



Join a meeting / lesson in TEAMS

Access from a Desktop / Laptop / Tablet

The link below will take you to the web page for these instructions and a video presentation

<https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9#ID0EAABAAA=Desktop>

Join Teams meetings anytime, anywhere, from any device.

Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that—read on for details about joining by link, from your calendar, and more. If you can't use the app or the web, some meetings let you call in using a phone number.

Join by link

All you need to join a Teams meeting is a link.

Select **Click here to join the meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join from calendar

1. Select **Calendar** on the left side of Teams to view your meetings.
2. Find the meeting you want and select **Join**.

Or, if someone starts the meeting, you'll get a notification you can use to join.



Access from a Mobile

There are many ways to join a Teams meeting from a mobile device.

Watch this video for a quick overview of joining a Teams meeting on mobile

<https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9#ID0EAABAAA=Mobile>

Join by link

To get the best of Teams meetings on mobile, including audio, video, and content sharing, you'll need to download and install the Teams mobile app.

If you have the app, select **Click here to join the meeting** in the meeting invite to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it.

If you have a Teams account, select **Sign in and join** to join with access to the meeting chat and more. Depending on the organizer's settings, you may join the meeting right away or go to the lobby where someone else can admit you.

Join from calendar

Select **Calendar** on the bottom of the app to see your meetings. Find the meeting you want, and then select **Join**.

Join from a notification

When a Teams meeting starts, you'll get a notification that'll bring you directly to the meeting without finding it on your calendar. Just tap the notification to join.