

## RCB and Microsoft Teams

The RCB are adapting Microsoft (MS) Teams as the preferred method of team collaboration, chat and audio / video meeting hosting.

This is a short guide for participants joining MS Teams conferences, to guide where MS Teams application or Microsoft Windows account is not available.

## MS Teams Training Site

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Quick Start – Intro to MS Teams and how to login from Windows device, and install Microsoft app on mobile device:

Video – What is Microsoft Teams – 56secs <https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d>

Article – Sign In and get started - <https://support.microsoft.com/en-us/office/sign-in-and-get-started-with-teams-6723dc43-dbc0-46e6-af49-8a2d1c5cb937>

Article – Set up your mobile device - <https://support.microsoft.com/en-us/office/set-up-your-teams-mobile-apps-1ba8dce3-1122-47f4-8db6-00a4f93117e8>

Get started with meetings – video 1min51sec <https://support.microsoft.com/en-us/office/get-started-with-meetings-909b75b4-5448-455c-9c9a-5115acf4d3d8>

Teams on the go – Mobile devices

Join a meeting on the go – video 45secs - <https://support.microsoft.com/en-us/office/join-a-meeting-on-the-go-b5fbc18-b4ab-4e6a-8176-55d844f21f45>

Join a meeting **without** a Microsoft Windows account, or the MS Teams application on **desktop**

<https://support.microsoft.com/en-gb/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508>

Join a meeting without a Microsoft Windows account, or the MS Teams application on **mobile device**

<https://support.microsoft.com/en-gb/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EDD=Mobile>

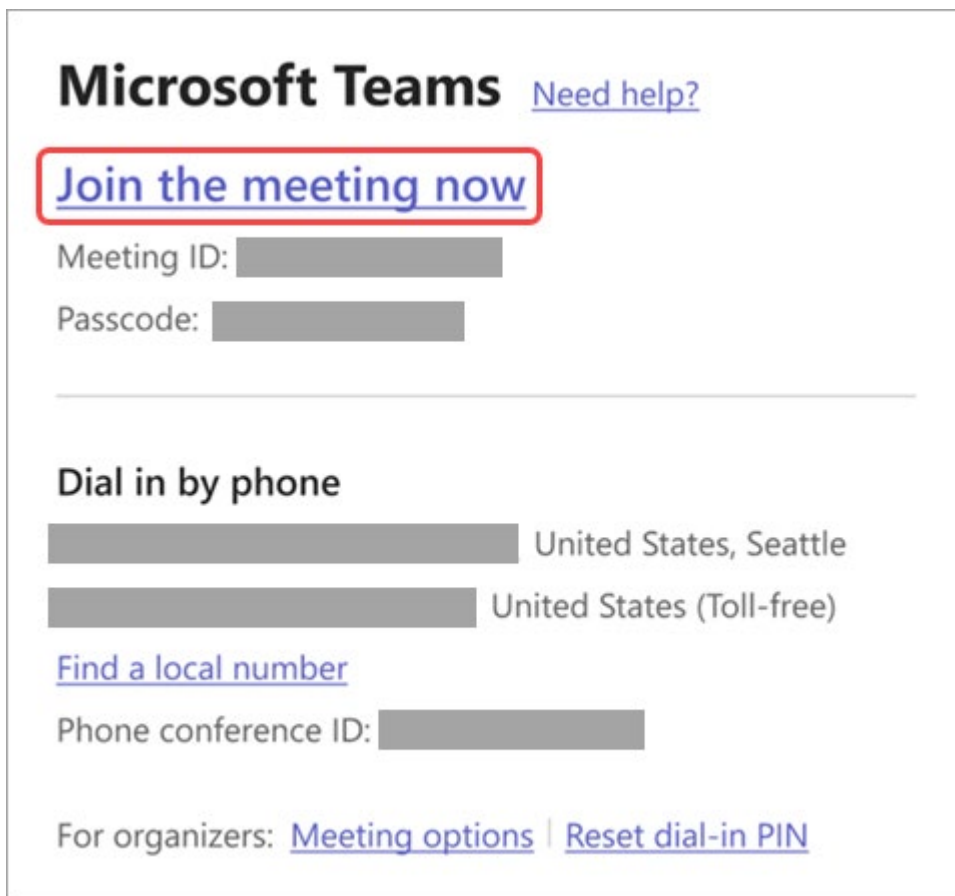
**Desktop:** Join a meeting without an account in Microsoft Teams

You can join a Teams meeting anytime, from any device, whether you have a Teams account, or not. If you don't have an account, follow these steps to join.

If you're having trouble joining a Teams meeting, try [I can't join a Teams meeting](#).

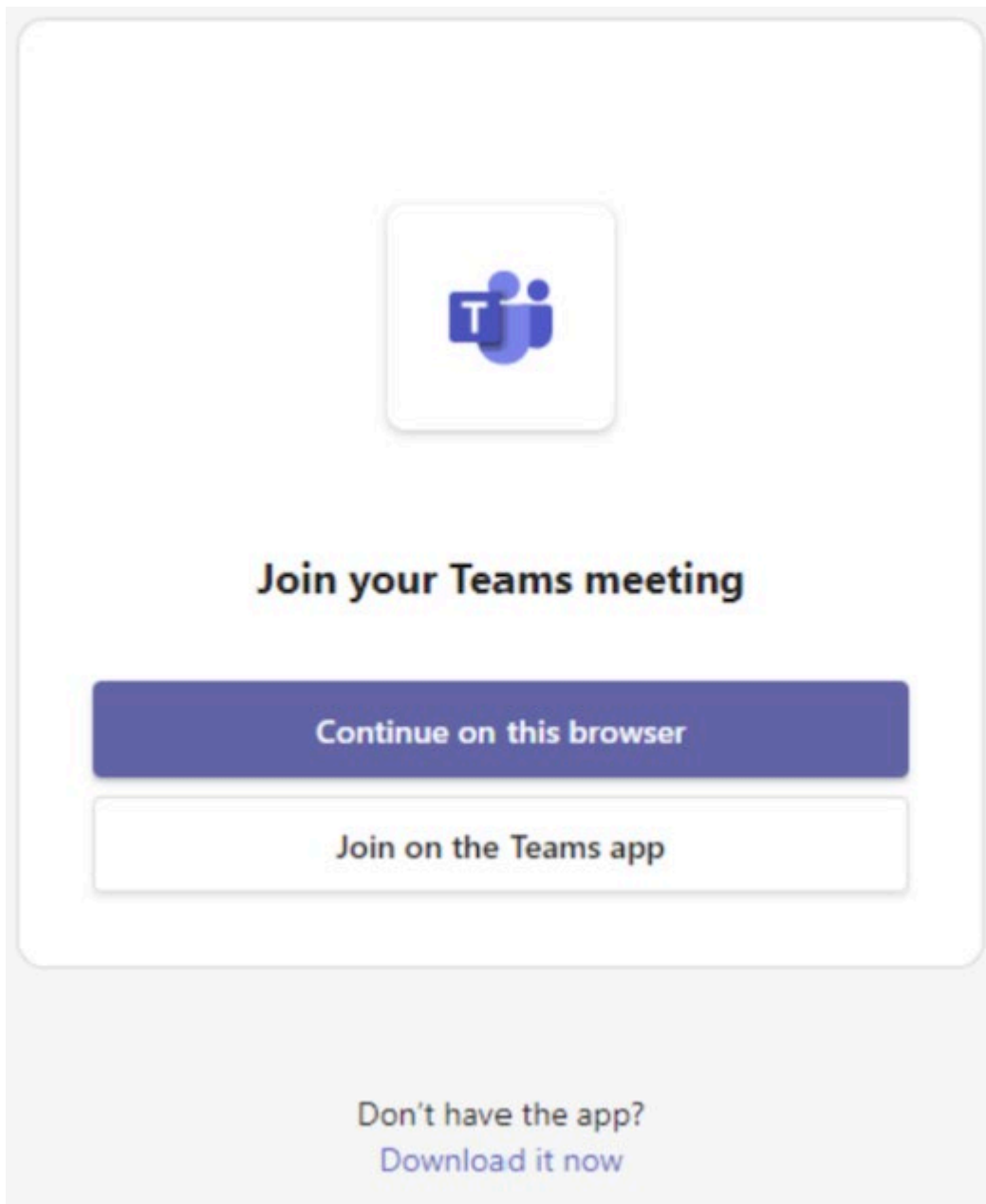
**Note:** For some meetings, admin settings prevent people who are not signed in from joining the meeting.

1. Go to the meeting invite and select **Join the meeting now**.

A screenshot of the Microsoft Teams web interface for joining a meeting. At the top, it says 'Microsoft Teams' with a 'Need help?' link. Below this, the text 'Join the meeting now' is highlighted with a red rectangular box. Underneath, there are input fields for 'Meeting ID:' and 'Passcode:'. A horizontal line separates this section from the 'Dial in by phone' section. In the 'Dial in by phone' section, there are two input fields for phone numbers, with 'United States, Seattle' and 'United States (Toll-free)' as suggestions. Below these is a link 'Find a local number'. Further down is a 'Phone conference ID:' input field. At the bottom, it says 'For organizers:' followed by links for 'Meeting options' and 'Reset dial-in PIN'.

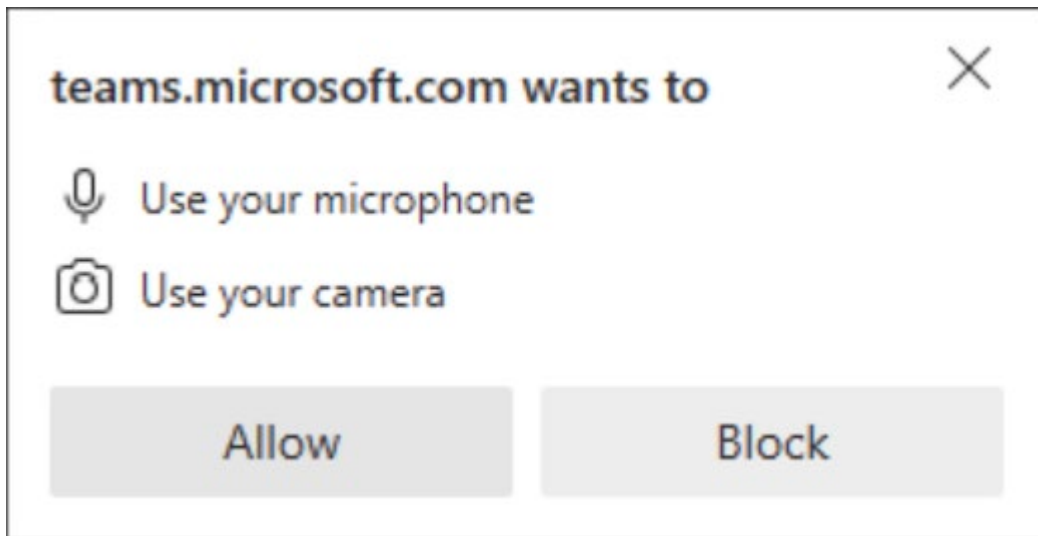
2. That'll open a web page, where you'll see two choices: **Continue on this browser** and **Join on the Teams app**. You don't need to install the Teams app to

join the meeting.



3. If you join the meeting on your browser, Microsoft Edge or Google Chrome both work. Your browser may ask if it's okay for Teams to use your mic and camera. When you select **Allow**, you can always turn off your mic and/or video once you

join the meeting.



4. When you're ready, select **Join now**.

**Tip:** Join the meeting up to 15 minutes before the meeting start time to test your setup, troubleshoot, or see how Teams works. Meeting organizers and participants won't be notified that you've joined the meeting until 15 minutes before the scheduled start time.

5. If you enter the [meeting lobby](#), wait for someone in the meeting to admit you.

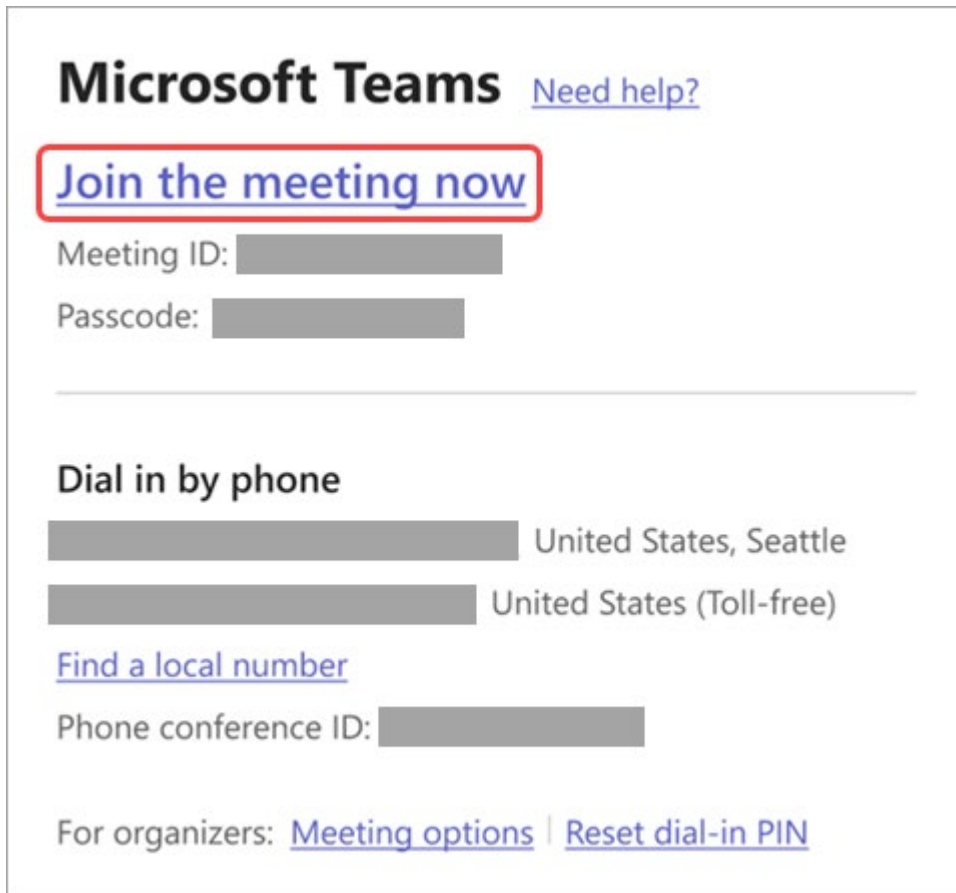
**Notes:**

- If no one admits you to the meeting within 30 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Once you're in the meeting, everyone will see an **Unverified** label with your name.
- People who are signed in will have access to more meeting features than those who are not signed in.

## **Mobile** - Join a meeting without an account in Microsoft Teams

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

1. In the meeting invite, tap **Join the meeting now**.



**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID:

Passcode:

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**Dial in by phone**

United States, Seattle

United States (Toll-free)

[Find a local number](#)

Phone conference ID:

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download and open the app.  
If you have an Android device, open the app right from the app store page.  
If you have an iOS device, tap the meeting link again to open the app.

Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

4. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.

# Microsoft Teams




Meeting time!  
How would you like to join?

[Join as a guest](#)


[Sign in and join](#)

5. Type your name and tap **Join meeting**.



Type your name, then select  
Join meeting.

Join meeting



The image shows a mobile app interface for joining a meeting. At the top is an illustration of three people (two women and one man) sitting at a table, engaged in a meeting. Below the illustration, the text "Type your name, then select Join meeting." is displayed. Underneath the text is a text input field with the placeholder "Name". Below the input field is a blue button labeled "Join meeting". At the bottom of the screen, a standard QWERTY on-screen keyboard is visible, with keys for letters, numbers, space, and return.