

YOUR GUIDE TO VIDEO MEETINGS



MEETING YOUR ADVISER ONLINE USING MICROSOFT TEAMS



At AFH, our priority is offering you the same great service you are used to via remote means as safely and conveniently as possible. That is why we are introducing video meetings: a secure and confidential way to conduct face-to-face meetings even when you can't physically meet up.

PREPARING FOR YOUR VIDEO MEETING

- ✓ **Check:** your broadband connection to make sure you are accessing the Internet
- ✓ **Check:** that your laptop, tablet, or smartphone is set up for video conferencing, having a camera and microphone ready for use
- ✓ **Check:** that you can find a place in your home where you can have a private conversation

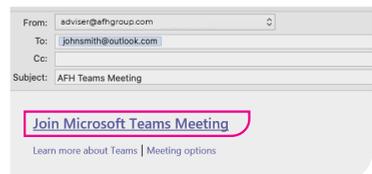
NB: You do not need to install any software on your laptop or desktop.

If you wish to use a mobile device, please inform your adviser and a new invite for a meeting via Skype will be issued.

HOW DO I JOIN A MICROSOFT TEAMS MEETING?



Step One: You will receive your invitation via email from your adviser, please click the link on the agreed date and time. You can also save the invite within your calendar.



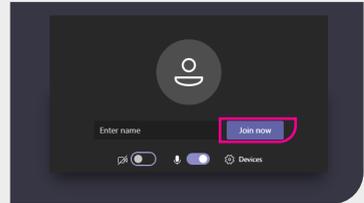


Step Two: Click “Join on the web instead” as per the screen to the right.

Should you for any reason have the Teams app installed on your laptop or desktop, please click “Launch it now”.

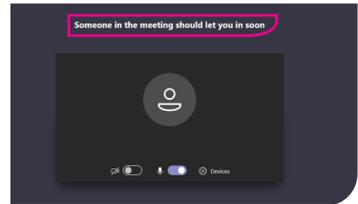


Step Three: Enter your name and click “Join now”



Step Four: If your adviser has not already joined the meeting, you will see the screen to the right.

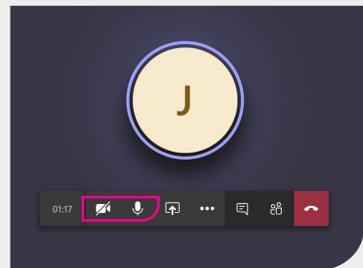
Once they do the meeting will commence.



Step Five: You will now join the meeting and see the screen on the right, with your adviser’s video visible:

- ✓ **Click** on the mic symbol to mute/unmute your mic
- ✓ **Click** on the video camera icon to share/unshare your video

To leave the meeting click the red phone symbol.



Please contact your adviser should you require further assistance or information.

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