



How to be invited to a Microsoft Teams Meeting

Invitations to join a Microsoft Teams Meeting will be sent to delegates included in the email distribution lists of the Secretariat. PLEASE PROVIDE THE EMAIL ADDRESS TO aguirres@un.org IN ORDER TO RECEIVE THE INVITATION CONTAINING THE LINK.

Important: Should you not be included in a relevant email distribution list, please contact the Secretariat as soon as possible.

The Secretariat will send an email to participants which will contain all necessary details. **For security and confidentiality reasons, please do not share this email with anyone!**

What to do after clicking on the link to the meeting?

For participants using mobile devices that do not have a Microsoft teams account, click **Join as guest**. Participants will then be required to enter their name. Please use the following format: **First Name Last Name (Delegation)**, then click **Join Meeting**. **It is important that you include this information, particularly the name of the DELEGATION, including the name of your delegation in order to be granted access.**

For participants using a computer that does not have a Microsoft teams account, click on **Join on the Web** instead then click **allow use of microphone and camera**. Participants will then be required to enter their name. Please use the following format: **First Name Last Name (Delegation)** then click **Join**. **It is important that you include this information including the name of your delegation in order to be granted access.**

For participants that have a Microsoft teams account, click on **Sign in and join**.

Note

Participants will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room.

Tips for the conduct of meetings

Speakers List: If you would like to take the floor, please indicate so in the chat room of the meeting (for example “Singapore would like to speak”).

Mind the mute button: Your microphone should always be muted unless you are speaking. This is to cut out any instances of errant breathing, slight movements, or other noises that could cause distraction or interruption.

Do not multitask: If you use a computer, close all other apps and browser tabs. When using a cellphone, do not send text messages or make phone calls at the same time.

Ensure the camera is at an ideal distance from you: The camera should be far enough from you that your upper body can be seen (hand gestures) and there's a bit of space around your head.

Check your audio and video settings before joining the videoconference: Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.

Cut out the background distractions: If you are conducting your video conference from home, consider using a space where you are alone. Turn off televisions, radios and any other audiovisual distractions.

Upon joining the videoconference, listen first before speaking.

Troubleshooting

If you lose sound of video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the coordinator.

System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone
- video and audio communication ready and connected to a high-speed internet connection (a minimum 25 Mbps)

Get **Microsoft Teams** on your device*. Desktop apps for Windows, MacOs, as well as mobile apps for iOS and Android, are available in the links below:

DESKTOP	MOBILE
Windows 64-bit / Windows 32-bit	Apple iOS
Mac	Android

* For firewall issues, participants should contact their mission technical focal points to allow downloading of Microsoft Teams.