**You can still attend as long as you have a laptop that has inbuilt mic and speakers, see below for instructions.**

You do not have to have MS Teams downloaded to dial in- just a laptop and internet, however, if you are using a mobile device e.g. telephone, you may be required to install the app.

* Click ‘join Microsoft teams meeting’ link above
* A browser will pop up asking you to download Teams or join through your web browser – **click to join through web browser**
* Type your name
* You will be asked join and if your speakers/webcam can be used – click yes
* Once joined please put yourself on mute to reduce the feedback and remember unmuting when you need to speak.
* Some users can see a hand symbol in their screen. If this is the case, click the hand when you want to raise a question. The meeting moderator will manage the turn for questioning. Alternatively, you can use the messaging to post any question.