



# How to Join a Teams Meeting Anonymously

Getting started

## Getting Started

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This guide will help you join a Teams Meeting that's been setup to be accessed anonymously.

For you to proceed, you will need:

- An email with the invitation to the meeting.
- A web browser such as Chrome, Edge, or Safari installed on your computer.
- Know how to open private browsing -
  - New Incognito (Chrome)
  - In Private window (Edge)
  - New In Private window (Safari)

A short period of time before the meeting, start your computer and check you are in a suitable place to attend the virtual meeting. Having headphones, good lighting, a stable Internet connection, and a power source will all help the meeting experience go well.

## Day of the meeting

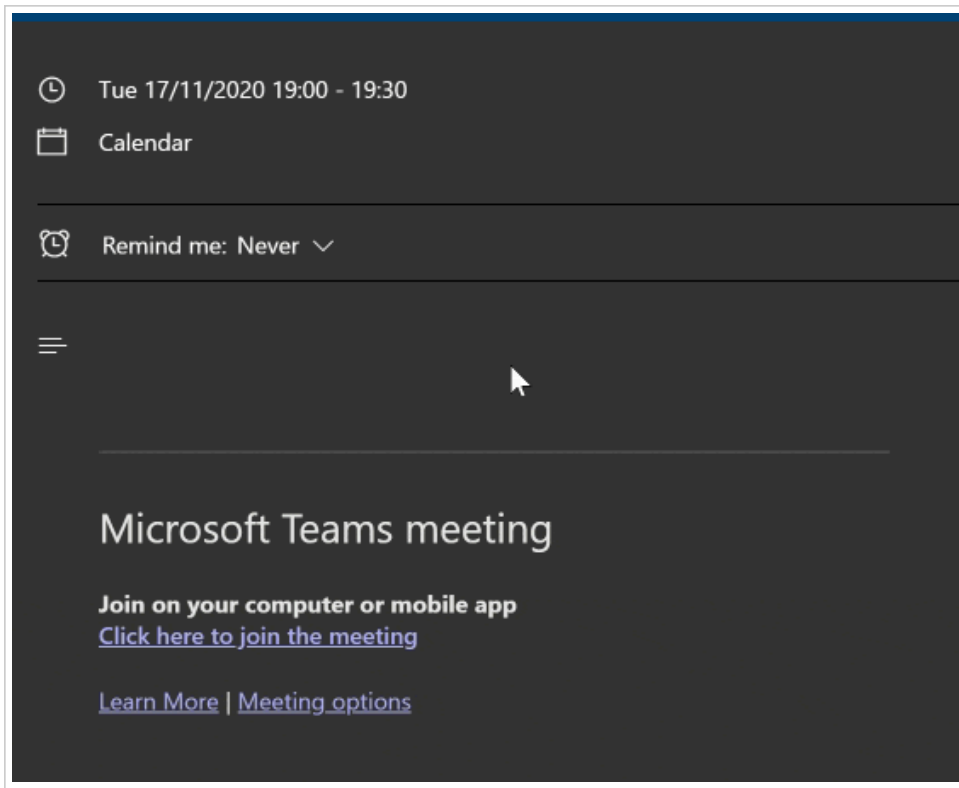
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### 1. Find the meeting email

Just before the meeting is due to start,

Find the email with the Teams Meeting link.

Copy the web link from that meeting to your clipboard.



## 2. Open an InPrivate/Incognito browser window

Open Chrome, Edge, or Safari, and then open a private window.

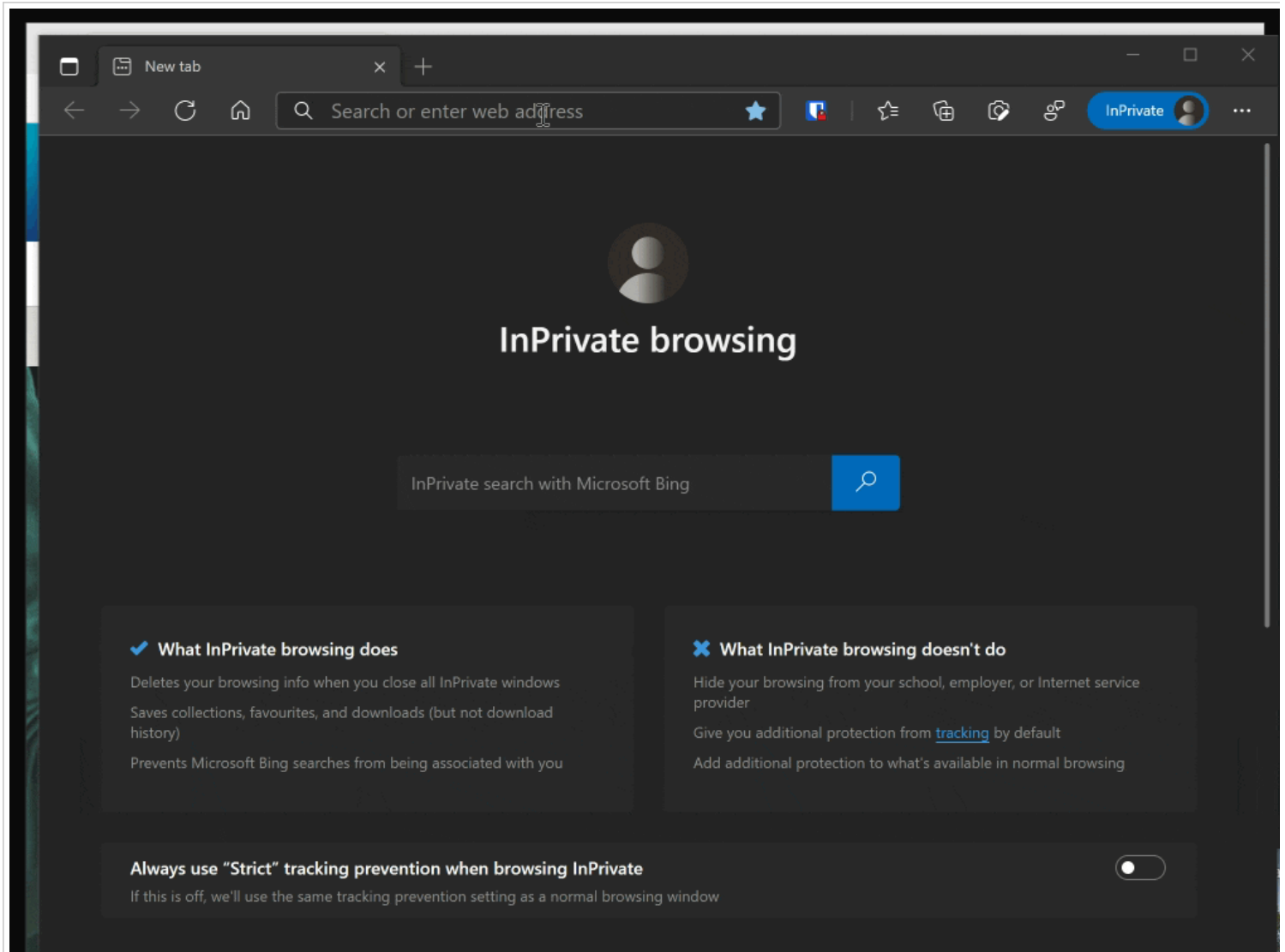


## 3. Paste the meeting's web link

In the private window, paste the meeting's web link and connect to that web site.

Wait for the web page to complete loading.

If your computer prompts you to open the meeting within a Teams app, say no, and proceed to the web page.



## 4. Wait to be admitted

Once you have joined the meeting using a fake name, the Meeting Organiser will admit you to the meeting.

## Meeting etiquette

When joining the meeting, it may be useful to mute your microphone as you join. This helps ensure the presenter can be heard and is not interrupted accidentally.

If you want to ask a question, please use the Raise Hand option in Teams. The presenter will be notified and will respond.