How to Join a Microsoft Teams Meeting from an Email Invitation

Overview

When someone schedules a Microsoft Teams meeting, you will receive an email invitation that contains a meeting link, date, time, and other details. Joining via email link is the most common and recommended method according to Microsoft Support.

1. Open the Meeting Invitation Email

Locate the meeting invite in your email inbox. The invite will include a link labeled "Join Microsoft Teams Meeting" or "Join the meeting now." Microsoft notes that both formats work the same way — simply click the link to begin joining.

2. Click the Meeting Link

Select the meeting link inside the email. After clicking, you will be presented with options to:

- Open your Teams app (if installed)
- Download the Teams app
- Continue this browser (no installation required)

3. Choose How You Want to Join

Option A — Teams Desktop App:

If the app is installed, it will launch automatically. Adjust your camera and microphone settings, then select “Join now.”

Option B — Web Browser:

If you prefer not to install the app, choose “Continue on this browser.” Allow microphone and camera permissions when prompted. Enter your name if joining as a guest, then select “Join now.”

Option C — Mobile Device:

Tap the meeting link from your mobile email app. Your phone will open (or prompt you to install) the Teams mobile app. Adjust audio/video settings and tap “Join now.”

4. Enter the Lobby (If required)

Depending on the organizer’s meeting settings, you may be placed in a virtual lobby until admitted. This is normal and helps ensure meeting security.

5. Alternative Ways to Join from the Email

Dial-In Phone Number:

Your invitation may include a phone number and Conference ID. Dial the number and enter the Conference ID when prompted.

Meeting ID & Passcode:

If a Meeting ID and passcode are included, you may enter them manually in Teams if the main link is unavailable.

Troubleshooting Tips

- Try a different browser (Microsoft Edge or Google Chrome recommended).
- Copy and paste the meeting link into your browser.
- Restart your device or relaunch the Teams app.
- Ensure your internet connection is stable.

How to Test Your Microphone & Audio Before Your Session

Testing your audio ahead of time helps make sure you can hear and be heard during your session.

What You'll Need

- A computer, tablet, or smartphone
- Headphones or earbuds (recommended)
- A quiet space with a stable internet connection

Option 1: Test Audio When Joining the Meeting (Recommended)

1. **Click the Teams meeting link**
2. Choose **"Continue on this browser"** or **"Open Microsoft Teams"** (either is fine).
3. You'll see a screen where you can set up your audio and video *before* joining.
4. **Microphone check:**
   a. Make sure the microphone icon is **not muted**.
   b. Speak a few words and look for the moving audio indicator.
5. **Speaker check:**

a. Make sure the correct speakers or headphones are selected.
b. Adjust the volume on your device if needed.

6. Once everything looks good, click **“Join now.”**

Option 2: Test Your Audio in Teams Settings (Before the Day of Your Session)

If you have the Microsoft Teams app installed:

1. Open the **Microsoft Teams app**.
2. Click your **profile picture** (top right).
3. Select **Settings**, then click **Devices**.
4. Under **Audio devices**:
   a. Choose your microphone.
   b. Choose your speakers or headphones.
5. Click **“Make a test call”** (if available) and follow the prompts.
6. Adjust volume levels as needed.

Helpful Tips

- Use headphones or earbuds to reduce background noise and echo.
- Close other apps or browser tabs that may be using your microphone.
- Make sure your device is not muted (check both Teams and your device volume).
- Try to join the meeting **5–10 minutes early** in case adjustments are needed.