

Join a Teams meeting from the app

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Join a Microsoft Teams meeting from your calendar, or sign in as a guest on the web.

1. Go to your Teams calendar.
2. Find a meeting and select **Join**.
3. From the pre-join screen:
 1. Turn on your camera
 2. Select **Effects and avatars** to choose a background effect.
 3. Choose your audio settings.
4. Select **Join now**.

Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join the meeting now**.
You can also use a dial-in number and conference ID from the email to call in.
2. You have three choices:
 - **Download the Windows app:** Download the Teams desktop app.
 - **Continue on this browser:** Join a Teams meeting on the web.
 - **Open your Teams app:** If you already have the Teams app, go right to your meeting.
3. Type your name.
4. Choose your audio and video settings.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you

