

## Microsoft Teams Meetings

Due to Covid-19 NFU Cymru meetings are being conducted virtually using Microsoft Teams.

You will be sent an invite to any relevant meetings to your email address which will allow you to join the meeting.

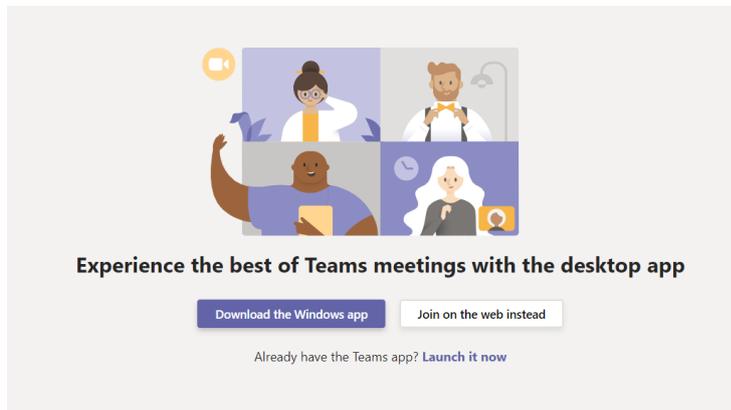
Wherever possible we would encourage members to **join from a computer or laptop** rather than dialling in from a phone to help ensure the smooth running of the meeting.

Joining instructions are below:

- **You will need Microsoft Edge or Google Chrome web browsers to join, if Internet Explorer is your default browser it should prompt you to switch to Edge or Chrome if you have access to these.**
- Please click on the **Join Microsoft Teams Meeting** link in the email (this can be done at any time so please join before the start of the meeting so they can begin promptly).

### Join Microsoft Teams Meeting

- If you have accepted the meeting and you use Microsoft Outlook the meeting will automatically appear in your calendar and all of the details will be included when you click on it.
- This will open a web page where you will see this message:



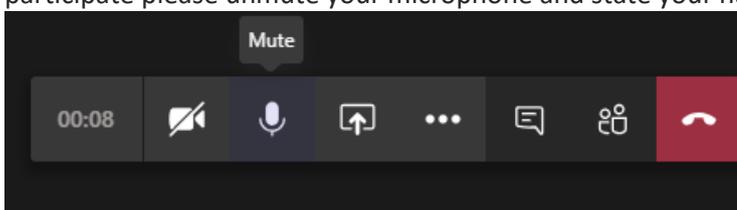
- Please click **Join on the web instead**.
- Your web browser may ask if it's okay for Teams to use your mic and camera. Please allow access to these so you will be seen and heard during the meeting.
- You will be asked to enter your name and choose your audio and video settings.
- When you are ready click the **Join now** button.

(If you are unable to join using a computer or laptop you can join by phone using the dial in which will be provided in the email and are unique to each call)

+44 20 3443 [redacted] United Kingdom, London (Toll)

Conference ID: 690 [redacted] 73#

While you are on the call please ensure your microphone is muted when you are not speaking, and if you wish to participate please unmute your microphone and state your name before talking.



If you require any assistance or support, please contact the NFU Cymru mainline on 01982 554200.