How to Join an O365 Teams Meeting as an Anonymous (Guest) User

We have configured DoD’s Office365 Teams environment to support meetings with other DoD users as well as Anonymous (Guest users) from industry/federal/mission partners that do not have an Office365 account.

There are two options for joining a meeting as an Anonymous User:

1. Go to the meeting invite and select Join Microsoft Teams Meeting*. When the user clicks this meeting link, they should be placed in the virtual lobby until the meeting host admits them to the meeting.

   or

2. Right click on the link and select Copy URL or Hyperlink. Then open a web browser and paste the meeting URL into the web browser.

Both of these options will open a web page where you will have two choices: Join in the App or Join on the web. (User must be logged out of Microsoft Account in Teams App or in Browser session)

♦ If you do have the Teams app on your computer, select Join in the App
   ⇒ If accessing app directly paste the Teams Meeting URL in the Teams app.
   
   or

♦ If you do not have the Teams app, select Join on the web
   ⇒ Use either Microsoft Edge or Google Chrome as a web browser
   ⇒ If copy URL into Private session in your web browser prior to joining the meeting, you will be able to join the meeting without logging out of your non-DoD Microsoft Account.
   ⇒ Your web browser may ask to use your mic and camera. Click Allow.
Once you have gotten to the anonymous user Join screen either in the **Windows app or Web Browser**.

- Enter your organizational user name. *(John Doe - DoD CIO)*
- Adjust video and audio device setting
- *(Optional)* Use phone audio to join the call via mobile
- Click **Join Now** when ready to join the call.

This will bring you into the meeting lobby. Teams will notify the meeting organizer that you're there, and someone in the meeting can then admit you.

If the meeting organizer does not admit you to the meeting within 15 minutes, you’ll be removed from the lobby and will need to try joining again.

**IMPORTANT NOTES:**

- Some features of Teams meetings aren't available to Anonymous Users.

- This Anonymous User feature will also work for DoD365 users who wish to join Teams meetings being hosted outside of DoD365. *(if configured to allow)*

- To learn more about Anonymous Meeting Join, read the [Manage meeting settings in Microsoft Teams](#) on the Microsoft website