Join a Microsoft Teams Meeting from a Web Browser (v1.1 JL)

If you do not have the Microsoft Teams application installed, this guide provides an overview of the ways to join a Microsoft Teams meeting by joining the meeting from a web browser on your Windows computer.

1. First, open the Teams meeting planner that you received and click the "Join Microsoft Teams Meeting" link:

Join Microsoft Teams Meeting

+1 704-586-9720   United States, Charlotte (Toll)

Conference ID: 262 612 142#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

2. If you have the Microsoft Teams application installed on your computer, Microsoft Teams will launch automatically and you will join the meeting. If you do not have the Microsoft Teams application installed, a browser window will open and you can choose from two meeting join options that allow you to join from your web browser*:

Your browser doesn't fully support Teams meetings.

For the best meeting experience, use the Teams app or join in Microsoft Edge

Get the Teams app   Join in Microsoft Edge

Join in this browser instead

*Depicts options when meeting link opens in Internet Explorer 11 configured as the default browser.

- "**Join in Microsoft Edge**" *(Preferred)* – Choosing this option will launch the Microsoft Edge browser and join you to the meeting. If you have the Microsoft Edge browser, there are no additional installations to perform and you will still be able to enjoy most of the meeting experience.

- "**Join in this browser instead**" – Choosing this option will allow you to connect to the Teams meeting, however, depending on the browser you are using, some features within the meeting might be limited or missing entirely. This would be the least desirable option.

Option 1: "Join in Microsoft Edge"

Choosing to join the Teams meeting using the Microsoft Edge browser will cause the Edge browser to launch. You will see the following window, allowing you to adjust and test your audio and video devices prior to entering into the meeting.
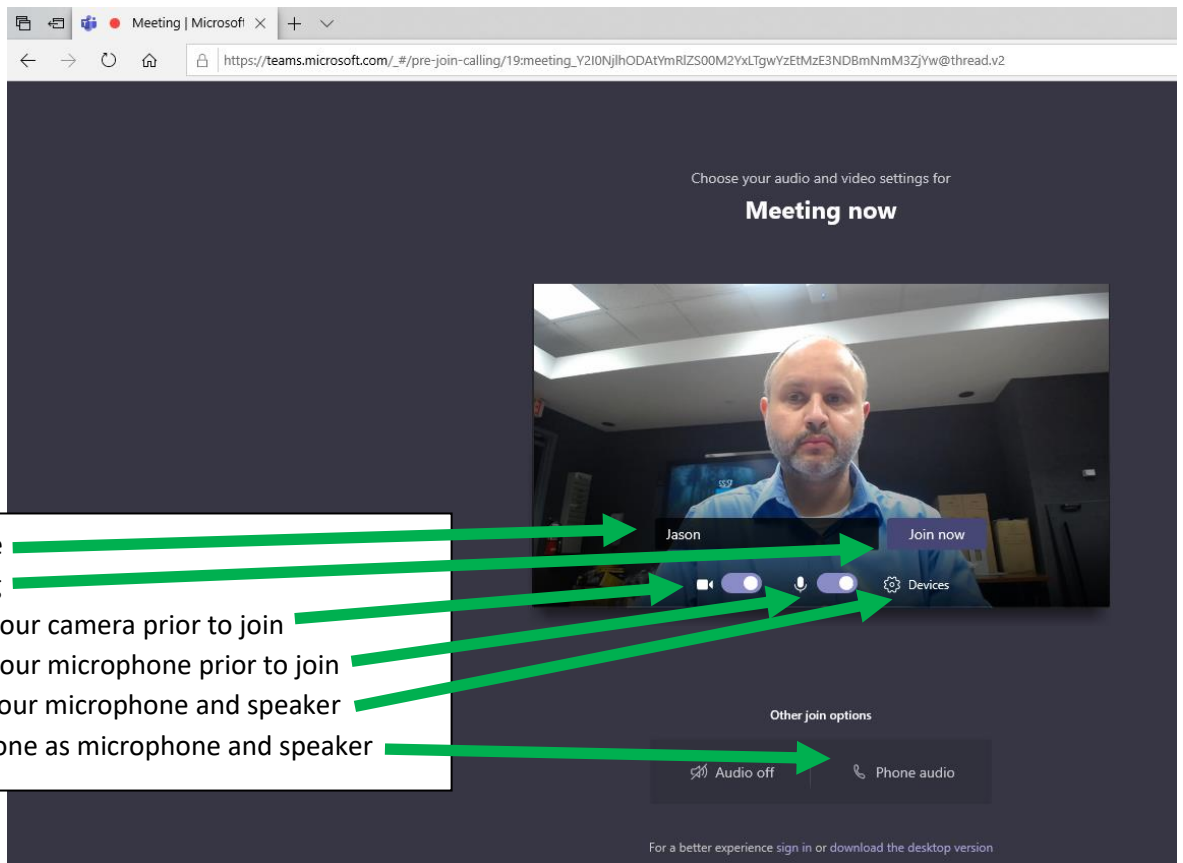

- Enter your name
- Join the meeting
- Enable/disable your camera prior to join
- Enable/disable your microphone prior to join
- Change or test your microphone and speaker
- Use your telephone as microphone and speaker

Option 2: "Join in this browser instead" (a browser other than the Microsoft Edge browser)

If you choose to join from a browser, other that Microsoft Edge, your join experience could vary and may not be accurately represented by the screenshots below.

Join from Internet Explorer 11:

Joining from this browser will require you to use a telephone connection for your microphone/speaker.
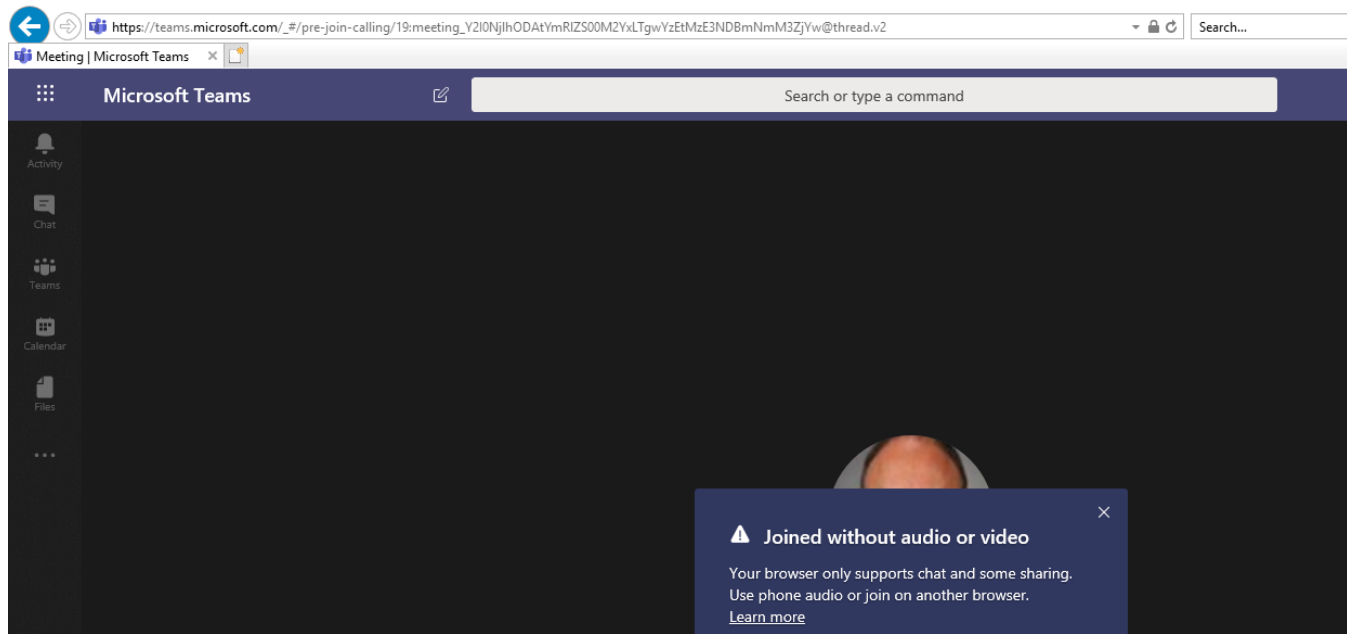
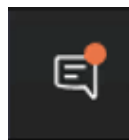Join from Chrome browser (version 80.0.x):

Microsoft Teams Toolbar Overview
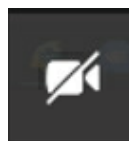
 To turn camera on / off
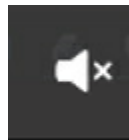
 To turn computer audio on / off *(if joining audio from your phone, you can mute/unmute from your phone)*

 To display chat window (to type questions / comments)