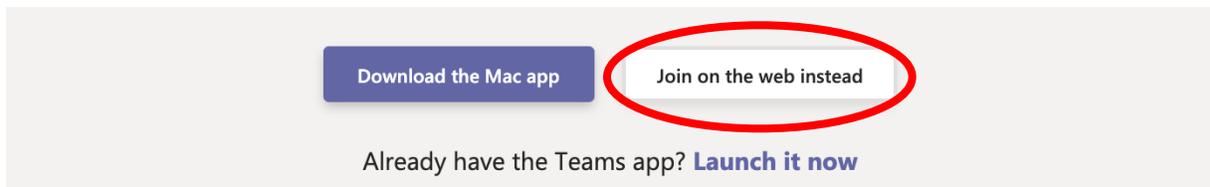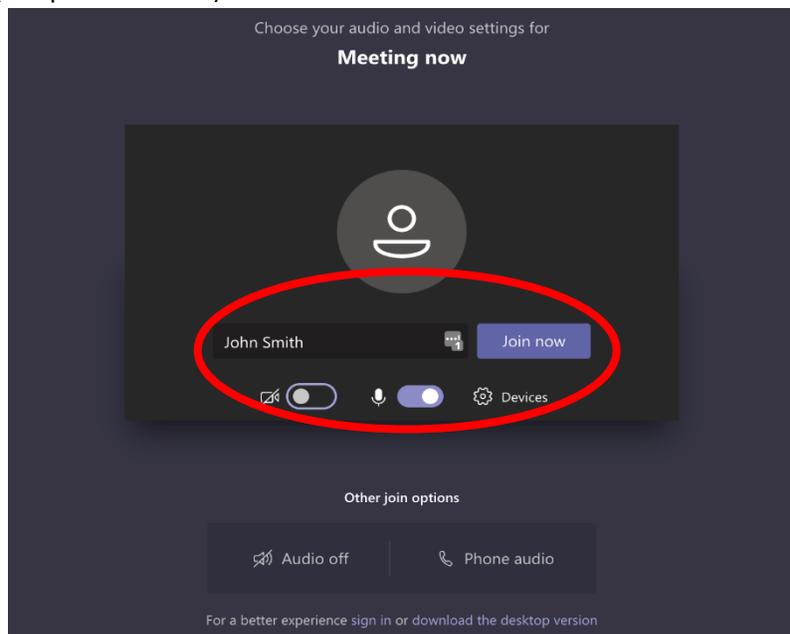# How to Join Microsoft Teams via the Web

Note: you do not need a Microsoft/Outlook account in order to join the teams meeting, you can join using any web browser if you have the link. This tutorial is applicable for both Windows and Mac operating systems.
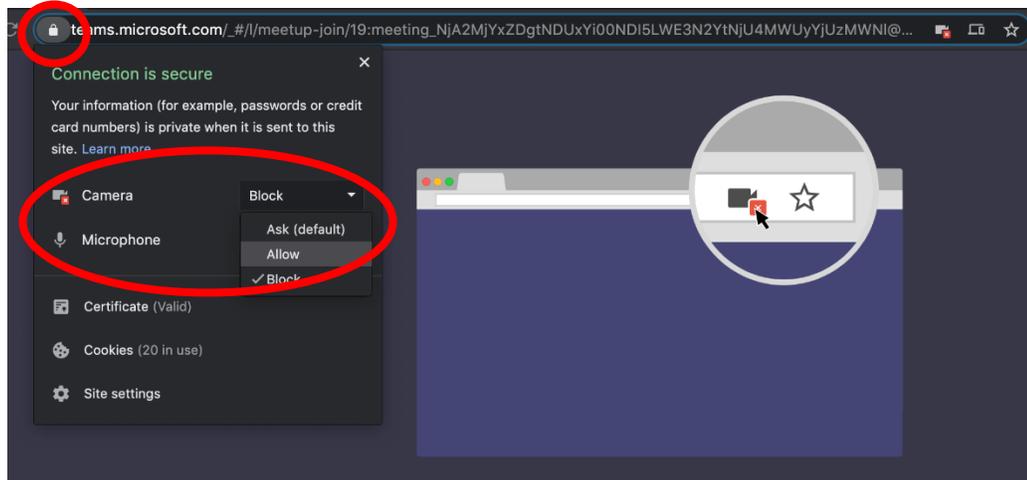
1. Click "Join Teams Meeting" on the OahuMPO News and Announcements Page

2. If you have the Teams application downloaded on your computer, it will launch at this time and you will be directed to the "lobby" where someone will admit you. If you do not have a Teams Application downloaded, please proceed to step 3.

3. A new web browser will launch, click "join on the web instead" (see picture below)
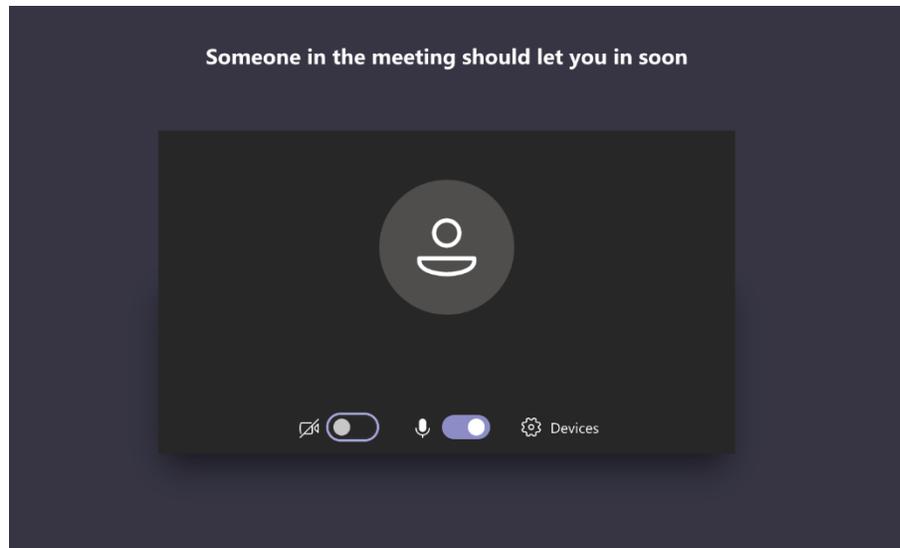

4. Enter your first and last name and choose your audio and video settings then click "Join meeting" (see picture below)

5. If you are experiencing problems accessing your computers camera and/or audio, a common problem user's experience is computer permissions. To view/change your computers permission, click the padlock icon to the left of your internet search bar. Ensure that both Camera and microphone are set to "Allow".

6. You will be placed in the meeting "lobby". Please wait while an administrator lets you into the meeting.

7. Have a great meeting!

As a courtesy to other meeting attendees, we strongly recommend you turn off your microphone, to reduce background noise, if you are not speaking. Thank you for your consideration.