



# Accessing Teams as a Guest

## Board meetings

11 February 2021  
Version 1.0



# Introduction

These guidelines will show how to join a Board meeting from the link that has been published on the website. The guidance will be from a Windows computer, iOS (Apple) device and Android device.

## Accessing Team via a Computer

Please note when using a web browser, the following browsers are **not** support by Microsoft Teams (all other browsers are supported):

- Internet Explorer 11
- Firefox, the latest version plus two previous versions
- Safari versions before 13

1. Click on the link published on the website:

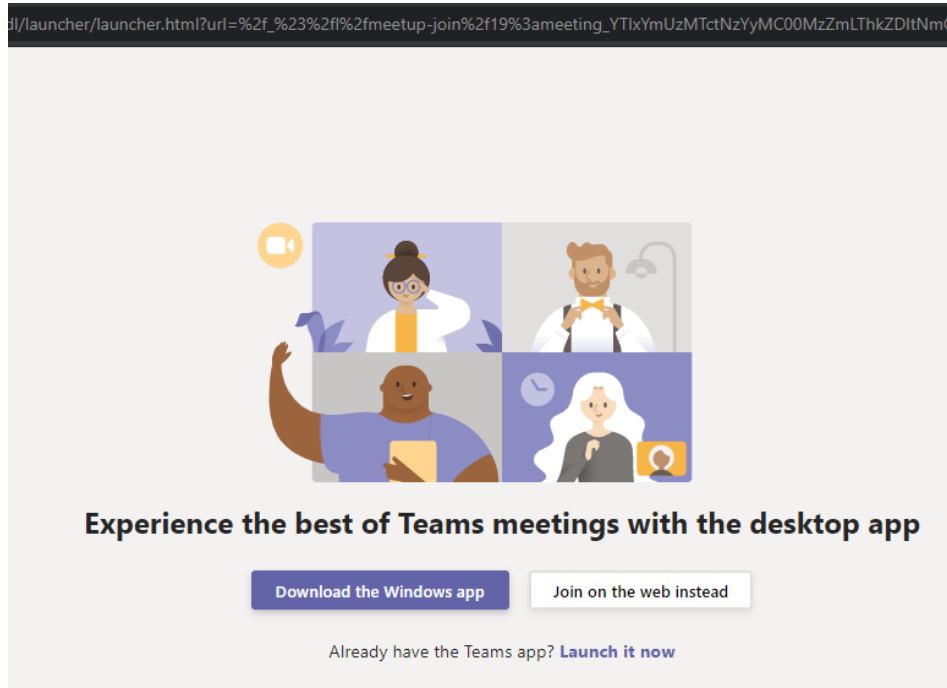
Microsoft Teams meeting

**Join on your computer or mobile app**

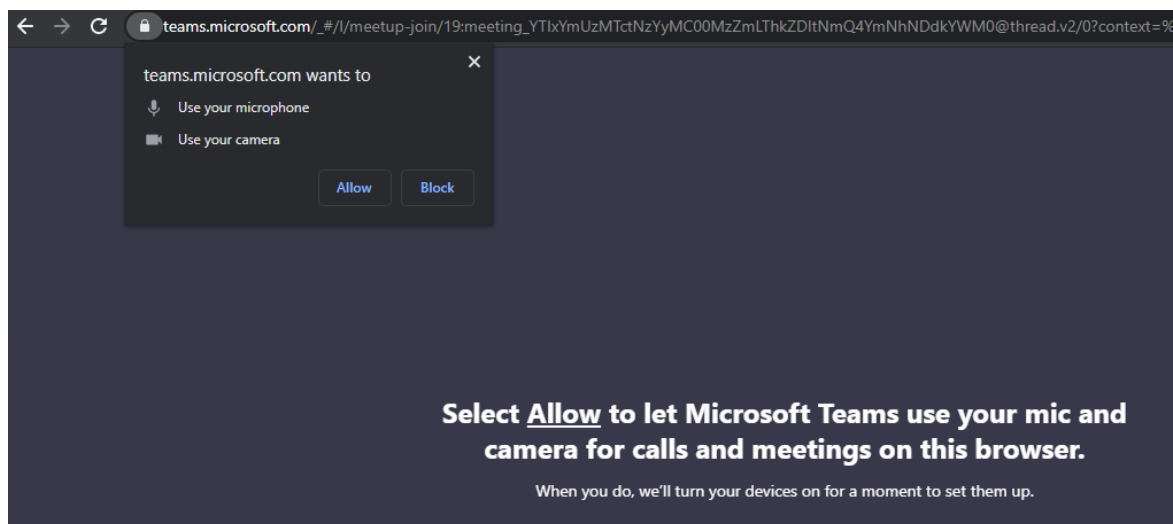
[Click here to join the meeting](#) 

To join via audio, please dial the number published on the website and use the unique Phone conference ID number.

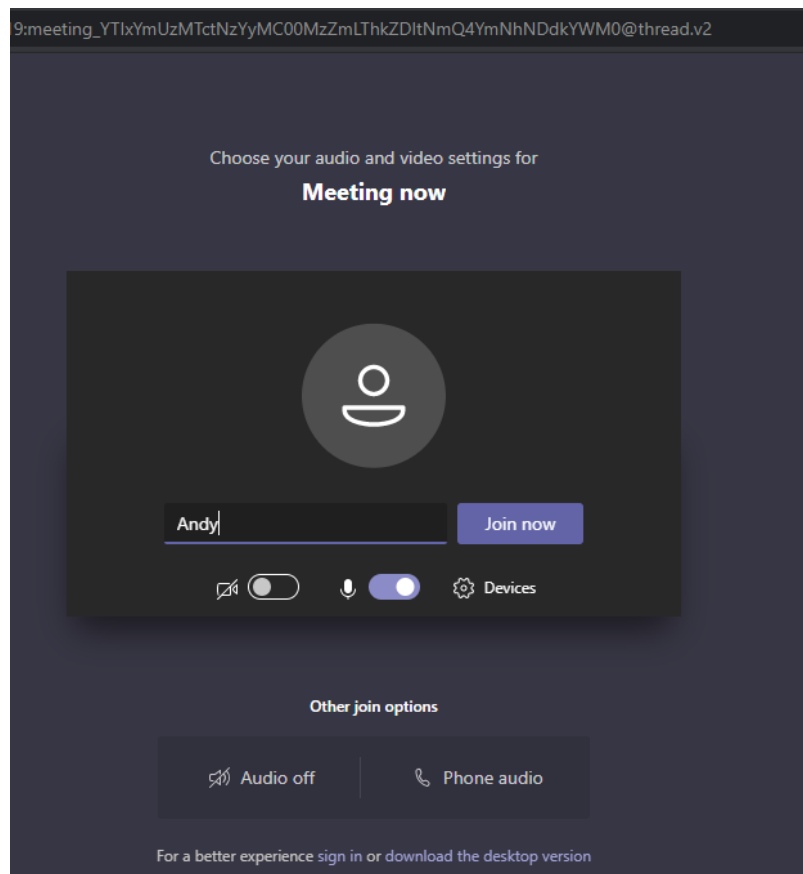
2. Click on **Join on the web instead** button



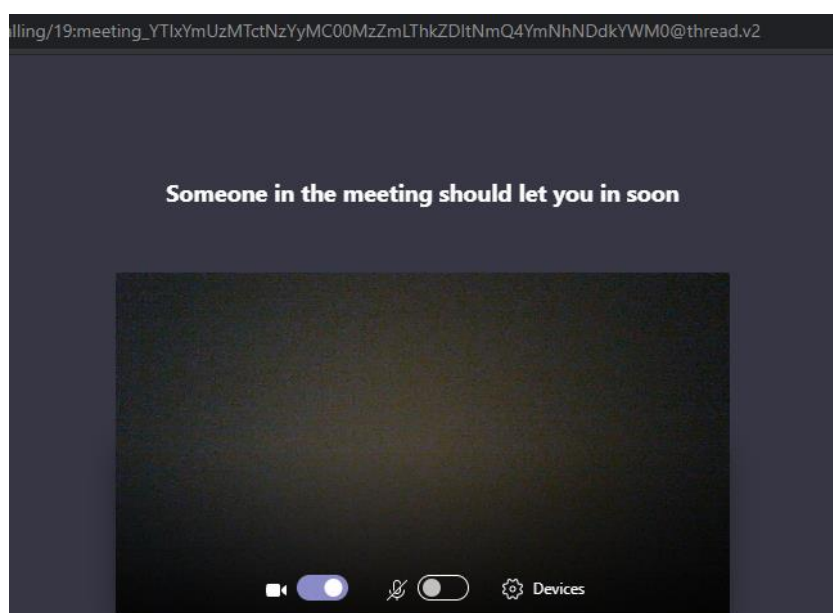
3. If you have any security prompts around allowing access to your microphone and camera, click allow



4. Enter a guest name that you want to appear as in the call and click **Join now**

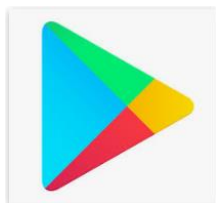


5. You will now enter a virtual lobby until the host admits you into the call

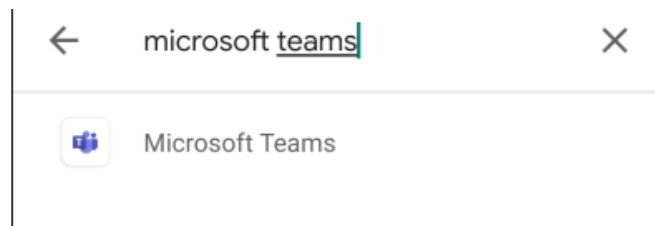


# Accessing Teams via Android

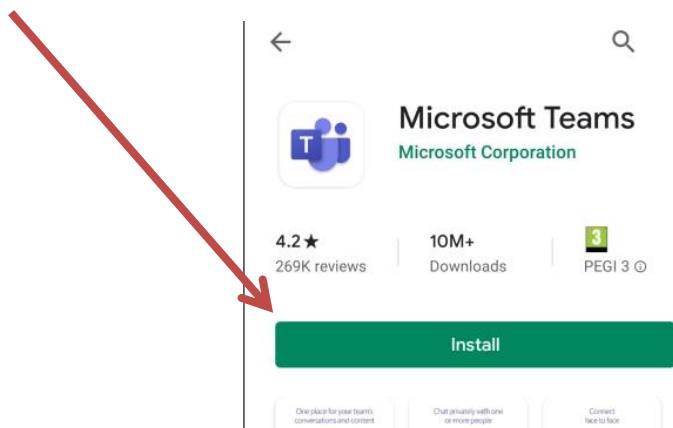
1. To install Teams on an Android device you will first need to locate the Play store on your device, this would usually be in the form of an Icon the same as below.



2. In the Play Store search for Microsoft Teams



3. Select the install button to proceed.

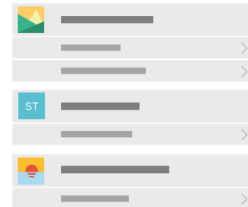


4. Once installed, open up the app and you will; be presented with the below four slides. On the 4<sup>th</sup> slide hit the 'Got it' button to proceed.

### Microsoft Teams



Welcome to Microsoft Teams!  
A happier place for teams to  
work together.



Collaborate with others and share  
files in channels.



Chat with your colleagues one-to-  
one or in group chats.



Have meetings and calls with audio,  
video and screen sharing.



Got it

5. You will then be sent to a login page, you do not need to login just exit and return to your home screen



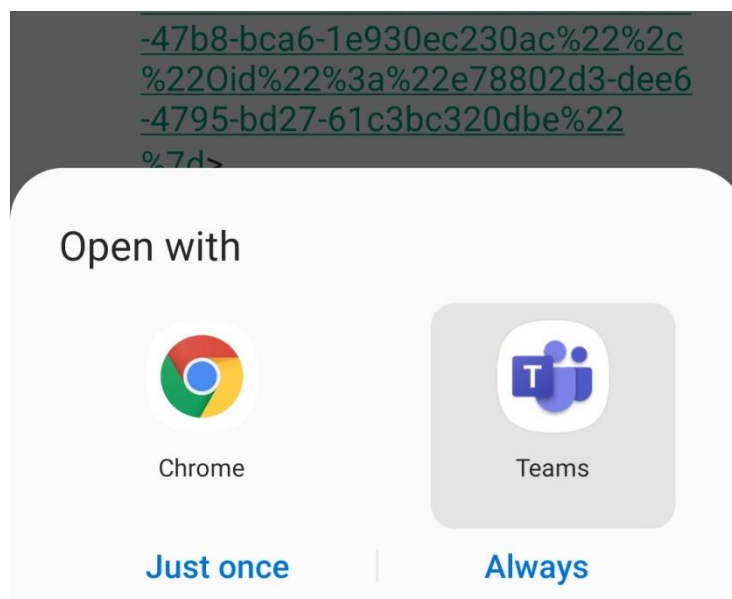
6. Click on the link published on the website:

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

7. Tap on Open with Teams



8. Tap on **Join as a guest** (this step will be skipped if you are logged in with an account)

Meeting time!  
How would you like to  
join?

Join as a guest

Sign in and join

9. Enter a name you wish to appear as in the chat and tap **Join as a guest**

Type your name, then select Join  
meeting.

Andy

Join as a guest

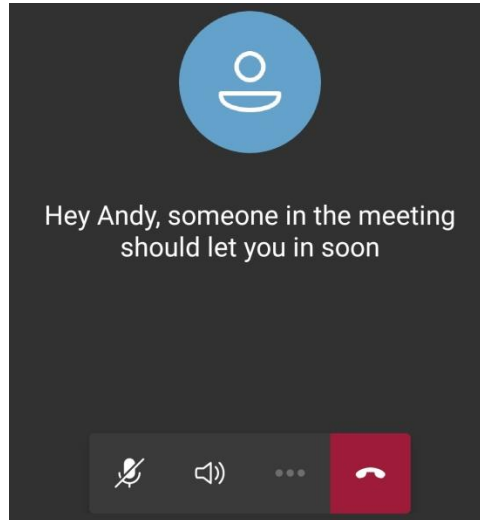
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10. You will enter a virtual lobby until the host admits you into the chat

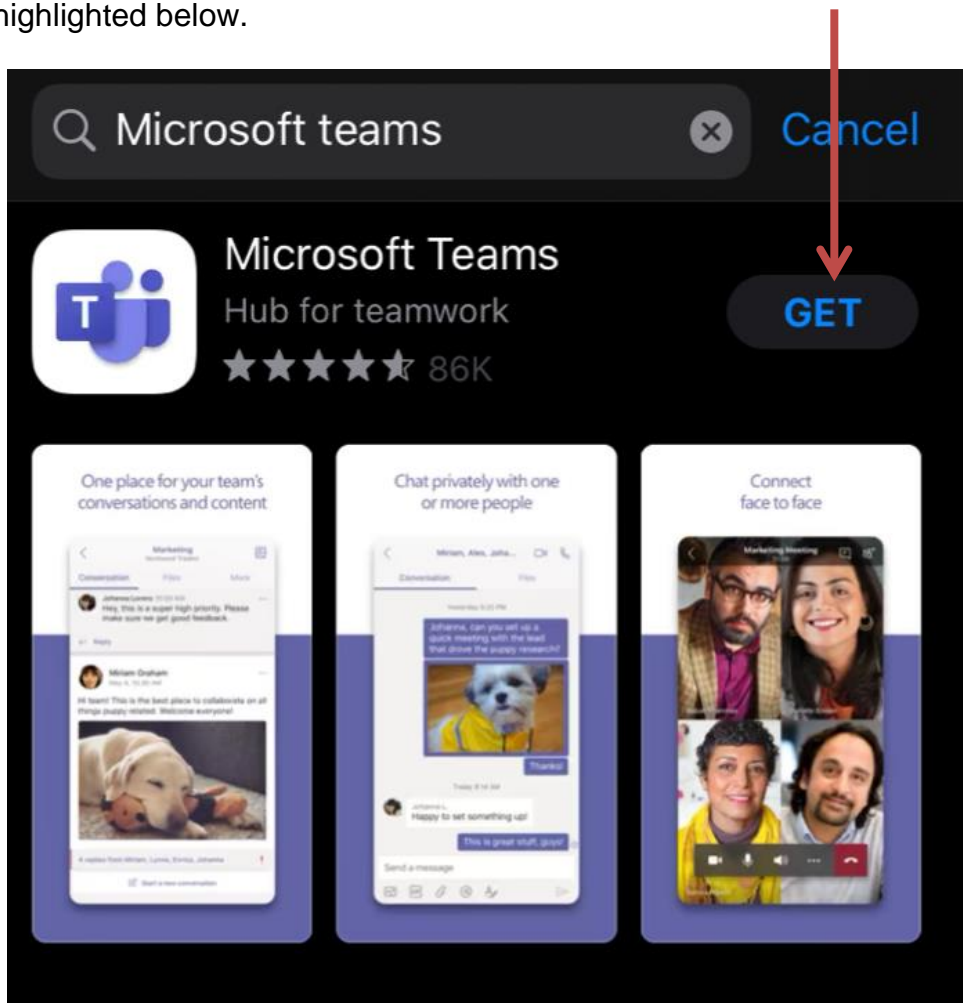


# Accessing Teams via iOS

1. To install Microsoft Teams via IOS you will need to first locate the app icon.



2. In the App Store search for Microsoft Teams, once found click the 'Get' button highlighted below.



3. After Teams is installed an Icon will appear on your screen that will look like the icon below



4. Click on the link published on the website:

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

5. Tap on **Join as a guest** (this step will be skipped if you are logged in with an account)

Meeting time!  
How would you like to  
join?

Join as a guest

Sign in and join

6. Enter a name you wish to appear as in the chat and tap **Join as a guest**



Type your name, then select  
Join meeting.

Name

Join meeting

7. You will enter a virtual lobby until the host admits you into the chat

