Teams Meetings are available for anyone, even if they aren’t on Teams or in the BU Organization. This guide identifies how various types of attendees can join a meeting.

**Method 1: Guest with a Microsoft Account**

1. User can use the web version, or if they have downloaded Teams to their desktop, that can be used.
2. They can enter their name, or sign into Teams using the link at the bottom of the screen.

- All meeting features are available.

**Method 3: With a Phone**

1. User can dial the number associated to the meeting.
   a. The meeting host may need to admit them once they call in.
2. The guest’s phone number can also be entered in the **Show Participants** list and the meeting will call them directly.
JOINING A TEAMS MEETING AS A GUEST

Method 3: No Microsoft Account

1. User can join with their email.
2. They must join through the web version.

- They will not be able to share their screen, but will be able to view others shared screens.