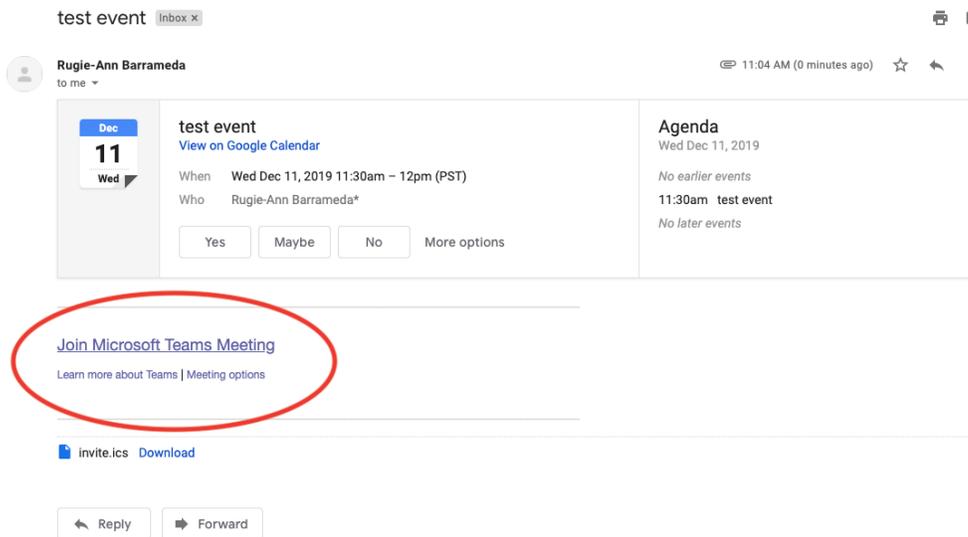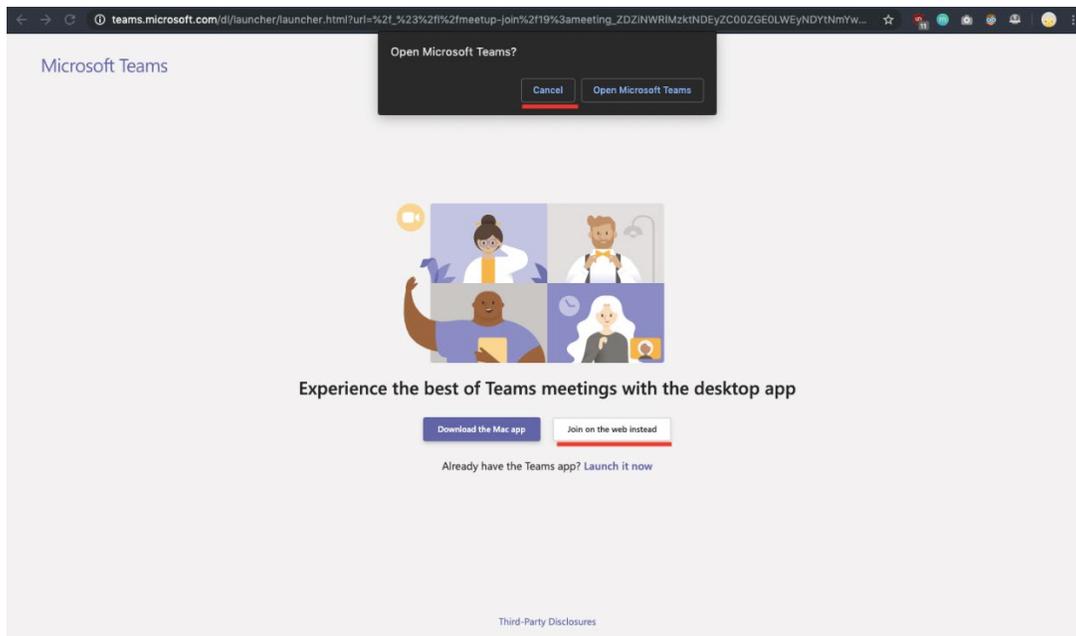# CONNECTING TO A MICROSOFT TEAMS EVENT CONFERENCE AS A NON-DISTRICT USER

1. Upon receiving the event invitation through email, if the event was set as a **Teams Meeting**, you will be able to join Teams Meeting through that email invitation. Just click on **Join Microsoft Teams Meeting** as shown below:

2. Once you've clicked on the link above, a new tab will open, which will prompt you to download **Microsoft Teams.** This is not necessary, as events for teams can be done through the web browser version of teams. (***Note: the web browser version of Microsoft Teams is only supported by Google Chrome***).

3. If you do not have an Outlook or Hotmail account, you can still join the event as a guest user. Once you've clicked on **Join on the web instead**, you will be redirected to the web browser version of teams, which will prompt you to set your guest name and your audio-video configuration, as shown below: