

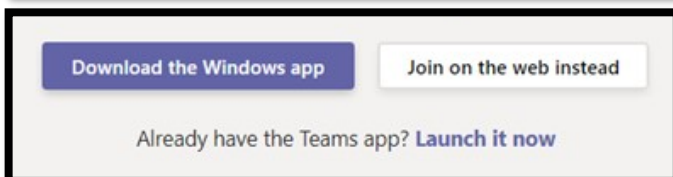
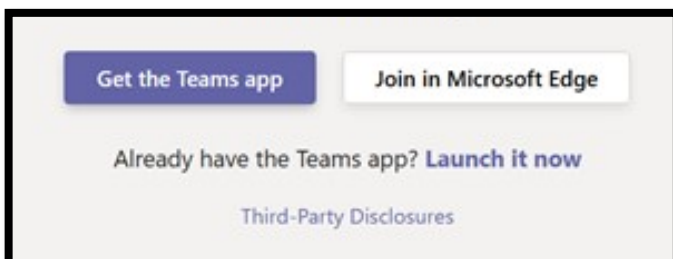
Microsoft Teams: Guest Access and Sign in

If you have been invited to a Microsoft Teams meeting, **you will not be required or expected to have an ESC Account.** You will be signed in as a guest. For the best functionality, download the Teams app to your desktop or mobile device, it's free to download to use our account for meetings.



How Do I Go to a Meeting?

- When you click on a **“Join Teams Meeting”** link, you’ll go to a new tab in your browser with a few menu options:



- If you select **“Join in Microsoft Edge”** or **“Join on the web,”** or **“Launch it [the app] now”** you will be taken to the meeting as a guest without being prompted to sign in. You will be taken to a **Lobby** to setup your camera and audio settings (see the next column)!
- Once you are a student, you can log in for access to all features with an ESC account when entering meetings.

What Do I Do in the Lobby?

- Add your name to display for other attendees to view.
- Turn your video camera on by clicking next to the camera icon.
- Turn your mic on by clicking next to the microphone icon.
- Click the gear to adjust your webcam and microphone settings.
- Click the **“Join now”** button to enter the meeting.

