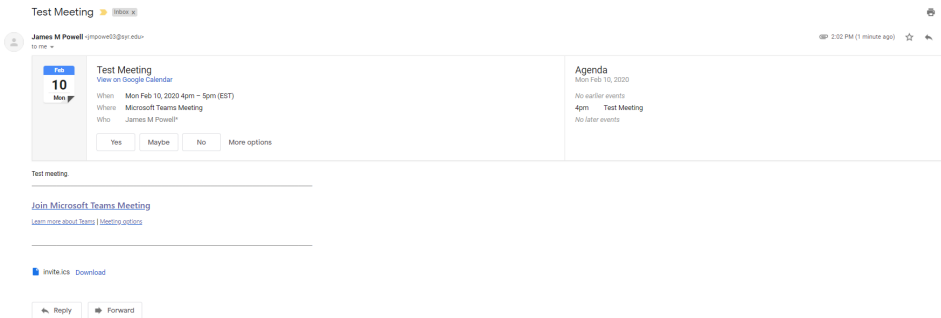


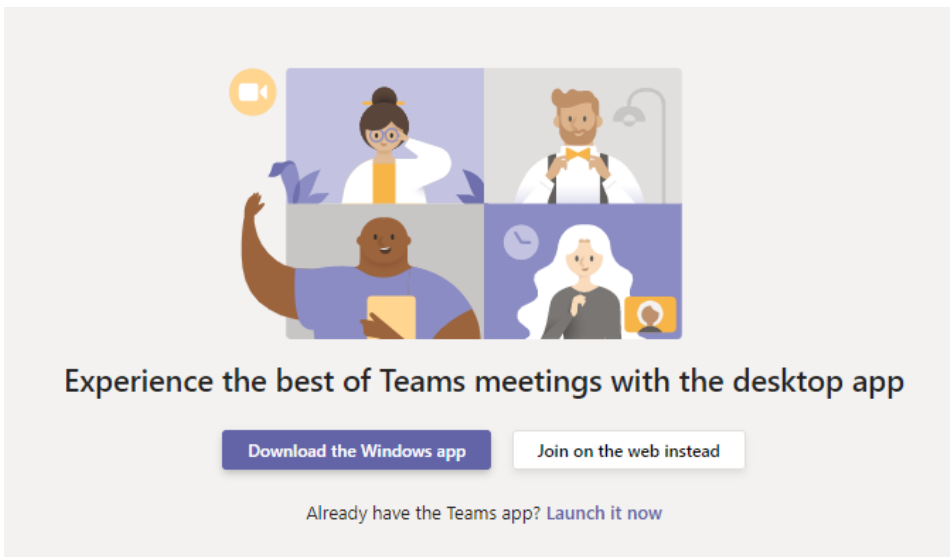
Guests joining a Teams Meeting

1. Invite your guest as you would any other participant (using their email address).
2. After guests have been invited to the meeting they will receive an email invitation to join the Teams meeting.
3. In the invitation email, click **Join Microsoft Teams Meeting** at the bottom of the email.

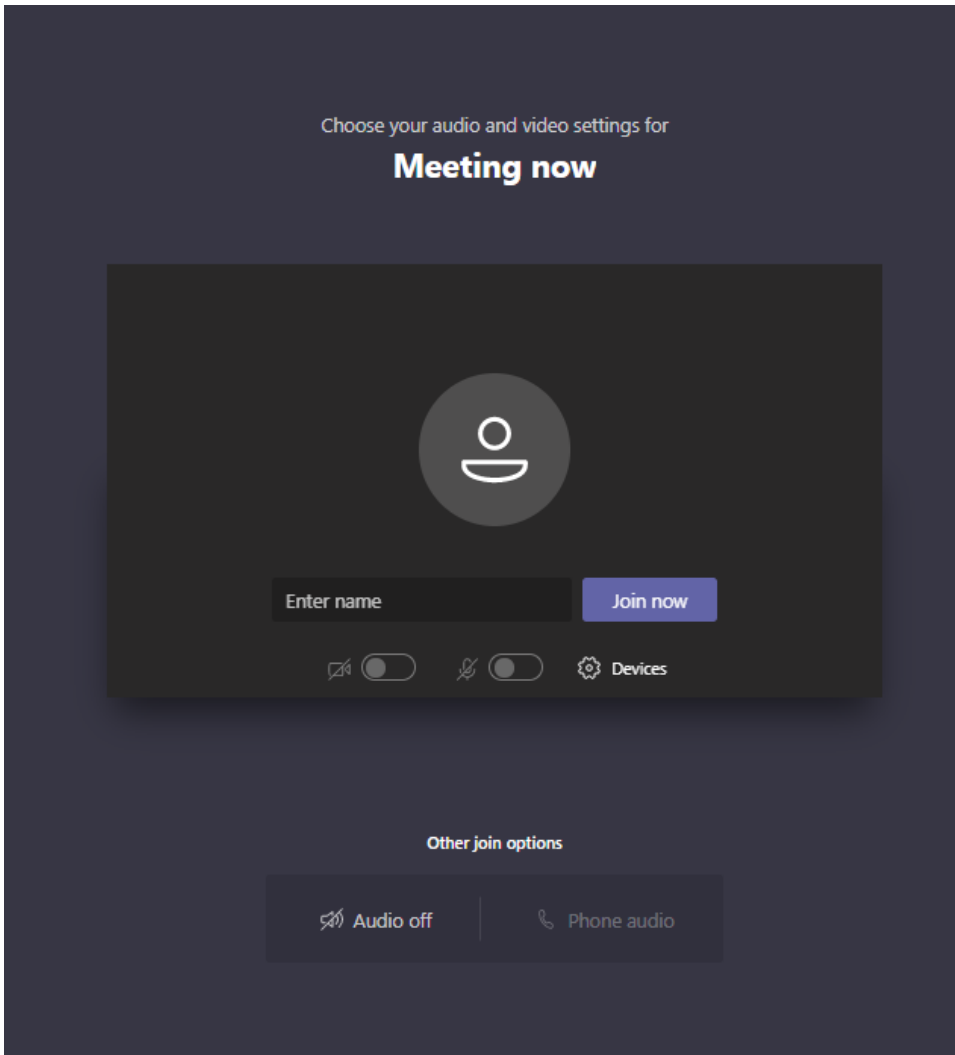


(This is what it will look like in gmail.)

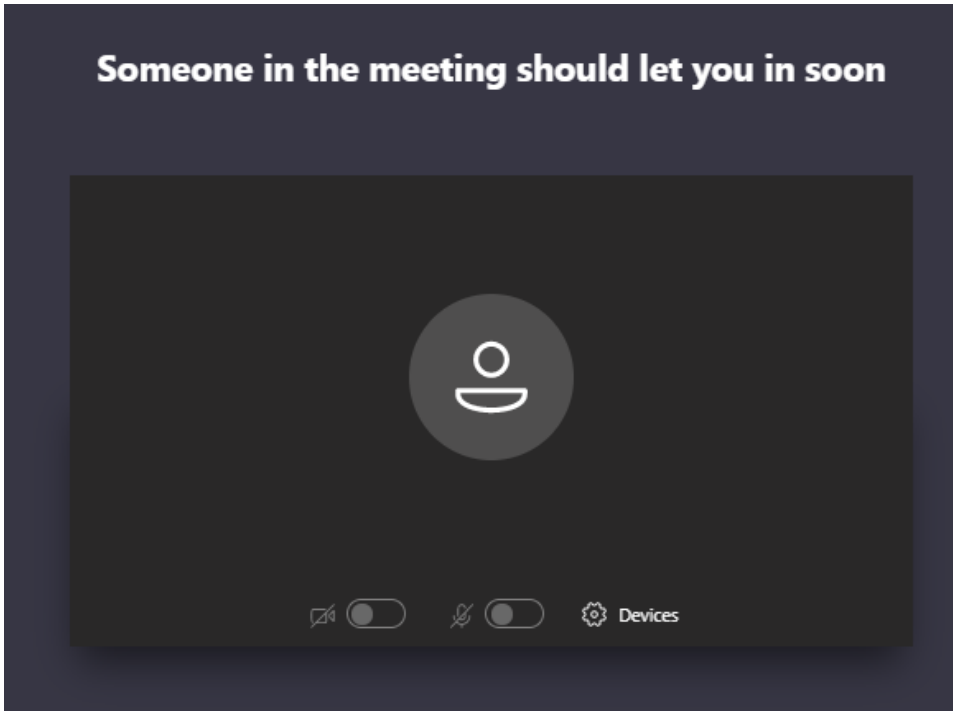
4. The link will open a page in your browser, click on **Join on the web instead**



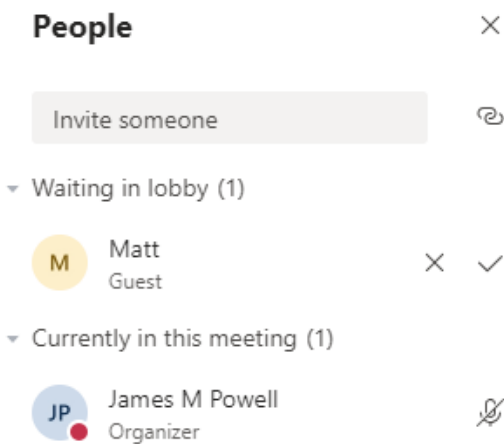
5. In the next page, **input the name** which you would like to display in the Teams meeting in the **Enter name form**



6. The host of the Teams meeting will let you into the meeting



7. On the **host's view** of the Teams meeting, click on the **check mark next to the user's name** to allow them to join the meeting



Other Resources:

- [How to Create a Teams Meeting](#)
- [How to Record a Meeting](#)
- [Share a Teams Meeting Recording](#)
- [Additional Presenter\(s\) in an Existing Teams Meeting](#)
- [Change Notification Settings in Microsoft Teams](#)
- [Guests joining a Teams Meeting](#)
- [Manage File Change Notifications](#)
- [Guests joining the iSchool Team](#)
- [Screen Sharing in Teams](#)
- [Share a Folder in a Channel to Outside Users](#)
- [Change Profile Photo](#)
- [Microsoft Teams Classroom AV Modes](#)
- [Troubleshooting - Clear application cache](#)