



Client guidance:
Microsoft Teams

Contents

Joining a Microsoft Teams Meeting 03

Joining a Microsoft Teams Live Event 06



Joining a Microsoft Teams Meeting

Bishop Fleming meetings will be hosted using Microsoft Teams. Our recommended way to access meetings is on a desktop via web browser however you can also join via the Microsoft Teams desktop or mobile app, or dial-in via mobile or landline. Full details on each method are offered below. Please leave ample time to join the meeting if it is your first time using Microsoft Teams.

Joining via desktop or laptop (recommended)

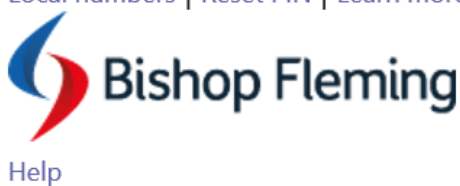
To join a meeting using a desktop or laptop, simply click on the joining link which can be found in your meeting invitation email, or copy and paste the link into your browser.

[Join Microsoft Teams Meeting](#)

+44 20 3855 5202 United Kingdom, London (Toll)

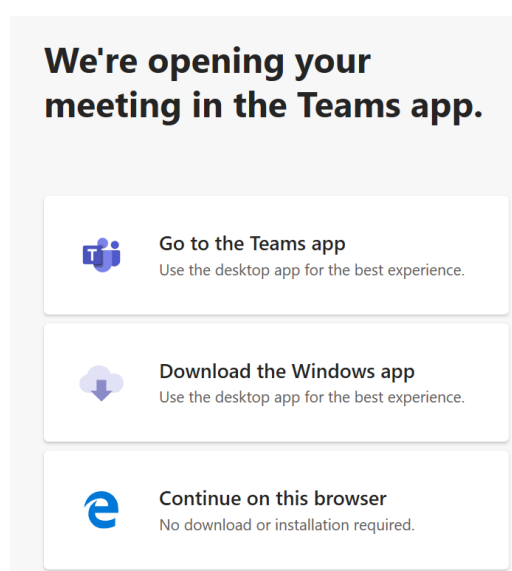
Conference ID: 962 170 988#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



Please note, the platform is not yet compatible with Safari, therefore please use other web browsers such as Chrome, Firefox or Edge.

When clicking the link you will be presented with the below screen. If you already have a Microsoft Teams account you can click 'Go to the Teams app' or select 'Yes' to launching the app if prompted by your browser. Alternatively, you can click 'Continue on this browser' to join without the app.



Joining a Microsoft Teams Meeting

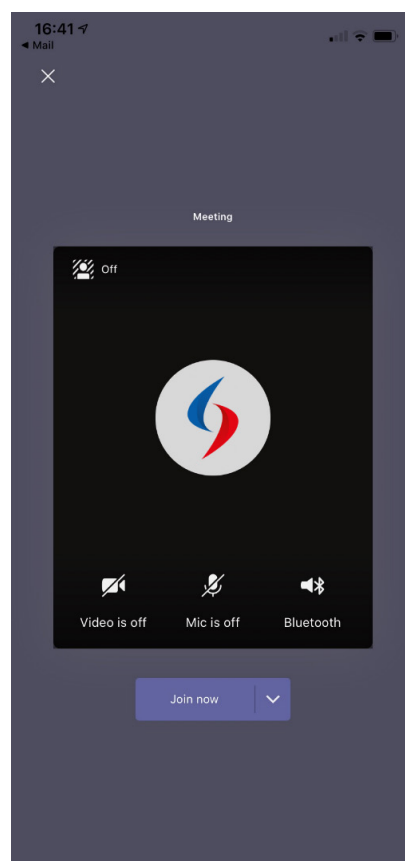
You should then be presented with a screen to configure your webcam, microphone and name before joining the meeting. If the meeting organiser has not yet arrived, you will be prompted to wait before automatically joining the meeting.

Joining via mobile or tablet (with Microsoft Teams App)

If you are using a mobile or tablet device, and you haven't already downloaded the [Microsoft Teams App](#), you will be prompted to do so when clicking on the joining link. The joining link will be sent via the meeting invitation.

It only takes a couple of minutes to download the app and requires you to fill out a short form to sign up for a free Microsoft account. For instructions on how to do this follow the simple steps below. Click on the joining link (found in your meeting invitation email)

1. Download the Microsoft Teams App via the android or apple store
2. If you have a Microsoft Teams account, please fill in your email address and password. If you don't have an account, please click 'Sign up for free'
3. Follow the on-screen instructions, filling in your full name, email and password, selecting you will be using Teams for 'work' and your company name. Then click 'Sign up to teams'
4. You will be asked to log back into the Teams app. Once you have successfully done this, please click on the joining link again.
5. You should now see a window that will enable you to configure your webcam, microphone and audio options: speaker, headphones or Bluetooth device



Joining a Microsoft Teams Meeting

Joining via mobile or landline (via dialling-in)

If a dial-in number is included in your meeting invitation, you will be able to dial into your Microsoft Teams meeting from a mobile device or landline. Please note that you will not be able to see other attendees or share content with them via a dial-in meeting.

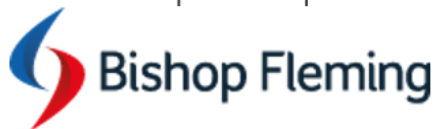
1. Dial the number noted beneath 'Join Microsoft Teams Meeting' on the original meeting invitation
2. When prompted, enter the conference ID
3. Stay on the line, you will be prompted to provide your name
4. You will automatically join the Microsoft Teams meeting once initiated by the meeting organiser

Join Microsoft Teams Meeting

+44 20 3855 5202 United Kingdom, London (Toll)

Conference ID: 962 170 988#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



[Help](#)

Joining a Microsoft Teams Live Event

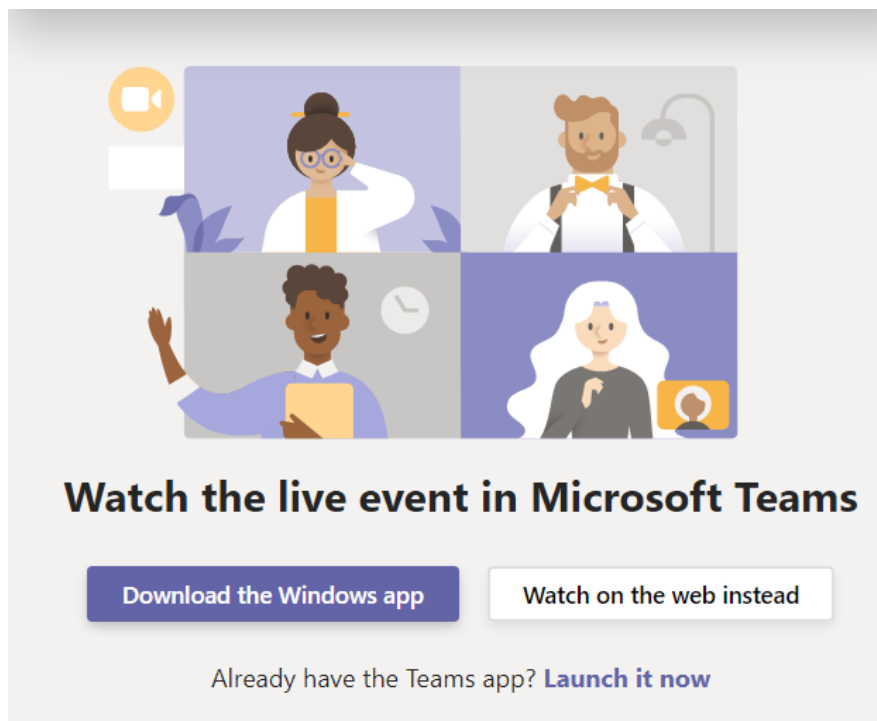
Bishop Fleming webinars will be hosted using Microsoft Teams Live. Our recommended way to access the webinar is on a desktop via a web browser however you can also join the webinar via the Microsoft Teams App on ios and android devices, which may involve a short process. Full details on each method are offered below. Please leave ample time to join the webinar if it is your first time using Microsoft Teams Live Event.

Joining via desktop or laptop (recommended)

To join a webinar using a desktop or laptop, simply click on the joining link which can be found in your event confirmation email, or copy and paste the link into your browser.

Please note, the platform is not yet compatible with Safari, therefore please use other web browsers such as Chrome, Firefox or Edge.

When clicking the link you will be presented with the below screen. If you already have a Microsoft Teams account you can click 'Launch it now' to sign in as an authenticated user. Alternatively, click 'Watch on the web instead' if you don't have an account and would like to enter anonymously.



You should then be presented with a screen stating 'This live event hasn't started' which is the waiting area before the webinar starts. The webinar will start promptly at the time stated and the screen should automatically switch to the live feed. The Live Q&A (if applicable) will be open so you can begin posting any questions you have straight away.

Joining a Microsoft Teams Live Event

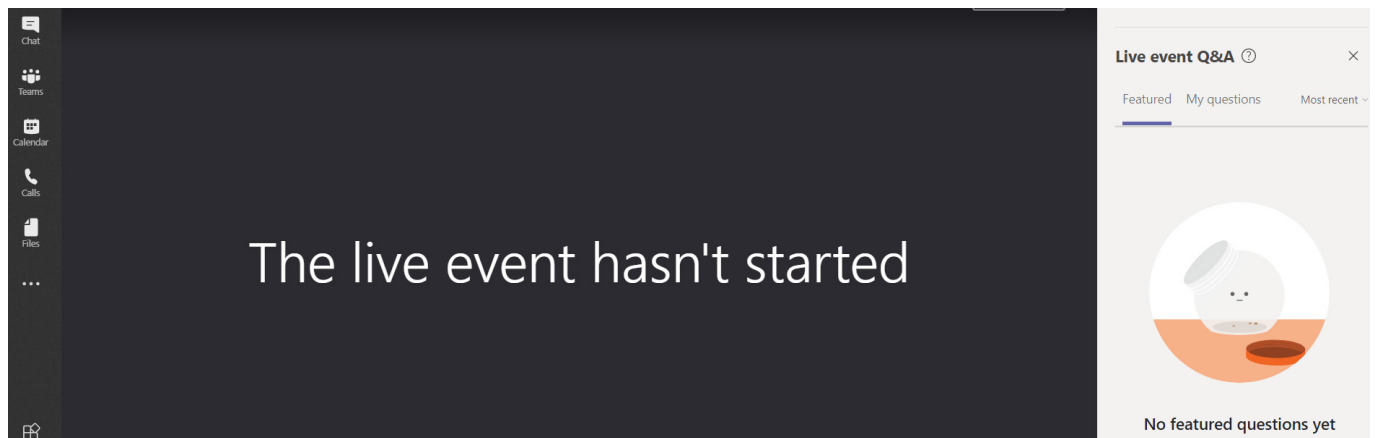
Joining via mobile or tablet

If you are using a mobile or tablet device, and you haven't already downloaded the [Microsoft Teams App](#), you will be prompted to do so when clicking on the joining link. The joining link will be sent via the event confirmation email following successful completion of the event booking form.

It only takes a couple of minutes to download the app and requires you to fill out a short form to sign up for a free Microsoft account. For instructions on how to do this follow the simple steps below.

Click on the joining link (found in your event confirmation email)

1. Download the [Microsoft Teams App](#) via the android or apple store
2. If you have a Microsoft Teams account, please fill in your email address and password. If you don't have an account, please click 'Sign up for free'
3. Follow the on-screen instructions, filling in your full name, email and password, selecting you will be using Teams for 'work' and your company name. Then click 'Sign up to teams'
4. You will be asked to log back into the Teams app. Once you have successfully done this, please click on the joining link again.
5. You should now see a window that says 'This event has not yet started'. Our webinar will go live promptly at the start time and this should automatically change to the live feed. If not, you may need to click on the play button in the centre of the screen.



For more information on how to attend a Teams Live Event please [click here](#).



If you have any questions, please get in touch:

T: 03333 21 9000

E: events@bishopfleming.co.uk

W: bishopfleming.co.uk



© Bishop Fleming 2020. All rights reserved.

Bishop Fleming is a trading name of Bishop Fleming LLP, a limited liability partnership registered in England and Wales No. OC391282, and Bishop Fleming Bath Limited, a limited company registered in England and Wales No. 07869428. Registered office: Stratus House, Emperor Way, Exeter Business Park, Exeter, Devon EX1 3QS. A list of members' names for the LLP is available at the above address.