



If you receive a Microsoft Teams invitation to join a team, there are a couple of steps to accept the invitation.

1. Open the email invitation and select **Open Microsoft Teams**. If you don't see the invitation, check your junk or spam folder.
  - a. If your email address has not previously been used to create a Microsoft account, you'll need to create one.  
On the **Create account** dialog, select **Next**, create a password, and select **Next**.
  - b. To verify your email address, open the verification email, and copy the security code.
  - c. Enter your security code in the **Verify email** dialog, select **Next**, enter the CAPTCHA in the **Enter the characters you see** line, select **Next**, then **Accept**.
2. If you don't want to download the Microsoft Teams app, select **Use the web app instead**.
3. In the Teams web app you can view or reply to posts, or create your own posts, and select **Files** tab to view or edit team documents.

If you already use the Teams app in your organization joining a team as a guest is a lot simpler.

1. Just open Microsoft Teams app and choose **Yes** to switch to the team you are invited to. Now you can collaborate on the project in Teams.
2. To switch back to your company's team, select it from the **Organization** drop-down.

Get more information here: <https://support.microsoft.com/en-us/office/join-a-team-as-a-guest-928d1eef-61e2-49ec-b754-c2fe86b34824>