Annual General Meeting - Microsoft Teams

This document gives a quick run down of how to attend our Annual General Meeting on Microsoft Teams.

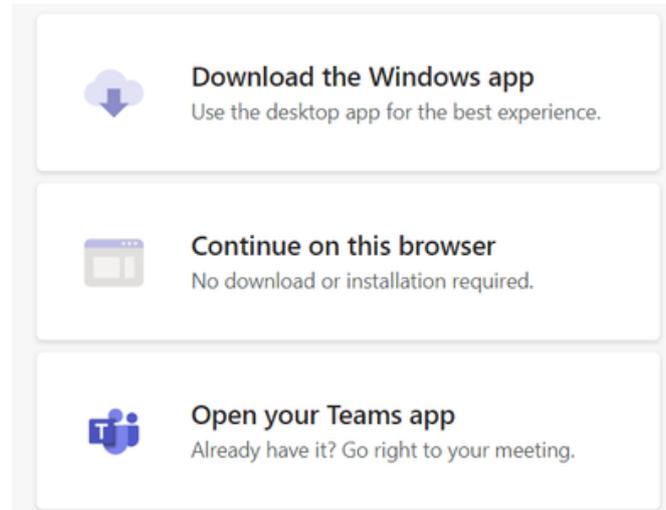**Step 1)**
Click on the link sent to your email address.

Step 2)
Once you click the email link you will be taken to a screen with three options.

You do not need an account, simply choose which option is best for you.

Then, allow access to your camera and microphone, enter your name and click Join Meeting.
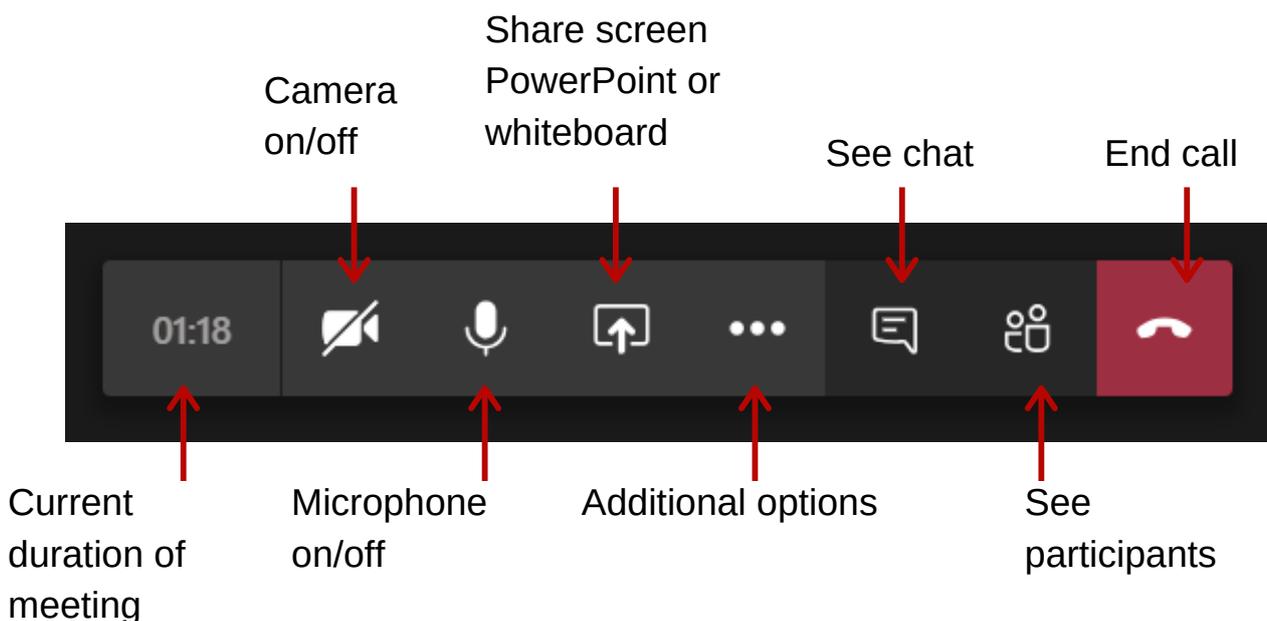

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

Waiting Room

Before you enter the meeting, you will be taken to a Waiting Room, until you are let into the meeting. Once you are let in to the meeting, please **mute your microphone** and blank your screen.

The Meeting

During the meeting this bar will be visible either by moving the mouse (PC) or tapping on the screen (mobile)

Camera on/off

Share screen PowerPoint or whiteboard

See chat

End call

Current duration of meeting

Microphone on/off

Additional options

See participants

Click here for more information and technical support