
1 Participation in a Microsoft Teams meeting without a Microsoft account and without software installation (via invitation)

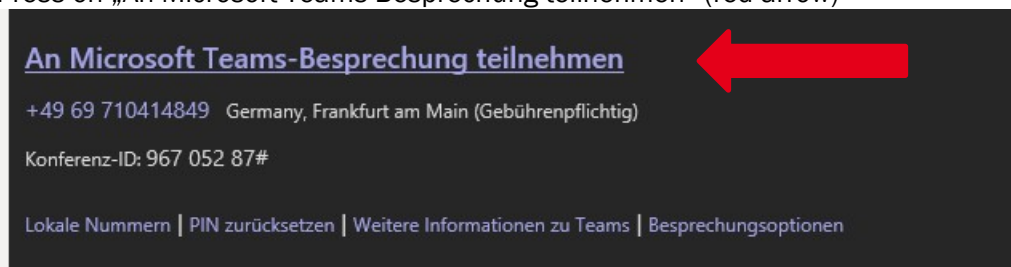
Requirements for joining a Teams meeting:

- a stable internet connection
- officially supported browser
 - Microsoft Edge
 - Google Chrome
 - Internet Explorer 11 (can work but is out of date and Prognos does not recommend its use!)

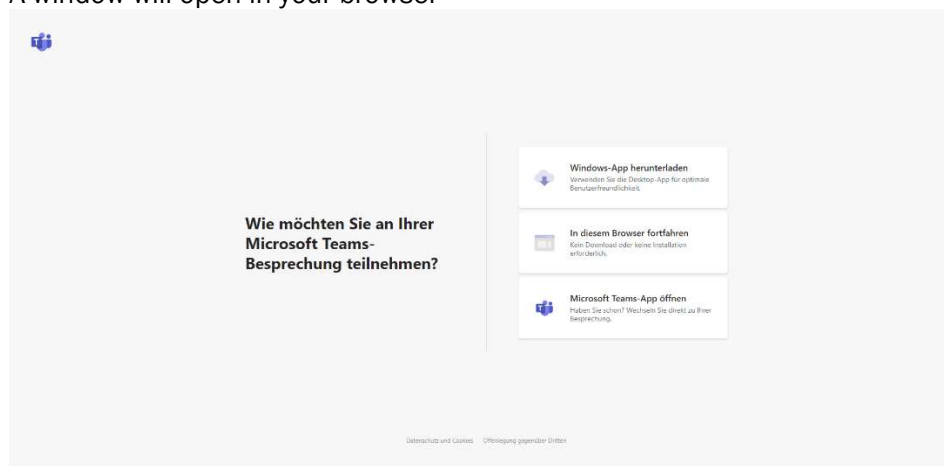
If the above conditions are met, NO installation or changes to settings are required!

1.1 You will have received a link to the meeting via email:

1. Press on „An Microsoft Teams-Besprechung teilnehmen“ (red arrow)

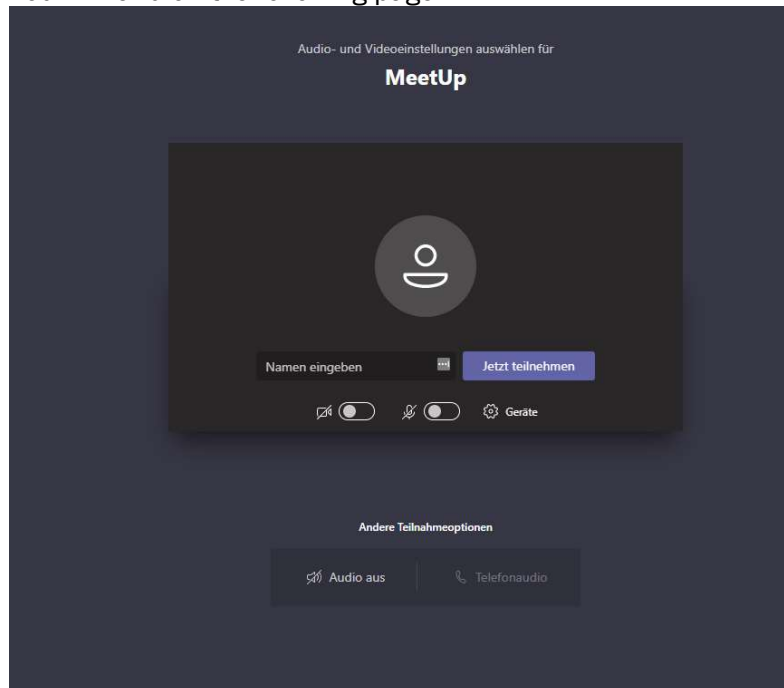


A window will open in your browser



2. Click on „In diesem Browser fortfahren“

3. You will land on the following page:



4. You can enter your name, so that other participants can identify you.
5. Click on “yes” so other participants can see you and hear you

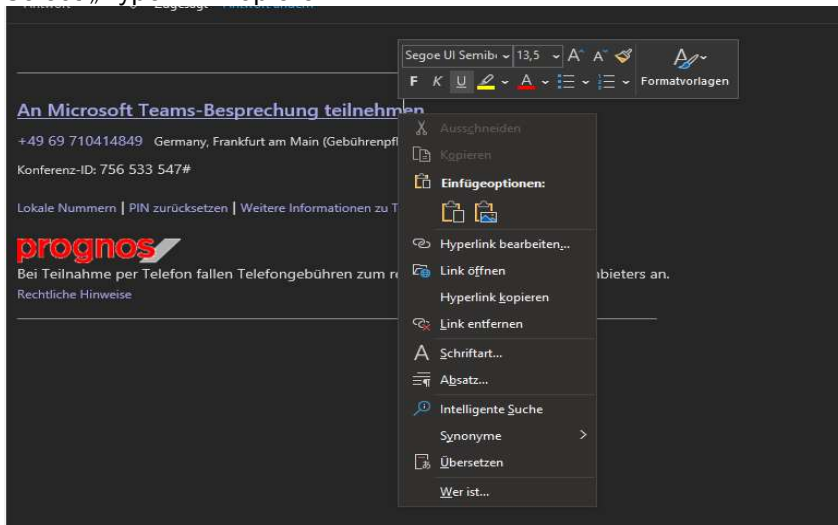


6. You will reach a waiting area and will need to wait until the meeting organizer allows you to join the meeting

1.2 Should a different browser window open other than the one shown above, please copy the Link from your invitation und paste it into the address bar of one of the recommended browsers

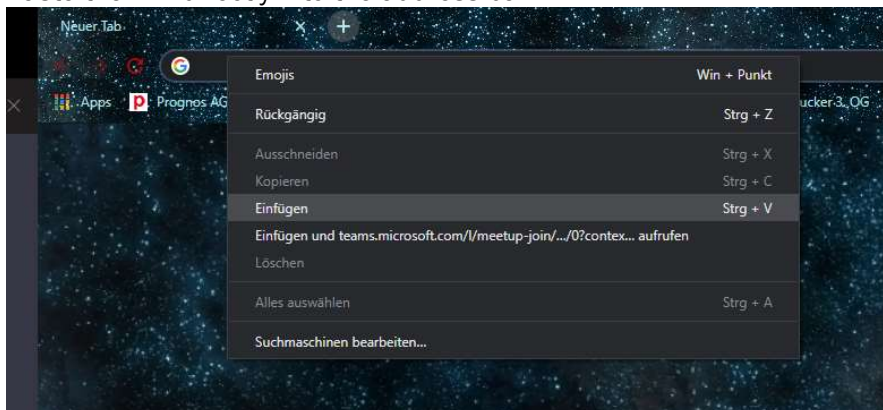
1. Right click on „An Microsoft Teams-Besprechung teilnehmen“

2. Select „Hyperlink kopieren“

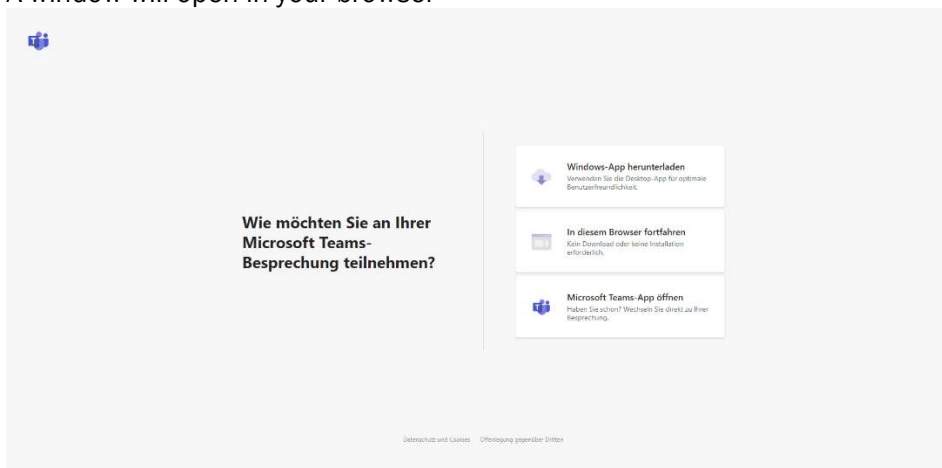


3. Open one of the recommended and supported browsers

4. Paste the link directly into the address bar

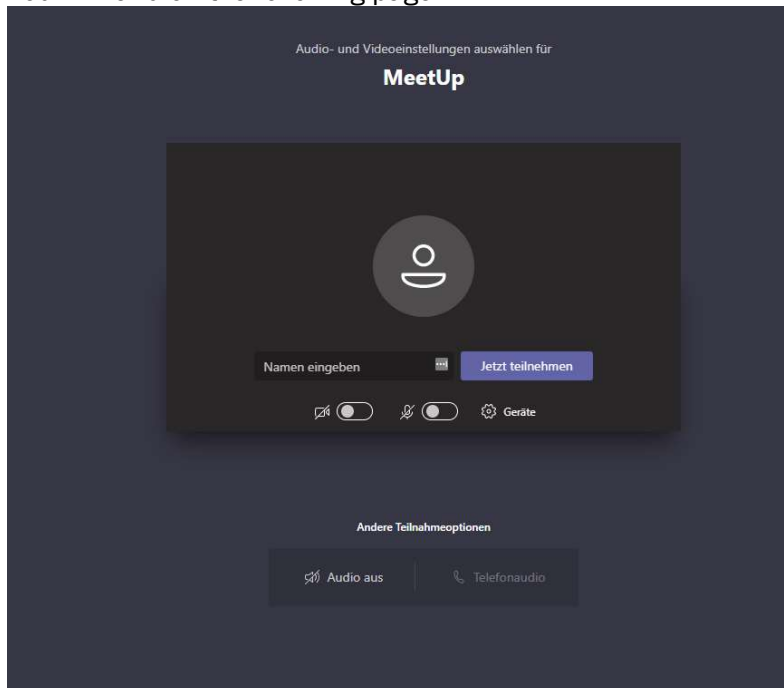


A window will open in your browser



5. Click on „In diesem Browser fortfahren“

6. You will land on the following page:



7. You can enter your name, so that other participants can identify you.
8. Click on “yes” so other participants can see you and hear you.



9. You will reach a waiting area and will need to wait until the meeting organizer allows you to join