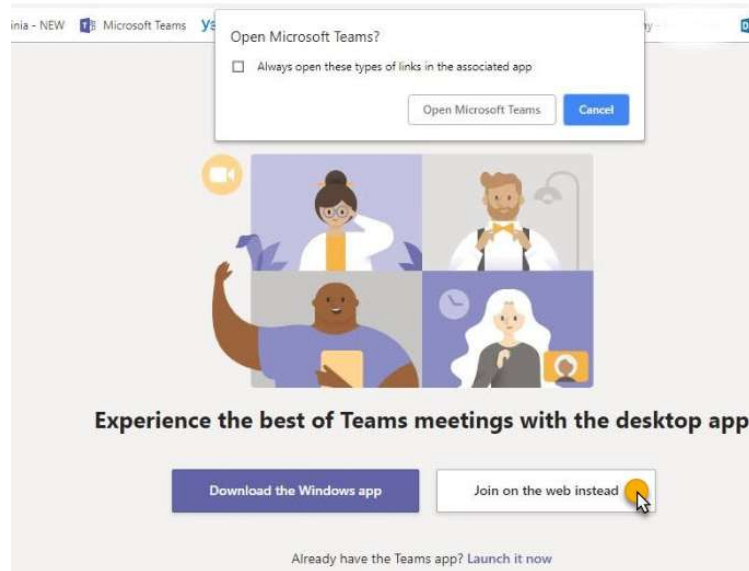
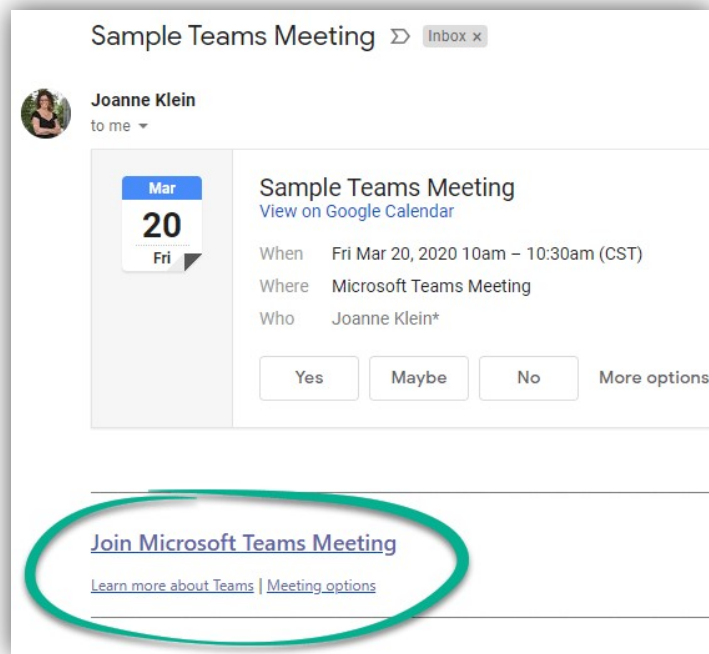


Guidelines for attending a meeting using MS Teams

Joining a Teams Meeting

An invitation will be sent by email to Join a Teams Meeting. In the email message click on the “**Join Microsoft Teams Meeting**” link



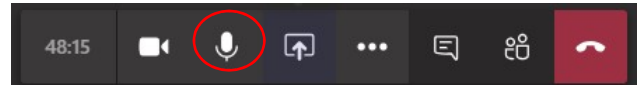
- The easiest way to join the meeting is by selecting the option to “**Join on the Web**” through one of the supported browsers as per the screenshot below.
- For a better meeting experience, click on “**Download the Windows app**” link and install MS Teams on your device.
- If Teams is already installed, click on “**Launch it now**”

Guidelines for attending a meeting using MS Teams

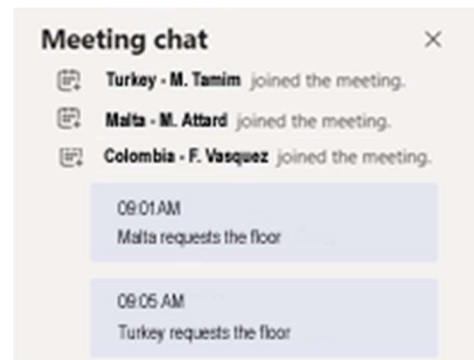
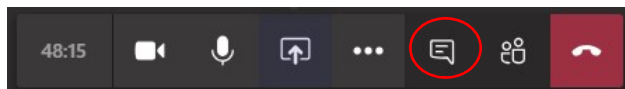
Meeting Etiquette

1. Connect to the meeting as early as possible (30 minutes prior to the start of the meeting is recommended) to allow time for troubleshooting if necessary
- 2.
3. When signing in clearing indicate your Delegation and Name in the following format:
Delegation – Firstname Lastname
4. For an improved meeting experience, it is recommended that you use a headset

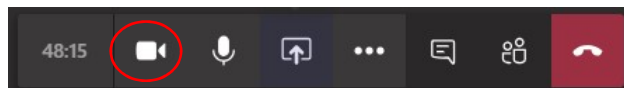
5. Keep your microphone muted until given the floor



6. To request the floor, place your request through the Chat panel clearly indicating the name of the delegation

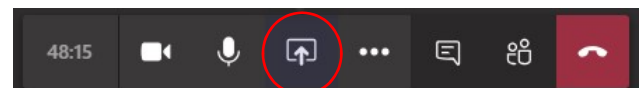


7. In case of poor network connectivity disable your video by clicking on the camera icon



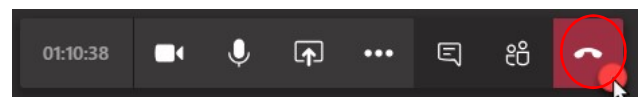
Sharing Content

Click the Share button to share content (your desktop, a presentation, a document, etc.) with other meeting attendees



Leaving the Meeting

Click the red hang-up button to leave the meeting



Guidelines for attending a meeting using MS Teams

Hardware requirements for Teams on Windows Device or Apple Mac

Component	Requirement
Processor	Windows: Minimum 1.6 GHz, Recommended 2.0 GHz or higher Mac: Minimum Intel Core 2 Duo
Memory	Minimum 2.0 GB RAM, Recommended 4.0GB RAM (or higher)
Disk Space	Windows: 3.0 GB Mac: 1.5 GB
Operating system	Windows: Minimum Windows 8.1, Recommended Windows 10 Mac: Mac OS X 10.11 El Capitan or later
Video	USB 2.0 video camera / Compatible webcam
Devices	Standard laptop camera, microphone, and speakers. Recommended: Noise-cancelling headset

Hardware requirements for Teams on Mobile Devices

Mobile OS	Requirement
Android	Last four major versions of Android supported
iOS	The two most recent major versions of iOS are supported

Web Browser

Browser	Calling- audio, video, and Sharing	Meetings - audio, video, and Sharing
Microsoft Edge (Chromium-based), latest version plus two previous versions supported	Fully supported	Fully supported
Google Chrome v72 or later (recommended)	Fully supported	Fully supported

No plug-in or download required to run Teams in a web browser.
The browser must be configured to allow third-party cookies.

Bandwidth Requirements

Bandwidth(up/down)	Scenarios
500kbps/1Mbps	Group Video calling
1Mbps/2Mbps	HD Group video calling (540p videos on 1080p screen)