

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

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Prepared By:

S.NO	NAME	Email ID	Mobile
1	Balaji Gopalakrishnan	Balaji.Gopalakrishnan@royalsundaram.in	9500055031

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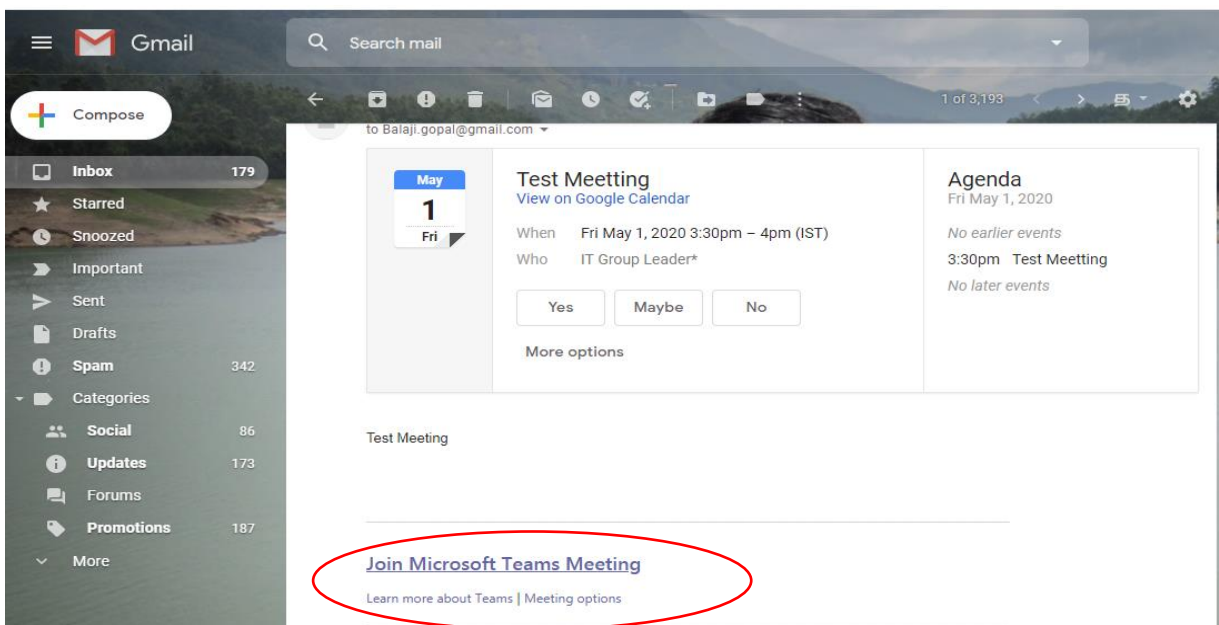
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1. INTRODUCTION MICROSOFT TEAMS

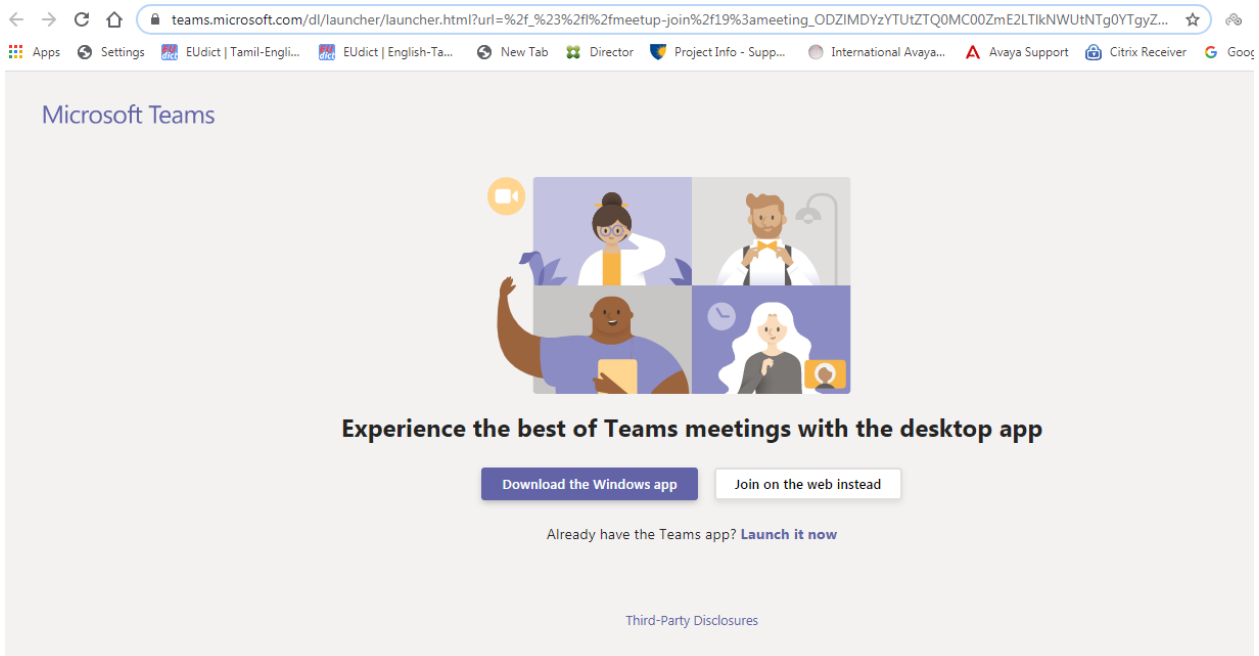
Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings.

2. STEPS TO LOGIN TEAMS VIA WEB BROWSER

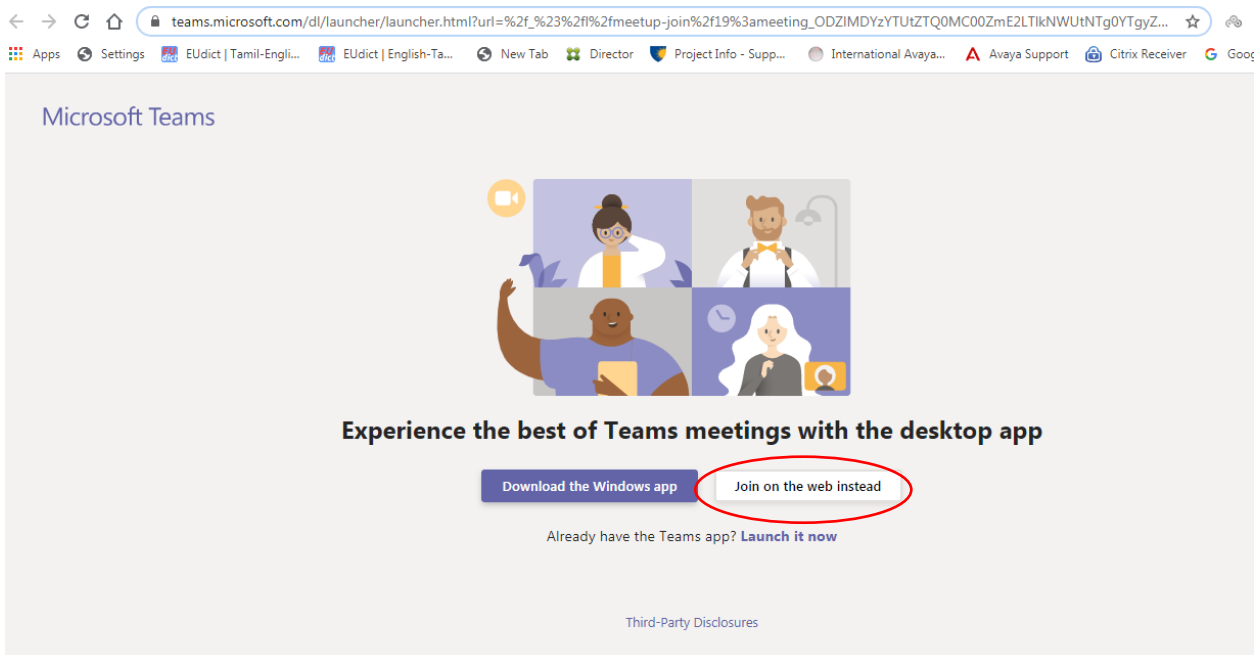
Step 1: Please click the URL sent to your mailbox.



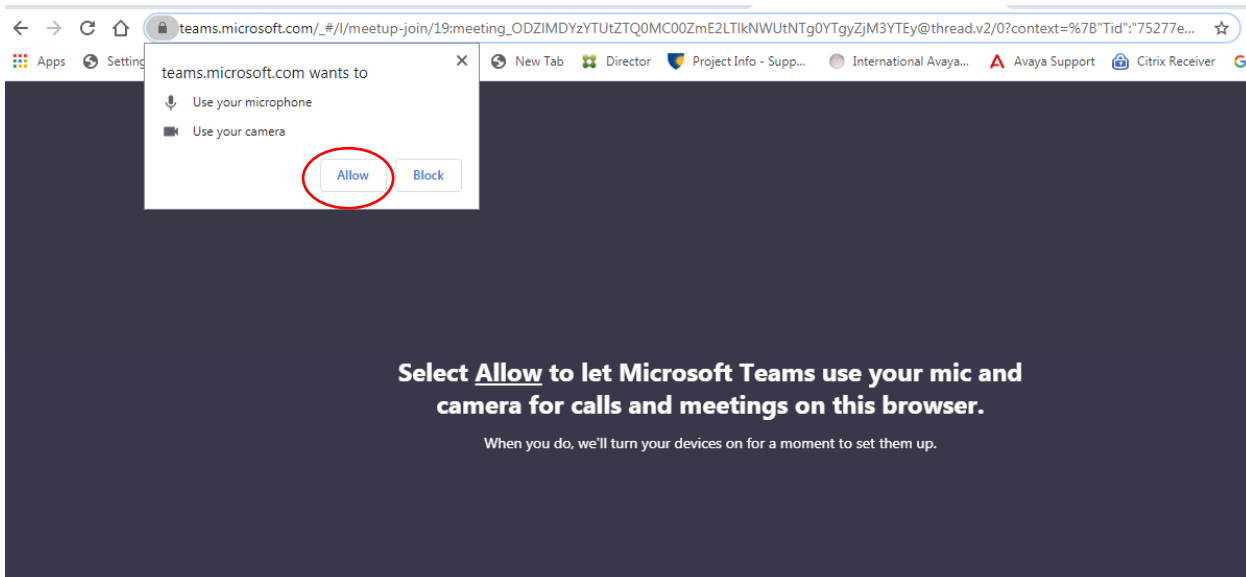
Step 2: URL will open in a browser as shown below. **(Recommended browser is Chrome)** if the URL is opening in IE please copy the URL and paste it in chrome browser.



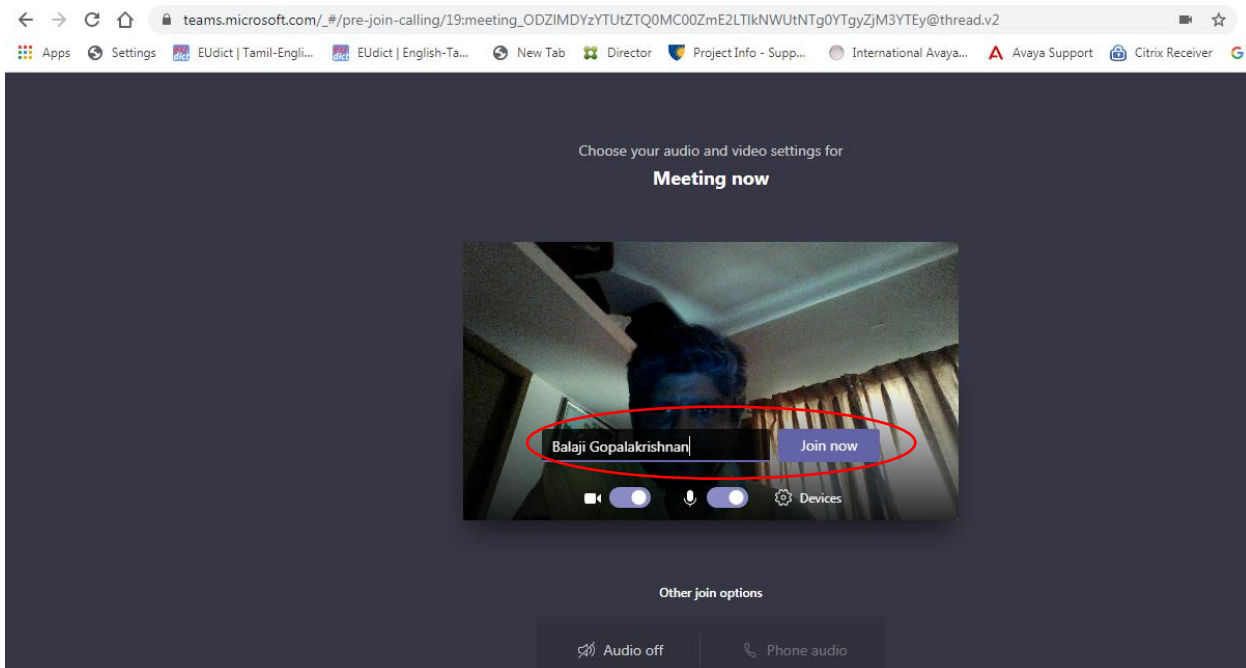
Step 3: Please Click on “Join on the web instead”.



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



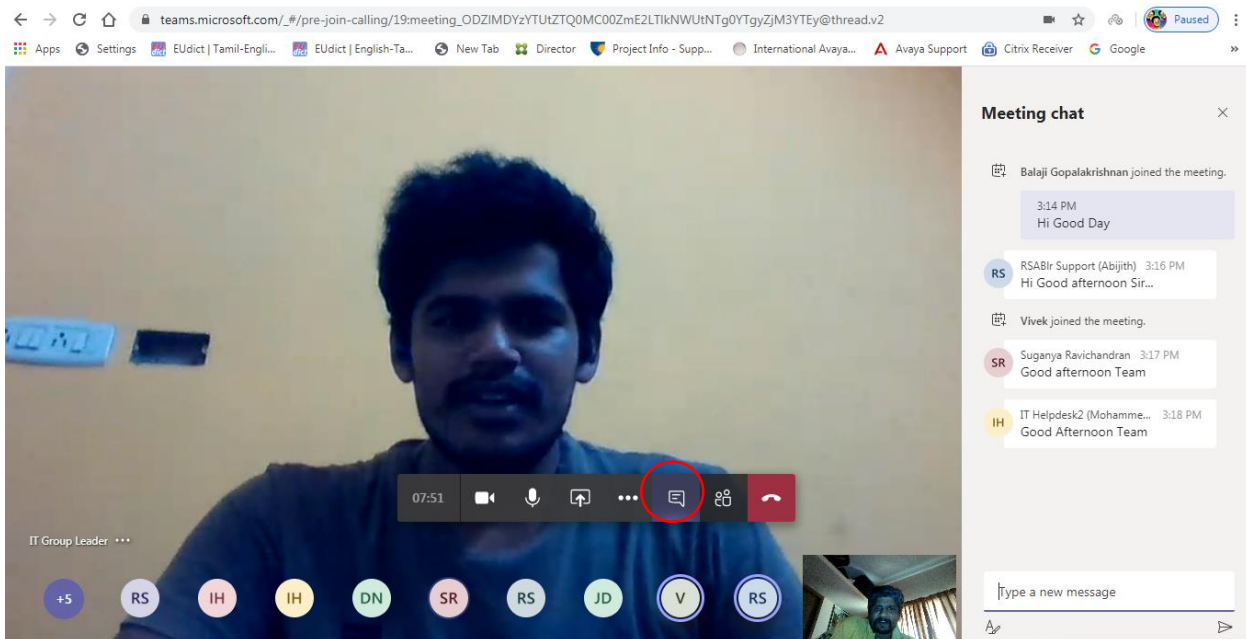
Step 5: Please enter your Name and Click Join now tab.



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.