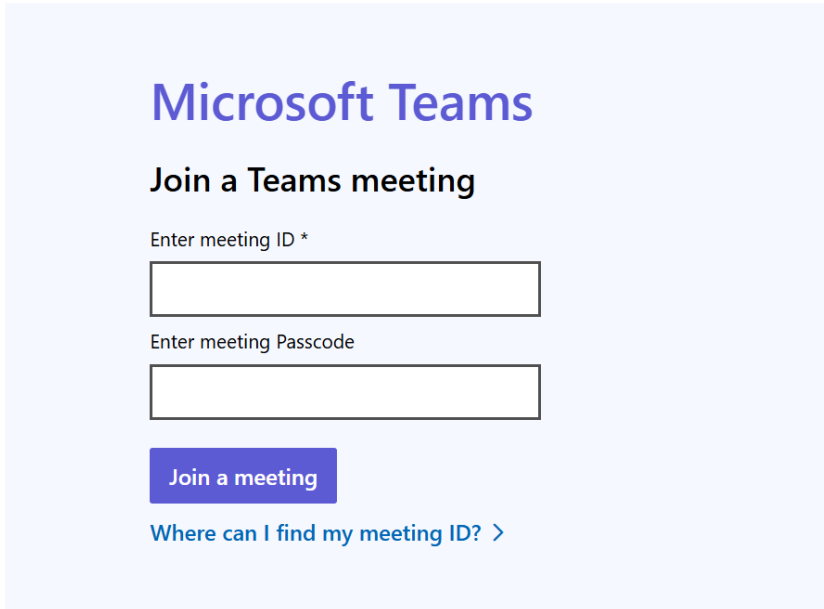


Instructions for joining teams from a NON-SWAST device

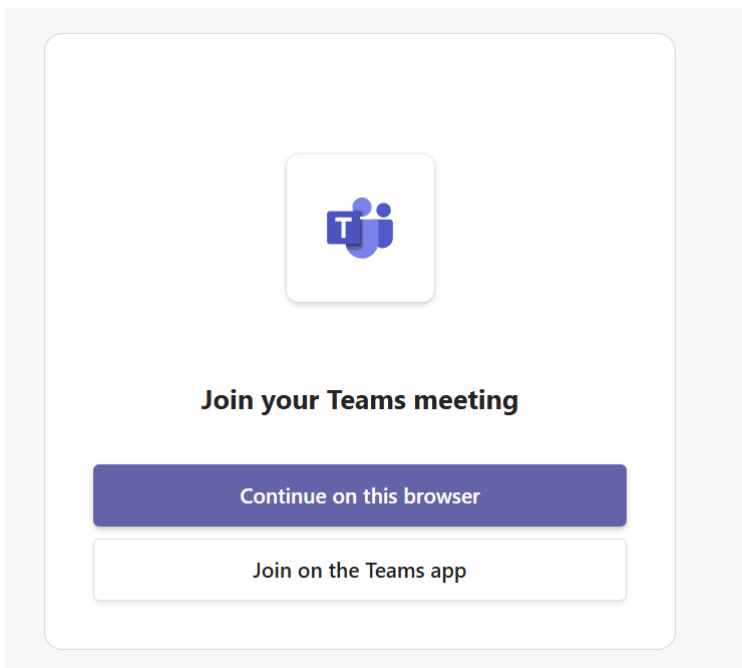
Go to: <https://teams.microsoft.com>

You will be presented with this screen

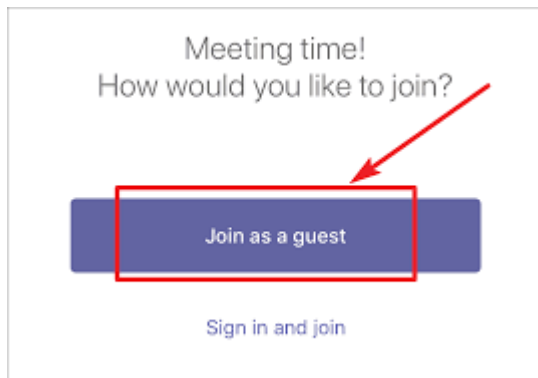
A screenshot of the Microsoft Teams web interface for joining a meeting. The background is light blue. At the top, the 'Microsoft Teams' logo is in purple. Below it, the heading 'Join a Teams meeting' is in bold black. There are two input fields: the first is labeled 'Enter meeting ID *' and the second is labeled 'Enter meeting Passcode'. Below the input fields is a blue button with the text 'Join a meeting'. At the bottom, there is a link that says 'Where can I find my meeting ID? >' in blue.

Enter the meeting ID & passcode from the joining instructions

Teams will automatically try to download / open in the teams app. You need to select 'Continue on this browser'.

A screenshot of a modal dialog box from the Microsoft Teams web interface. The dialog has a white background with rounded corners and a light gray border. At the top center is the Microsoft Teams logo. Below the logo, the text 'Join your Teams meeting' is displayed in bold black. At the bottom, there are two buttons: a blue button with the text 'Continue on this browser' and a white button with a gray border and the text 'Join on the Teams app'.

Eventually it will ask you to either sign in or join the meeting as a guest. You need to select 'Join as a guest' or you will not get the full functionality of the training day.



Here is a video to talk you through it: [How to join a Microsoft Teams meeting as a guest - YouTube](#)

Here is a webpage to talk you through it as well: [Join a Teams meeting - Microsoft Support](#)