

## Teams Usage Guidance

The digital check ins will be conducted by Historic Coventry Trust on the Teams App. Please see below for some guidance on how to use this:

- You will be sent a meeting invitation link via email prior to each digital check in, this may go into your spam so please check your inbox regularly leading up to the meeting dates stated above.
- In this email you will find your meeting invitation, please either click on the 'Join Microsoft Teams Meeting' when it is nearly time for the digital check in to start. Or click on the email attachment and click or copy/paste the link into your browser.
- This will take you to the Teams website, where you will be asked to download the app.
- We recommended that you create a free profile for the duration of this project using the same email you are using for this project.
- If you choose to join as a guest, follow the instructions on screen and select 'join a meeting' via the link you clicked.
  - Click join the meeting, and enter your name.
  - Please allow microphone access (and webcam if you have the capacity).
  - You will be admitted into a waiting room, and one of the project managers will let you in.

Please see the following links for more guidance on how to use Teams:

- <https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>
- <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>
- <https://teamsdemo.office.com/index.html#/>