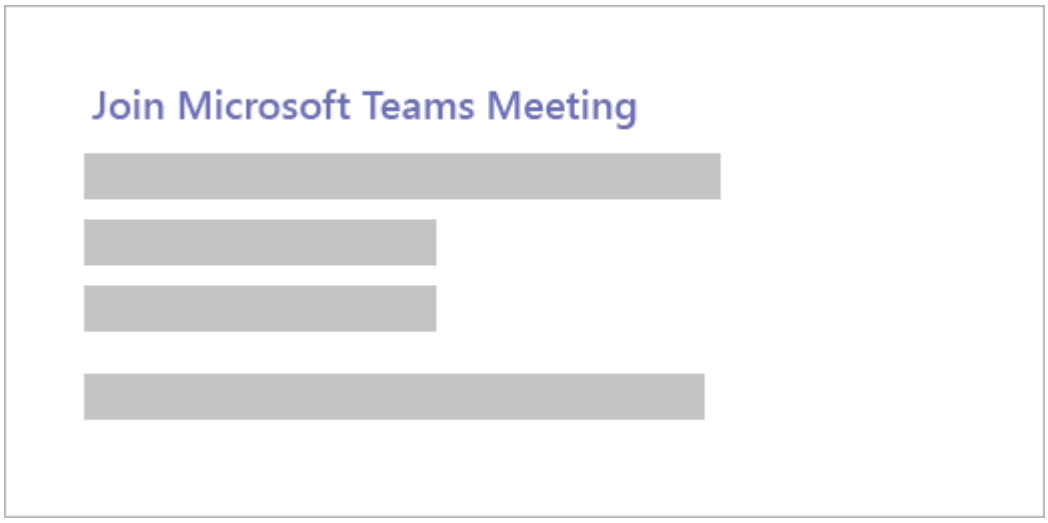
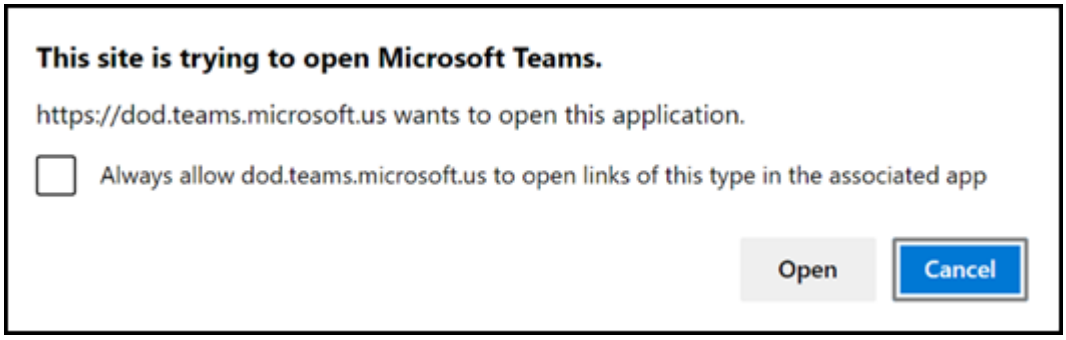
How to join a DLA Teams meeting as a non-DOD user

Note: This option is only available through the Teams web client in Microsoft Edge or Google Chrome. The meeting URL can be copied and paste into one of these browsers if opened by default in a different browser.

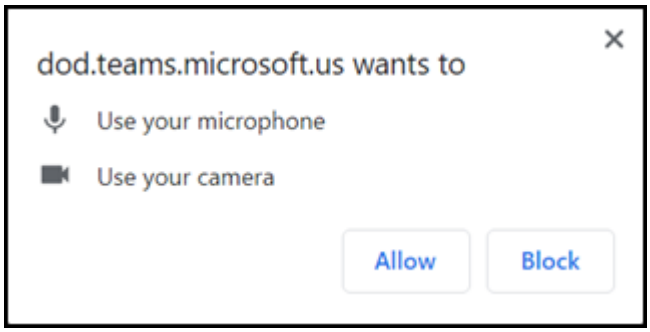
1. Go to the meeting invite and select **Join Microsoft Teams Meeting**. The following window should appear.



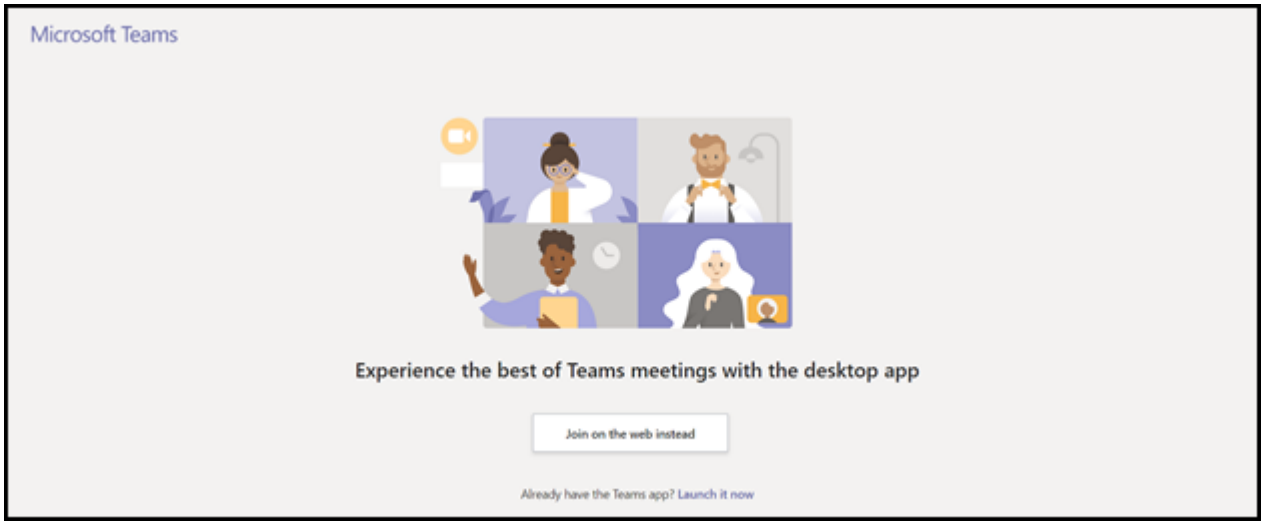
2. If prompted to open the Teams desktop application, select **Cancel**.



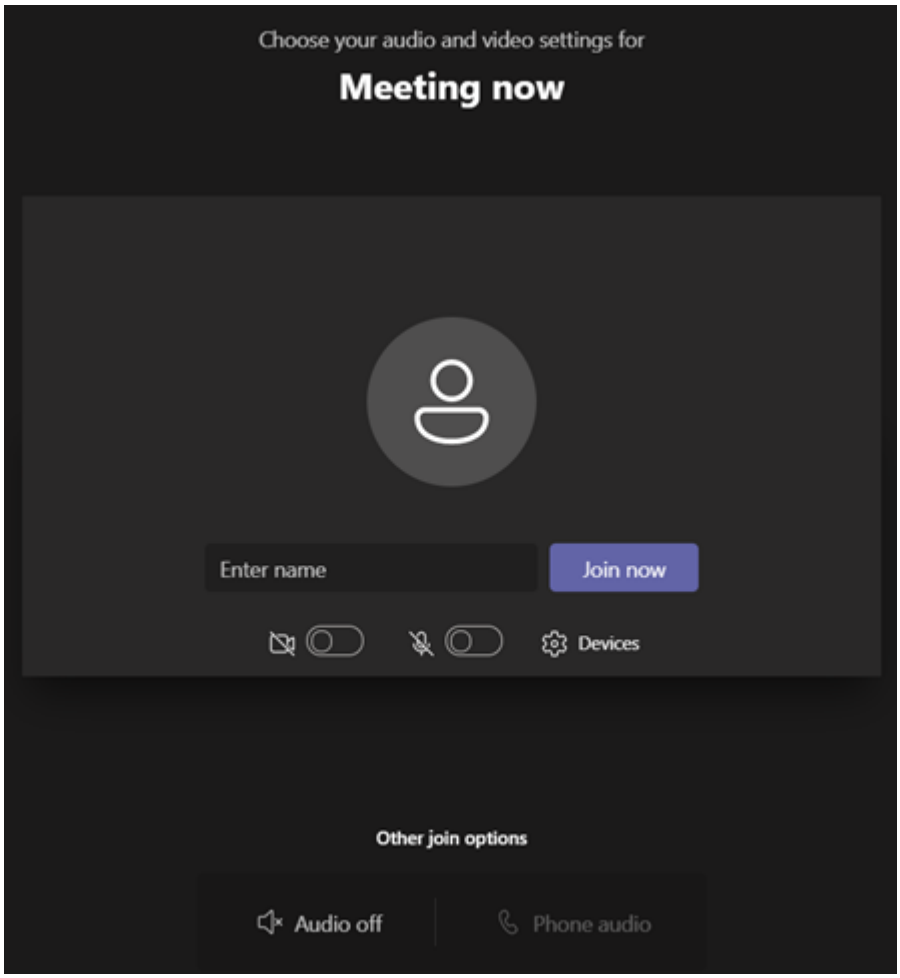
3. The browser may ask if it's okay for Teams to use your mic and camera. Select **Allow** if you need to be seen and/or heard in your meeting.



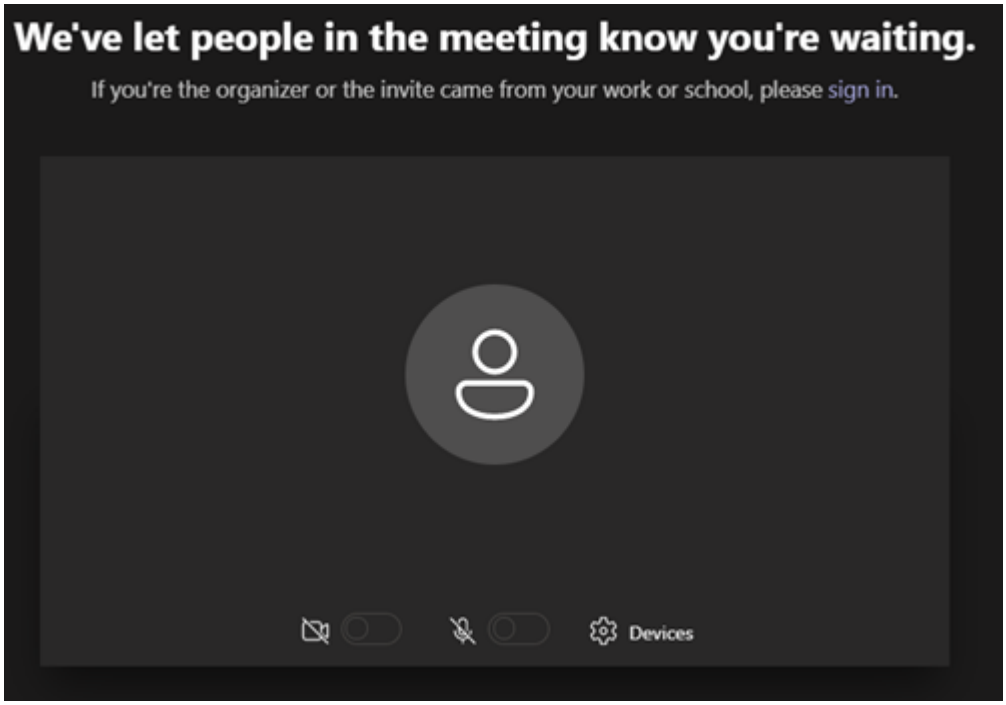
4. Select **Join on the web instead**.



5. Enter your name and choose your audio and video settings. When you're ready, select **Join now**.



6. This will bring you into the meeting lobby. Teams will notify the meeting organizer that you're there, and someone in the meeting can then admit you.



Note:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests. These features include:
  - Anonymous user attendees will NOT be able to upload or download any files from the meeting.
  - Anonymous user attendees will NOT be able to access the meeting chat after the meeting has concluded.