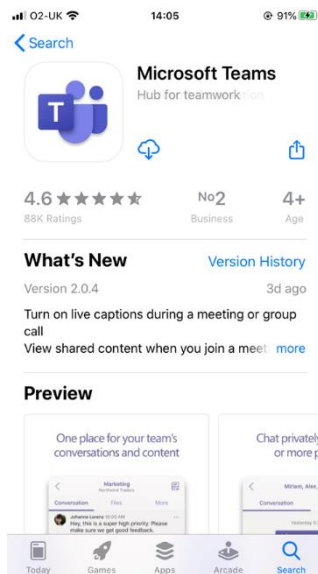# Accessing Microsoft Teams Meetings – Via an IOS Device
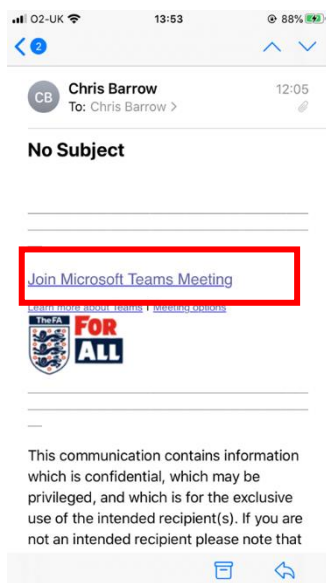
Logging in as External Users

1. **Requirements** – To access Microsoft Teams you will require an email address and internet connection.

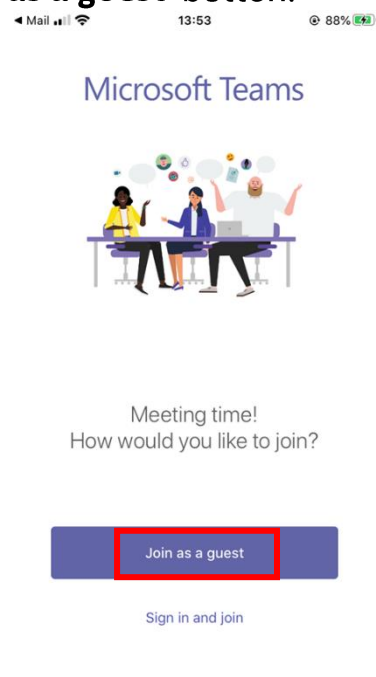2. **Download the App** – Please search and download Microsoft Teams from your App Store.

3. **Email Invitation** — You will receive an email invitation, within this, you will find the details of your meeting including the scheduled date, time and relevant agenda. To join the meeting click on '**Join Microsoft Teams Meeting**'.
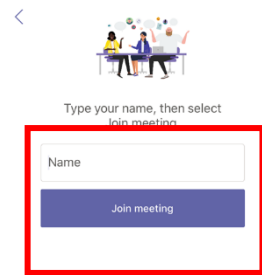

4. **Camera and Microphone Permission Requests** — Once you have opened Teams, please ensure you accept the camera and microphone permission requests, this will allow you to communicate with all participants on the call.
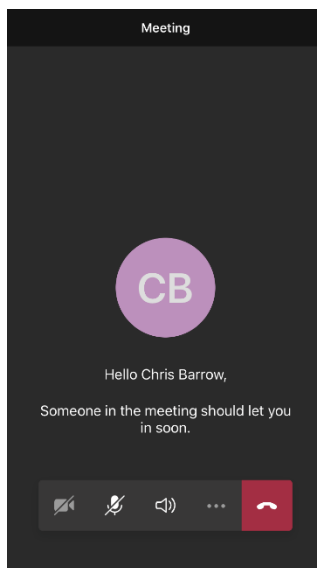
5. **Join Via Microsoft Teams App** — Next, simply by clicking the '**Join as a guest**' button.

5. Populate Details – Enter your name and click **'Join meeting'**.

4. Meeting Lobby – Select whether you would like your camera and/or microphone to be on during the meeting (this can be turned on and off during the call). Following this, click on the **'Join Now'** button and this will take you to the lobby area and the host will accept you into the meeting.

i. Users with an Office365 Account – as a Guest User

if you have a Microsoft account, then you can still use the web link as above, however, by clicking the **'Open Microsoft Teams'** option and signing in with your MS account you will get a much richer user experience of a meeting within Teams.