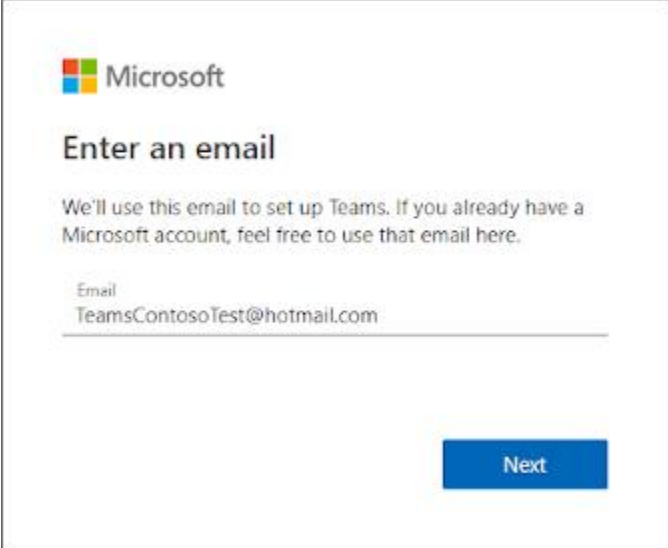# How to Join a BPS Teams Meeting as a Guest

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**.

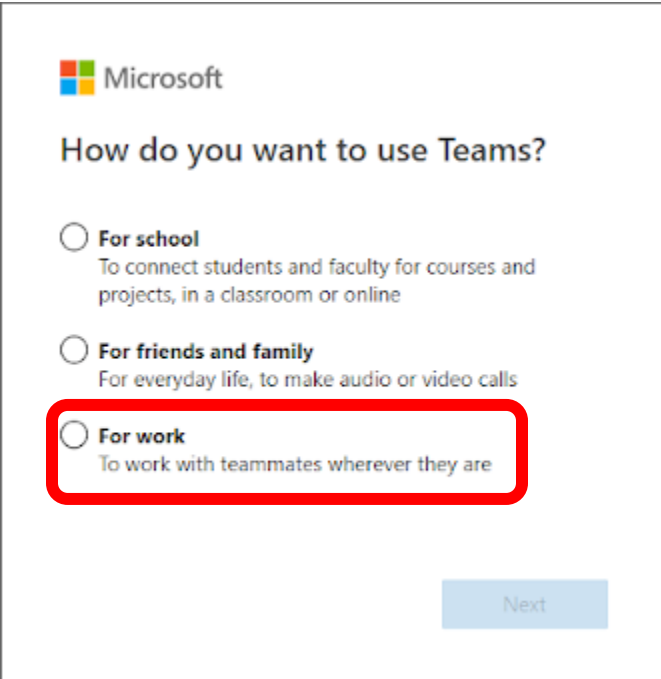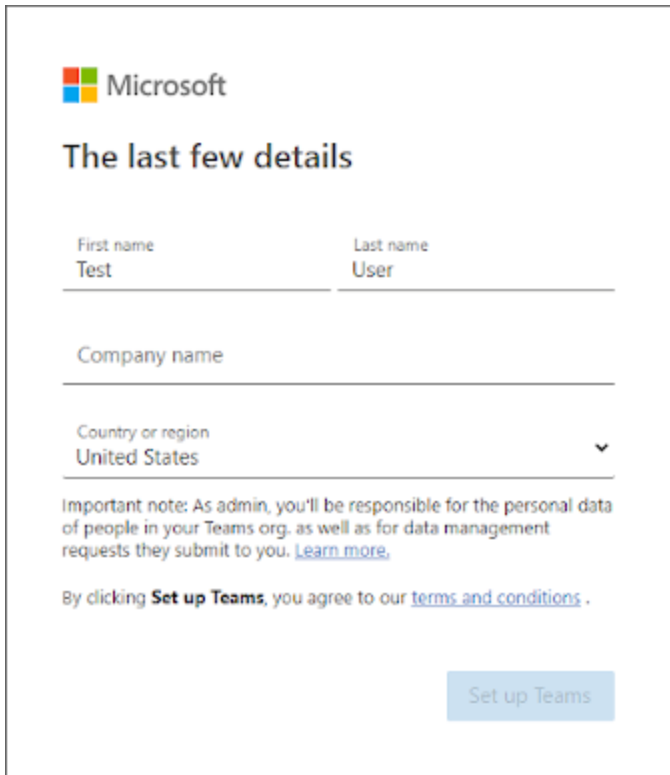   Enter the non-BPS email address you want to use with Microsoft Teams free.

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

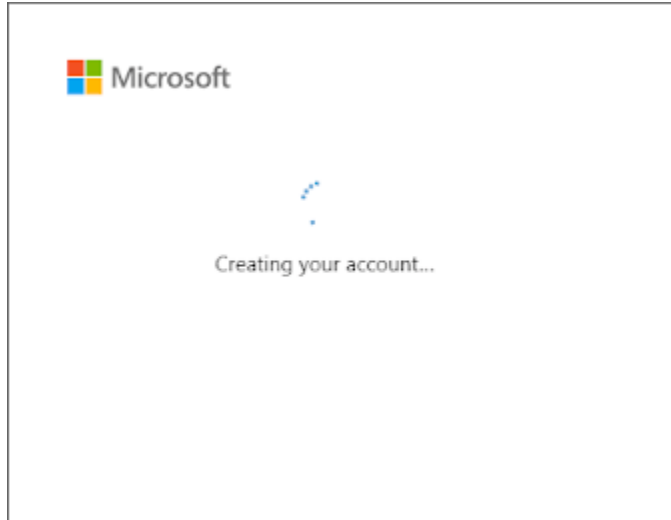3. Choose **For work**, you can continue to Step 4.

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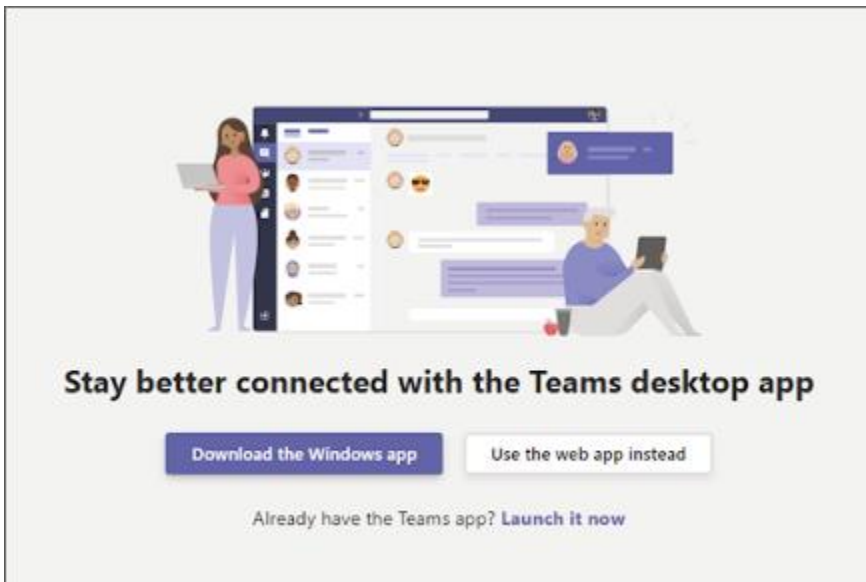
6. Then wait patiently while Microsoft creates your Teams account and then sets it up for you to use. (This process can take up to a minute. You'll see two loading screens.)

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.