How to Join a Microsoft Teams Meeting as a Guest using a browser

An Bord Pleanála
64 Marlborough Street,
Dublin 1, Ireland

ICT Documentation
June 2020
• To join a Microsoft Teams Meeting as a guest you can use your browser after accepting the meeting request.

• In your Outlook email or other email clients, you will see the invitation, double-click on the ‘Join a Microsoft Teams Meeting’ entry to open the meeting.

• When the meeting is open it should look something like the screenshot below.

• Select Join Microsoft Teams Meeting.

• A browser window will open, select Join on the web instead.
• You may be asked if you want to allow Teams to use your microphone and/or camera. Select Allow.

• You may be asked to enter your name – if necessary, enter it and then select join now.


- You may need to wait as the meeting organiser accepts your request to enter the meeting.
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When you are in the meeting you will see a screen similar to the screenshot below.

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