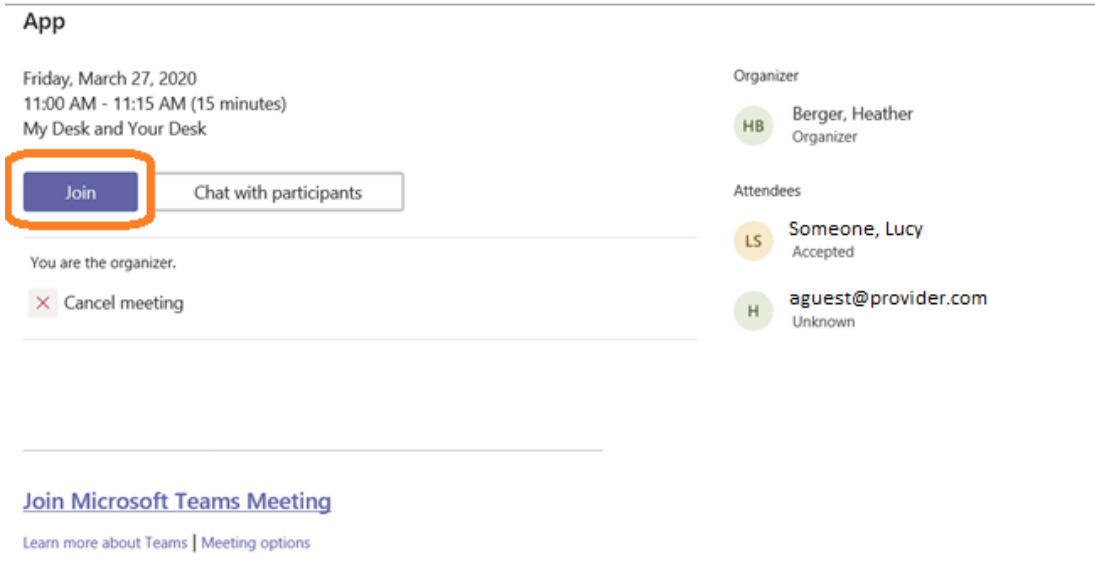# How to Join a Teams Meeting from Outside an Organization

Teams works best in Edge or Chrome. It does not work in Internet Explorer.
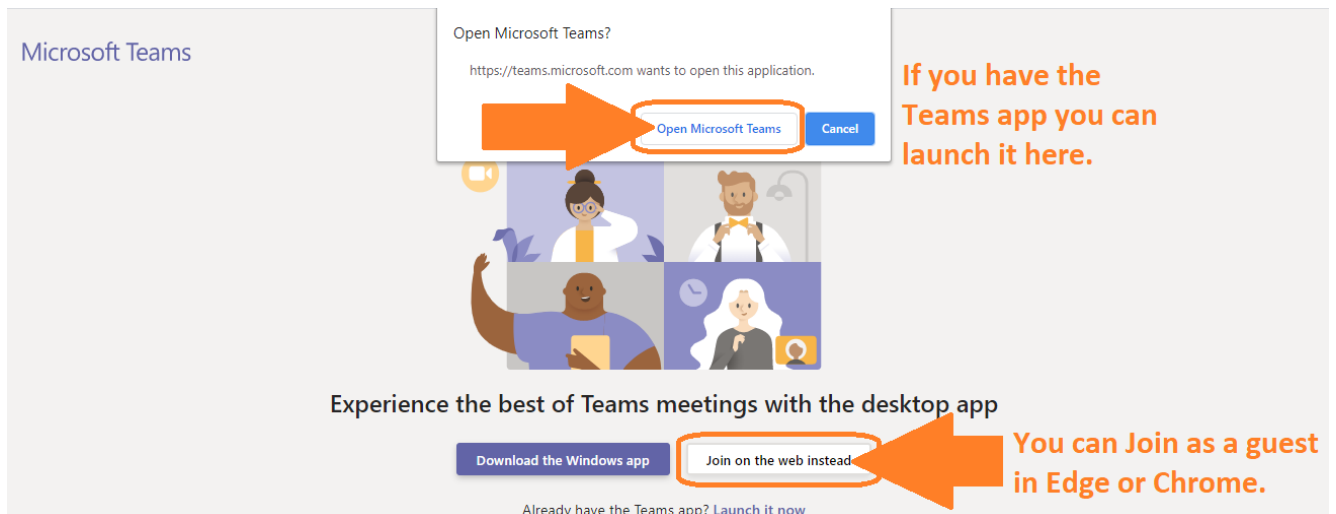
The Meeting

Step # 1.   Click on the meeting link in the email, the meeting reminder, or on the calendar.

Step # 2.   Click on the Join button.

From meeting invitation

Step # 3.   You will be prompted to download the Teams app, Open in web browser (Edge or Chrome) or Launch the Teams app if you already have it. You can select Join on the web instead and join as a guest. If you have used Teams in the past, launch the app and use a verified account.

Step # 4.   When you are joining, verify the video and audio selections settings are on and click Join to join the meeting
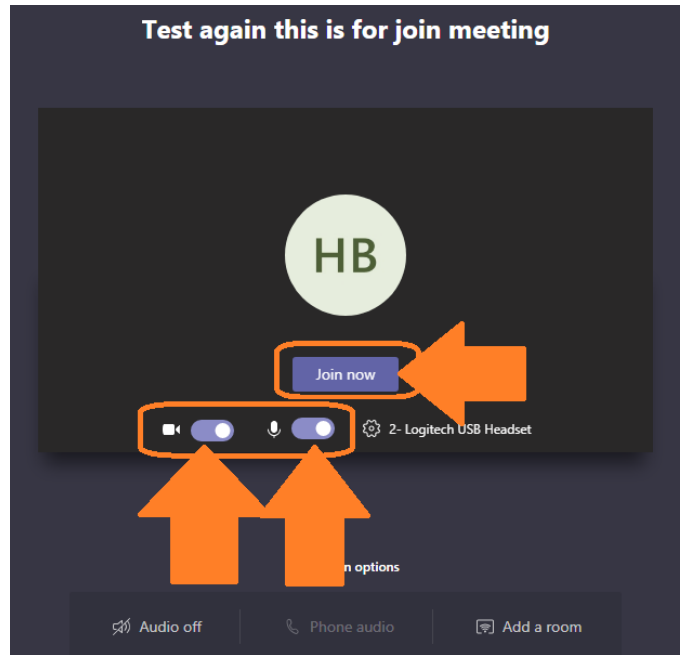
Step # 5.   You are now in the waiting room and are waiting to join the meeting. Once admitted, you are in the meeting.

Step # 6.   Time in meeting, Video, Audio, Screen Share, Other Options, Meeting Chat, Participants, and End Call appear on the toolbar. If the tool bar is not present hover over the lower part of the screen.
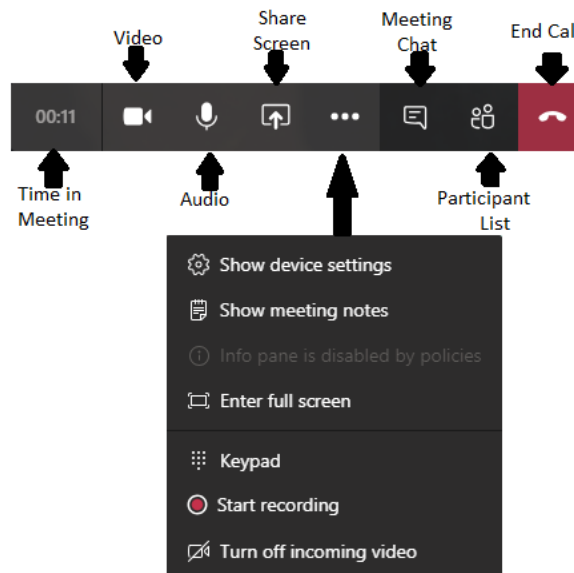
Step # 7.   When finished with the meeting, press the red phone icon to end the call.