

Joining_Instructions

Dear Member,

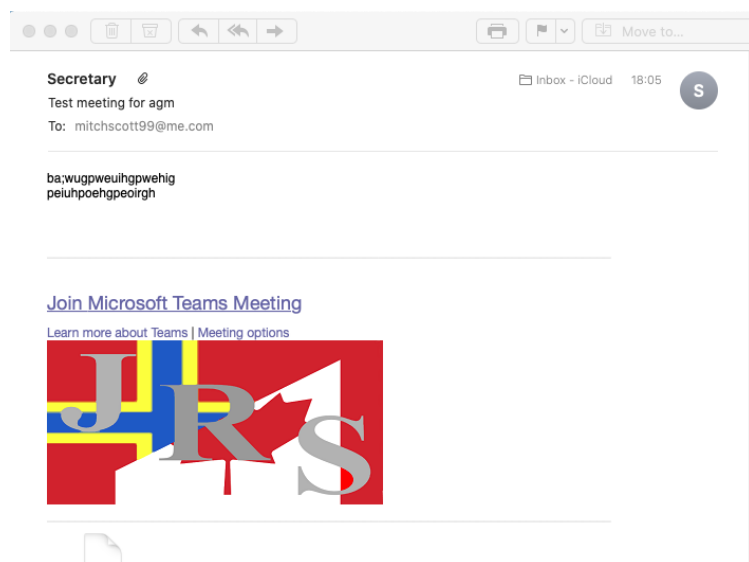
We've collated instructions to help you join the AGM. You don't have to have the Teams application to attend but it may improve your experience.

Whilst Teams is perfectly usable on tablets you get easier access to the tools when using a PC/laptop.

If you are happy to use Teams it can be downloaded for free from any of the app stores. You will also need a Microsoft account login and password (also free).

If you would like to test the connection, please contact Michelle Scott on secretary@johnraesociety.com and she will arrange a test message/meeting to verify access prior to the AGM.

If you have registered, you will receive an email with a link to "Join Microsoft Teams Meeting". At the appropriate time all you need to do is click this link and you'll be taken through the log on procedure.



Please ensure that you have checked that your microphone is turned on and that you give access to camera.

We would welcome your comments/questions/views via email to secretary@johnraesociety.com. Our Chairperson will be collating and responding to them on the day, if not before.

Finally, we record our board meetings online so please be aware of this before you join.

How to join a meeting when receiving an invitation via email (but you don't have teams)

The link below will take you to a YouTube video of how you login to the meeting via a web browser.

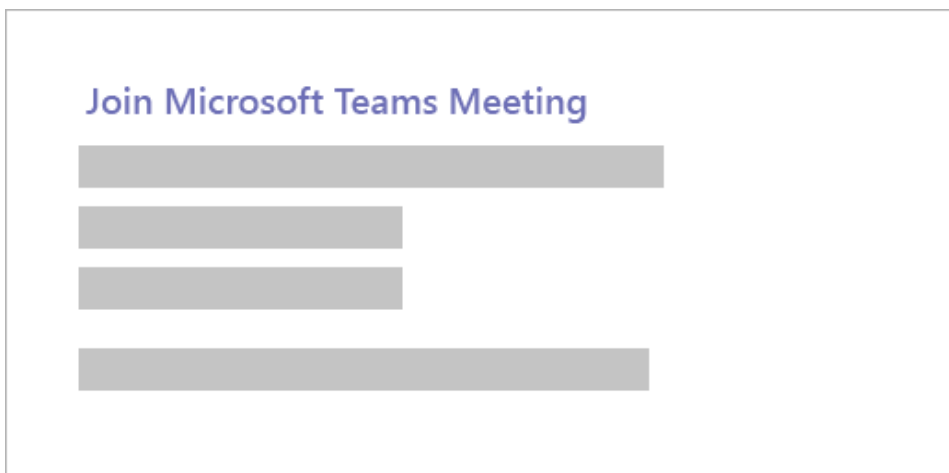
Video

<https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiiy8jw6ZXsAhXCShUIHdz4AkIQwqsBMAR6BAGEEAs&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DEEWF81HIDKk&usg=AOvVaw0QLICdY5HKONZfAVv5Frfr>

Using a desktop/laptop/tablet without Teams

You can join a Teams meeting anytime, from any device, whether or not you have a Teams

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



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either **Microsoft Edge** or **Google Chrome**. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. When you're ready, hit **Join now**.
4. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Here is a list of Teams meeting controls for your information:



Meeting Controls Panel Elements

1. **Meeting Timer:** The meeting timer displays the amount of time you have been in the meeting.
2. **Camera Button:** Click the camera button to turn your camera on or off. If your camera is currently off, the camera icon will have a slash through it.
3. **Microphone Button:** Click the microphone button to mute or unmute your microphone. If your microphone is muted, the microphone icon will have a slash through it.
4. **Share Button:** Click the share button to open a panel with options for sharing your entire screen, a specific window, PowerPoint files, or Microsoft Whiteboard. Check the **Include system audio** box if you want to share audio from an application, then click on an item to share it with meeting participants. While you are sharing, you can click on the share button again to stop sharing. Learn more about sharing at [Microsoft Teams - Sharing Your Screen in a Teams Meeting](#).
5. **More Actions Button:** Click the more actions button to open a menu of additional Teams actions and features. Among the options listed in this menu are options for accessing device settings, entering full screen mode, and starting or stopping a meeting recording.
6. **Raise Your Hand Button:** Click the raise your hand button to alert the presenters that you have something to contribute without interrupting the ongoing conversation. Other participants will be able to see an icon next to your name that indicates you have your hand raised. This icon shows up in both the video window and the *People* panel.
7. **Show Conversation Button:** Click the show conversation button to open the *Meeting chat* panel in the right side of the meeting window and chat with meeting participants.
8. **Show Participants Button:** Click the show participants button to open the *People* panel in the right side of the meeting window and view a list of meeting attendees. If you are the meeting *Organizer* or a *Presenter*, you may admit any guests waiting in the meeting lobby by clicking the **check mark** next to their name.
9. **Hang Up Button:** Click the hang up button to leave the meeting. Other participants will be able to continue without you. If you would like to end the meeting for all participants, click on **More Actions > End Meeting**.

Video Conferencing Etiquette

1. Mute yourself when not speaking.
2. Be on time.
3. Ensure your technology works correctly.
4. Use technology to fully engage remote participants.
5. Choose the proper software and hardware.
6. Wear work-appropriate clothing.
7. Frame the camera correctly.
8. Have the right light.
9. Look into the camera.
10. Pay attention.
11. Don't eat whilst on camera.