

*How To: Join a Teams Meeting as a Guest*

For your virtual Teams Meeting with one of our SFR team-members, we recommend that you join using a computer or laptop; this allows us to share our screens if necessary. If the meeting is short and nobody needs to share their screen, then you may join via the app on your smartphone.

Additionally, if you do not have a microphone that connects to your computer or laptop, we recommend that you join on both your computer and your smartphone at the same time. Your computer will allow you to see your bookkeeper/accountant's shared screen, and your phone will be utilized as the speakers and microphone.

**I. How To Join on a Computer**

**a. What you will need:**

1. A computer or laptop with internet connection
2. Speakers/headphones and a microphone that connect to the computer  
– OR – Your phone

**b. Joining the Meeting: [Click Here](#) to see Microsoft's screenshots and detailed steps**

1. Open the email inviting you to your meeting and click on the link at the bottom that says "Click here to join the meeting"
2. In the new tab, select "Continue on this browser"
3. Configure your devices by clicking the gear icon and setting up the microphone and speakers you would like to use. (If you will be using your phone for sound, you can skip this step, and turn off your computer's speakers.)
4. Optionally, Toggle your microphone and camera on/off by clicking the switch next to the icons.
5. Enter your name and click "Join Now" to join the meeting.

**II. How To Join on a Phone**

**a. What you will need:**

1. A Microsoft account (outlook email, Hotmail, or Microsoft login)
  - If you do not have an account, or do not want to make an account, please let your bookkeeper/accountant know so that we can decide what the best alternate meeting option will be for you.
2. Download the Microsoft Teams app
3. A pair of headphones (Optional)

**b. Joining the Meeting:**

1. Download the Microsoft Teams Meeting app, and log in with your Microsoft account
2. Open the email inviting you to your meeting and click on the link at the bottom that says "Click here to join the meeting"
3. If the app opens automatically – select join meeting
4. If a browser tab opens, select "open in the app" and then click Join meeting

Should you have any problems with getting yourself set up prior to the meeting, please email your bookkeeper/accountant or email support at [summer@strategicfinancialreporting.com](mailto:summer@strategicfinancialreporting.com)

If you do not own a microphone or a camera for your computer. We recommend the “Walfront 1080P Webcam with Microphone” on Amazon. [Click Here](#) for the direct link.



1080P Webcam for PC Laptop Desktop, 360-Degree Rotation Streaming Webcam with Microphone, Computer Video Camera Webcam Compatible for Video Calling Recording Conferencing

Brand: Walfront  
★★★★☆ 5,181 ratings | 132 answered questions

Was: ~~\$22.49~~  
With Deal: **\$16.99** ✓prime FREE One-Day & FREE Returns  
You Save: **\$5.50 (24%)**

Pay \$16.99 \$15.59 after using available Amazon Rewards Visa Card Points.

Brand	Walfront
Video Capture Resolution	1080p
Connections	USB
Lens Type	Wide-Angle
Max Focal Length	12 Millimeters