



Using Microsoft Teams for your Foresters Financial Adviser Video Appointment

What is Microsoft Teams

Microsoft Teams is a secure communication and collaboration tool that combines chat, video meetings and audio conference—Similar to Zoom or Google Hangout. You do not need an account, join as Guest. Your Foresters' Financial Adviser will only admit you to join the call.

Next Steps

What will I receive?

- You will receive an email invite from the Foresters' Financial Adviser (FA) with a calendar invitation, with call details: Click on the invite attachment to update your default calendar.

What you will need?

- You can access the meeting by a PC, laptop, smartphone, or tablet.
- You can download the app via the App Store or Windows Store, or if prefer, use Teams on your favourite internet browser; *we recommend Google Chrome for the best browser experience*
- Like any video tool, your microphone and camera will need to be enabled. If you do not have these capabilities, you can join via audio conference from a mobile phone using the dial-in conference ID details provided in the invite.

How will the meeting start?

- Your default calendar application should alert you to the meeting starting or you can access the email and click on the [Join Microsoft Teams Meeting](#) link.

Join Microsoft Teams Meeting

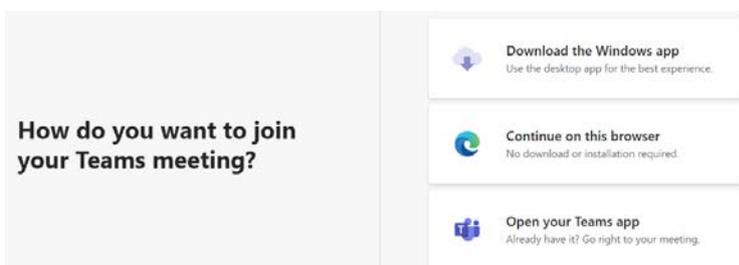
+44 20 3787 4879 United Kingdom, London (Toll)

Conference ID: 444 952 050#

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

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- If this is the first-time using Teams, your device may prompt you to allow Teams to access your Microphone, please say *yes*. Teams may also ask how you want to join your Teams meeting, please choose to [Download the app](#) or [Continue on this browser](#)



What will happen during the meeting?

- During the meeting you will have the ability to **mute** your microphone or **turn off** the video.
- To end the call hit the red hang-up button.

