Email Template to join Microsoft Teams

**Remember to add the join link and conference ID (if using audio)**

Hi all,

Just a reminder that we have a meeting. For those of you with a slower internet connection, you can also join via telephone!

There are essentially 4 ways to join the meeting. I've listed them in order of preference. If you don't have the first one, move down the list!

Connect using a PC with microphone, webcam and speakers:

* Just before 6pm, follow the link:  JOINING LINK

Connect using Microsoft Teams app on **mobile phone**:

* Install the Microsoft Teams app: Android: <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_US> iPhone: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>
* Email Mike for a username and password ([michael.freeman@edenscouts.org.uk](mailto:michael.freeman@edenscouts.org.uk))
* Just before 6pm: Either click the link JOINING LINK . Or use the 'Calendar' tab in the app, and click the 'Join' button next to the meeting details.

Connect using a PC **without** a microphone, webcam or speakers, but using a **telephone** instead.

* Just before 6pm, follow the link:  JOINING LINK
* Call this number: [020 3855 5182](tel:+442038555182)
* Then enter the Conference ID: CONFERENCE ID  (followed by the # key)
* It will ask you to record your name, and then put you on hold, so I can connect you.

Connect using a telephone only (and through Online Scout Manager if your internet is too slow for Microsoft Teams)

* Just before 6pm; call this number: [020 3855 5182](tel:+442038555182)
* Then enter the Conference ID: CONFERENCE ID (followed by the # key)
* It will ask you to record your name, and then put you on hold, so I can connect you.
* Log in to the OSM Parent Portal: www.onlinescoutmamager.co.uk
* Click on the Virtual Meeting link, then click 'Participate at home'. You will be able to upload what you are doing!

If you have any problems or worries just let me know - hopefully I'll see you all on Monday!

Yours in Scouting,