

Microsoft Teams Guidance

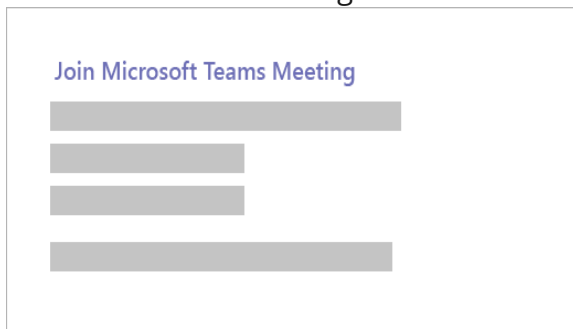
September 2021

JOINING

You can join a Microsoft Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

STEP ONE

Go to the meeting invite and select Join Microsoft Teams Meeting.



STEP TWO

That will open a web page, where you will see two choices: "Download the Windows app" and "Join on the web instead". If you **join on the web**, you can use either the Microsoft Edge or Google Chrome web browser.

STEP THREE

Your browser may ask if it's okay for Teams to use your microphone and camera. Be sure to allow it so you can be seen and heard in the meeting.

STEP FOUR

Enter your full name and when you are ready click "join now".

STEP FIVE

You will now be in the meeting!

TIPS FOR ATTENDEES

Your control bar will look like this.



AFIA will have all attendees **on mute** to avoid any background noise disrupting the event.

We will take questions at the end of each speaker session. **If you would like to ask a question** either (a) raise your hand physically or (b) select the 'raise hand' tool.

When the Chairman asks for your question:

- take yourself of mute
- state your name and town,
- ask your question succinctly.

If would be great if everyone asking a question has their **camera turned on** so we can see you.

If we run out of time for questions, we will endeavour to address these offline after the Forum.

Each event is being recorded, so if you miss something, you can watch it again at your leisure.