

**The pandemic has limited personal contact and in-person visits, but we can still communicate effectively and help our customers through online meetings. Ecclesiastical is using technologies to facilitate remote meetings and to keep in touch with your organization.**

Microsoft Teams is a communications platform built on the Microsoft 365 and Office 365 cloud, delivering advanced security and compliance including encryption of data in transit and rest.

Microsoft Teams is the next evolution of Microsoft Skype.

Ecclesiastical uses Microsoft Teams for all our virtual meetings as well as when we connect with external vendors, clients & brokers.

Microsoft Teams is used as widely in large organizations as other commercial platforms such as Zoom, Webex & GoToMeeting.

#### **How to access Microsoft Teams**



##### **On a PC or laptop**

As a participant you can join a meeting by either desktop client (if you already have Microsoft Teams installed) or through your web browser if you do not have Teams Installed (No Download required).

##### **On a Mobile phone**

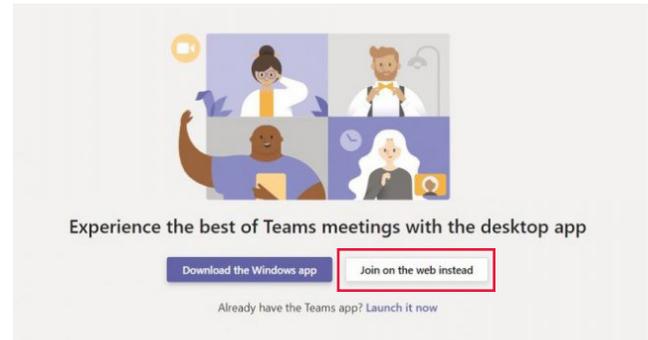
You will need to download and install the free Microsoft Teams app from either the iPhone App Store, or Google Play.

## Microsoft Teams Meeting Invitations:

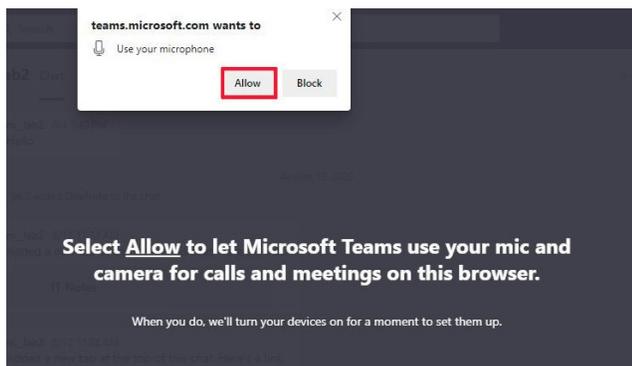
1. Invitations to Microsoft Teams meetings come to your email inbox as calendar request.
2. The invitation will include meeting details (Date, Time, Location, Details & RSVP options). RSVP to this meeting to accept it like you normally would.
3. The invitation will also include a Join Teams Meeting link. When the meeting time has arrived, you can open the calendar appointment and click on the **"Join Teams Meeting"** link in the meeting details.
4. On a mobile phone, you must have the Microsoft Teams app installed. With the app installed, the meeting should launch automatically when you click on the **Join Teams Meeting** link.

## Accessing a Microsoft Teams Meeting from your computer:

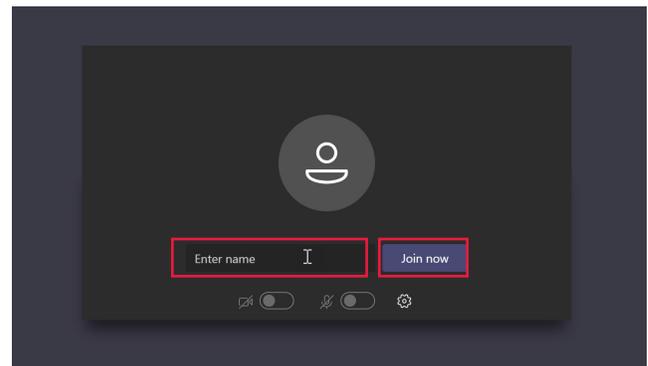
1. Once you have clicked the Join Teams Meeting link in your meeting invite, a browser window will open. a pop-up window will give you the option to Download the app, or to "Join on the web instead".



2. A pop-up will appear in the top left corner of your browser, asking you to grant permission for Microsoft Teams to use your microphone and camera. Click on the **ALLOW** button.



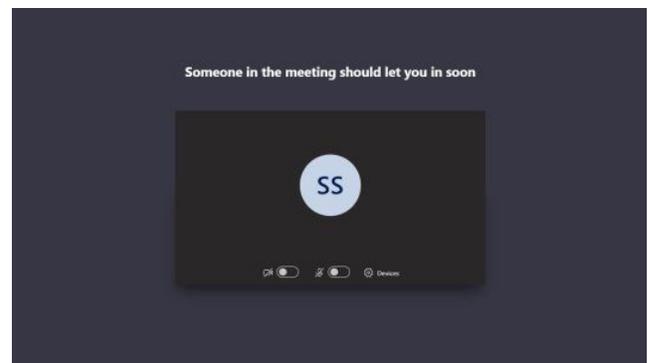
3. You will be prompted to enter your name and click **"Join now"**. You'll be directed to the waiting area or let in to the meeting by the administrator.



4. As an external meeting attendee, you will see the following – an internal attendee will give you access to join when the meeting begins
5. You have now successfully joined a Teams meeting!

## Have questions?

Further information can be found at <https://support.microsoft.com/en-us/teams>



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