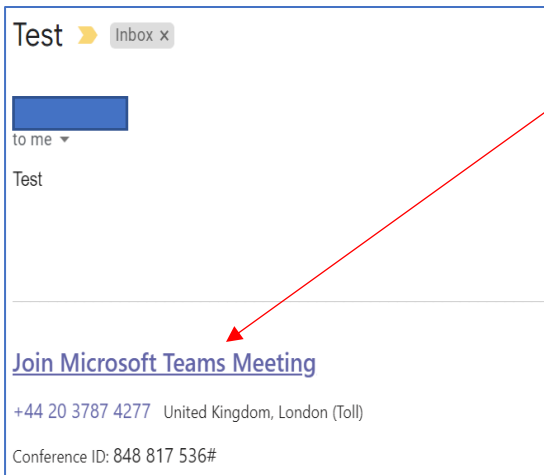


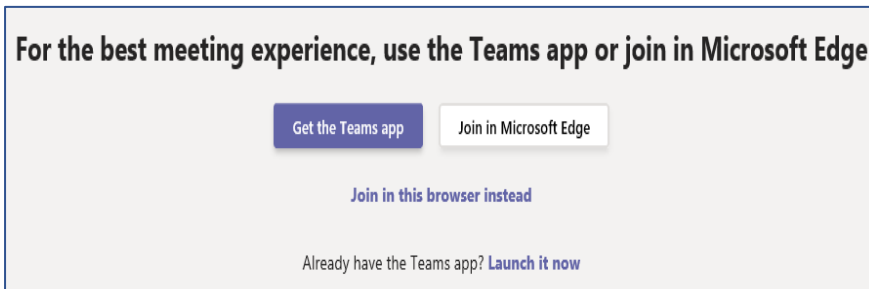
How to access a Microsoft Teams

Audio Conferencing Meeting - Computer

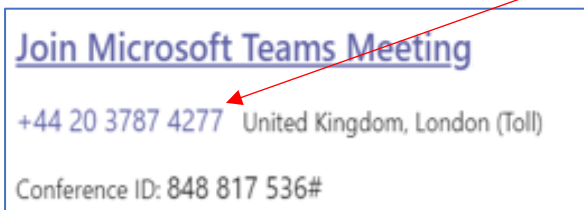
1. Access your emails and open the Microsoft Teams Meeting invite
2. If you want to connect via Microsoft Teams, select 'Join Microsoft Teams Meeting'.



You can either connect via the Teams app or web browser.



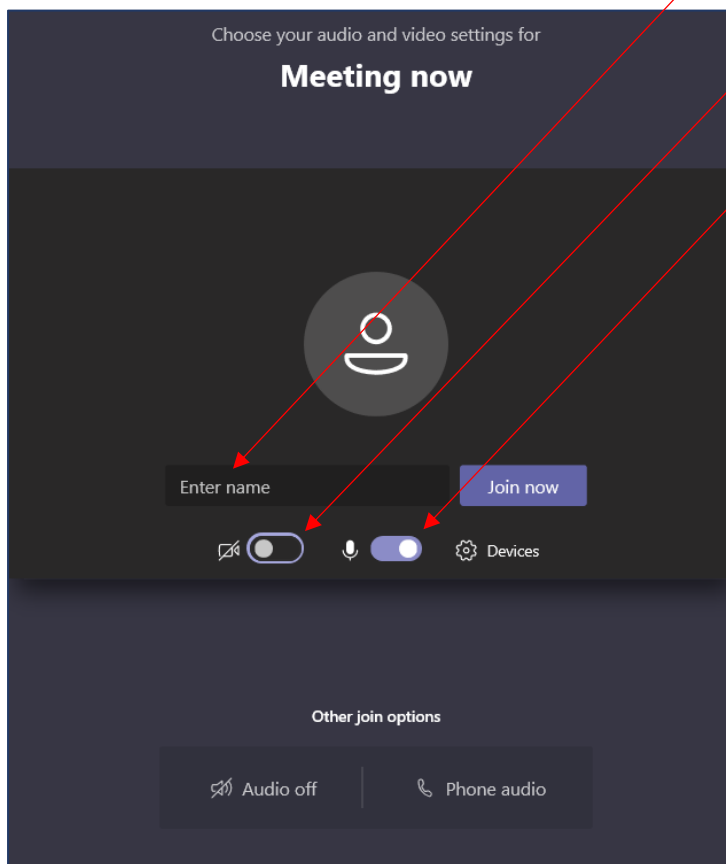
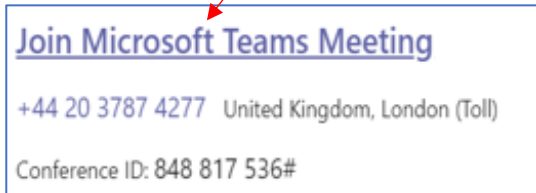
3. If you want to connect via telephone, call the telephone number and enter the unique Conference ID provided for your meeting when prompted to



You will then be instructed to say your name and you will automatically be connected to the meeting

Joining a Meeting Anonymously

4. **If you need to join the meeting anonymously** without displaying your email address in the meeting, the below details can be sent to you separately, without you being added as an attendee in the meeting. Select 'Join Microsoft Teams Meeting', then Enter your name. Allow Camera/Audio if required. You will then join a lobby and the meeting organiser will need to allow you to join the meeting.



If you want to connect via telephone, call the telephone number and enter the unique Conference ID provided for your meeting when prompted to. You will then be instructed to say your name and then join a lobby, the meeting organiser will need to allow you to join the meeting.

