

Key Points before you start

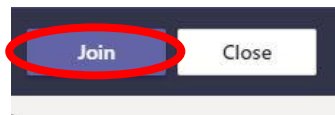
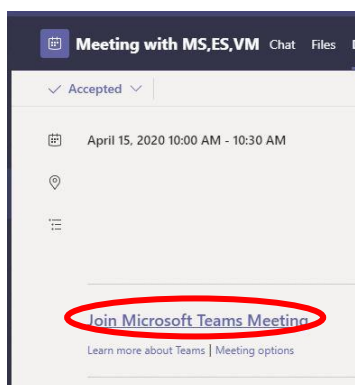
- A camera is not essential to join the training room, but audio will be necessary. Please check that your devices audio equipment is working before joining the training.
- You can choose whether you would like to share video or not, we will still be able to know who is present in the training room.
- 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.
- For those who don't have microphone capabilities, there is a chat function which you can find on the toolbar. Click this and a panel will display on the right hand side. You can ask questions here for the speaker to answer as they go along or at the end of the session as they prefer.

Accessing Teams Meetings from MS Teams (HEE Staff only)

- You can access the meeting from your calendar in MS Teams in 2 ways:
 - If the meeting has already started, you will see a join button as detailed below



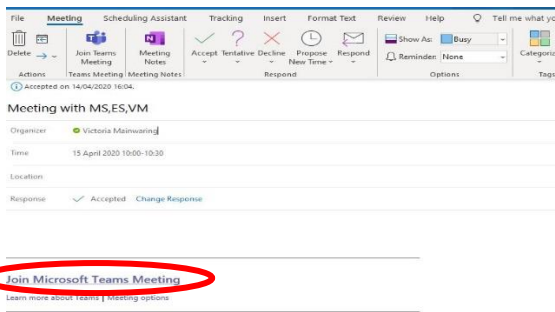
- If the meeting has not yet started, double click the calendar item to open the original invite, then click 'join Teams meeting link' or the 'join' button on top right side.



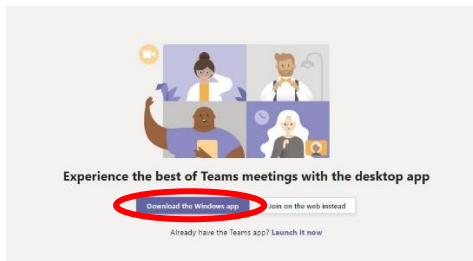
- This should then bring you into the meeting. If not you may have been admitted to the lobby and someone will admit you shortly.

Accessing Teams Meeting from Outlook

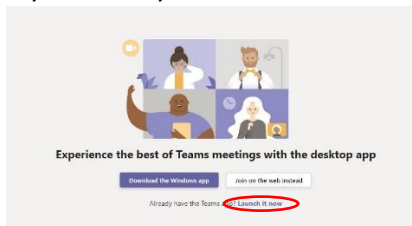
- If you have accepted the meeting, go to your calendar and double click on the meeting invite. Then click the join meeting link



- If you do not have MS teams installed you may see the following window prompting you to install. Please do so.



- If you already have teams installed, you can 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.

