

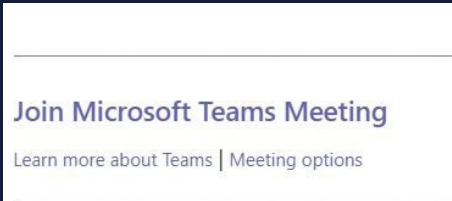


Reward Team Joining Guide for External Contacts





When you create a Teams meeting, the block below will automatically appear in the meeting request



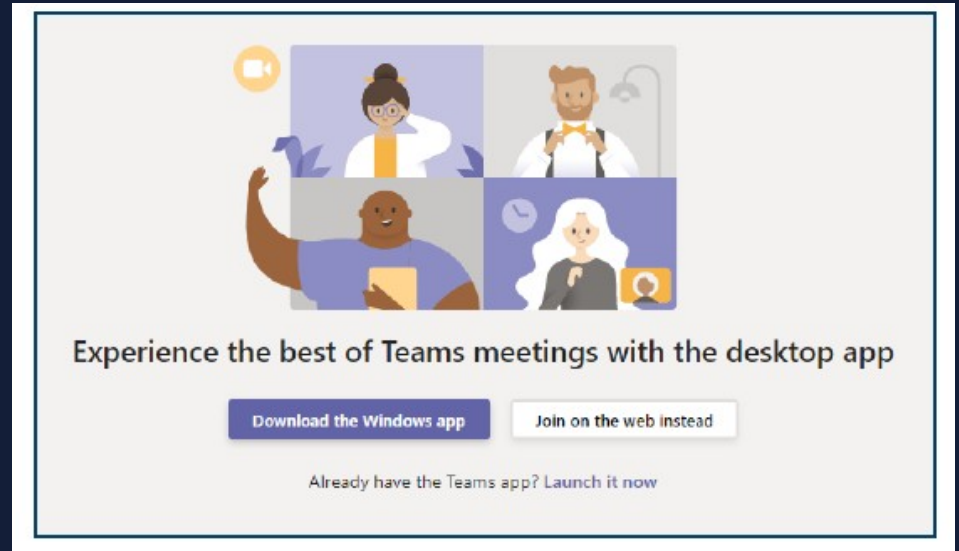
This will be visible to external Reward contacts in the email allowing them to join the meeting, by simply clicking 'Meeting options'

If your contact is unfamiliar with Teams, you can provide your contact with the 'External Contacts – Joining & Calling Guide' to inform them of what they need to do in order to 'Join Microsoft Teams Meeting'



The screen below will then open in their web browser if Teams has not been previously downloaded

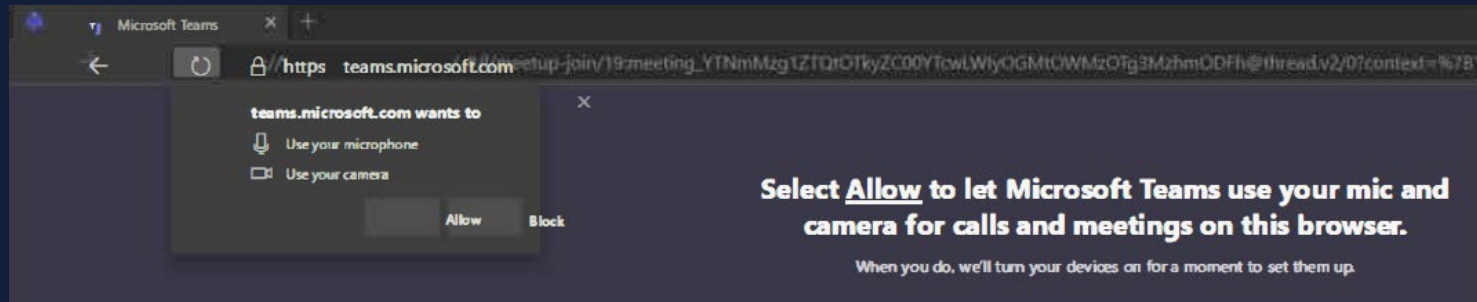
They will need to use Chrome or Edge, as Internet Explorer and Firefox cannot support it





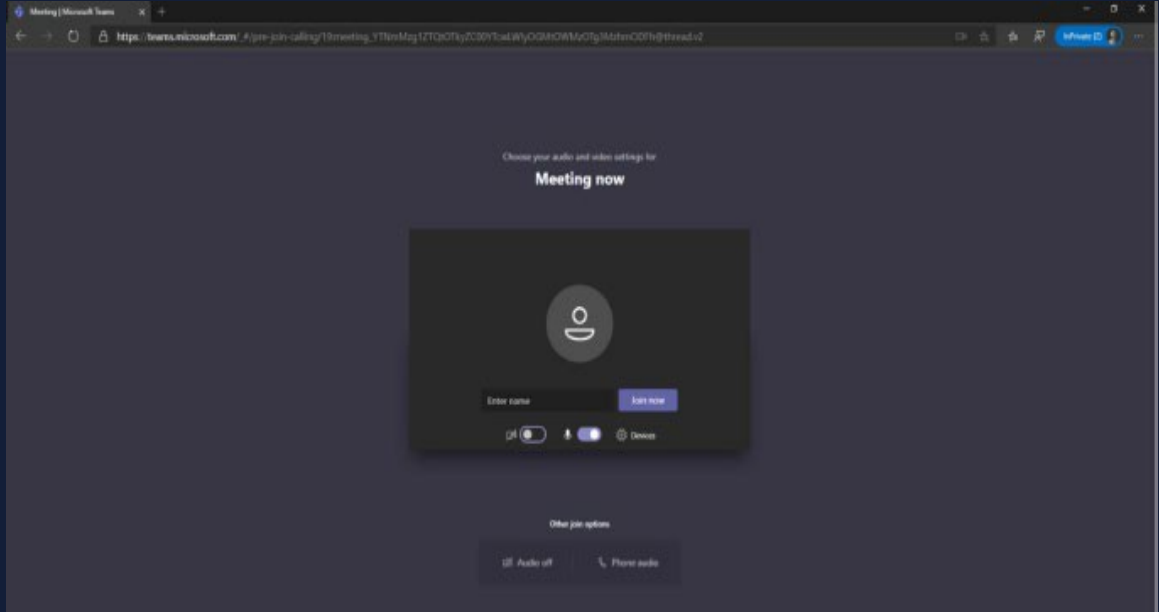
To proceed they either download the Teams App or click 'Join the web instead'

It will then open a webpage asking for permission to access the microphone and camera, and they need to select 'Allow'





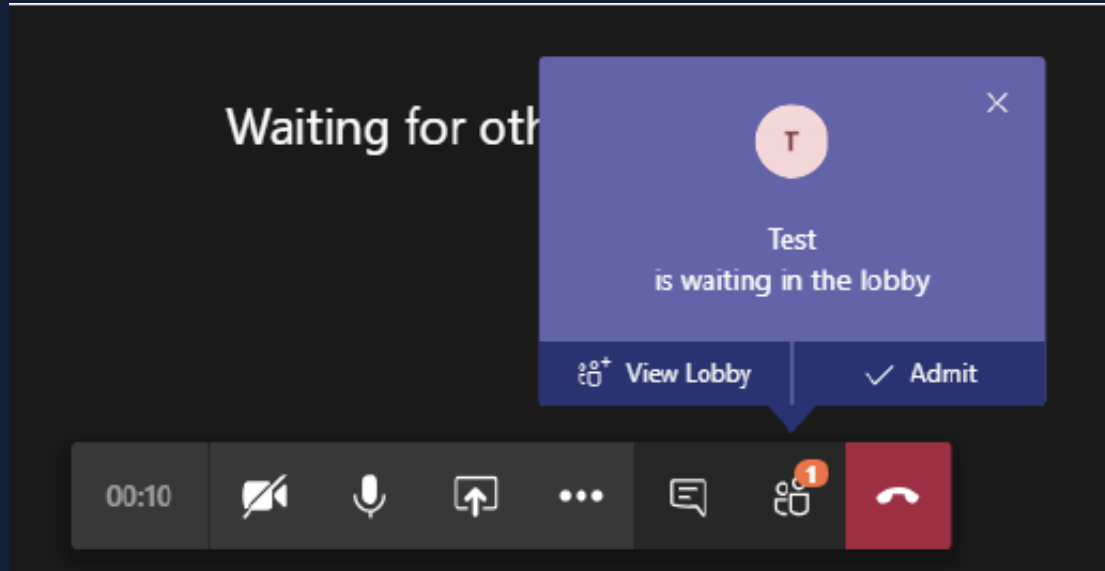
After a few seconds, the meeting welcome screen will appear allowing them to enter their name and if they want to enable the camera and microphone





They will then be held in the meeting room until you allow them in

Once you have joined the Teams meeting on your computer as usual you will see a pop up showing those waiting to join, please click the 'Admit' button to allow them in





As usual, if you have any questions please do not hesitate to contact the help desk, either by raising a ticket by emailing itsupport@vital.co.uk or calling [0333 241 9309](tel:03332419309)