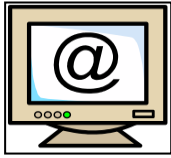


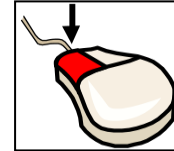


QUICK GUIDE

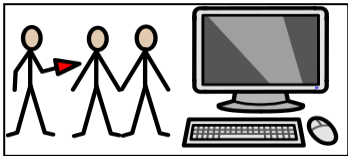
On the day of the meeting



**Open your email
and find the 'Join
Microsoft Teams link'
you have been sent**



**'Click' on the link
(this is blue writing)**



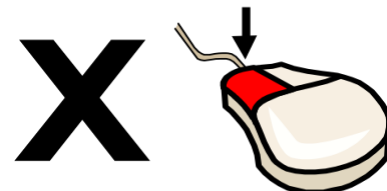
**You will see everyone
else on your screen**



**If you want to speak,
just wave your hand
to get the attention of
the Chair**



**Listen to the Chair who
will tell you when it is your
turn to talk**



**At the end of the meeting,
click 'close/hang up'**