

# Gan Eng Seng Primary School

## Joining a Microsoft Teams Meeting without a Teams account (via meeting URL)

You will receive the meeting link from the teachers.  
You can join Teams meetings anytime, anywhere, on any device.  
For the best experience, we recommend using the desktop/laptop or mobile apps.

### Join via Desktop/ Laptop



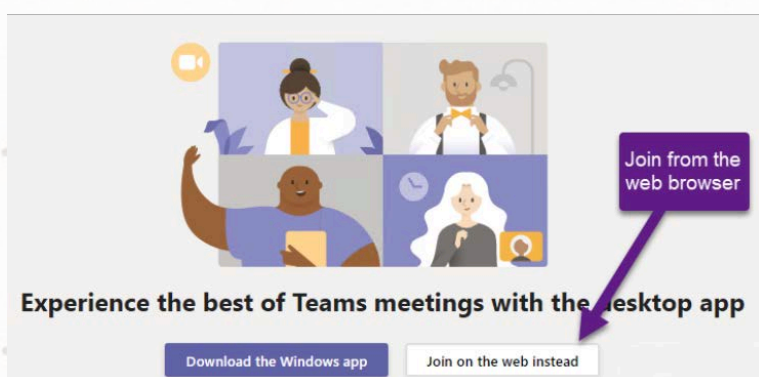
1

Click on the meeting URL using your web browser.

2

When you open the Teams meeting URL link using the web browser, you will be asked to choose an option whether to Download the Windows app or Join on the web.

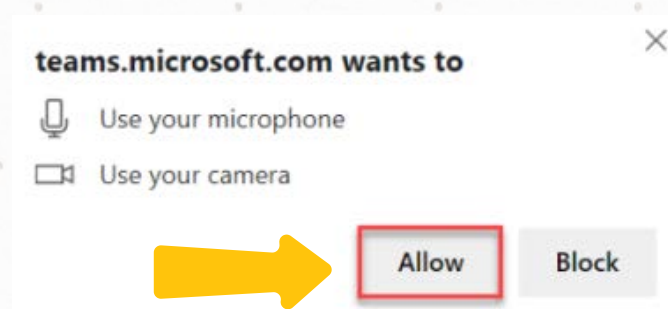
Select “Join on the web instead”.



If you join on the web, you will need to use either Microsoft Edge or Google Chrome. Your browser will prompt you to give Teams access to your mic and camera.

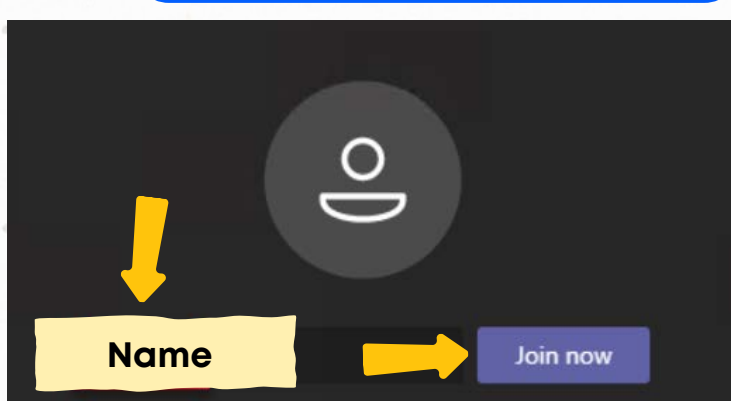
Select “**Allow**”.

You can always turn off your mic and camera once you join the meeting.



3

Enter your name and click “Join Now”.



You will then enter the meeting lobby and the meeting organizer will be notified. Wait for someone in the meeting to admit you.

### Join via Mobile Device

1

Download and install Microsoft Teams App before the meeting.

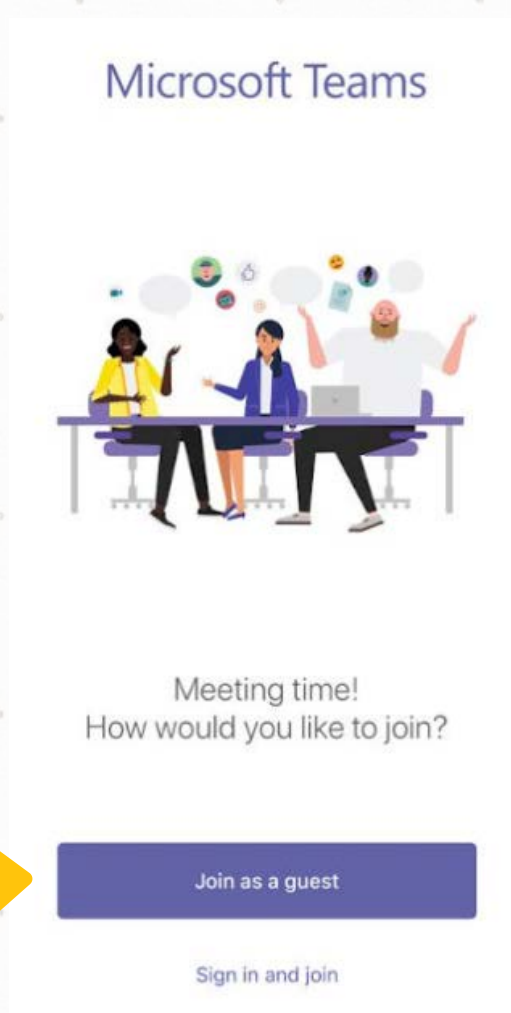


In the Teams mobile app, allow Teams to access your mic.

2

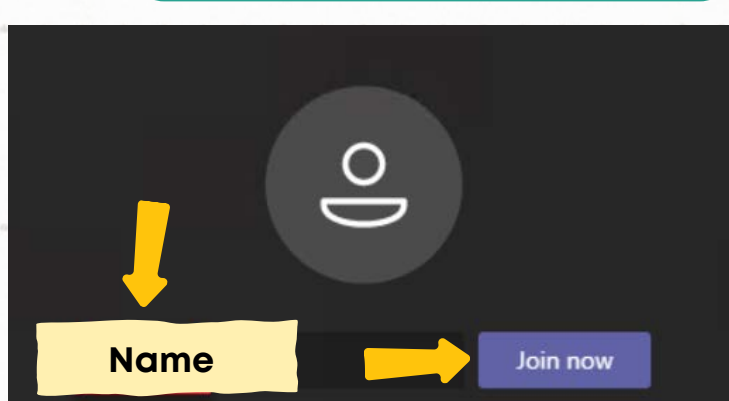
Click on the meeting URL. You will be prompted two options to join the meeting: (1) Join as a guest and (2) Sign in and join.

Select “Join as a guest”.



3

Enter your name and click “Join Now”.



You will then enter the meeting lobby and the meeting organizer will be notified. Wait for someone in the meeting to admit you.

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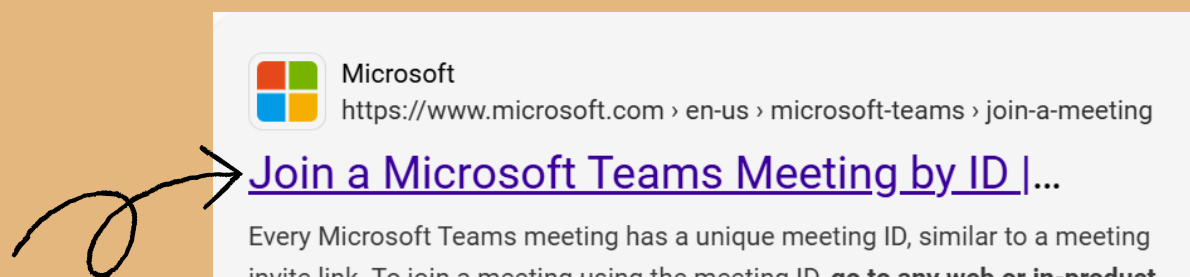
## Joining a Microsoft Teams Meeting without a Teams account (via meeting ID)

You will receive the meeting ID and passcode from the teachers.  
You can join Teams meetings anytime, anywhere, on any device.  
For the best experience, we recommend using the desktop/laptop or mobile apps.



1

**Search for the phrase “Join a Microsoft Teams Meeting by ID” in your preferred search engine.**



2

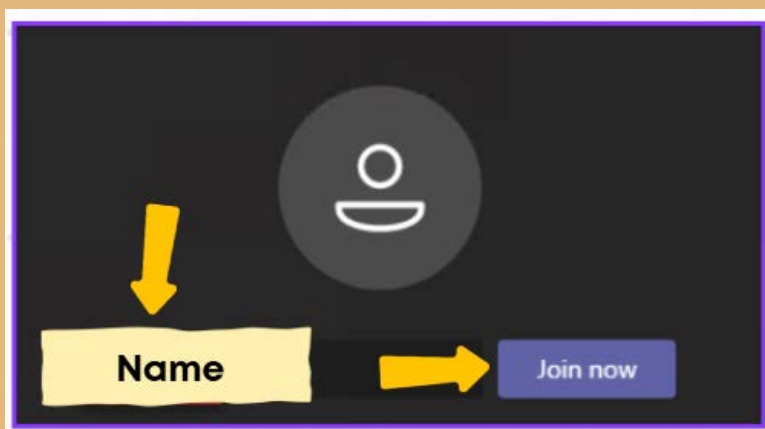
**Select the link and enter the meeting ID along with the passcode.**

Your browser will prompt you to give Teams access to your mic and camera. Select “Allow”. You can always turn off your mic and camera once you join the meeting.

A screenshot of the Microsoft Teams 'Join a Teams meeting' page. The title 'Microsoft Teams' is at the top in blue. Below it is 'Join a Teams meeting'. There are two input fields: 'Enter meeting ID \*' and 'Enter meeting Passcode'. At the bottom is a blue button labeled 'Join a meeting'.

3

**Enter your name and click “Join Now”.**



You will then enter the meeting lobby and the meeting organizer will be notified. Wait for someone in the meeting to admit you.

