

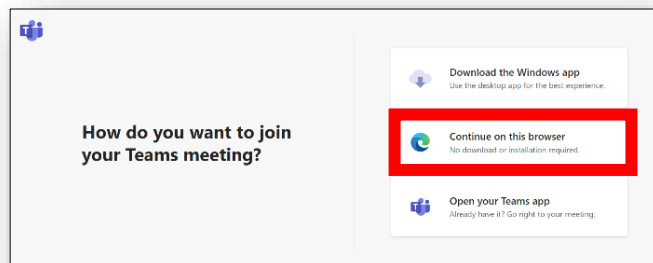
How Guests Join Microsoft Teams Meetings

Cobb County School District personnel can schedule virtual meetings via Teams with guests from outside CCSD. These directions explain how guests join a Teams Meeting.

1. Click the provided **Teams Meeting access link**.

2. Click **Continue on this browser**.

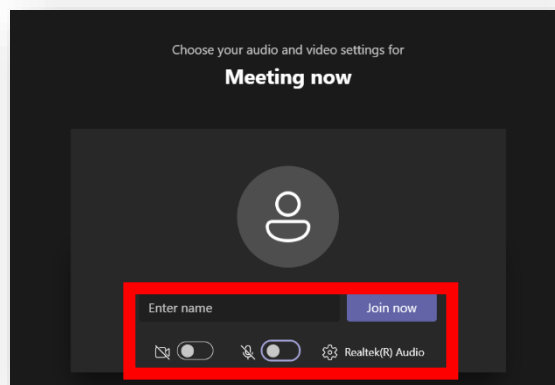
Note: If you are using a mobile device, please launch the Teams app, or when prompted, download the Teams app.



3. The guest will type their name in the **Enter name** section.

4. If the settings are allowed, you can turn on/off your **camera and/or microphone** by clicking the circle sliders next to each symbol.

Note: A camera is not required to join. Any guest can still participate by turning on the audio feature to actively hear and speak. Follow the teacher's/host's directions to join with camera or microphone turned on or off.



5. Click **Join now**.

6. A box will appear on the screen notifying the guest that the Teams Meeting host will admit them from the virtual lobby. The guest will receive immediate notification when admitted to the meeting.

