**A Useful Guide to Virtual Events**

Please find below some tips to good practice and etiquette when joining our virtual meetings and events. These are general procedures designed to ensure that our online meetings and events run smoothly. We ask kindly that you read this document carefully.

Access to the Meetings/Events

- **The Trust uses Microsoft Teams for our virtual meetings and events**. You do not require a Teams account to join the meeting simply click the 'Join Microsoft Teams Meeting' link and it will take you directly to the meeting you have been invited to.

- **If you are not on a device that already has Teams installed** we recommend that you download Microsoft Teams (this is free of charge) onto your computer, laptop, tablet or mobile device from this link: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app

- **Join the meeting/event early.** This allows time for you to set up and prepare and ensure that everything is ready for you to join the meeting/event. This also gives you ample time to call the organisers of the meeting/event for support if you are facing any technical issues.

- **If you are sent to a waiting room,** the host/organiser of the event will be able to see your name (please include your full name when signing in) and give you access.

- **If you have any joining issues,** please contact the Membership and Governance Administrators, Abby Strange & Emily McConnell, on 01225 821262 / 826288, who will try their best to support you. Please just bear in mind that they will be unable to see your screen.

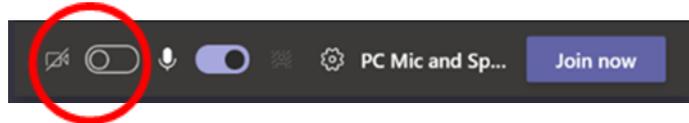**During the Meeting/Event**

- When you click the link to join the meeting you should see the following box on the screen:
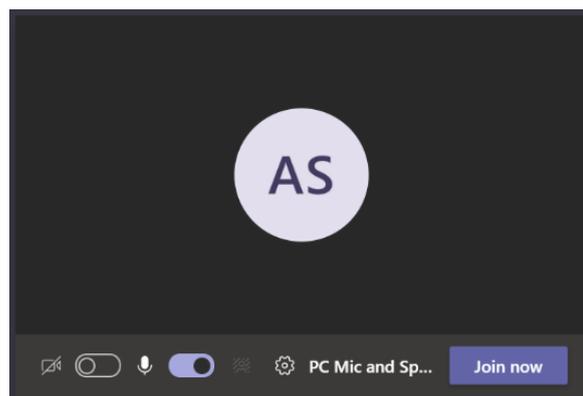
- To mute/unmute your microphone you will need to click on the button highlighted below (this is currently showing as unmuted):
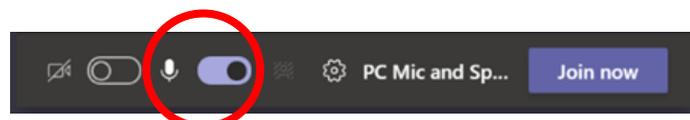
- To switch your camera on/off you will need to click on the button highlighted below (this is currently showing as off):

- For the duration of meetings please ensure that your camera is off and your microphone is muted unless you are speaking or have been asked to speak.

- When you are ready to join the meeting click the blue button that says 'join now'.

- When you are in a meeting if you would like to speak or ask a question please raise your hand by clicking on the following button which will be on the top left hand side of the screen. The Chair of the meeting will then be able to see this and invite you to speak:

- If you would like to type something to everyone in the meeting chat you can access this by clicking here (please note that all attendees will be able to see this):

- If you would like to mute/unmute yourself or turn your camera on/off please use the buttons highlighted below:

- When you are ready to leave the meeting you can click the red 'leave' button here:

- If you have headphones it could be beneficial to use them as this can optimise the audio and reduce the background noise from your surroundings.

- If you face connection issues midway through a meeting/event, you can use the same link you initially used to re-join the meeting. If this still does not work, please contact Abby or Emily (if they are not in the meeting with you) for assistance.