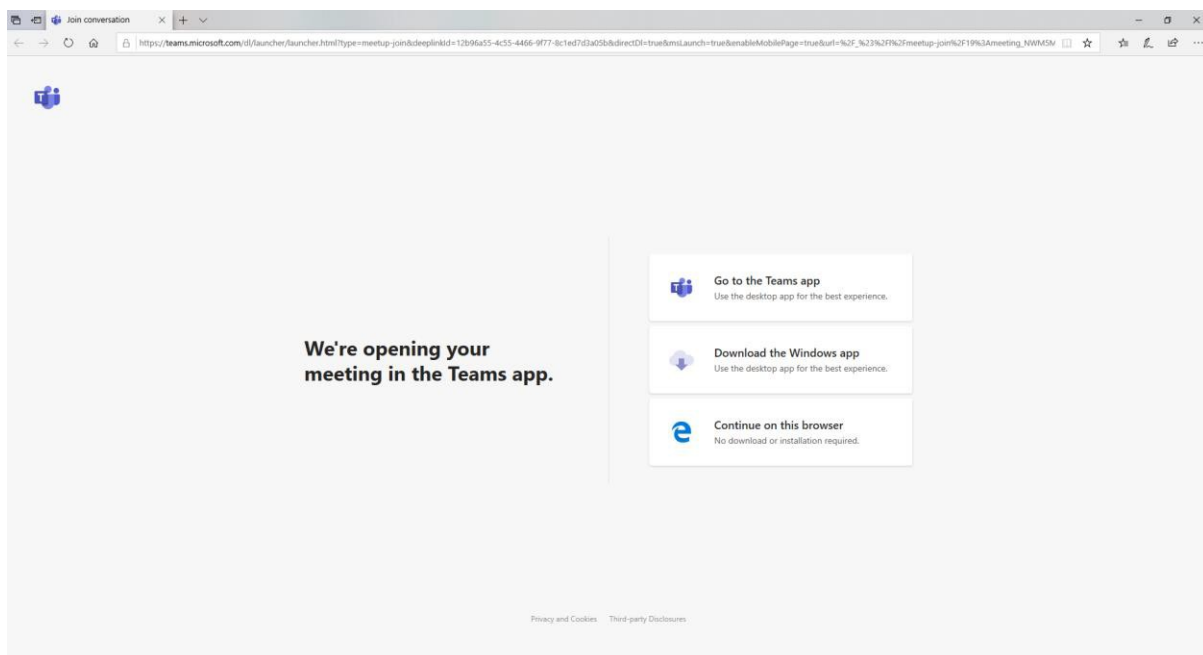


HOW TO JOIN A TEAMS MEETING

We are glad that you are joining us for our meeting being held through Teams. First, you will need to click on the button in the mailout that says, “**Join Teams Meeting**”.

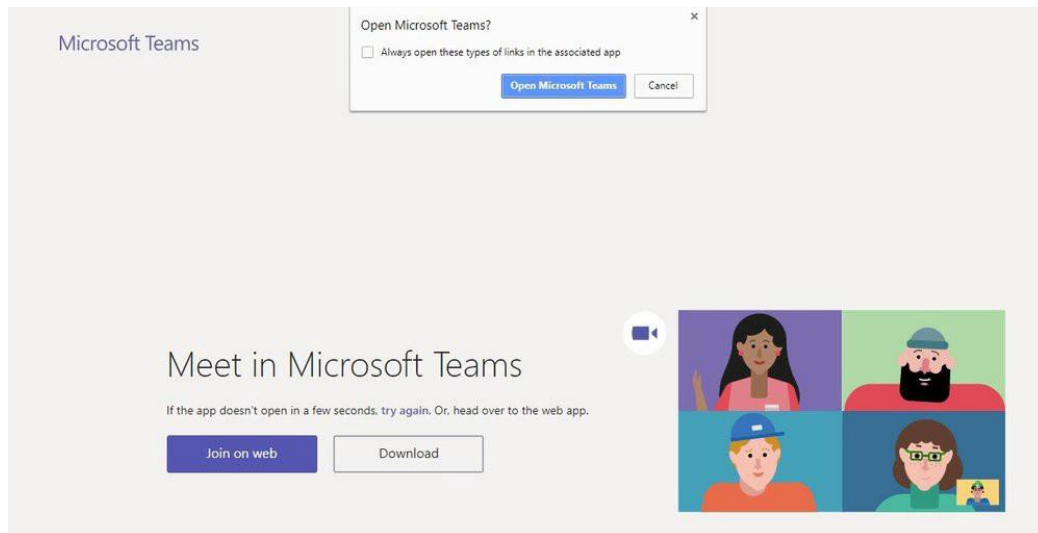
1. Once you click on the button in the email, you will be taken to a page where you can choose to:
 - a) Go to the Teams app. If you already have the Teams app, the meeting will open in the app automatically.
 - b) Download the Windows app (this is not necessary if you are on a computer or Laptop to join Teams) but if you are using a tablet or a mobile phone you must download the app first.
 - c) Continue on this browser – this will take you straight to the meeting**

See below for more details:



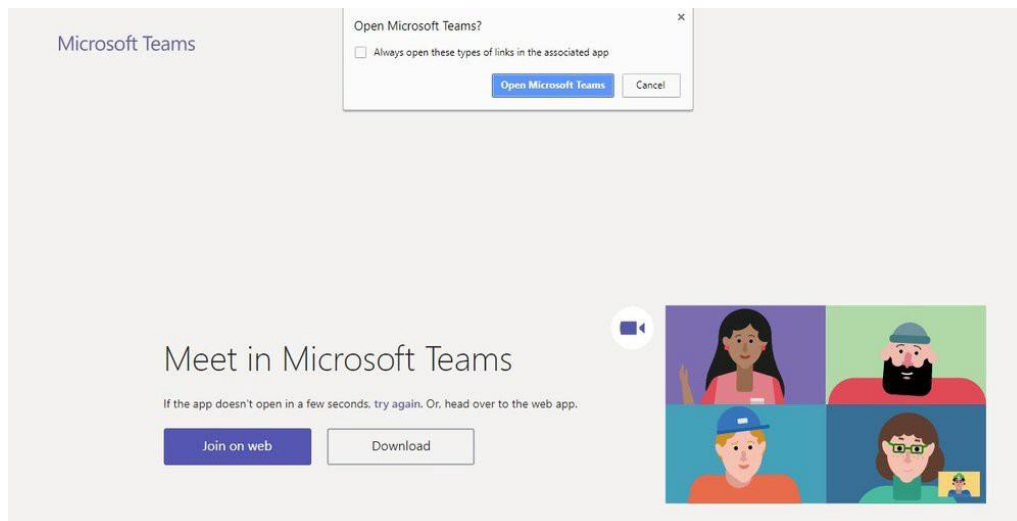
Using a Mobile Phone or Tablet

If you are using a mobile phone or tablet, you can only use Teams with the app. When you click on the button “**Join Teams Meeting**” you will go to a page similar to this. You will need to follow the prompts to download the app.

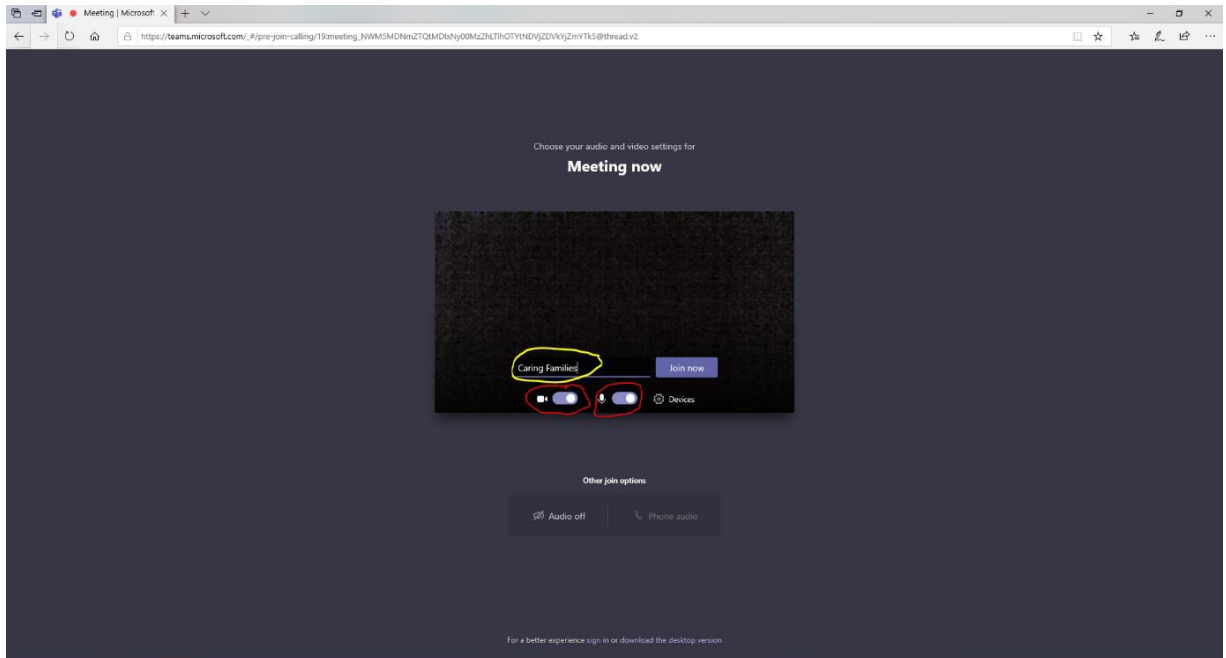


Computer / Laptop

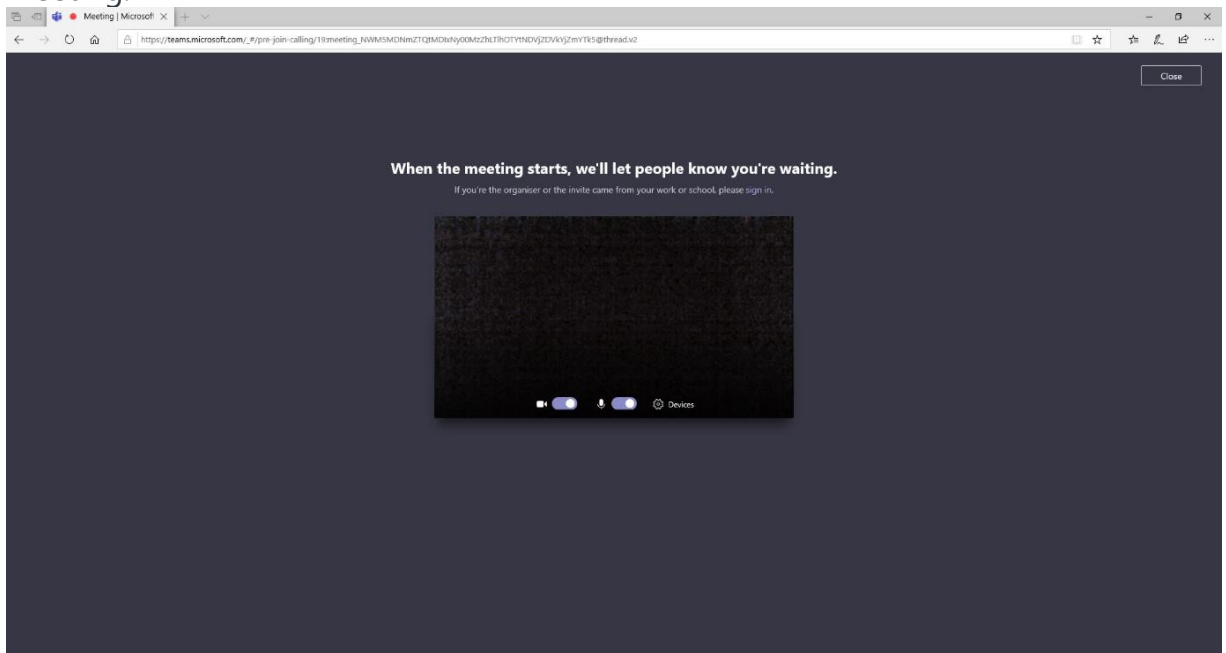
If you are using a computer, you will be given the option to join the meeting on the web or to download the app. Some browsers, including Internet Explorer, Firefox, and Safari do not support Teams calls and meetings, you will need to choose a different browser, such as Google Chrome or Microsoft Edge.



If you **join on the web** it will look like this. You will need to add your **FULL NAME** (yellow circle). Please make sure your microphone is muted (red circles):



You will be added to the waiting room and the organiser will let you into the meeting.



We look forward to seeing you there!!