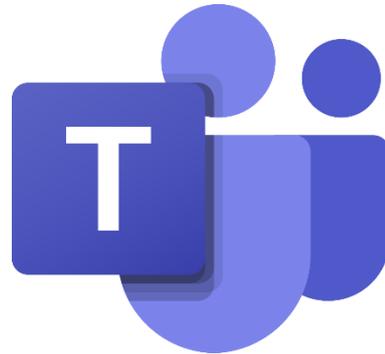


What is Microsoft Teams?



Microsoft Teams is used by many businesses so that employees with their organisation can share information and keep in touch.

It will also enable businesses to make 'virtual' appointments between contractors and their existing or potential supply chain.

Participating in a Teams meeting as a guest

The meeting organiser will send an email invite to a 'Teams' virtual meeting or contact session via your chosen personal email address (i.e. Outlook, Gmail, Hotmail etc.)



Please Note: You will receive an email from the organiser (if this isn't received always check your junk mail). Do not respond or accept this meeting invite as the email may disappear.

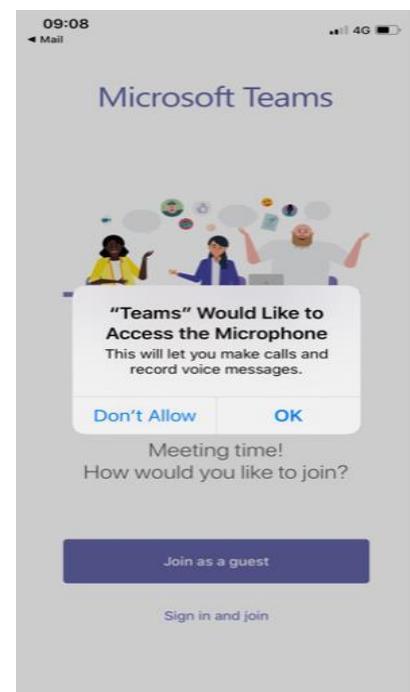
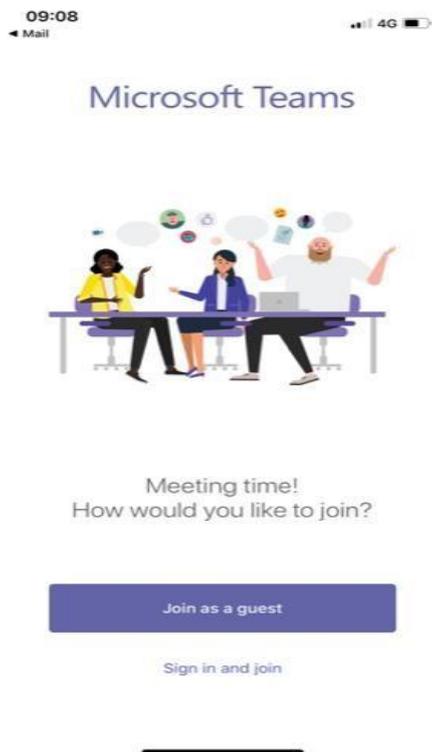
Please follow the instruction below to participant using your Smart Phone or Laptop/PC.

Using a Smart Phone or Handheld Device:

If you are using a smart phone or handheld device you will first need to download the **Microsoft Teams** App from the App Store or Google Play.

This is a **free app** and you do not have to create an account.

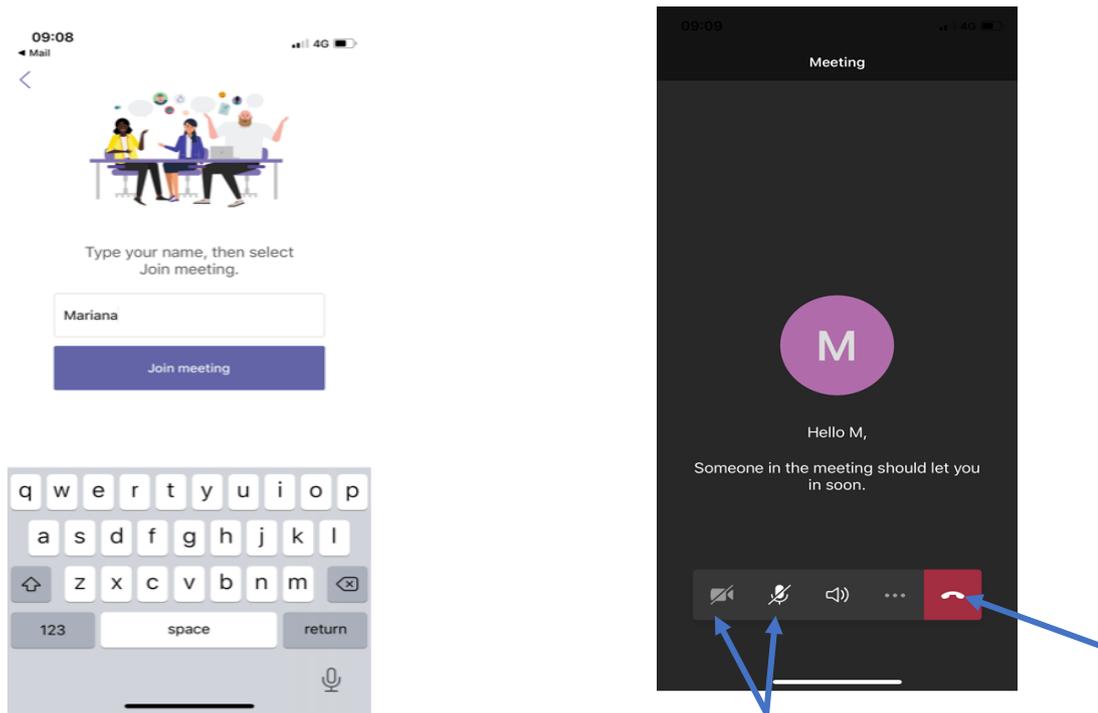
- At the time of the meeting click on the link in the calendar invite to “**Join the meeting**”. This will take you directly to the App you have installed.
- Click on “**Join as guest**” and when asked click OK to allow Teams to access the microphone.



- Enter your full name and click on “**Join meeting**”.

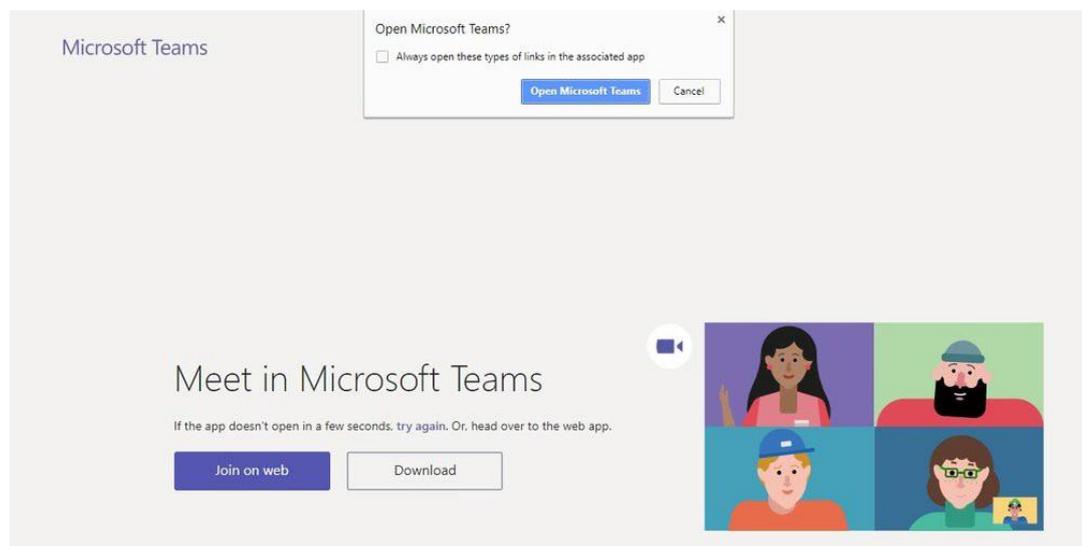
This will take you to the meeting where the meeting organiser will see that you are joining and allow you to enter the meeting.

- When entering the meeting your video and audio should unmute but if it does not click on the camera and microphone icons to ensure that there is no line through them.
- When the meeting is finished click on the **red phone icon** to leave the meeting.



Using a Laptop or PC:

- At the time of the meeting open the calendar invite and click on the link “**Join Microsoft Teams Meeting**”.
- If you have Microsoft Teams installed and you have an account it will take you directly to the meeting. If you do not have Microsoft Teams it will take you to a web page.
- From this page you can “**Join on Web**”.

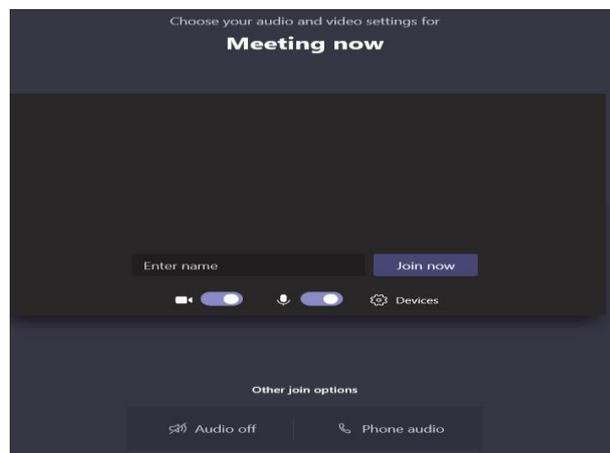


- First ensure that you click **Yes** or **Allow** to enable your microphone and video which will allow other attendees to see and hear you in the meeting.

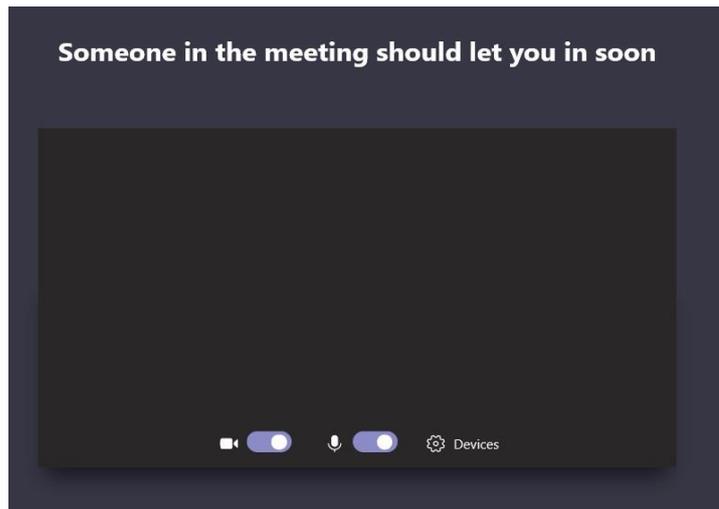


Note: depending on the type of browsers your using this message may appear in a different location i.e. if using Chrome then the allow mic option will appear in the top left hand corner, on Microsoft Edge it appears allow the bottom.

- Then enter your full name and click on **“Join Now”**

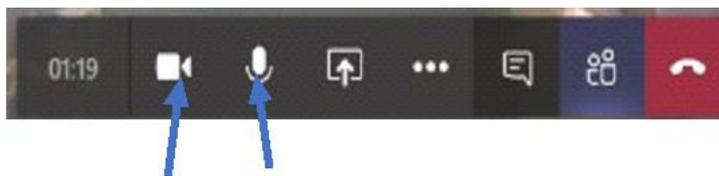


- You will then receive a message saying that “Someone in the meeting should let you in soon”. The meeting organiser will see that you are joining and allow you to enter the meeting.



- Ensure that your video and microphone is turn on.

There should be no lines through the camera or microphone icons.



- Once the meeting has concluded click on the red phone icon to leave the meeting.

