

Joining the Meeting on a computer

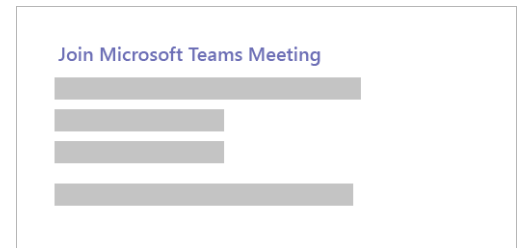
You may wish to download the Teams app in advance of the meeting. Please follow this link to do so.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

In the email invite, select 'Join Microsoft Teams Meeting.'

This will open a web page, where you'll see two choices: Download the Windows app or 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 if necessary.

Enter your name and choose your audio and video settings. Please join with your audio OFF. This will avoid background noise so you can hear the host more clearly. When you're ready, hit Join now.



example view

Joining the meeting via tablet or mobile device

In the email invite, select 'Join Microsoft Teams Meeting.'

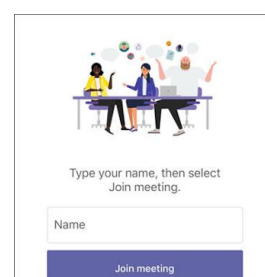
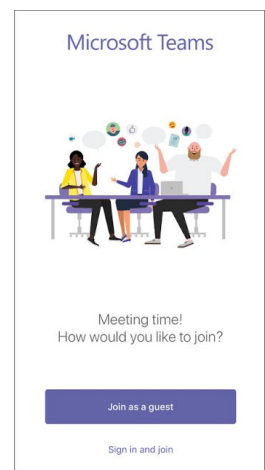
If you don't already have the Teams mobile app, you'll be taken to your app store to download it. Download the app and open it right from the app store page. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you if necessary.

Next, you'll be given two options for joining your meeting: Join as a guest or Sign in and join. Choose Join as a guest.

Type your name and tap Join meeting.

Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls.

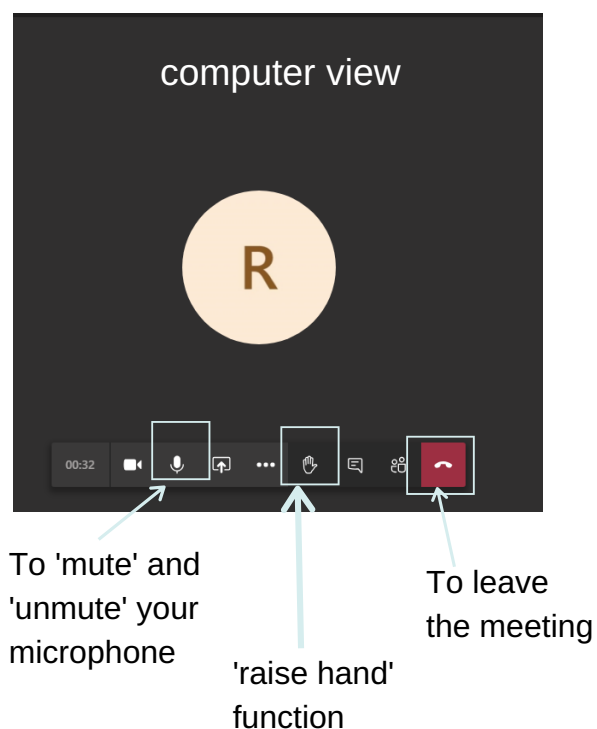
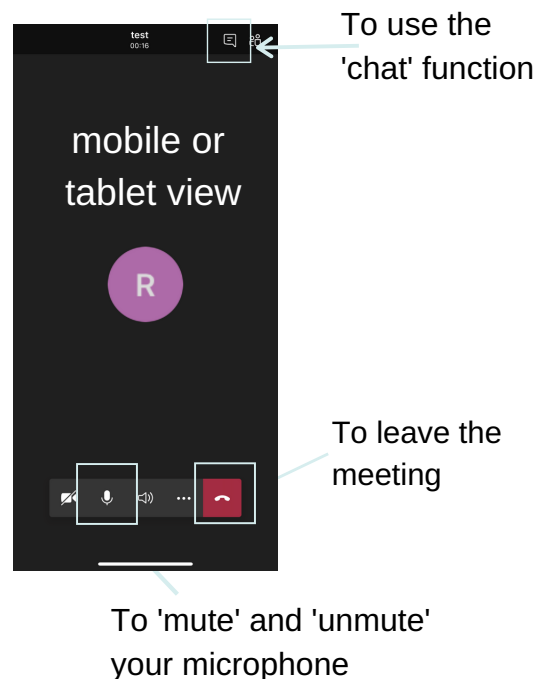
Enter your name and choose your audio and video settings. Please join with your audio OFF. This will avoid background noise so you can hear the host more clearly.



Guidelines for digital forums using Teams

All UNISON training courses and meetings have a clear set of guidelines, the Working Together Guidelines. These exist to ensure that all members are able to participate fully in UNISON events. In order to enable full participation, we have set out the following guidelines for digital forums.

- Please try and join on time. If you know you are going to be late, please email k.pearson@unison.co.uk
- When you join the meeting, please ensure your microphone is muted. This will give a better experience for all attendees. Please note participants may also be muted remotely to prevent background noise in the meeting.
- You have the option of turning your webcam on in the tool bar. This is recommended so that all participants can see who else is taking part. Please note that you will not be able to see all attendees at the same time.
- The host will ask all participants to introduce themselves, in the order that they appear in the participants list (this order may vary according to the time that people join).
- When your name is called, please 'unmute' your microphone and give your name and which branch you are from. If you may be interrupted during the forum, let everyone know - as you would in a normal meeting. Remember to 'mute' yourself again afterwards.
- If you wish to ask a question or speak, please click the 'raise hand' button. If you are using a mobile phone or tablet, then please indicate in the chat function that you wish to speak.
- Wait to be called upon, as you would in a normal meeting, and then unmute yourself. The host should wait a few minutes if asking a question, to give everyone time to speak if they wish. Once you have spoken, please mute your microphone again.
- If you experience poor connection, please hang up from the meeting and reconnect. If you are disconnected you can join using the same button, or via the link provided in the email.
- If you are completely unable to access the meeting, please contact the meeting organiser so that a team member can assist you.
- To exit the meeting, click the red 'end call' button.



If you have any questions before the meeting, please email communicationsteam@unison.co.uk