**Teams Meetings with External Attendees**

1. Anyone with an email address (and internet connection) can take part in a Teams Meeting
2. If you don’t have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest
3. When inviting external attendees type in their email address in the Attendees block



1. Click “Invite email address”
2. The External attendee receives an email link to join the meeting



1. The external attendee needs to click on the link to join the meeting. If this is done from **a phone** then the external attendee has to **download the Teams app**, but if done on a **PC** they can click on **“Join on the web instead”** which then opens up the browser and you can join the meeting.

 

1. Once they click on join you will see them as participants. Click on participants and they appear on right hand side as Guest

