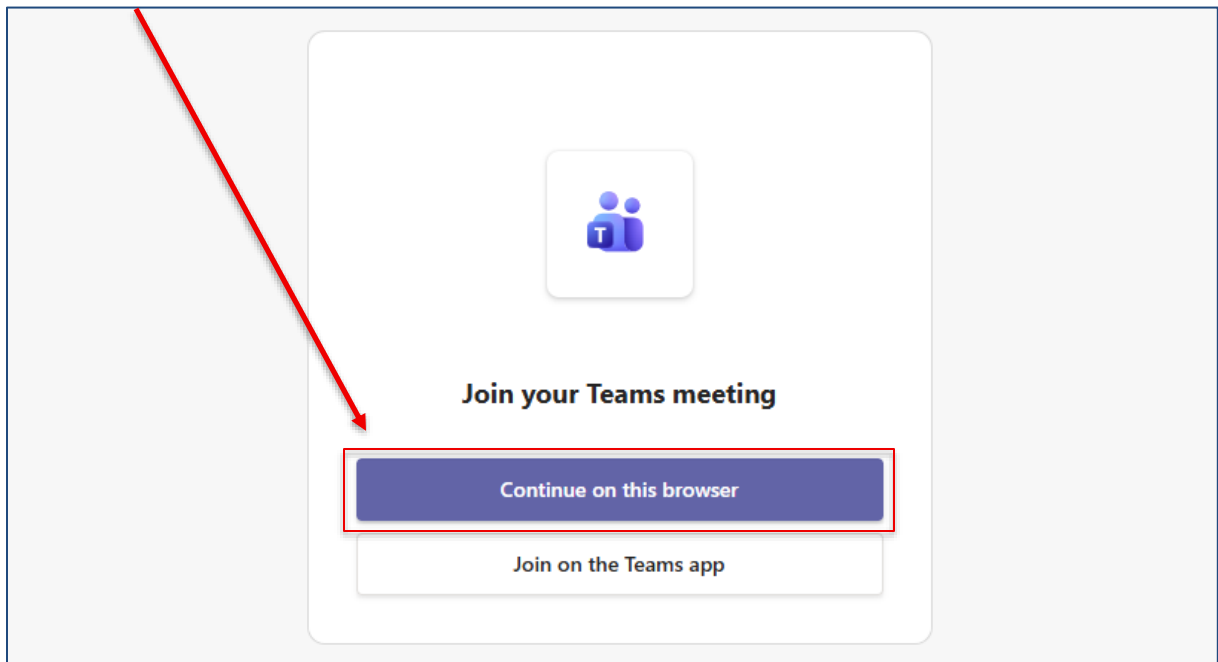
UR6Ti38Q

Join a meeting

- Click on the **Join a meeting** button.
- This pop-up may appear but just **Cancel** it.

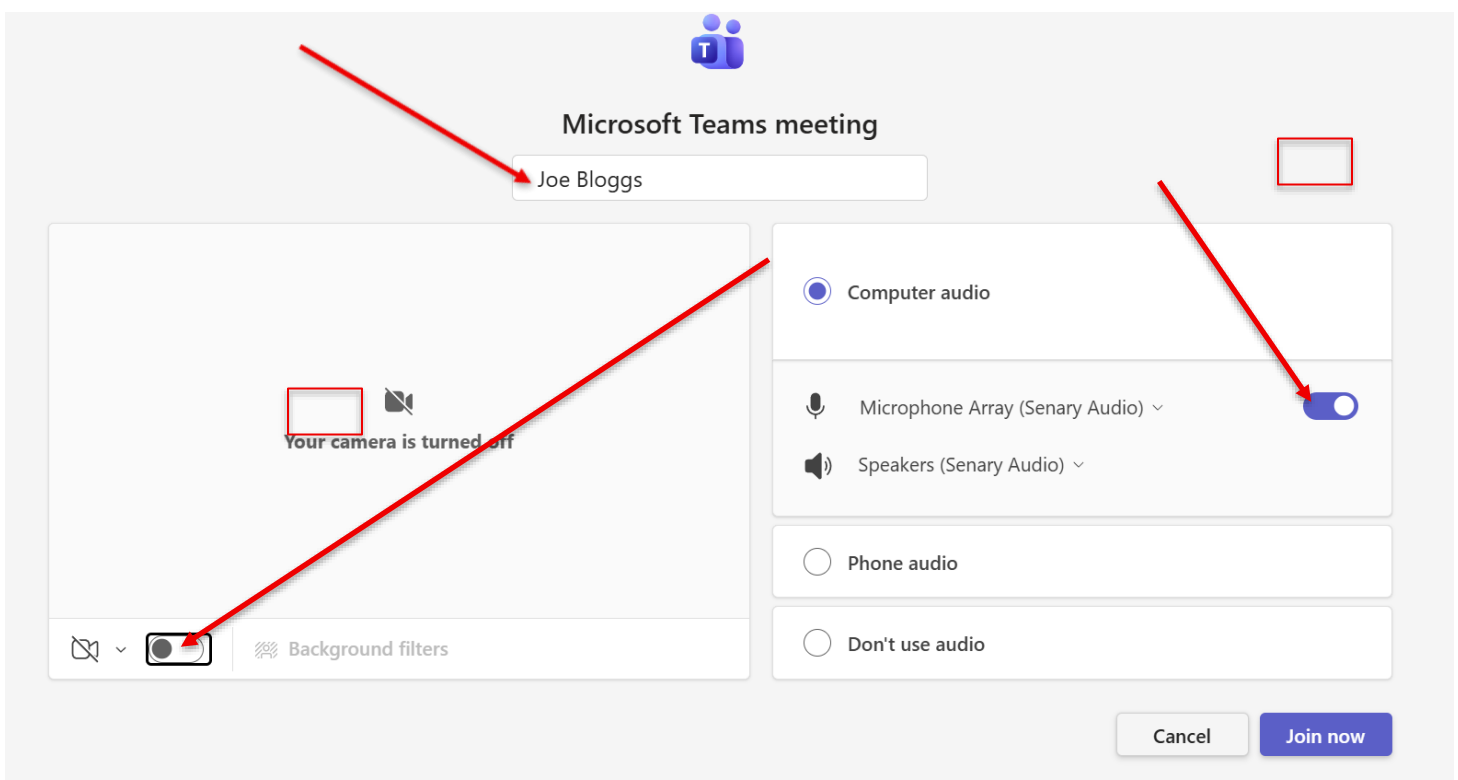


Step 2: Choose how to join: Select **Continue on this browser** (no download or sign-in required).



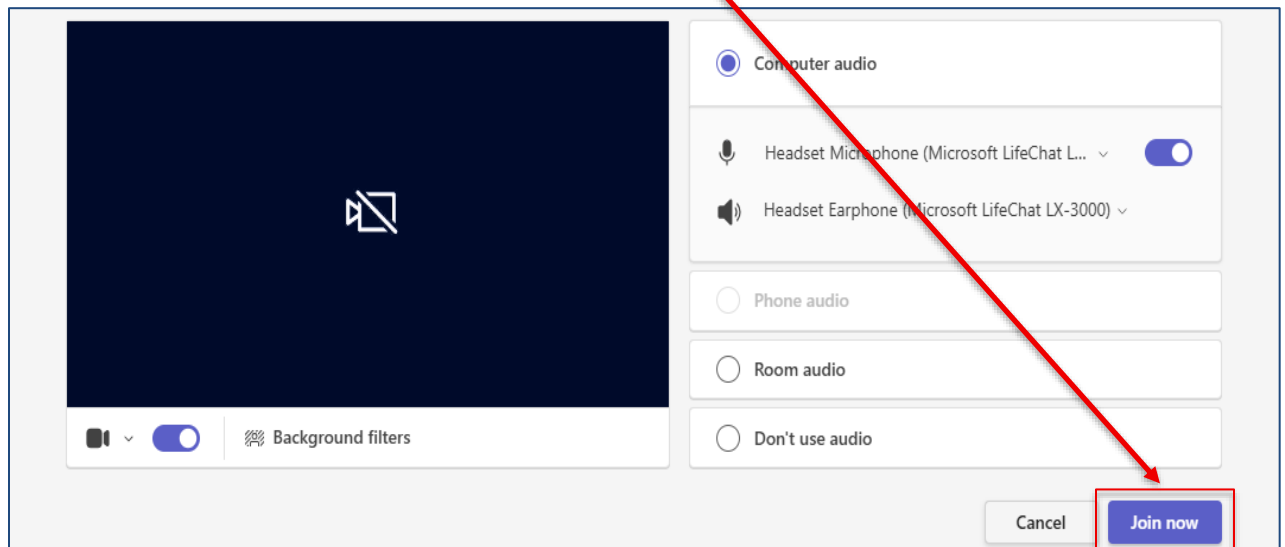
Step 3: Allow permissions: Type your **name and surname** into the box when prompted. This is how others will see you in the meeting and how the tutor matches you to the class register.

Also enable your **microphone** and **camera** by sliding the toggle to the on position for each (it will turn **blue**).

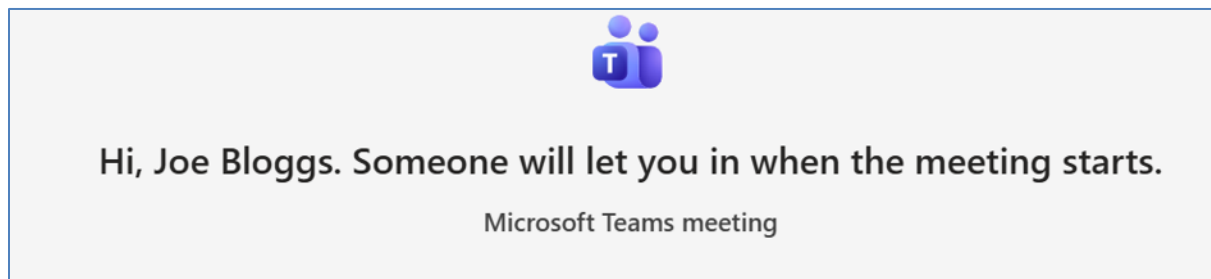


Step 4: Join the meeting: Click “Join now”

- You may wait in a lobby until admitted by the host.



Step 5: If the meeting has still to be started by the Organiser (Host) then you will see the message below. You must wait until the meeting is opened and the Organiser admits you from the lobby (waiting room).



If you have any issues, then please contact:

Centre for Lifelong Learning – cli-online@strath.ac.uk – 0141 548 2116