

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

VERSION: 0.1

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## Prepared By:

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# **1. INTRODUCTION MICROSOFT TEAMS**

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

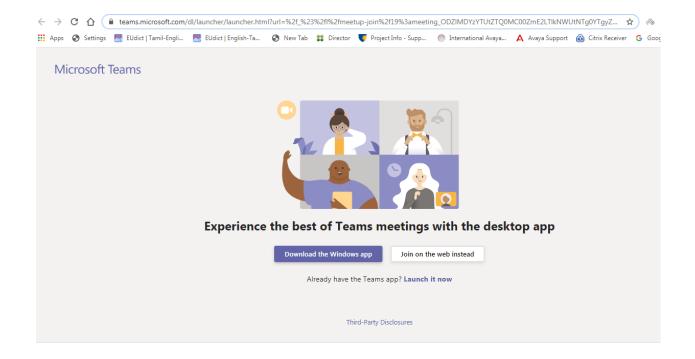
# 2. STEPS TO LOGIN TEAMS VIA WEB BROWSER

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

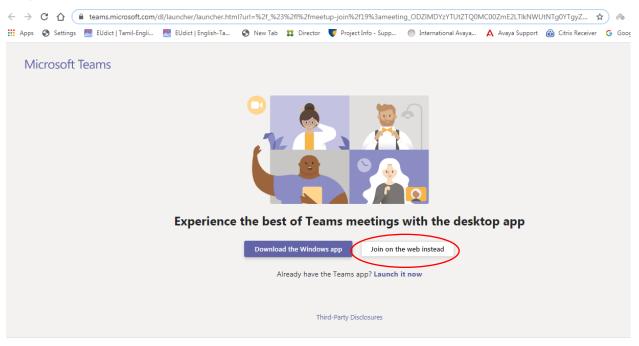
|     | M Gmail    |  | Q Search mail        |   | · .                                     |  |  |
|-----|------------|--|----------------------|---|---|--|--|
| +   | Compose    |  | ← ◘ ❶                |   | 1 of 3,193 👌 😝 🗸 🖨                      |  |  |
|     | Inbox      | 179  | May                  | Test Meetting                           | Agenda                                  |  |  |
| *   | Starred    | - Contraction of the Contraction | 1                    | View on Google Calendar                 | Fri May 1, 2020                         |  |  |
| 0   | Snoozed    | - HE   | Fri                  | When Fri May 1, 2020 3:30pm – 4pm (IST) | No earlier events                       |  |  |
| >   | Important  |  |                      | Who IT Group Leader*                    | 3:30pm Test Meetting<br>No later events |  |  |
| >   | Sent       |  |                      | Yes Maybe No                            | No later events                         |  |  |
|     | Drafts     |  |                      | More options                            |   |  |  |
| 0   | Spam       | 342  |                      | More options                            |   |  |  |
| - 🗈 | Categories |  |                      |   |   |  |  |
|     | 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.

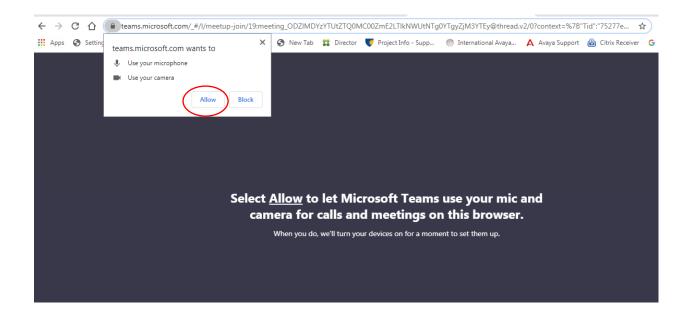


Step 3: Please Click on "Join on the web instead".

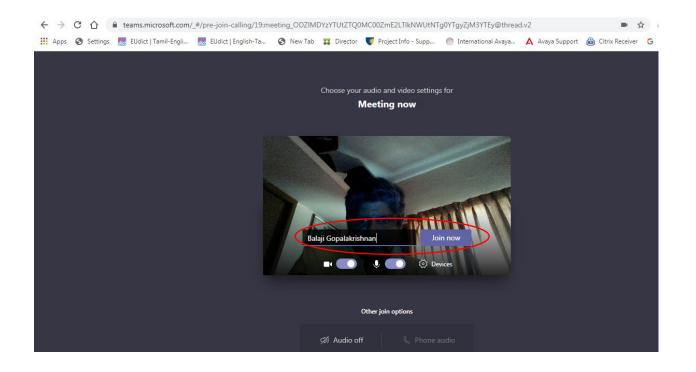




### Step 4: Please click Allow to use the Microphone and Camera



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

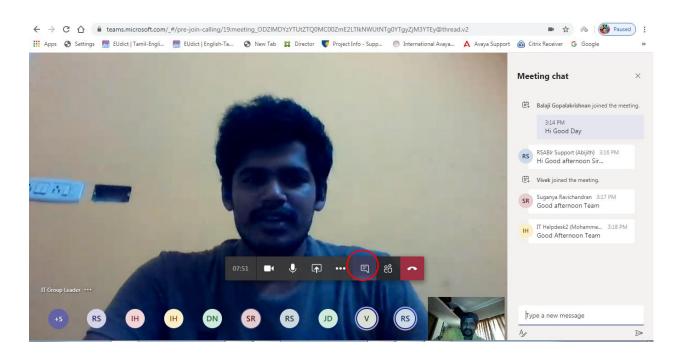




### Camera & Microphones



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.