Joining the AGM in Microsoft Teams

This year's AGM will be run as a virtual event. We will be using Microsoft Teams, and the instructions to join are below. For the best experience a desktop or laptop is preferable.

[Instructions for Desktop or Laptop - Windows](#)
[Instructions for Desktop or Laptop – Mac](#)
[Instructions for Mobile devices](#)
[Instructions for Dialling in and Chat](#)

If you need support during either the test or the main AGM, please use the meeting chat facility in Teams, or if unavailable, call the Society's IT Manager on 07968 005 386 or email meetings@rmets.org

Desktop or Laptop Windows

If you do not have an existing Teams account, we strongly suggest that you use the web version with Chrome browser. In the email containing the invitation link to the AGM, click on 'Join Microsoft Teams Meeting'. You will be offered the choice to use the web or the app - choose the web.

You will then be presented with the screen shown below. Please enter a Display Name and ensure your video and microphone is turned off. You will also see other join options below – e.g. Phone audio (telephone).

If you click the cog below the 'Join now' button, you will see the device settings and which microphone and speakers are being used. If you have problems hearing, you can try changing the speaker device in the dropdown. Now press 'Join now' to enter the meeting.
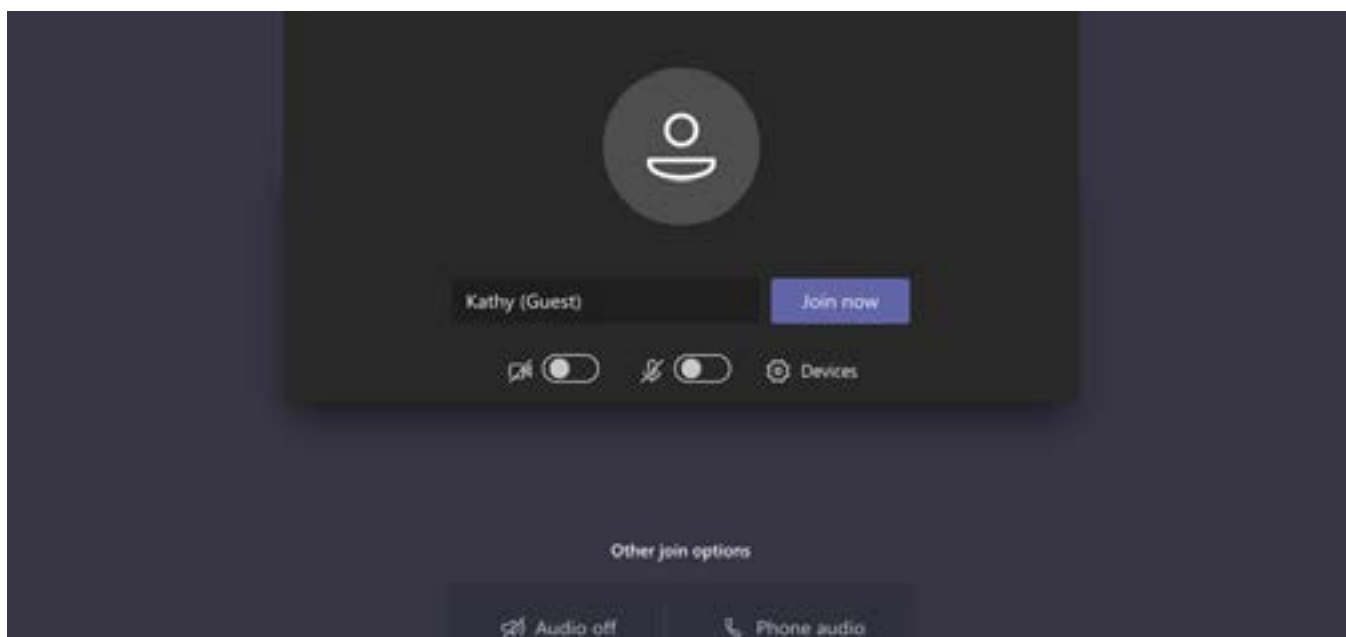
Desktop or Laptop Mac

If do not have an existing Teams account, we strongly suggest that you use the web version with Chrome browser. Click on the invitation link and you will be offered the choice to use the web or the app. Choose the web (unless you already have the app installed of course)

Please do ensure that you have Chrome installed on your Mac as Teams will not work fully with Safari. Also note, that if you download and install Chrome, this can take a while. Once you have Chrome installed, you will need to open it, then paste the meeting link into the address bar. This is because simply clicking the link will open the default browser, which is normally Safari. If you find it difficult to copy the link from the email, click on it and then copy from the address bar of your default browser into Chrome.

Once you have Chrome installed, you will need to open it, then paste the meeting link that you have copied from Safari into the Chrome address bar. You will then be presented with the screen shown below. Please enter a Display Name and ensure your video is turned off. You will also see other join options below – e.g. Phone audio (telephone). If you click the cog below the 'Join now' button, you will see the device settings and which microphone and speakers are being used. If you have problems hearing, you can try changing the speaker device in the dropdown.

Now press 'Join now' to enter the meeting.

[Download Chrome for Mac here >>](#)
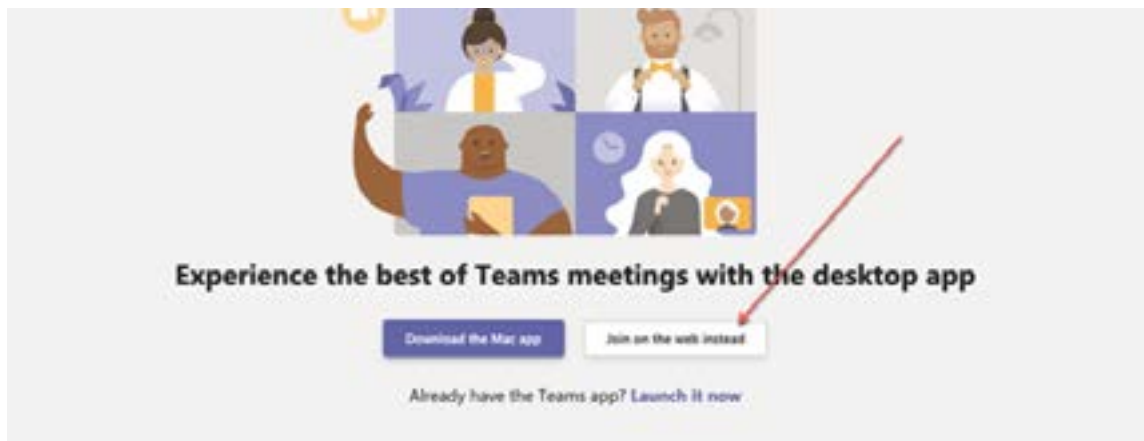
If you cannot download Chrome, you can still join on Safari for video, but you will need to also dial in number sent to you with the meeting invitation

Mobile Devices (Apple and Android)

Note: We do not recommend joining on a tablet unless you have the Teams app already installed

Microsoft recommend that you use the Teams app on a mobile device, in order to be able to use audio and video.

If you have the app, select 'Join Microsoft Teams Meeting' (sent in the emailed meeting invite) to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it for free.

Mobile Devices continued

Note: Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

If you don't have a Teams account, select "Join as a guest" and enter your name to join the meeting as a guest. If you have a Teams account, select 'Sign in and join' to join the meeting.

If you have trouble joining, we suggest that you use our dial in number, which is given in the invitation email.   For those calling from a mobile, please note that toll free numbers are usually chargeable, so you may prefer to use the other, local number.

Dialling in

You will be able to dial in using the number sent in the AGM email invitation, which includes a toll-free 0800 number and a local number. It also includes a meeting pin. Your telephone number will be hidden from the other participants. This can be used in the event of any problems as a backup and for those who do not have internet access. This will allow you to hear proceedings, although you will not have any video of course.

Please note that to either mute or unmute yourself whilst connected to the AGM via phone, you can push *6.

Using Teams Chat

To use the chat function, to ask for help, or to ask a question, hover over the screen and the bar shown below will appear. Choose the "show conversation" icon to access the Teams chat facility

Trialling your setup.

We recommend that you email us on meetings@rmets.org to take part in our testing session on Tuesday 23rd June 2020 to test your set up. We will then send you a link to join a test session, where there will be help in case of any technical issues.

Technical Support

If you need support during either the test or the main AGM, please use the Teams meeting chat facility, or if unavailable, call the Society's IT Manager on 07968 005 386