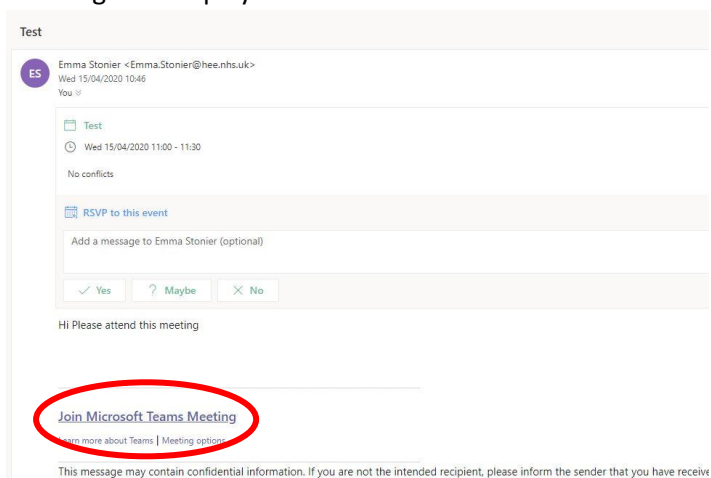


## Key Points before you start

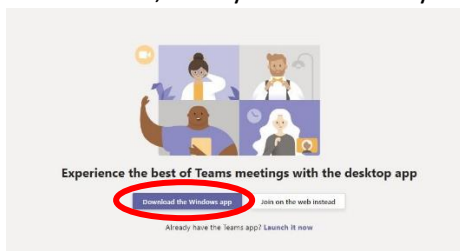
- It is advisable that you download the MS Teams app to your device in advance of the meeting where possible, to avoid any connection issues. You can download the app to your laptop here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> or onto your phone/tablet by visiting your device's app store.
- A laptop or tablet is the ideal platform for teams as it presents less issues. Where possible please use a laptop.
- When you join the MS Teams Meeting, **please ensure you use your full name (First Name and Surname) only** to sign in, as this will be used to set attendance.
- Use of a camera is preferable, but not essential to join the training room. Audio/Microphone capabilities will be necessary. Please check that your devices audio equipment is working before joining the training.
- To ensure an interactive session please have your camera switched on where possible. This is how engagement will be monitored and in turn eCPD awarded.
- All participants microphones will be muted upon entering the classroom. We request that all microphones stay muted unless you wish to ask a question, or you are asked to unmute. If you wish to ask a question, providing you have microphone capabilities, you will be able to unmute your microphone (using the toolbar) and speak.
- There is a Meeting Chat function which will be used throughout the session to ensure participant engagement. This function can be found on the toolbar. (See how to use teams guide)

## Accessing Teams Meeting from Email Invite

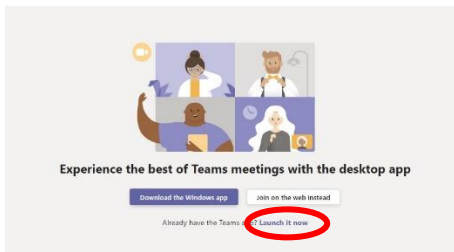
- Open the email invitation you received for the meeting and click on the 'Join Teams Meeting' link displayed.



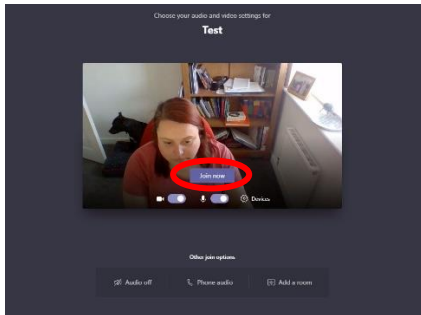
- You may then be presented with this screen. If you don't have Microsoft Teams App already downloaded, then you can do so by selecting this option:



- If you already have MS Teams downloaded, you should select the following option:

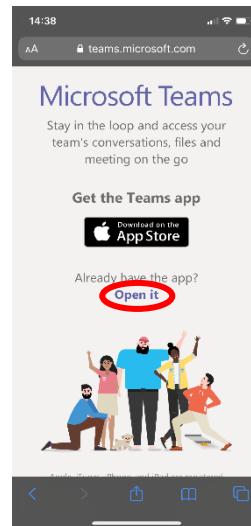
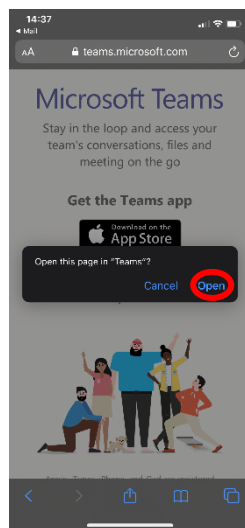


- Once installed, this should allow you into the meeting. Start-up should look like the image below. Click on the 'join now' button when you are ready.

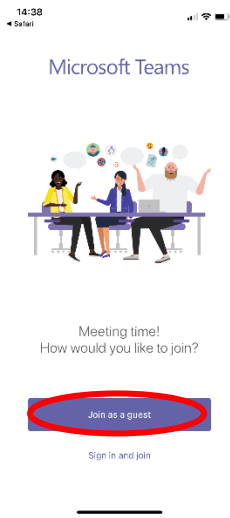


### Accessing MS Teams from a Smart Phone (example from iPhone)

- Firstly you will need to download the Microsoft Teams app from your devices App Store
- Once this has been downloaded, return to the email including the link and click 'Join Teams Meeting'
- You should then see something similar to the image below. Either allow access to the app as prompted or click 'open it'



- You should then see the following screen displayed. Click 'Join as a guest'.



- You will then be able to enter your name and join the meeting:

