

Guidance for using MS teams for AGM

- Free to use and don't need to register
- Can access via phone/tablet/computer and via chrome/Internet Explorer/Firefox/Safari; please make sure your wifi is on if you have it to avoid any data charges
- You don't have to join with video if you don't wish.
- Don't forget, if you wish to trial MS Teams out before the meeting, there are 2 x 15 min test sessions available (details on FB page and circulated via Vicki by email, and also at bottom of this document)

Before the meeting

- Please print off documents if you wish or have them accessible on your computer; these will not be shared on screen during the meeting

To join the meeting

- Please click the joining link circulated previously
- It will give the option to join via the web or via the app
- If you join via the web, you may get asked if you give permission for teams to access your camera and microphone - you will need to allow this to be seen and heard
- Enter your name (if prompted)
- If you are able, please join the meeting with your microphone off
- When ready, please click "join now"
- If you are on a smartphone, you will be invited to download the app when you click the link and this can be done from your app store

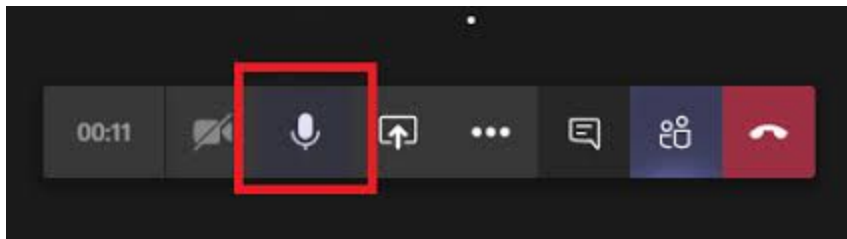
During the meeting

You can bring up this functions bar at the bottom of the screen by hovering your mouse across bottom of the screen. This will enable you to click the buttons for muting/chat/raising your hand/ending call

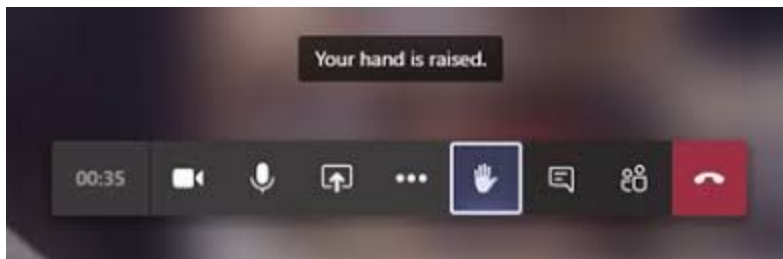


- 1) Video on/off
- 2) Microphone on/off
- 3) Share screen
- 4) Options
- 5) Raise/lower hand
- 6) Chat
- 7) Participants on call
- 8) End call

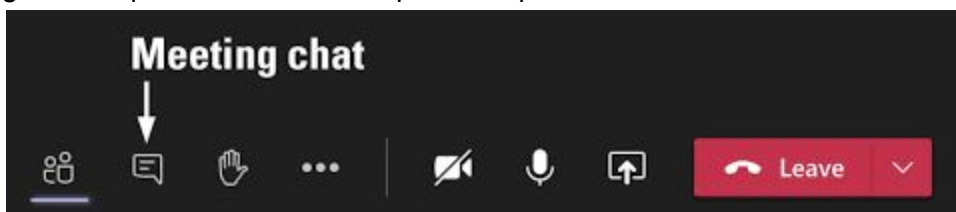
- To avoid noise for all attendees on the call, please have your microphone muted during the meeting (see below).



- If you wish to speak or ask a question, please do as you would in a normal meeting and raise your hand (virtually). (see below)

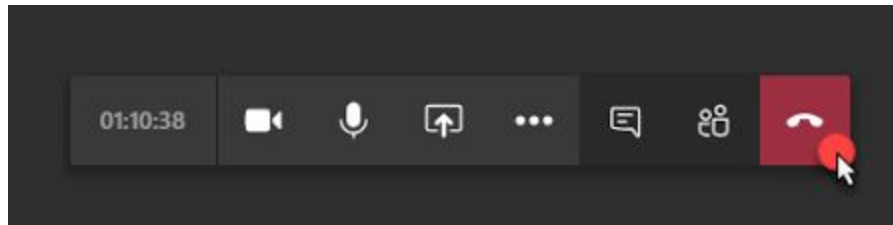


- One of the committee will then invite you to speak when suitable. When you have spoken please put your hand down by clicking the hand again.
- The chat function (see below) on MS teams will be used for registration and for voting; please do not use the chat function for discussion. If you have raised your hand but haven't had an opportunity to speak, you can include a question in the chat box and the committee will try and answer them time permitting. If there are too many and we can't get to all questions we will keep and respond after the AGM.



End of the meeting

When the meeting has concluded, please click the red phone symbol.



Thank you for coming!

Further link for help:

<https://support.microsoft.com/en-us/teams>

If you haven't used this before, don't worry it's honestly not too complicated but if you are worried, please join one of the MS teams tests!

Test sessions

1930 Wednesday 10 February

https://www.google.com/url?q=https://teams.microsoft.com/l/meetup-join/19%253ameeting_NTg3YmRINDEtY2I4OC00NzdILThkZjAtYjUzZTliZml5NDI4%2540thread.v2/0?context%3D%257b%2522Tid%2522%253a%2522274b45f0-dd6b-426b-9585-e5fcdd215b9c%2522%252c%2522Oid%2522%253a%25221a24f024-a500-44c2-b948-85549379c16a%2522%257d&sa=D&source=calendar&usd=2&usg=AOvVaw0eIXyWh0g66wrQAnMJEjYh

1930 Thursday 11 February

https://www.google.com/url?q=https://teams.microsoft.com/l/meetup-join/19%253ameeting_NTikNGEwYjUtNjBhNi00MzMmLTThiZGYtZTQ3YTZINGRjNDY5%2540thread.v2/0?context%3D%257b%2522Tid%2522%253a%2522274b45f0-dd6b-426b-9585-e5fcdd215b9c%2522%252c%2522Oid%2522%253a%25221a24f024-a500-44c2-b948-85549379c16a%2522%257d&sa=D&source=calendar&usd=2&usg=AOvVaw3-jxl1smVeg4lb9GF0960Z