



State of Oregon – Oregon Government Ethics How to Join OGEC Rules Advisory Committee

How to Join a Teams Meeting Without a Teams Account

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

1. Go to the meeting invite in your calendar or inbox and select Join Microsoft Teams Meeting.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

2. That will open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select Phone audio if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. Teams will notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.

- Some features of Teams meetings aren't available to guests.

Joining the meeting via Teleconference

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

1. Go to the meeting invite in your calendar or inbox
2. If there's a phone number and conference ID in the meeting invite, just dial the number to join.

Or call in (audio only)

[+1 503-541-1234](#),123123123# United States, Portland

Phone Conference ID: 123 123 123#

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