

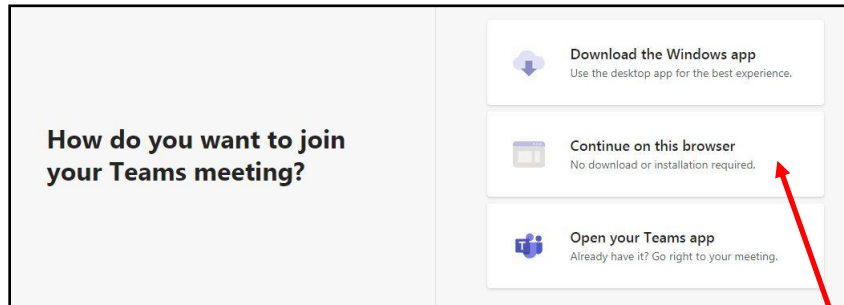
## Participating in a Teams Meeting for the first time

You will receive a link by email if I have your address. If not and you are joining the meeting on a phone your club coordinator may send you the link via WhatsApp or other.

The link will look like this:

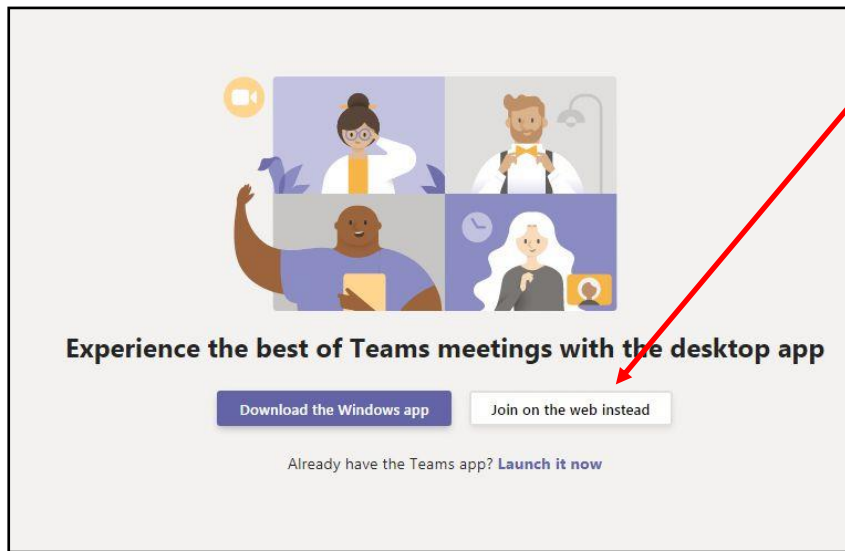
Click to join: **Winter Hurling Workshop November 14**

The link should bring you to a window like one of these:

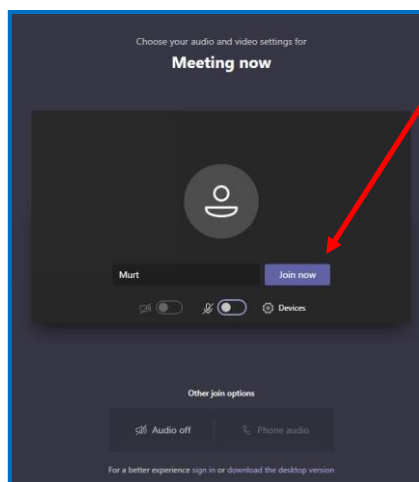


Chose Join on the web / browser if you do not have the "Teams App".

It is preferable to have the app.



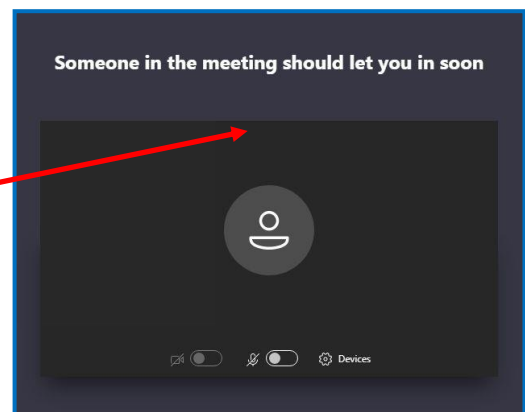
You may be required to type your name so that you are recognized in the meeting.



Join Now

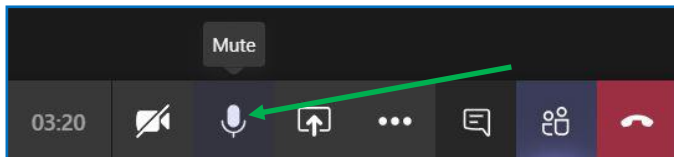
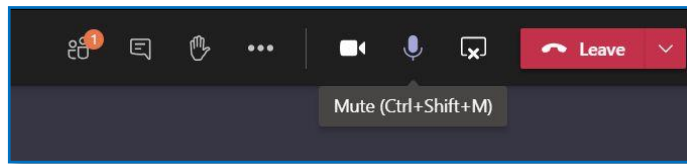
You may be presented with a note that "someone in the meeting should let you in soon".

If so, wait until you are allowed in.

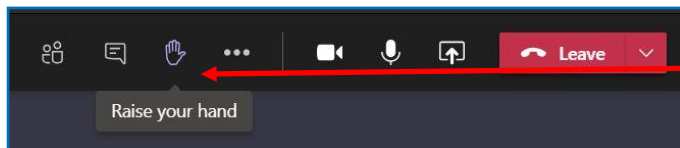


When you are in the meeting you will see a Toolbar. If you click on your screen this will disappear. If you “hover” back over the screen it will return.

### Toolbar



**To turn your microphone off/on**



If you wish to speak, click here to raise your hand.

Click again to lower your hand

### Meeting Format:

1. Introductions
2. Presentation which will pause from time to time for Questions / Discussion
3. Q & A
4. Close

### Housekeeping

Because there may be up to 20 people at the meeting it is best to observe a few protocols.

- It is best to turn off your speaker when not speaking to avoid too much background noise
- When you wish to speak please “raise your hand” and the presenter or co-presenter will ask people to speak in turn. Please “lower your hand” when finished speaking.
- During the presentation, the presenter (if no co-presenter present) might not see your “Hand” so if you wish to speak feel free to do so without raising your hand.

I suggest that you try the link in advance of the meeting time to ensure you get to a screen that says “Someone in the meeting should let you in soon” or the meeting has not started– once you can see this you know that you have no problem joining in, so use the same link again later

*Looking forward to the workshop and hoping it will be beneficial to your club!*

*Martin*