

## **Instructions for joining online-streamed Branch Lectures using MS TEAMS**

- 1) Click on the blue “*Join meeting online*” button sent in lecture advertising emails, or the “*Join*” button on the Branch website Programmes page.
- 2) TEAMS will respond with a page asking you join your TEAMS meeting either: “*online via your browser*” or “*join on your TEAMS app*” – you can download the app free onto your device, but joining on the browser is just as good.
- 3) Before you can proceed you will need to input the name with which TEAMS identifies you to others on the TEAMS call – usually just initials suffice.
- 4) Join TEAMS call - click on either “*online via your browser*” or “*join on your TEAMS app*”
- 5) TEAMS then displays the join screen. If your device camera is switched on you will see yourself on the screen. You can also select here the mic and loudspeaker you wish to use. *Note - for Branch lectures camera and mic of attendees are switched off automatically*
- 6) Click on “*Join Meeting*” – you will enter the lecture session receiving both pictures and audio from the lecture room.