**CUPE 59 AGM Teams meeting quick tips**

Select the Teams link from the AGM invitation to join the meeting virtually.

Below is an example of what the link will look like:



Microsoft Teams should open on your computer automatically. Select the ‘Join Now’ button





Use the toolbar to navigate through the various features:

1) Show participants

2) Show conversations – here you can enter messages in the ‘chatroom’. Virtual attendees will use this function for voting.

3) Raise your hand – this allows the moderator to call on participants to provide verbal comments in an orderly fashion

4) Turn on/off your camera

5) Turn on/off your microphone – please mute until called on for comments

6) Select to leave the meeting

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