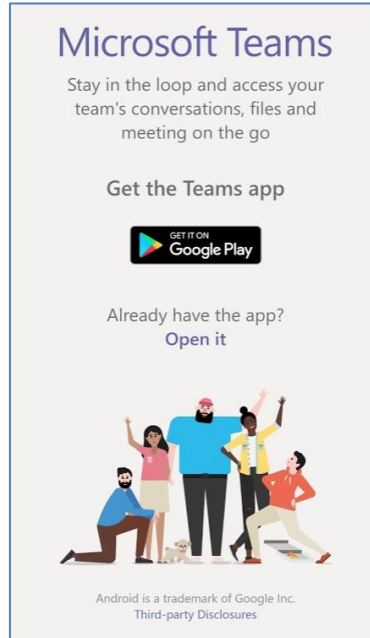
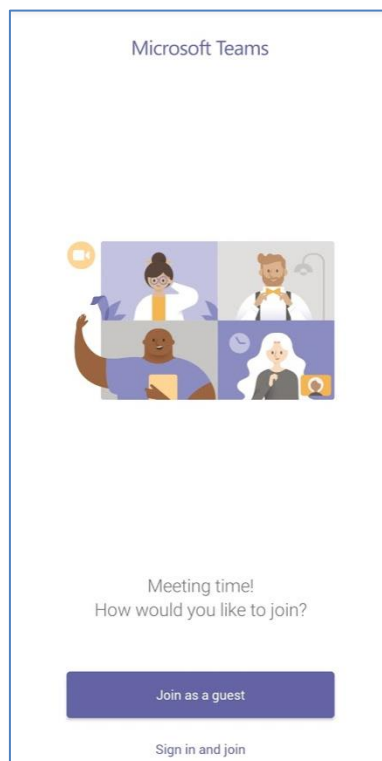


7. Attending the meeting using a mobile phone

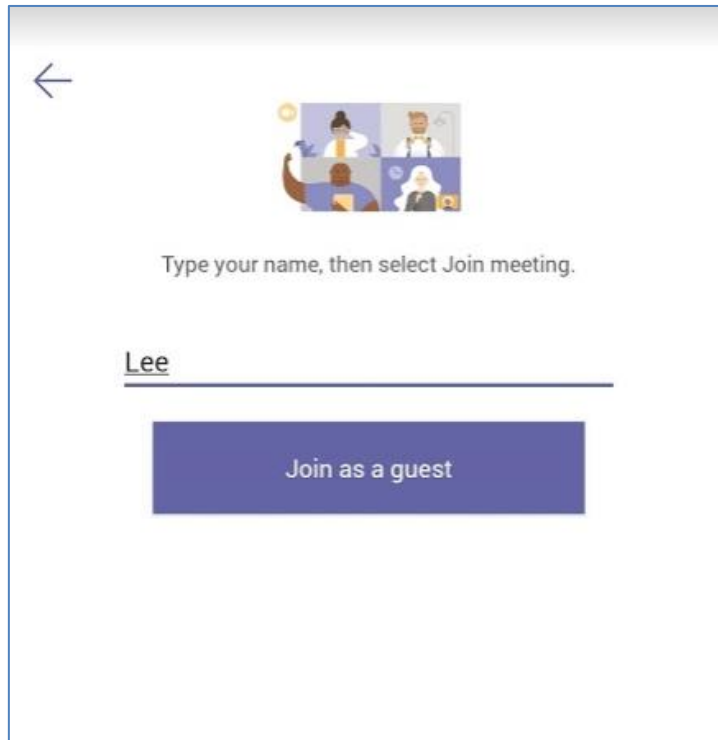
- 1) If the attendee is using their mobile phone, they can click on the “Join Microsoft Teams Meeting” link in the email and they will be taken to a page that will allow them to download and install the free Microsoft Teams app from their app store



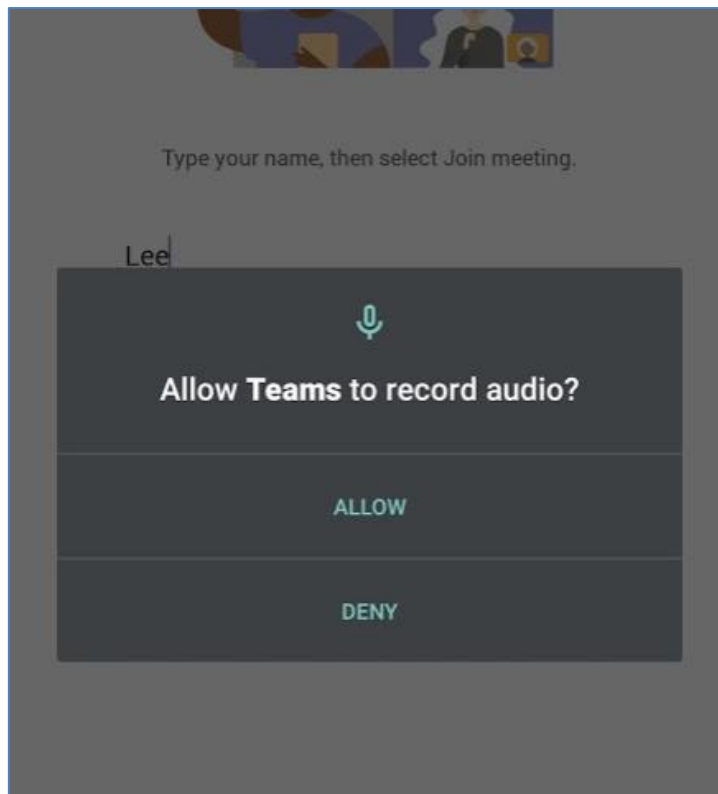
- 2) Once installed, the attendee has the option to select “Join as a guest”. This option allows attendees to join a meeting without having an official Microsoft Teams account:



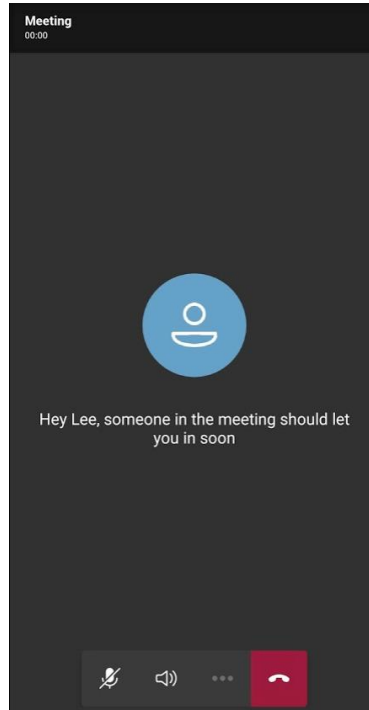
3) Once they click on the link they can enter their name and click on "Join as a guest":



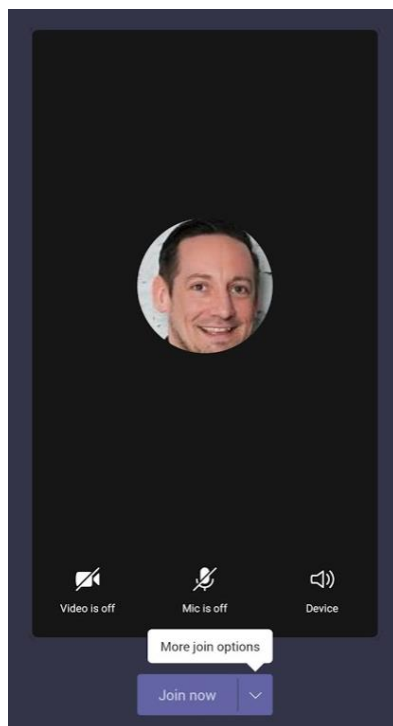
4) They will be prompted to allow Teams to record audio, they must select "Allow" as this permission is necessary for the Microsoft Teams app to function. Please note, no automatic recordings of any meetings will be made by allowing this option:



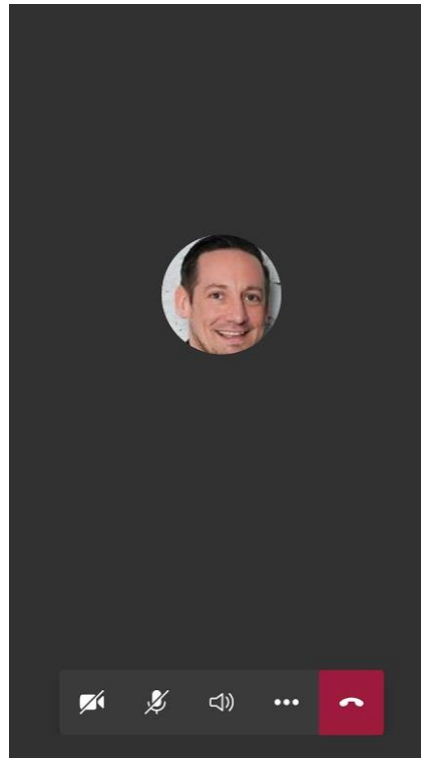
- 5) The attendee will then enter the meeting. If they are the first person to join the meeting they will have to wait until the organiser joins them into the meeting:



- 6) If the attendee is using a Labour Party supplied @LabourCLP Microsoft 365 account, they can sign in to Microsoft Teams using their usual credentials. Once logged into Microsoft Teams they will automatically have the option of joining the meeting by clicking on "Join now":

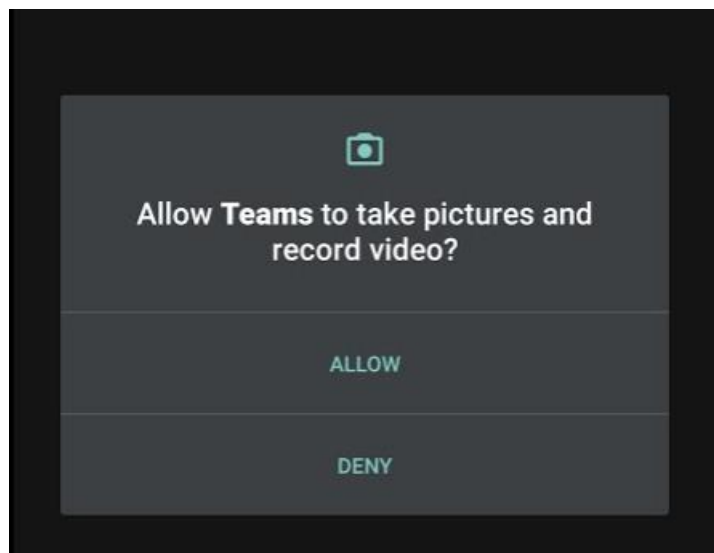


7) Once they have clicked on “Join now” they will be joined to the meeting:



8) By default the Video and Audio are disabled so they will have to enable both options by clicking on both the camera and microphone symbols at the bottom of the screen.

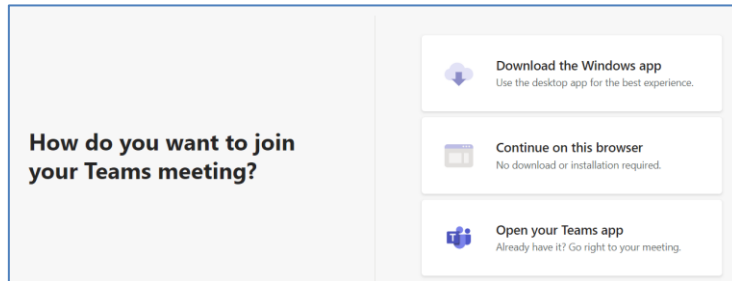
9) They will be prompted to allow Teams to take pictures and record video, they must click on “Allow” as these permissions are necessary for the Microsoft Teams app to function. Please note, no automatic recordings of any meetings will be made by allowing this option:



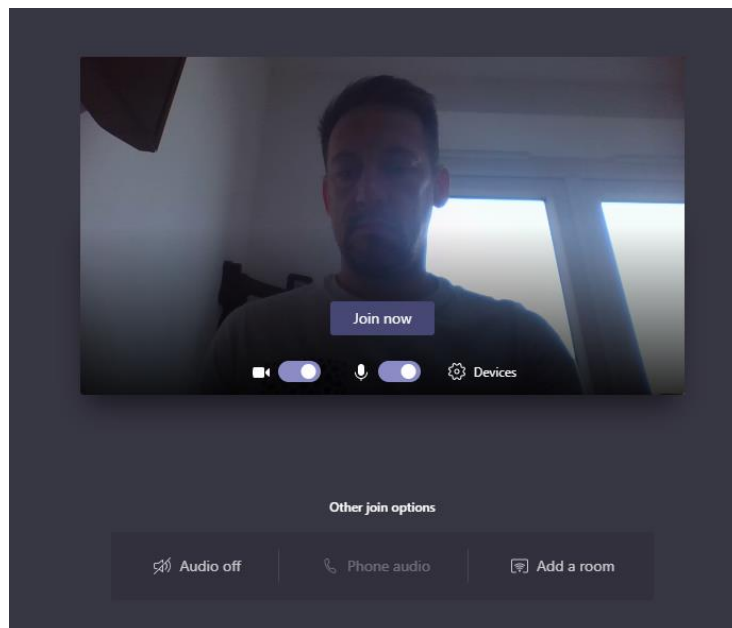
10) The attendee will then have live audio and video in the Teams meeting.

## 8. Attending the meeting using a laptop/PC:

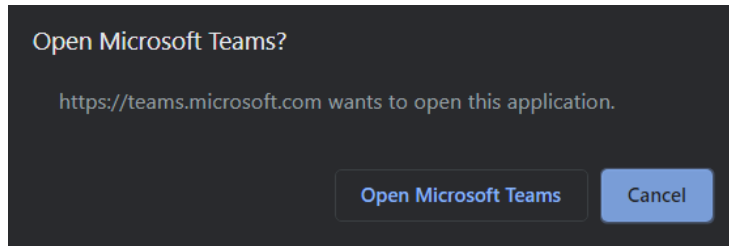
- 1) If the attendee is using their laptop/PC, they need to click on the “Join Microsoft Teams Meeting” link in the meeting invitation email. If they do not have the Microsoft Teams application installed on their laptop/PC they will be taken to a page that will allow them to download the Microsoft Teams application or join the meeting on the web:



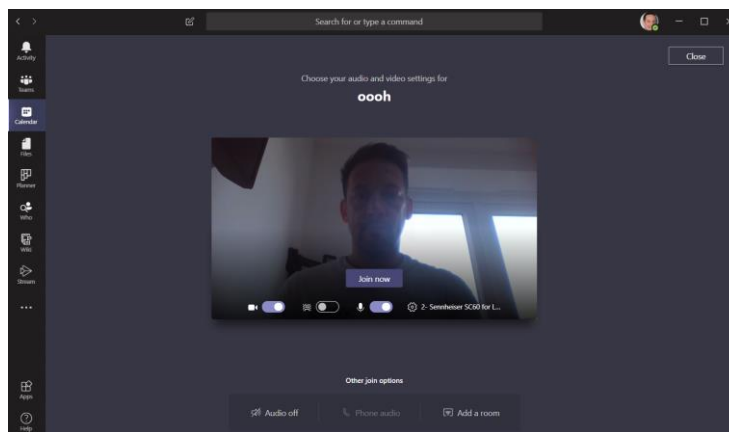
- 2) We would advise all attendees to join on the web if they do not already have the Microsoft Teams application installed.
- 3) Once they click on the “Continue on this browser” link they will be taken to a webpage that will allow them to join the meeting. Their camera and microphone should be on by default, however, they can select the appropriate button to turn either of those options on or off. Once they have clicked on “Join now” they will be joined to the meeting:



- 4) If the attendee has the Microsoft Teams application installed and they click on the “Join Microsoft Teams Meeting” link in the email they will be given the option to “Open Microsoft Teams”:



- 5) Once the attendee has opened the Microsoft Teams application they can click on “Join now” to join the meeting:



- 6) Microsoft has recently increased the gallery view to 9 video feeds in any one video conference to allow for better collaboration:

