

User Guide for connecting MS Team for Audit committee and Board Meetings.

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1. INTRODUCTION MICROSOFT TEAMS

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings.

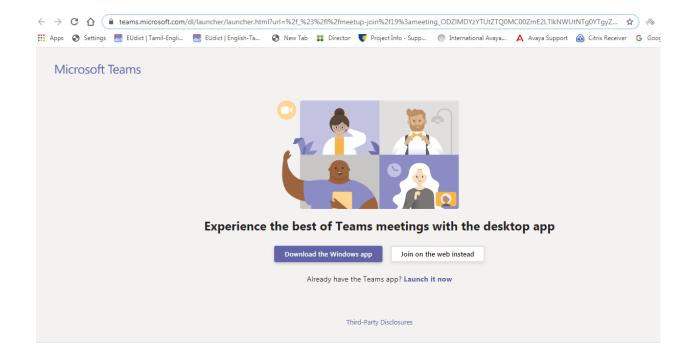
2. STEPS TO LOGIN TEAMS VIA WEB BROWSER

Step 1: Please click the URL sent to your mailbox.

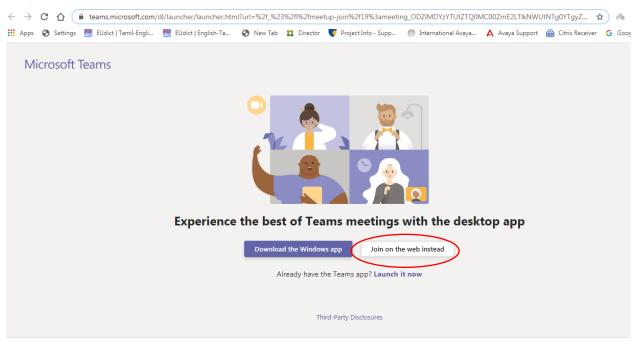
	M Gmail		Q Search mail		· .		
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>	Sent			Yes Maybe No	No later events		
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	Social	86	Test Meeting	Test Meeting			
i	Updates	173					
2	Forums						
۲	Promotions	187					
~	More	and the second second	Join Microsoft	t Teams Meeting			
			Learn more about Tea	ams Meeting options			



Step 2: URL will open in a browser as shown below. (Recommended browser is Chrome) if the URL is opening in IE please copy the URL and paste it in chrome browser.

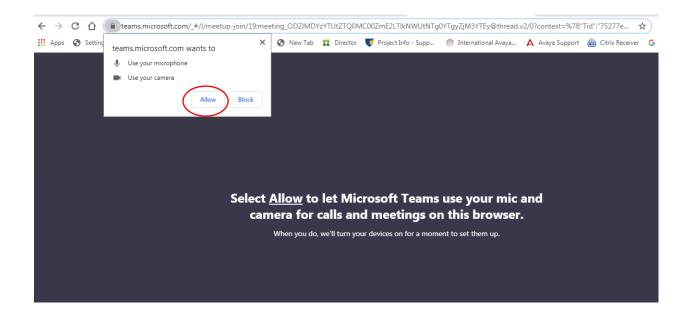


Step 3: Please Click on "Join on the web instead".

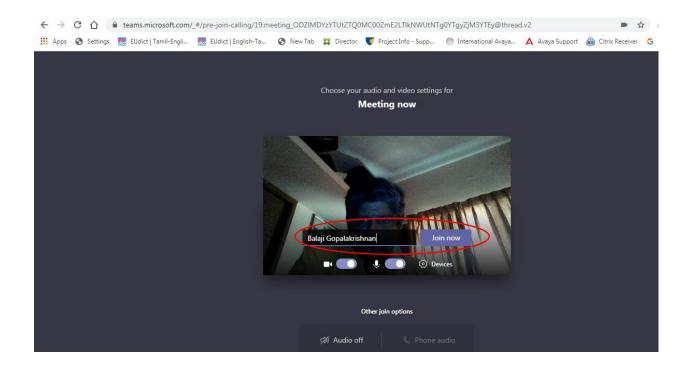




Step 4: Please click Allow to use the Microphone and Camera



Step 5: Please enter your Name and Click Join now tab.

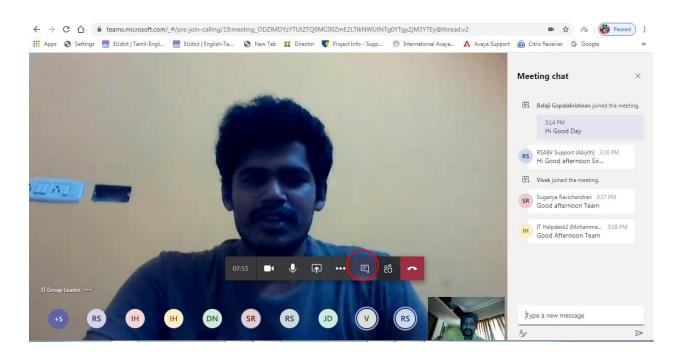




Camera & Microphones



To raise a point / quarry kindly click the chat button as show in the image below.





3. IMPORTANT TIPS TO FOLLOW

- 1. Please connect your laptop with good internet connectivity.
- 2. Please use headphones.
- 3. Please mute the microphone. The Mute button looks like when muted.
- 4. When you want to speak, click the Mute button to unmute your microphone. The button changes to 💟 and you can speak.
- 5. In case the line gets disconnected due to power failure, Wi-Fi Connectivity issue, kindly repeat the process from step 1 to re-join the meeting.