



General Meeting

Attendees Instructions – Microsoft Teams

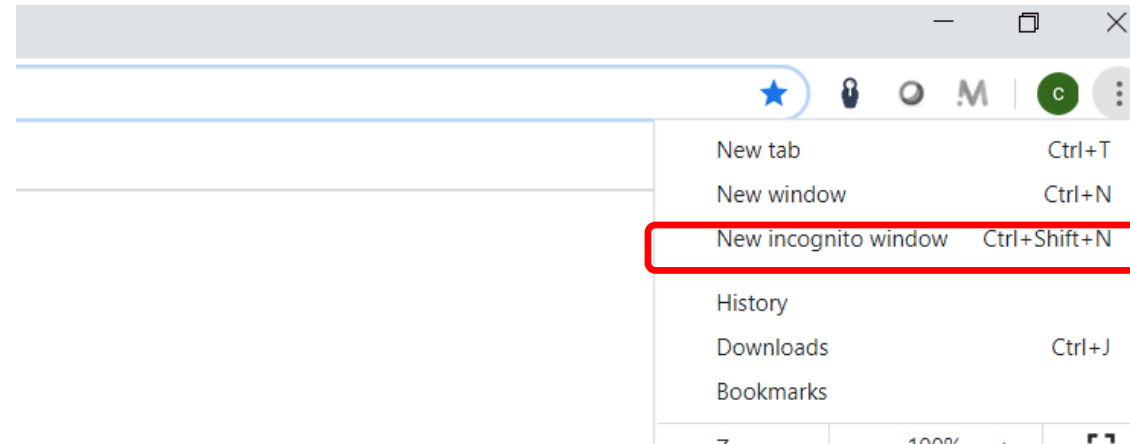
Abril 2020

How to access online meeting

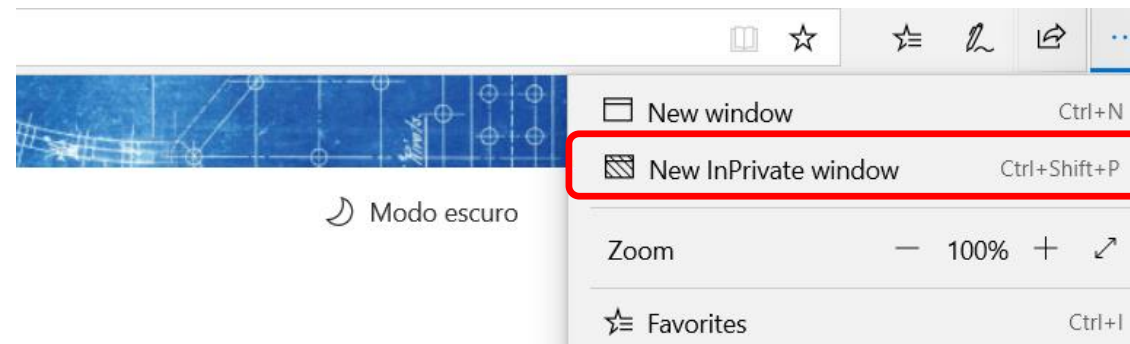
Meeting Access

- Attendees should open the web browser with incognito mode
- Next copy the link received by email into the web browser to access online meeting

Google Chrome

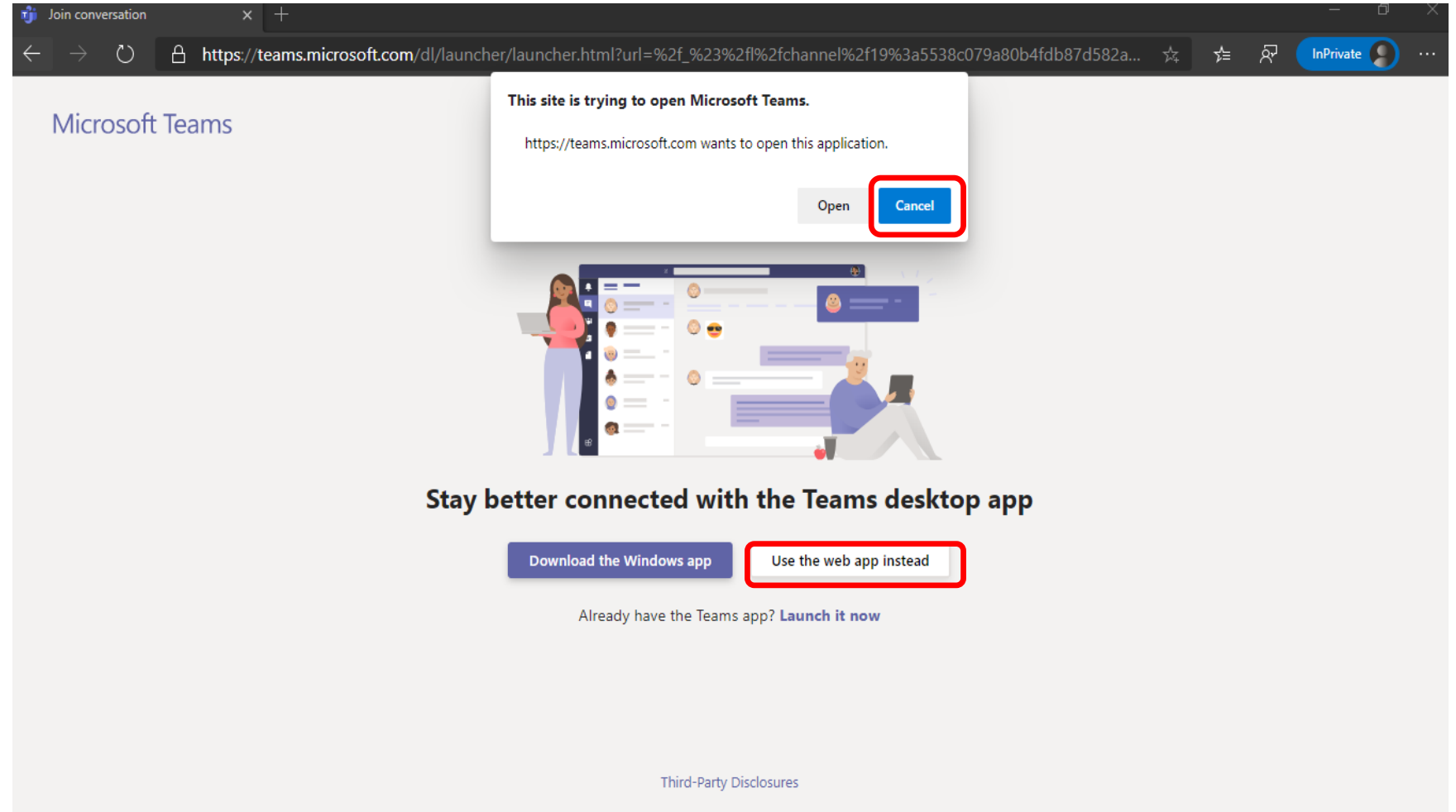


Microsoft Edge



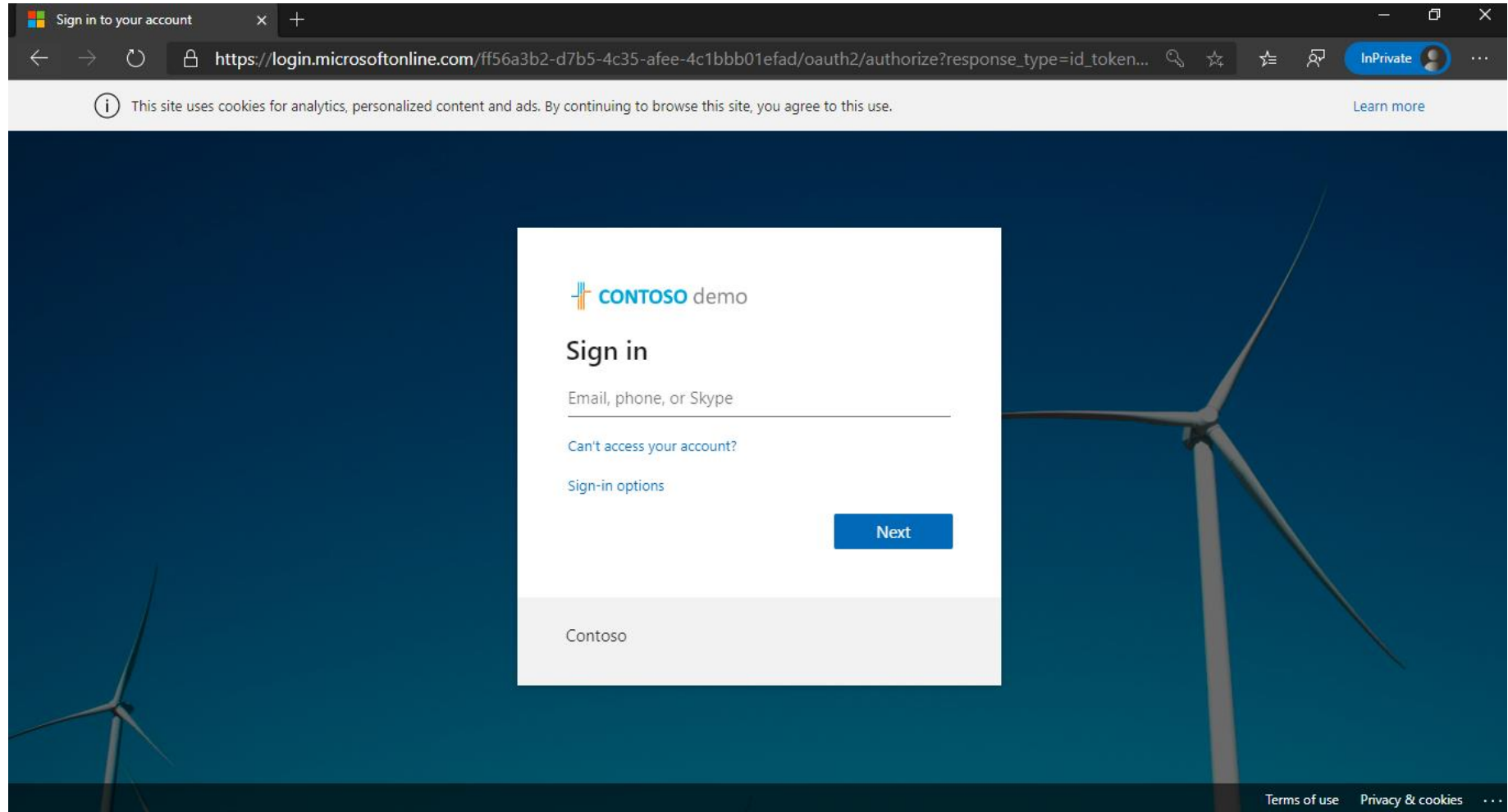
Meeting Access

- In Microsoft Teams screen, select option “Cancel” and next “Use the web app instead”



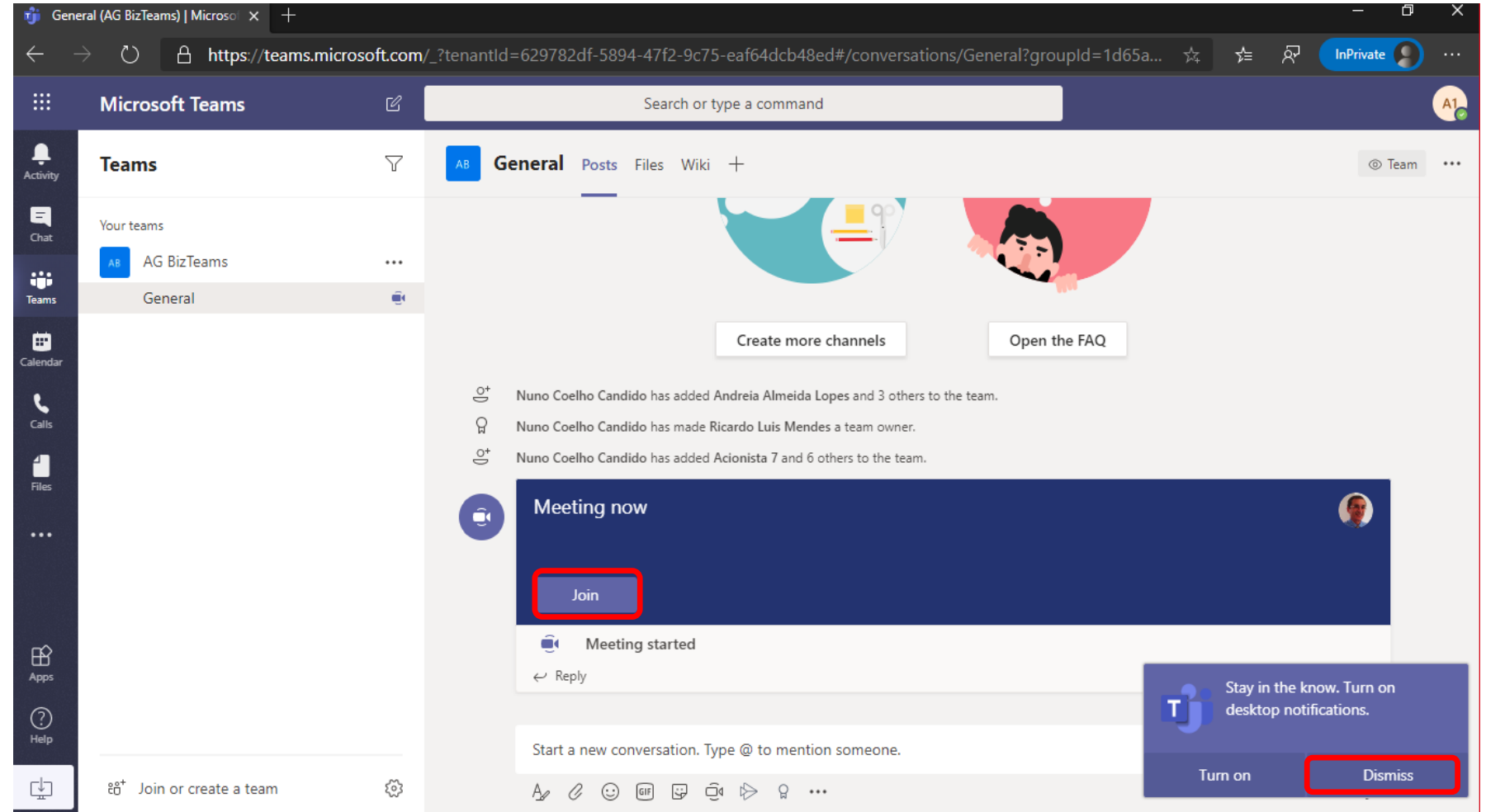
Authentication

- Attendees should use the username and password received by email to authenticate to the meeting



Start Meeting

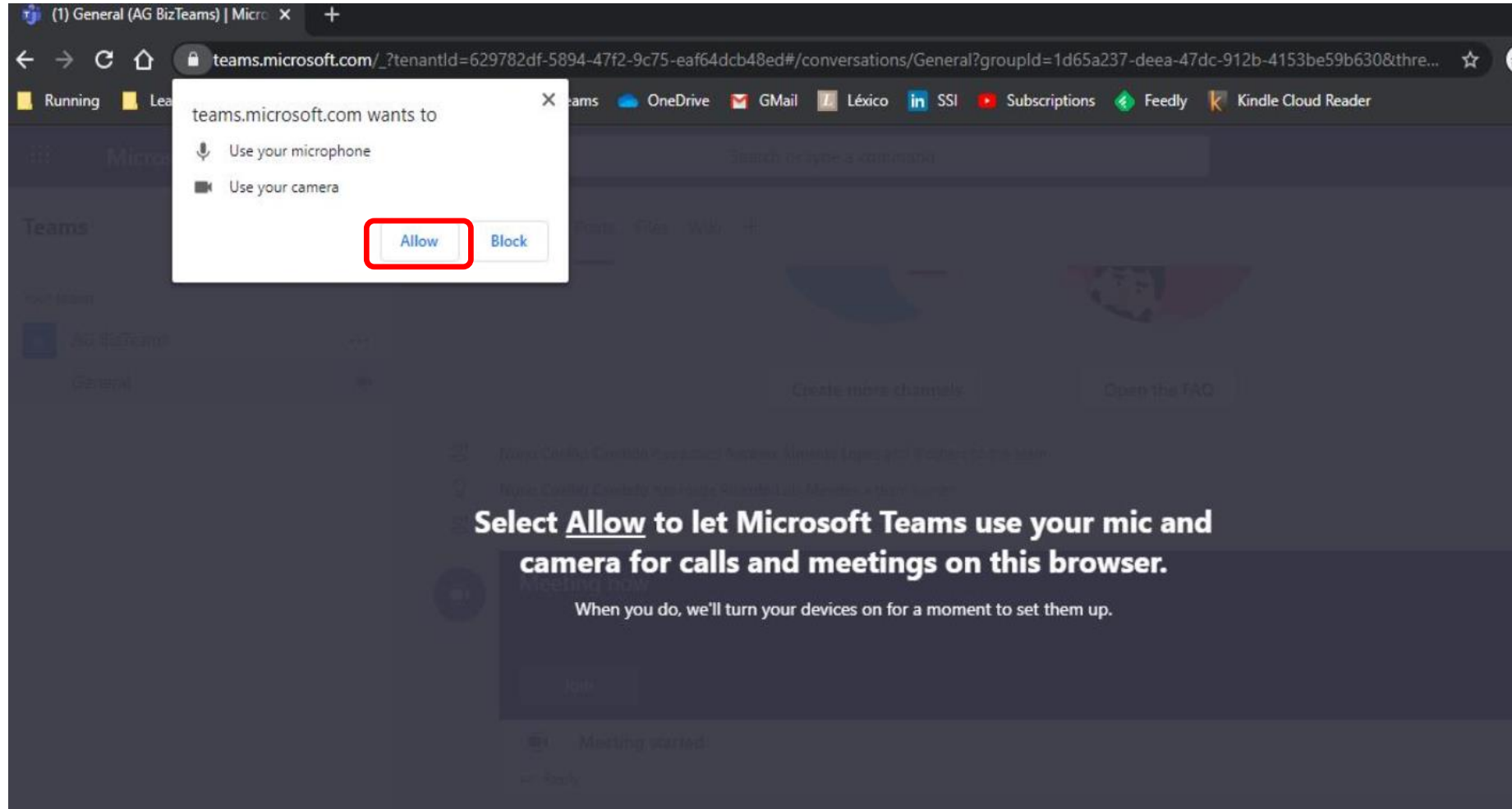
- Attendees should select option “Dismiss”
- Next select option “Join” to join meeting



The screenshot shows the Microsoft Teams web interface. On the left sidebar, the 'Teams' icon is selected. The main area displays the 'General' channel of the 'AG BizTeams' team. A 'Meeting now' banner is visible, with a 'Join' button highlighted by a red rectangle. Below the banner, a 'Meeting started' notification is shown. At the bottom right, a notification banner prompts the user to 'Turn on' or 'Dismiss' desktop notifications, with the 'Dismiss' button highlighted by a red rectangle.

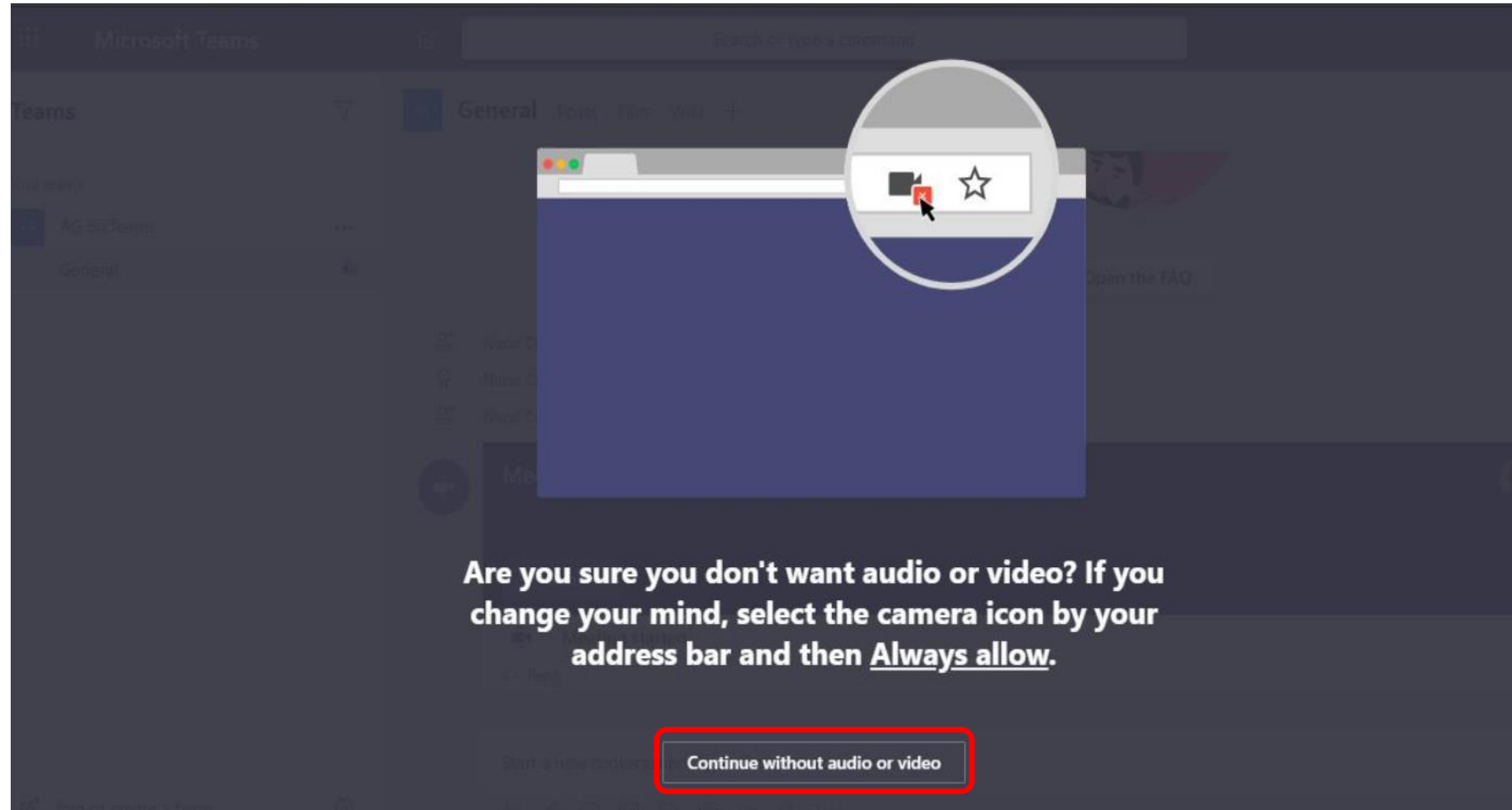
Camera and Microphone

- Attendees should allow Teams use camera and microphone by selecting the option “Allow”



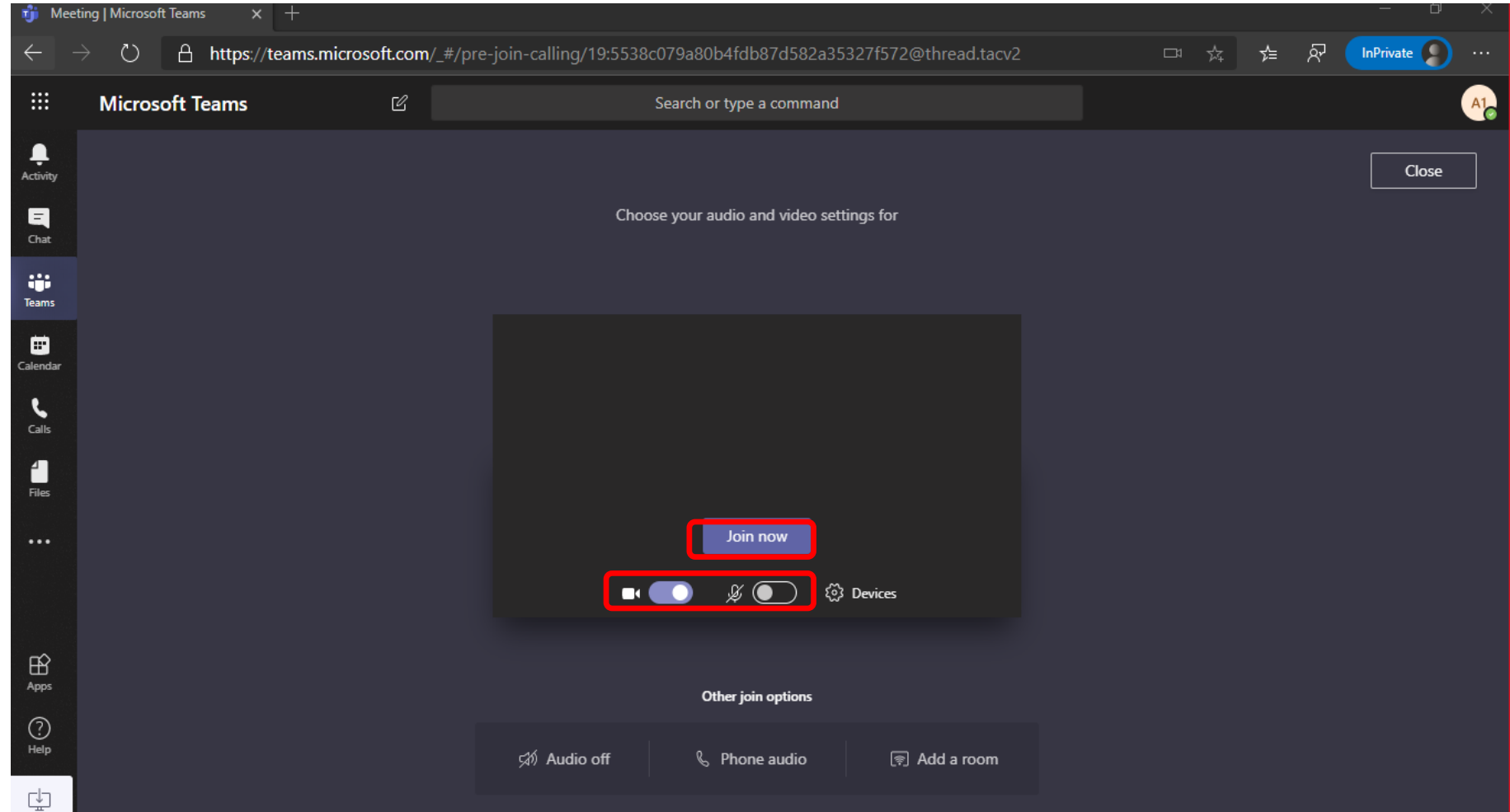
Camera and Microphone

- Next select option
“Continue without audio
or video”



Join Session

- Attendees should connect to the session with camera on and microphone off
- Next select option “Join now”



Conversation

- Attendees can speak with other participants using the option “Meeting chat”

