

# West Yorkshire & Harrogate Microsoft Teams

NHS England and NHS Improvement



# Joining Instructions



## Step 1

Accepted on 25/02/2020 11:29.

**Test Teams meeting**

Organizer • GATES, Stephanie (NHS ENGLAND & NHS IMPROVEMENT - T1520)

Time 25 February 2020 14:00-15:00

Location Microsoft Teams Meeting

Response ✓ Accepted [Change Response](#)

Use the below link to access 😊

**[Join Microsoft Teams Meeting](#)**

+44 20 3794 0272 United Kingdom, London (Toll)

Conference ID: 131 713 109#

Local numbers | Reset PIN | Learn more about Teams | Meeting options |

Join the meeting by clicking this link shown on your diary invite

## Step 2

Experience the best of Teams meetings with the desktop app

[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? Launch it now

The link takes you to the page above. if you don't have Microsoft teams app installed on your laptop, Click '**join the web instead**' using google chrome browser preferably.

## Step 3

Choose your audio and video settings for

**Meeting now**

Enter name [Join now](#)

Audio off  Video on  Devices

Other join options

Audio off  Phone audio

Please insert your name here. It is important to put your name so during Q&A session we will know who we are talking to

## Step 4

Someone in the meeting should let you in soon

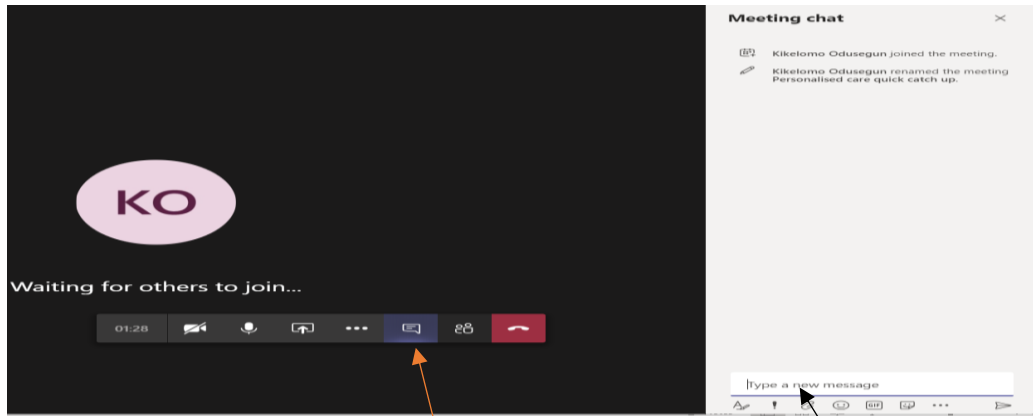
Enter name [Join now](#)

Audio off  Video on  Devices

Use these buttons for audio and video controls. We will admit you to the meeting before it starts

# Joining Instructions

- If you have questions please post them in the chat for us to read and answer as we go along, or at the end of the presentation. You can select the chat option panel as per the below, which will take you the field which allows you post your question



Chat option

Chat box

- If you are unable to join via a laptop / desktop, please join us by phone on the dial in number as shown in step 1, and insert the conference ID when prompted.
- We will be recording this meeting should you wish to go back and re-watch it.