

Guide for External Participants

Joining a Microsoft Teams Meeting (as a guest)

Please note if you are a WEA learner, we recommend that you log in to Teams using your WEA log in details. If you do not, your access to the functions in Teams (chat, Whiteboard, etc.) will be limited.

For help on logging in as a learner please see our [guide for WEA learners](#)

Your Meeting Link

You will receive a Teams meeting link in advance.

Please note the instructions that follow may differ slightly depending on your device and version of Microsoft Teams (desktop app, browser, or mobile).



If you are using a Laptop or Desktop Computer (Windows / Mac)

Option A: Join using the Teams App (recommended)

If you don't have the Teams app:

Go to: <https://teams.microsoft.com/downloads>

Download the Desktop app (Windows or Mac)

Open the file and follow installation steps

☒ You can use Teams for free without an account (join as a guest).



If you are using a Laptop or Desktop Computer (Windows / Mac)

If you already have the Teams app:

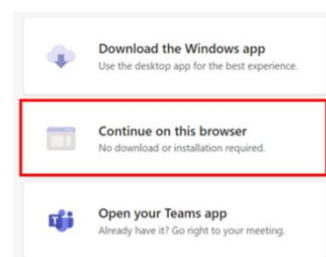
- Click the meeting link
- Select "Open Microsoft Teams"
- The app will launch automatically
- Click "Join now"
- You will enter a waiting room until the tutor admits you to the meeting.



If you are using a Laptop or Desktop Computer (Windows / Mac)

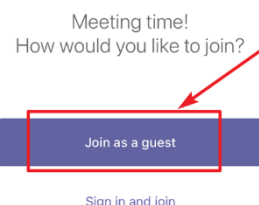
Option B: Join via browser (no download)

- Click the meeting link
- Select "Continue on this browser"
- Allow camera & microphone access
- Enter your name (if not signed in)
- Click "Join now"
- You will enter a waiting room until the tutor admits you to the meeting.



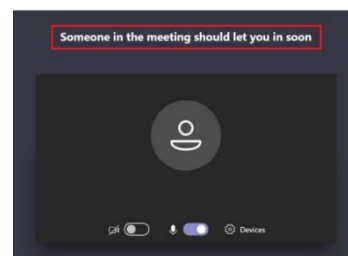
If you are using an Android Device (Samsung, Google, etc.)

- Go to the Google Play Store
- Search for Microsoft Teams
- Install the app
- To join the meeting click on the meeting link
- Choose “join as guest” (or sign in if you already have an account)
- Enter your name (if not signed in)
- Allow camera and microphone access
- Click “Join now”
- You will enter a waiting room until the tutor admits you to the meeting.



If you are using an Apple Device (iPhone / iPad)

- Go to the App Store, search for and install the Microsoft Teams app
- To join the meeting click the meeting link
- The Teams app will open
- Select join as guest, (or sign in if preferred)
- Enter your name
- Allow camera and microphone access
- Click “Join now”
- You will enter a waiting room until the tutor admits you to the meeting



Before You Join (All Devices)

Allow access to:

- Microphone
- Camera

Use headphones, if possible, for better sound quality

Helpful Tips

- Laptop users: Use Microsoft Edge or Google Chrome for best browser experience
- Mobile users: App provides the best performance
- Ensure you have a stable internet connection
- Join a few minutes early



For additional information please visit our website:

<https://www.wea.org.uk/help-and-support/technical>