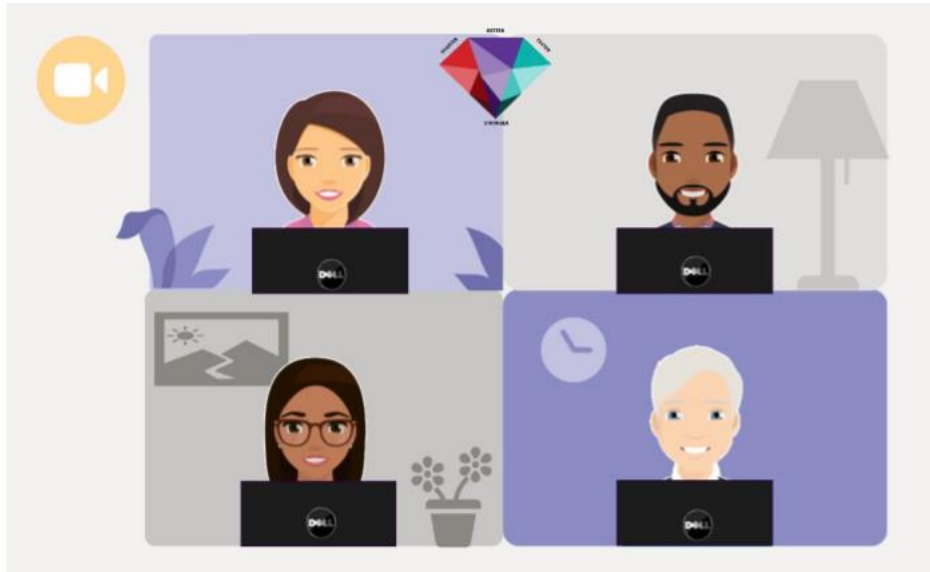


# Virtual Event Guide



[A guide to supporting and contributing to virtual events.](#)

**Thank you for attending this virtual event.**

**Please read the Essential Attendee Information.**

- Please be considerate of others when sharing your views.
- We would like to hear from as many people as possible, please share the conversation space equally.
- To prevent sound difficulties you may be asked to mute yourself while others are speaking.
- Reading any documents or articles linked to the event will support constructive conversations in a limited amount of time.




Because good homes  
make everything possible

# How to use Teams

**1**  Join Teams Meeting  
Teams Meeting

**3** **Join Microsoft Teams Meeting**  
+44 20 3321 5278 United Kingdom, London (Toll)  
Conference ID: 309 466 64#  
Local numbers | Reset PIN | Learn more about Teams | Meeting options





**2**

**4** 

Experience the best of Teams meetings with the desktop app

**b** Download the Windows app **a** Join on the web instead

Already have the Teams app? Launch it now

 Microsoft Edge  Internet Explorer 11  Firefox  Google Chrome

1) Click the icon OR link that says Join Microsoft Teams Meeting. (also icon 3)

2) If dialling in via telephone there will be a phone number shared with you. (In some instances this function will not be available)

3) As per above.




4) When selecting the links to join the meeting your device, will ask how you would like to join the meeting.

# While in Teams

- When you enter the meeting you will have options to have your camera and microphone on.
- If you would like to restrict views to your personal surroundings you can also blur your background.

- The icons will be presented as such >>

Select your **preference**  
buttons (on/off):

-  Camera
-  Blurred background
-  PC Mic and Speakers

Click **Join now** to enter the  
virtual meeting room.

# While in Teams

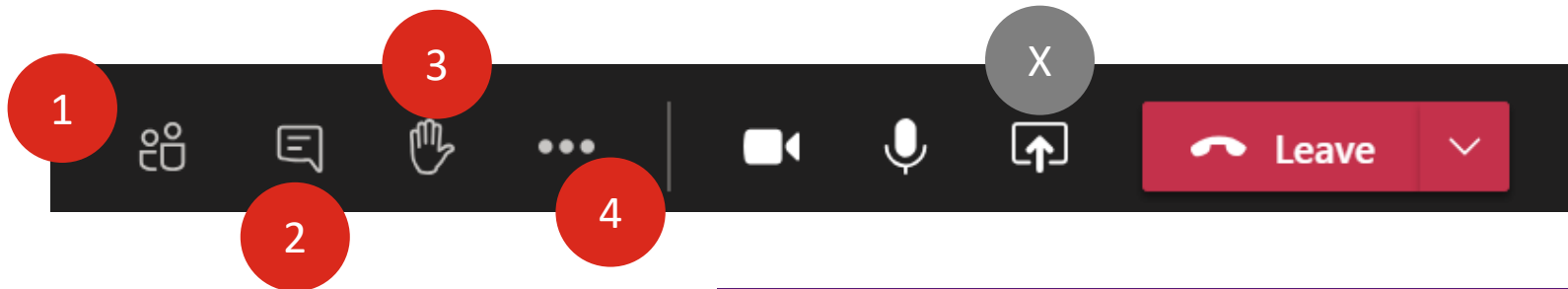
To help us hear from as many people as possible, see the various ways to contribute to discussions.

1) Attendees' names will be visible in the participants tab. Please consider this if entering your full name prior to joining the meeting.

2) Use the chat function – and react to others' written comments using the emoji options. A facilitator will be monitoring the chat.

3) Raise your virtual hand as you may not always be on screen for the host to see, they will be notified that your waiting to speak

4) Using this icon will show additional options such as turning on live captions and adjusting your sound settings.



X) The sharing function will not be available to attendees