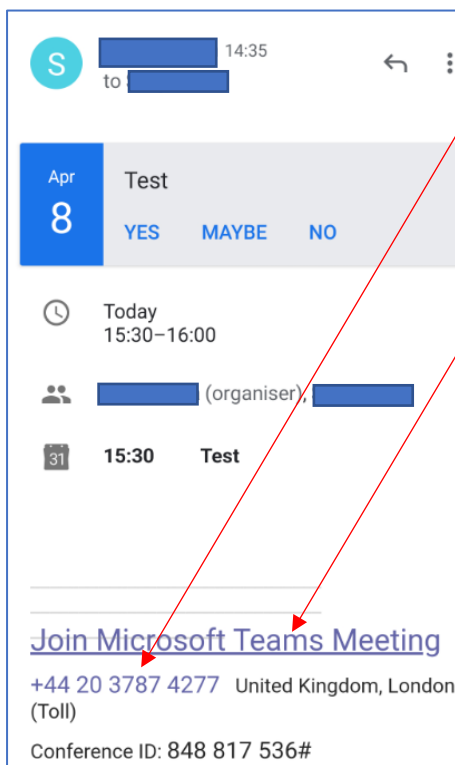


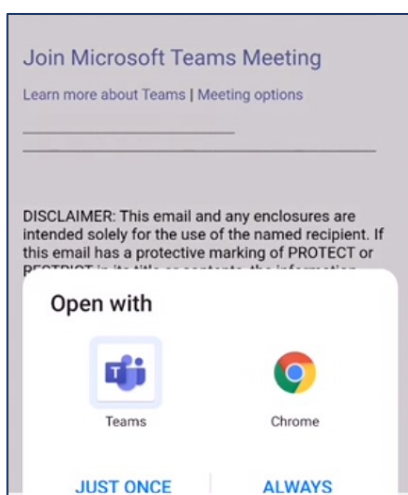
How to access a Microsoft Teams

Audio Conferencing Meeting – Mobile Phone

1. Make sure the Microsoft Teams app is installed on your device
2. Access your emails and open the Microsoft Teams Meeting invite
 - If you want to connect via Microsoft Teams, select the 'Join Microsoft Teams Meeting'. You can either connect via the Teams app or browser.
 - 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



3. If you click on 'Join Microsoft Teams Meeting', the following screen will be displayed, select Always and you will be automatically connected to the meeting.

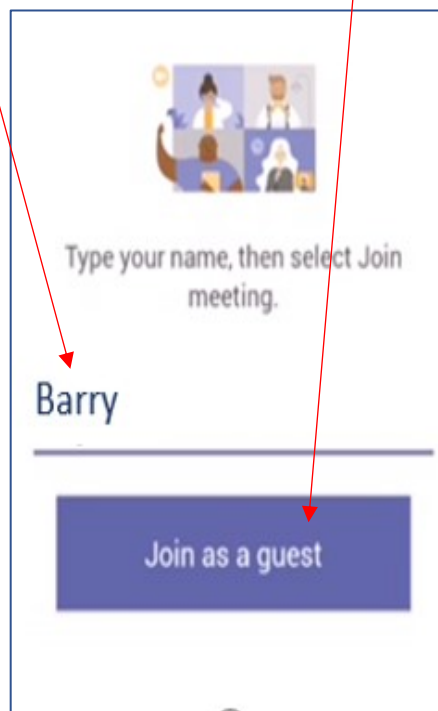
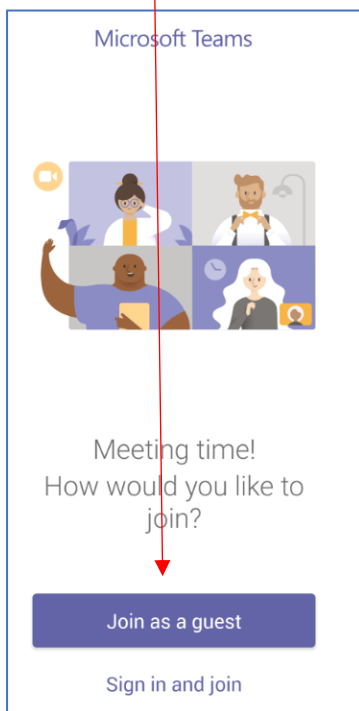


Joining a Meeting Anonymously

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'



1. Select Join as a guest, type your name then select 'Join as a guest'. 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 then join a lobby, the meeting organiser will need to allow you to join the meeting.

