

Microsoft Teams Instructions

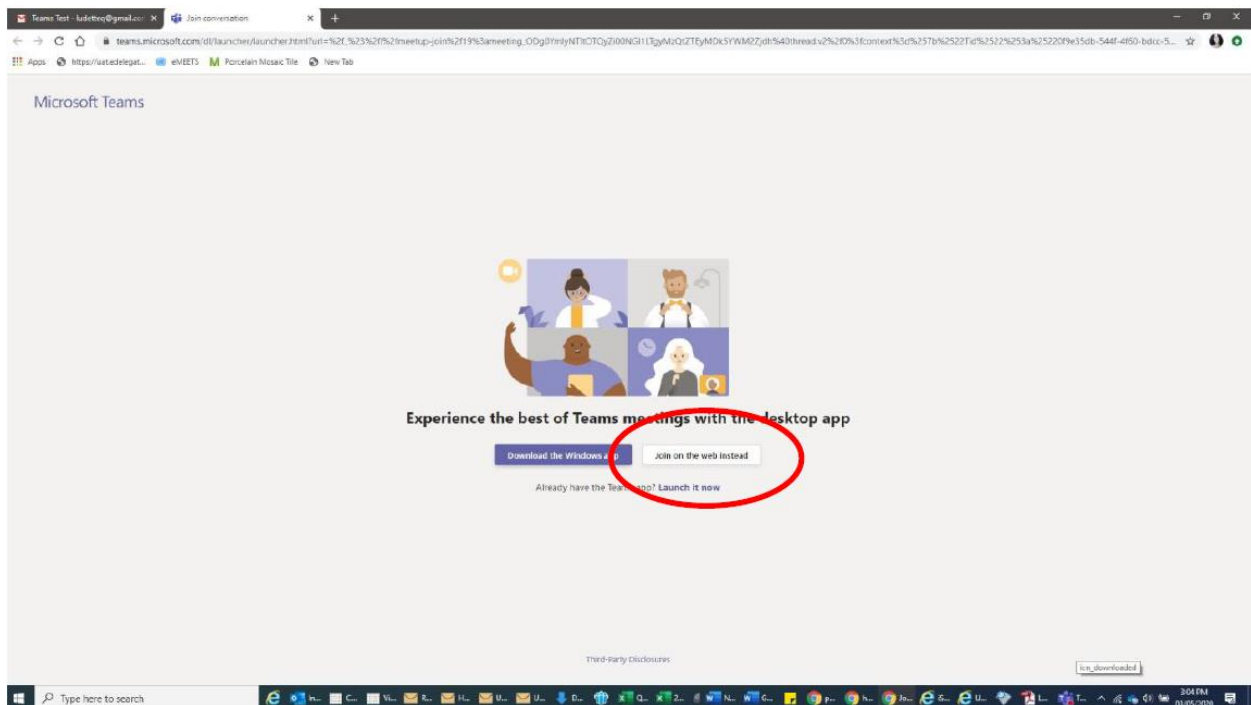
Join the Teams meeting

You should have received a meeting invitation in a calendar invite, containing a link to the meeting near the bottom of the page. Click “Join Microsoft Teams Meeting”, to join the meeting.

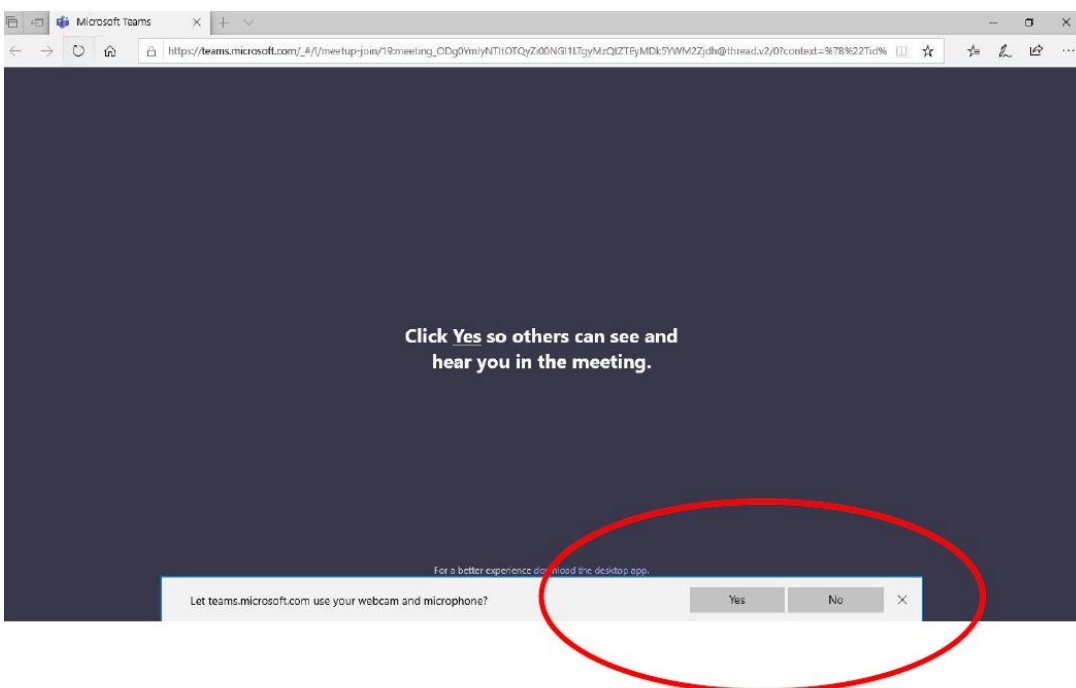
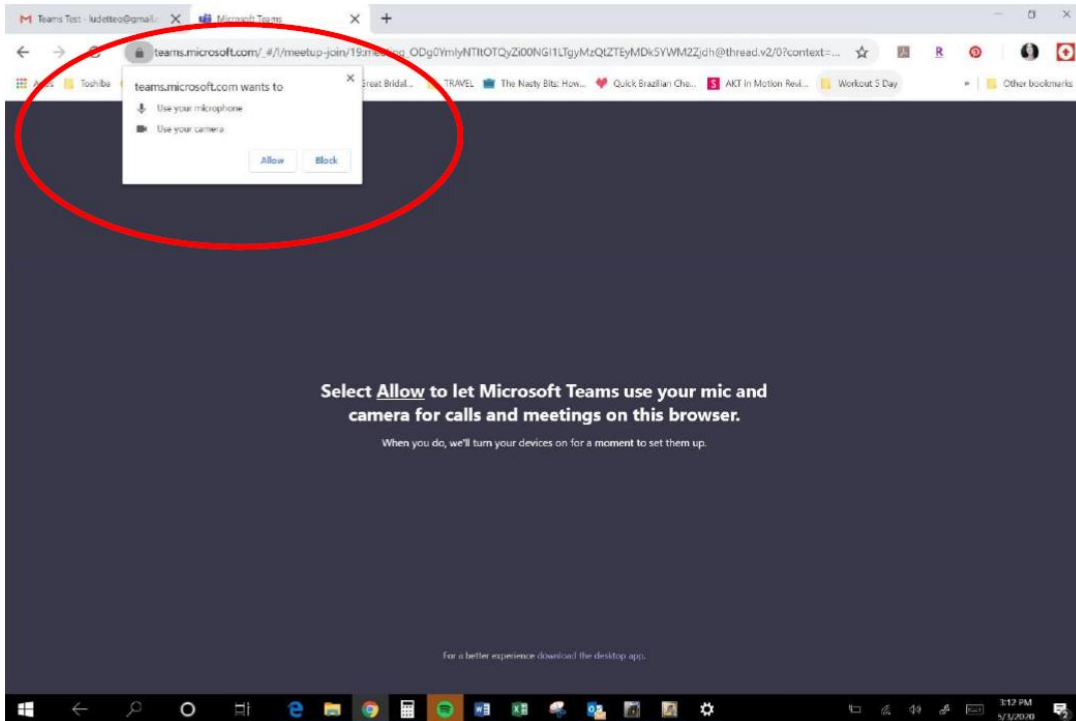


Laptop or desktop connections

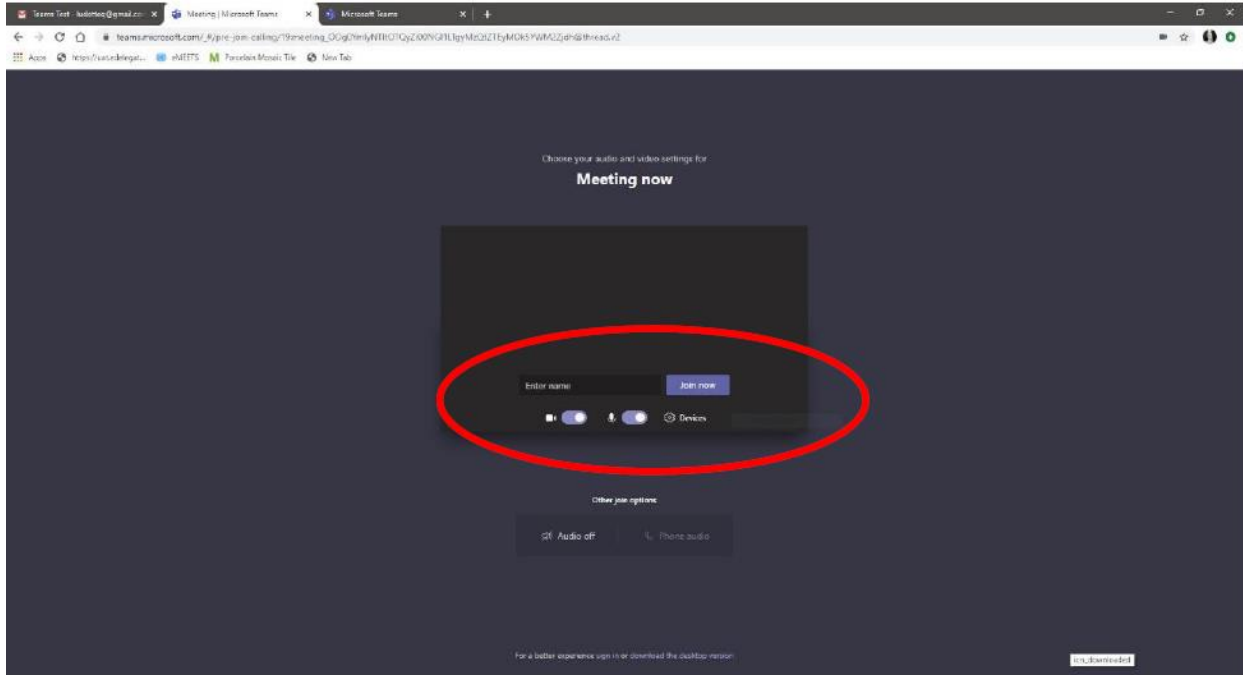
For those using desktops or laptops, who have not previously installed the app, click on the option “Join on the web instead”. The relevant area in the screenshot below is highlighted.



Please enable your camera and microphone at the outset. You will have the option to turn them off once you have joined the meeting. Screenshots for two different browsers below (for Chrome/Edge).

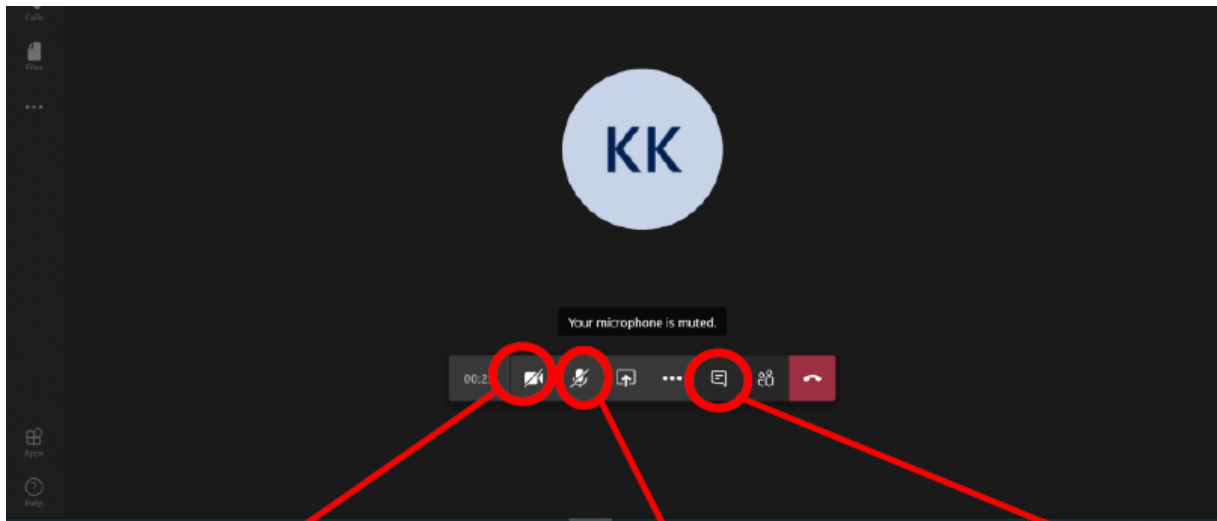


Participants will then be required to enter their name. Please use the following format: First Name, Last Name, Organization then click **Join now**.



Screen controls

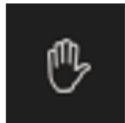
Please enter the meeting with microphones and cameras OFF.



! Please note:

- Chats are not saved, and no private chats are permitted, except with the host(s) or moderator.
- Participants enter the conference call muted and without video showing, unless and until they need to enable these features themselves.
- Avoid discussing any highly sensitive matters.

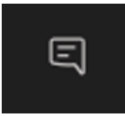
Other technicalities



Raise a hand



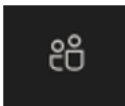
Raise your hand to request to take the word and/or ask a question



Comments



Write and/or read comments/questions



Participants

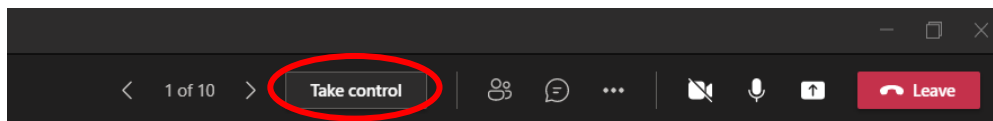


Check who are the participants

Give or request control

This setting concerns whether a user can give/request control of the shared desktop or window to other meeting participants.

Participants, who would like to present will be given control upon request: to present, click the button “Take Control” at the top of your Teams window.



Recording of the event

Only the host (PACT) or co-hosts can enable a recording on their local computers. The conference will be recorded, and a notice will show on the screen.

