

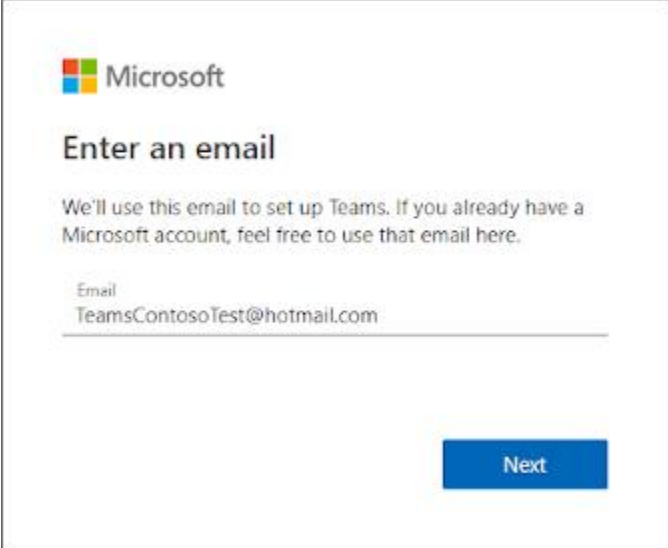
How to Join a BPS Teams Meeting as a Guest

In order to join a BPS Teams meeting, you must be logged into a validated Teams account. You can sign up for a Teams free account by following the steps provided below.

The best way to start the set-up is to use an **Incognito** browser window (or possibly **Private** or **inPrivate**, depending on your browser). That will make sure you aren't logged in to any accounts when you start this process.

1. Go to [Get Teams for free](#) and choose the **Sign up for free** button. If you don't see the **Sign up for free** button, scroll down (nearly to the bottom of the page) to **Get Microsoft Teams for your organization today**, and then select **Sign up for free**.

Enter the non-BPS email address you want to use with Microsoft Teams free.



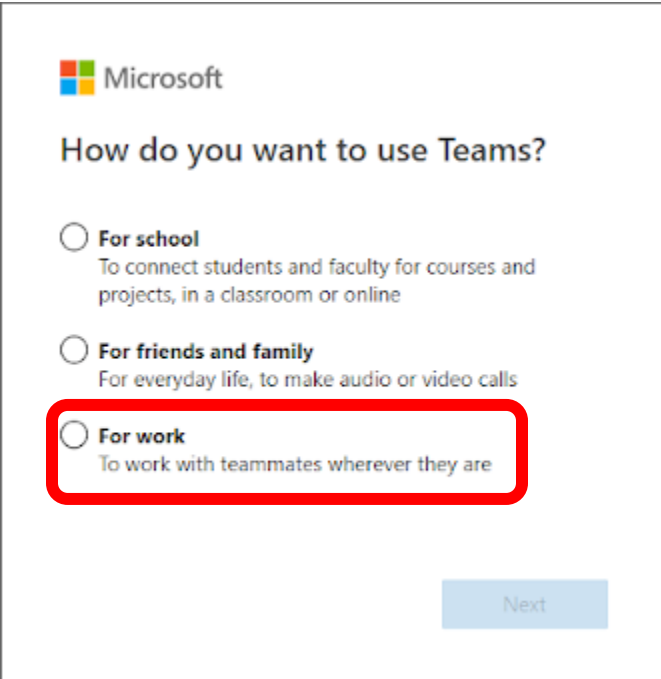
Microsoft

Enter an email

We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.

Email
TeamsContosoTest@hotmail.com

Next



Microsoft

How do you want to use Teams?

For school
To connect students and faculty for courses and projects, in a classroom or online

For friends and family
For everyday life, to make audio or video calls

For work
To work with teammates wherever they are

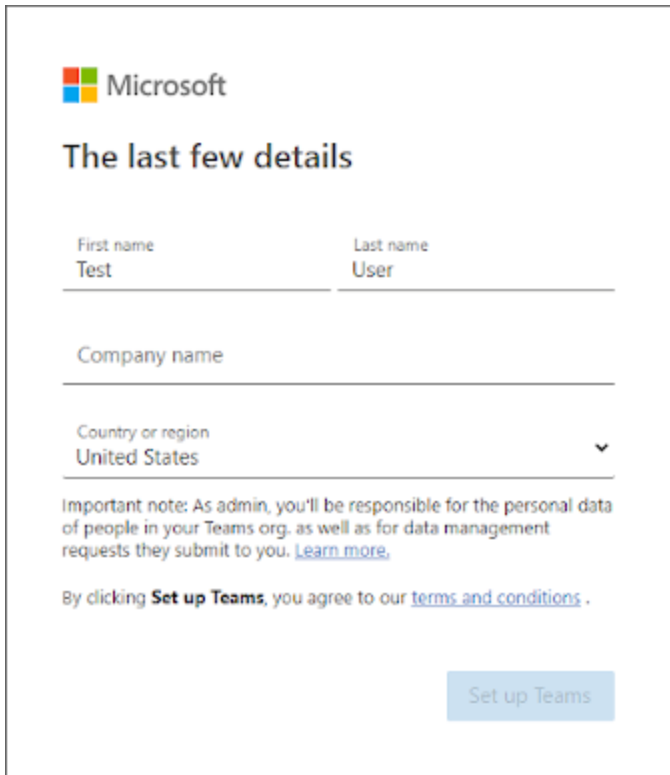
Next

2. On the next screen, answer the question about how you want to use Teams.

3. Choose **For work**, you can continue to Step 4.

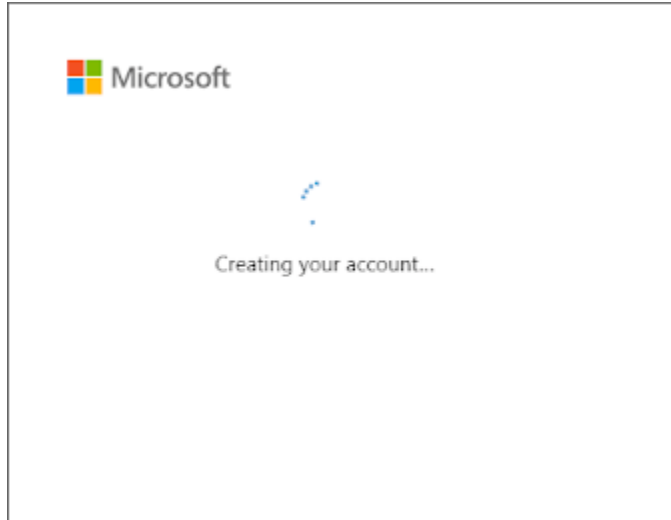
4. You'll be asked to create a password and verify your information again in this step. If you have multi-factor authentication enabled, you may be prompted on your phone. Otherwise you'll need to provide your password here.

5. After that, fill in your name and the other requested info, and then click **Set up Teams**.

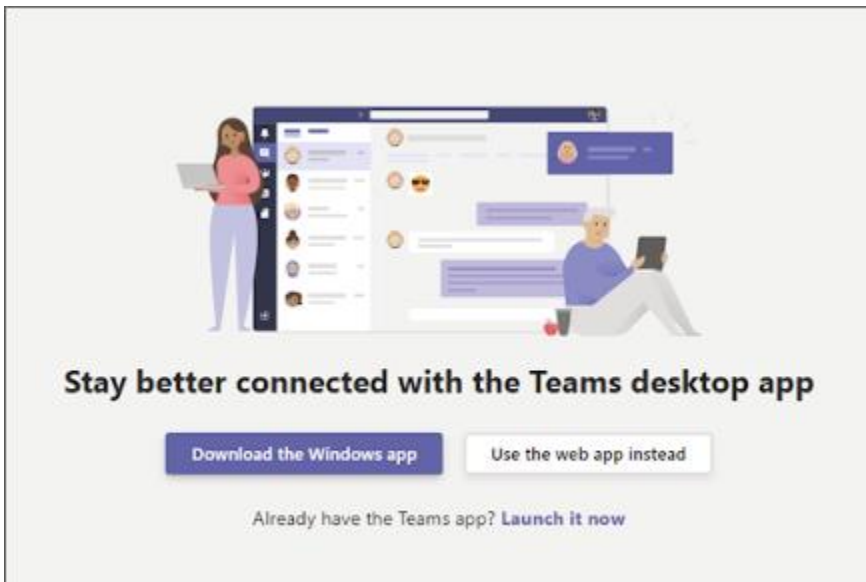


The screenshot shows the Microsoft Teams account creation page titled "The last few details". It features the Microsoft logo at the top left. Below the title, there are two input fields for "First name" (containing "Test") and "Last name" (containing "User"). A "Company name" field is also present. A "Country or region" dropdown menu is set to "United States". An important note states: "As admin, you'll be responsible for the personal data of people in your Teams org. as well as for data management requests they submit to you. [Learn more.](#)". Below this, a line of text says: "By clicking **Set up Teams**, you agree to our [terms and conditions](#)." A blue "Set up Teams" button is located at the bottom right.

6. Then wait patiently while Microsoft creates your Teams account and then sets it up for you to use. (This process can take up to a minute. You'll see two loading screens.)



7. Finally, you'll be prompted to download the Teams desktop app or use Teams web app.



8. Now that you are logged in to a verified Teams account, you will be able to join Teams meeting links as a Guest.