



# Teams – Anonymous participation in Teams meetings – External User Guide

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## Description

This is a guide on how to join an on-line meeting in Microsoft Teams without sharing your personal details like your name or e-mail address.

The first section describes how to join when using a PC or Laptop.

The second part describes how to join when using mobile phone or tablet.



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## Introduction

Use this guide if you want to join a Teams meeting without everyone seeing your name or your contact details. You can turn off your camera and microphone as you join the meeting.

You can use a PC or Laptop or a mobile phone or tablet to join a Teams meeting.

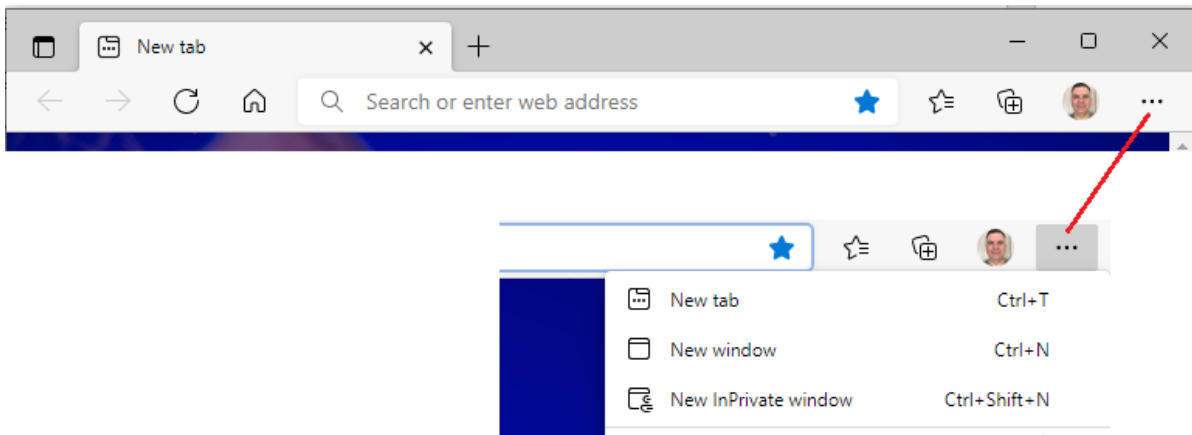
## Use a PC or Laptop to join a meeting

**Do not use the Teams App installed on a PC or Laptop.**

Instead, you should join using private tab on a web browser.

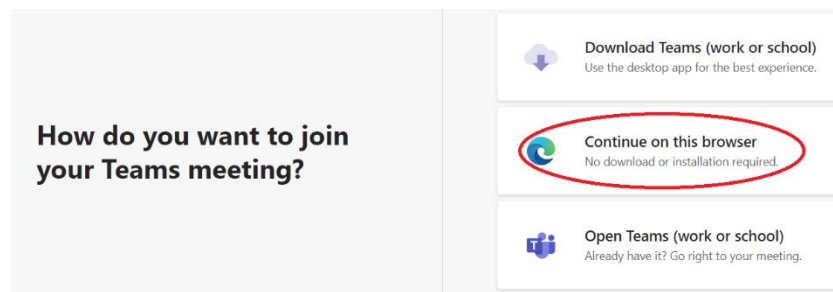
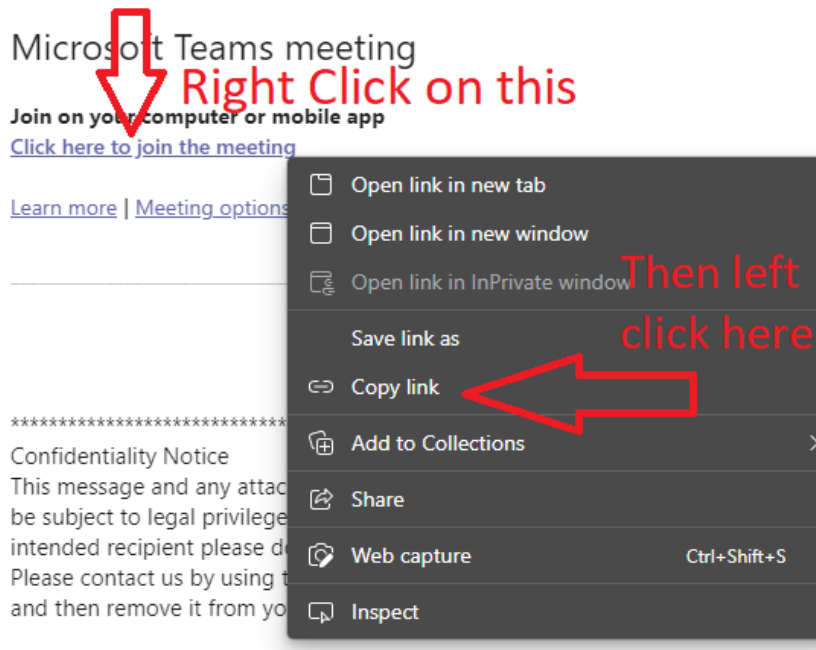
On the address bar for your browser you can launch a private tab. Go to the settings link in the top right corner and choose.

- i. Chrome use ⋮ New Incognito
- ii. Edge use ... New InPrivate window
- iii. Firefox use ≡ New Private window





In the email invitation you received, **right** click on the “**Click here to Join the Meeting**” hyperlink, then left click ‘**Copy Link**’. Paste this link into the address bar for the private browsing session you have opened.



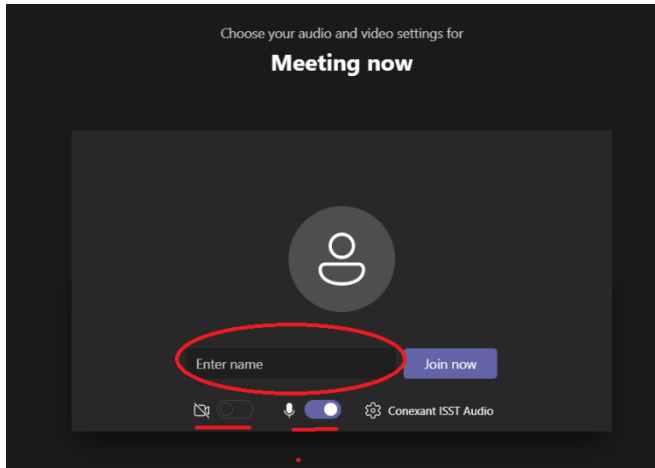
When responding to the “How do you want to Join your Teams Meeting”, attendees should select “Continue on this Browser”. **Do Not use the App.**

When prompted you can choose to ‘allow’ Teams to access your microphone and camera. Do this if there is any chance you will need to talk or be seen during the meeting. You can and should turn them off again in Teams before you join the meeting.

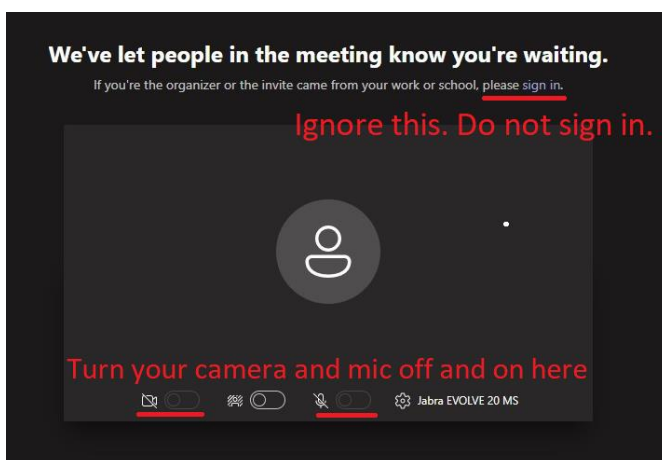


When the screen asks you to 'Enter Name', type in the name you agreed with the meeting organiser and click 'Join Now'.

Note: You can use the camera and microphone controls here too!



You should see a message like the one shown in the image to the right. The meeting organiser will let you into the meeting when they are ready.





## In the Meeting

You can use the Meeting Chat to type your messages to let you take part in the meeting.

You can also use the 'Raise Hand' emoji to let the meeting know that you have something to say or type.

If you do turn on the camera, you could change your background to obscure any details of your location.

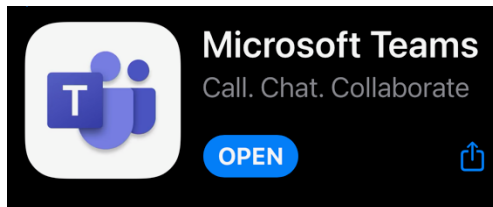
Note: If you use the "Speech to text" feature on your computer to write messages in Teams Chat, your microphone will be 'on' and your voice will be heard.

Only the meeting organiser can continue to add to Chat after the meeting.



## Use a Mobile Phone or Tablet to join a meeting

Mobile devices usually have an app available to allow people to use Teams. The app will let you use Teams to attend a meeting without you being signed into that app.

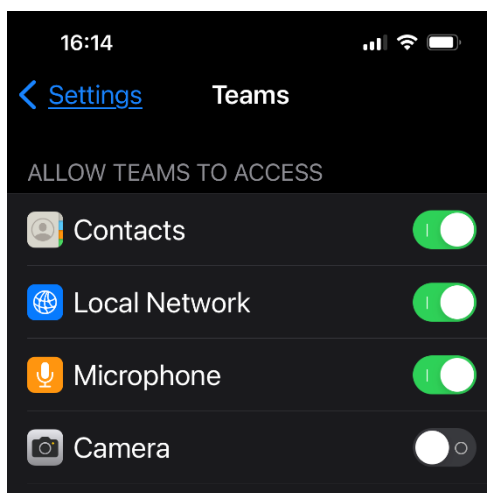


Launch (or Download the App - Android 5 or iOS14 required).

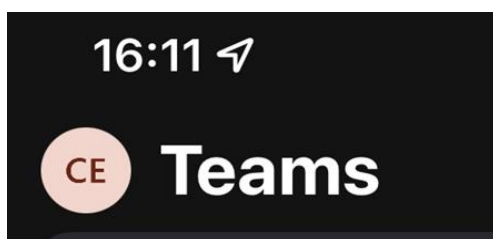
Go to Settings > Teams

Turn ON your Local Network

Turn OFF your camera.

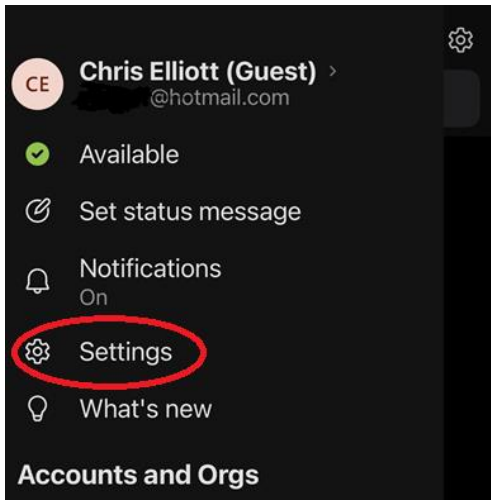


Details of signed in user. If your app shows a person icon like this, you need to sign out.

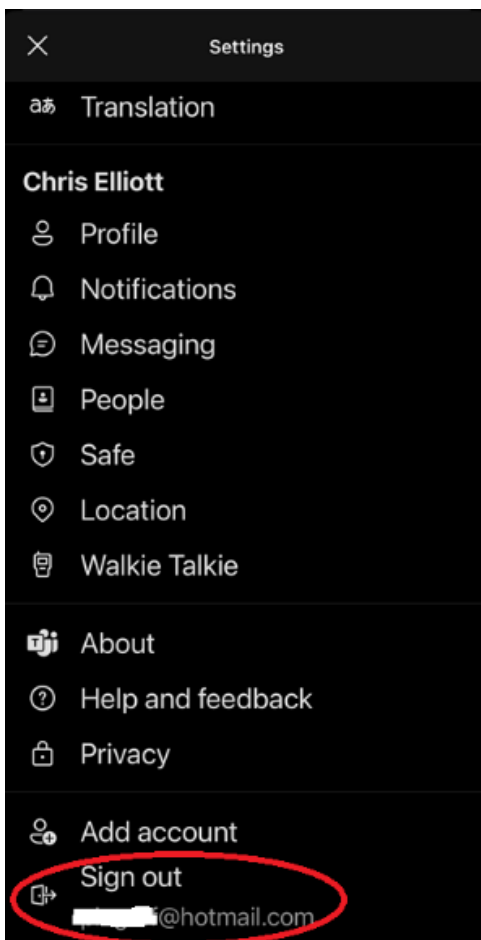




To sign out, tap the round icon to reveal the account options



Tap Settings and then Scroll down to the bottom of Settings to Sign Out.



You can now join the meeting safely.





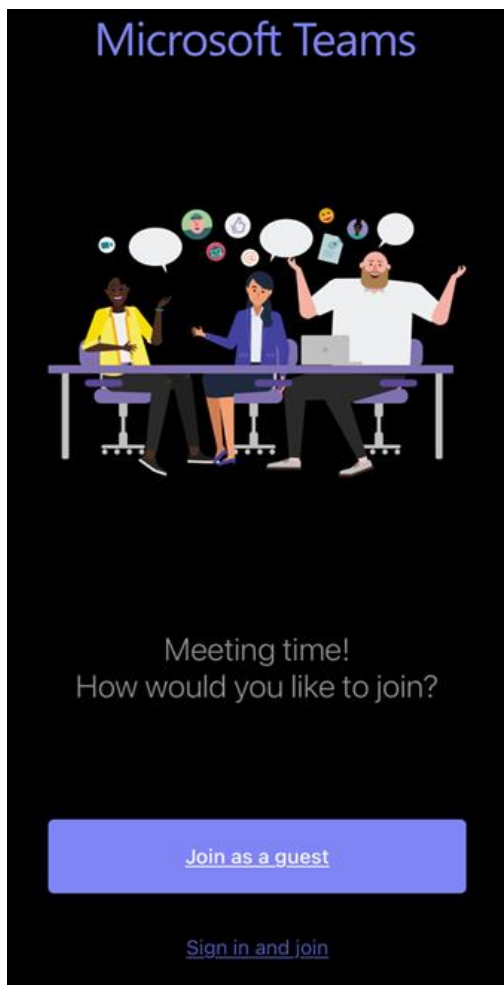
In your email inviting you to the meeting, click on the 'Click here to Join Meeting' link

## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

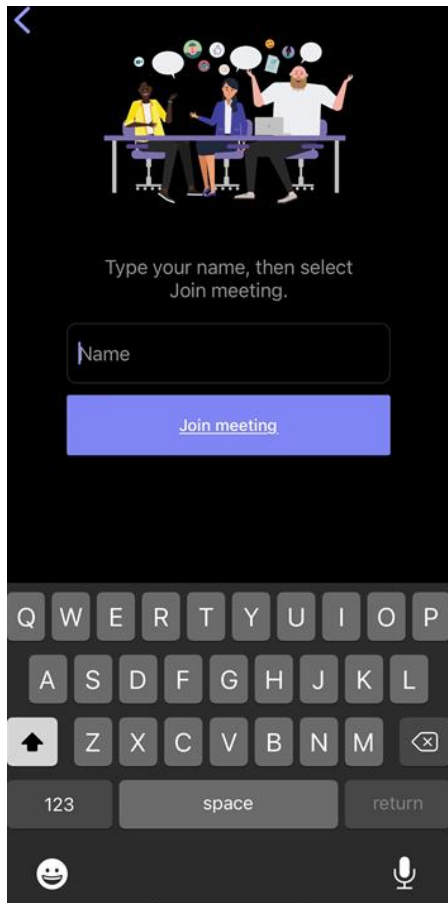
The link will take you back to the App, where you should click "Join as a Guest."





In the 'Name' box enter the name your meeting organiser sent to you in the invite

**IMPORTANT:** If you do not see this box, stop, go back, sign out of the Teams App and try again.



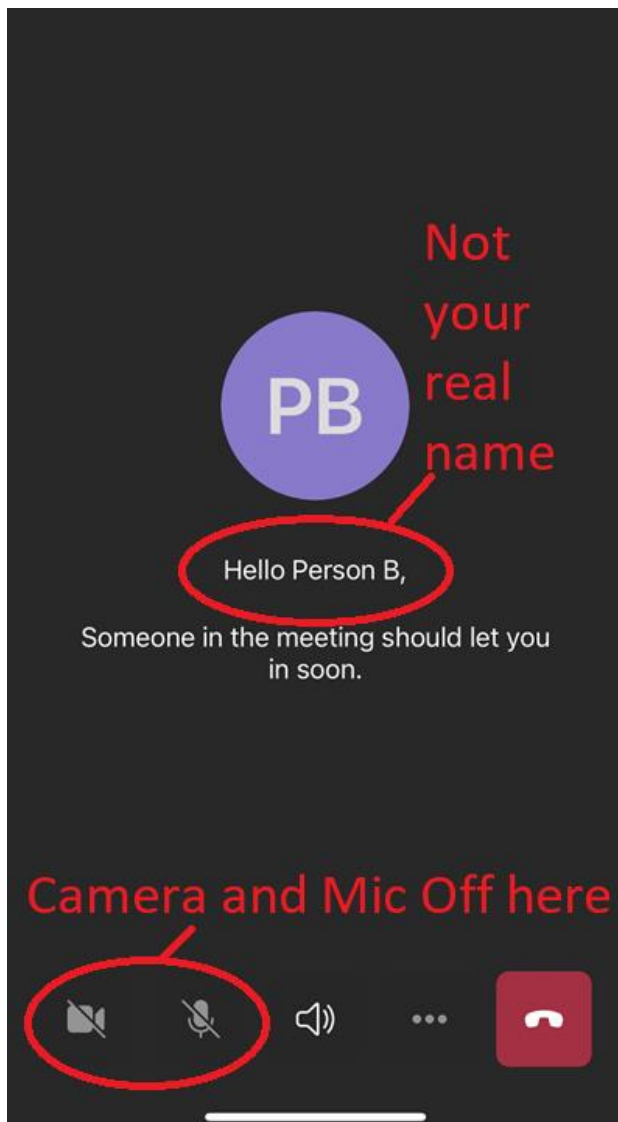
**If problems persist email the organiser. They may be able to contact you directly to help.**

Before you start the meeting your screen should look a bit like the image below.

You should see a dot with your 'meeting name' initials.

You can turn the microphone on when you want to talk.

Use the speaker icon to mute the sound if you need to.



## In the Meeting

Click on the tree dots next to the red end call button to access other meeting options like Chat.

You can use the Meeting Chat to type your messages that help you join in the meeting.

You can also use the 'Raise Hand' emoji to let the meeting know that you have something to say or type.

Note: If you use the "Speech to text" feature on your device to add to Teams Chat, your microphone will be 'on' and your voice will be heard.

Only the meeting organiser can continue to add to Chat after the meeting.



## Further Guidance

If you require any further help or have any questions about the Teams meeting, for example, how it will work and what to expect, please contact the meeting organiser by replying to email they sent with meeting invitation.

This documents and supporting videos can be found at:

[www.worcestershire.gov.uk/teamshelp](http://www.worcestershire.gov.uk/teamshelp)