Microsoft Teams - Joining a Teams Meeting on the Web

This guide details the procedure for joining a **Microsoft Teams Meeting** on the web. Joining a Teams meeting on the web can be done with the **Microsoft Edge** or **Google Chrome** web browsers and does not require a software download.

Microsoft Teams Meetings can be joined on the web by clicking a meeting link in an email invitation. Use the following procedure to join a Teams meeting on the web with a meeting link:

1. Look for the **Join Microsoft Teams Meeting** link within the body of the email message or calendar event and click it.


Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

2. A Teams *Join conversation* web page will open in your default web browser. What happens next will vary depending on your browser and whether or not Microsoft Teams is installed on your computer:
   o If you have the Microsoft Teams application installed on your computer, the Teams application may open automatically or your browser may open a prompt asking if you would like to open Microsoft Teams. Confirm and click **Open** to join the meeting with the Microsoft Teams application.
   o If you do not have the Microsoft Teams application installed on your computer, you can join on the web without installing the application. This option will appear differently depending on your browser:
     ▪ If you are using **Microsoft Edge**, you can join the meeting by clicking the **Join on the web instead** button. Look for a "Let teams.microsoft.com use your webcam and microphone?" prompt at the bottom of the browser window and click **Yes**.
     ▪ If you are using **Google Chrome**, you can join the meeting by clicking on the **Join on the web instead** button. Under Chrome's address bar, look for a "teams.microsoft.com wants to" use your microphone and use your camera prompt and click **Allow**.
     ▪ If you are using a web browser that is not supported by Teams, you will see a message in the web page that "Your browser does not support Teams meetings." Click the **Join in Microsoft Edge** button to open the meeting in the Edge browser. Your browser may open a prompt asking you to confirm that you want to open Microsoft Edge. Confirm and choose **Open link** if prompted.
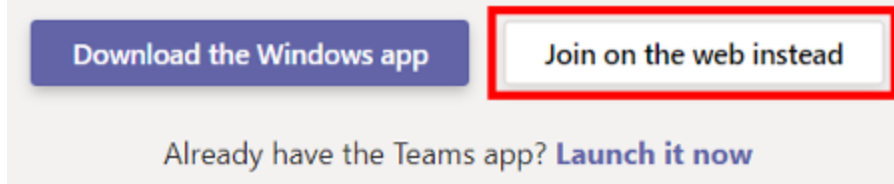
3. Once you have selected the method of entry and given the website permission to use your camera and microphone, you will be taken to a page where you can configure your audio and video settings and preview your video before joining the meeting. Type your name in the "Enter name" field located inside of the video preview window.

4. To enter the meeting, click the **Join now** button located inside of the video preview window. Before joining you may optionally configure the following settings:
   - Press the **slider buttons** in the bottom of the video preview to set whether you will enter the meeting with your camera on or off and your microphone on or muted.
   - Press the **Settings** cog button in the bottom-right of the video preview to open up a *Device settings* panel where you can select which audio and video devices to use in the meeting. Use the drop-down menus under **Speaker**, **Microphone**, and **Camera** to select the devices you want to use.
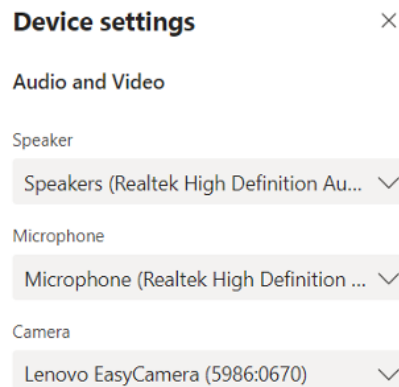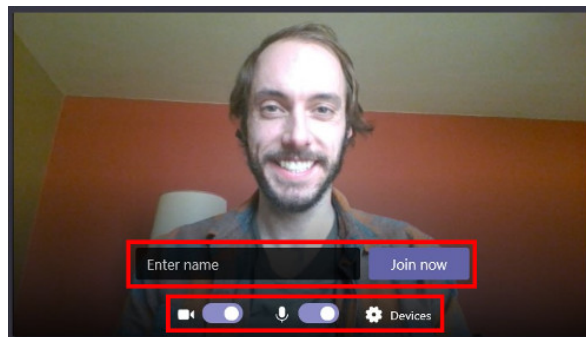
5. Depending on how the meeting settings are configured, you may see a "Someone in the meeting should let you in soon" message. The meeting organizer will be notified that you are waiting in the lobby and will be given the option to admit you.
6. Once you have entered the meeting, you can use buttons in the *Meeting controls panel* in the top-right of the meeting window to turn on/off your microphone and camera, share your screen, open the conversation (text chat), and access other meeting features.
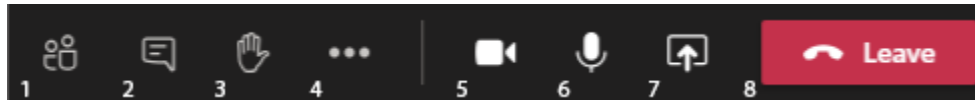
Meeting Controls Panel Elements

1. **Show Participants Button**: Click the show participants button to open the *People* panel in the right side of the meeting window and view a list of meeting attendees.
2. **Show Conversation Button**: Click the show conversation button to open the *Meeting chat* panel in the right side of the meeting window and chat with meeting participants.
3. **Raise Your Hand Button**: Click the raise your hand button to alert the presenters that you have something to contribute without interrupting the ongoing conversation. Other participants will be able to see an icon next to your name that indicates you have your hand raised. This icon shows up in both the video window and the *People* panel.
4. **More Actions Button**: Click the more actions button to open a menu of additional Teams actions and features. Among the options listed in this menu are options for accessing device settings, entering full screen mode, and starting or stopping a meeting recording.
5. **Camera Button**: Click the camera button to turn your camera on or off. If your camera is currently off, the camera icon will have a slash through it.
6. **Microphone Button**: Click the microphone button to mute or unmute your microphone. If your microphone is muted, the microphone icon will have a slash through it.
7. **Share Button**: Click the share button to open a panel with options for sharing your entire screen, a specific window, PowerPoint files, or Microsoft Whiteboard. Check the **Include system audio** box if you want to share audio from an application, then click on an item to share it with meeting participants. While you are sharing, you can click on the share button again to stop sharing.
8. **Leave Button**: Click the leave button to leave the meeting. Other participants will be able to continue without you.