



# HOW TO JOIN A TEAMS MEETING WITHOUT A TEAMS ACCOUNT

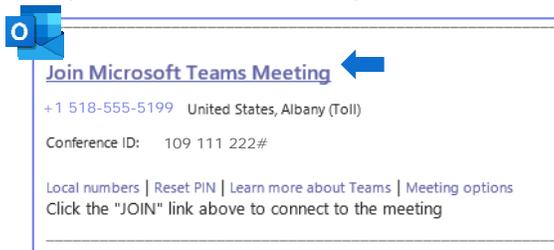
Have you been invited to a meeting sent by a Janover team member and were unable to figure out how to sign into Teams? Our Digital Advisory Solutions team has put together a short guide to help prevent that from ever happening again!

You can join a Janover Teams meeting from any device, whether or not you have a Teams account. If you don't have an account, try following these steps to join a meeting as a guest.

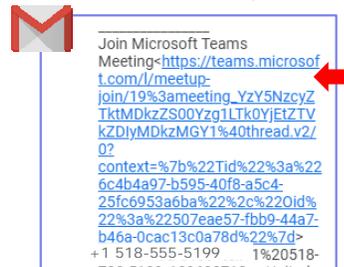
## From a Desktop Computer:

1. Go to the meeting invite and look for the link that says [Join Microsoft Teams Meeting](#)

*If you have Outlook, it may look like this:*



*If you have Gmail, it may look like this:*

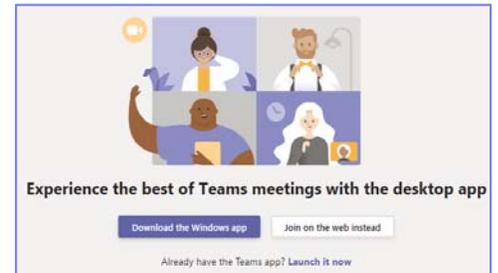


Are you taking this call on the go? Don't forget, you can always use the *dial-in to join*. In most cases, a Number and Conference ID will be directly below the *Join Microsoft Teams Link*

2. That will open a web page, where you'll see two choices:

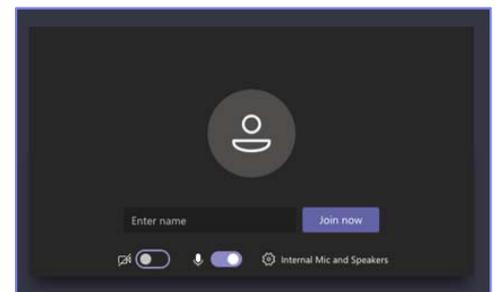
- (i) [Download the Windows app](#)
- (ii) [Join on the web instead.](#)

We recommend you [Download the Windows App](#) so that you don't have to go through all these steps next time. If you join on the web, please use Google Chrome. You may get a pop-up asking if it's okay for Teams to use your mic and camera. Be sure to select [Allow](#) for the best Teams experience.



3. Enter your name and choose your audio and video settings. Select Phone audio if you want to dial in and listen to the meeting on your mobile phone.

4. Once you're ready, click [Join Now](#). If the meeting hasn't started yet, you may not hear or see anything right away. As soon as a [Janover](#) team member joins, they will admit you to the meeting.



## From a Mobile Device:

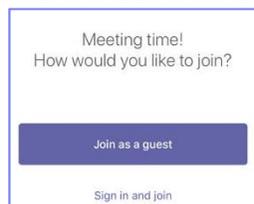
1. Follow step #1 from above.

2. If you don't already have the Teams Mobile app, it'll redirect you to the app store for a free download.

3. Once you download the app, Teams will ask if it has permission to use your mic – be sure to allow permission.

4. You will be given two options:

- (i) [Join as Guest](#)
- (ii) [Sign in and join](#)



5. Choose [Join as Guest](#), type your name and select [Join Meeting](#)