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Microsoft Teams Live Quick Start Guide

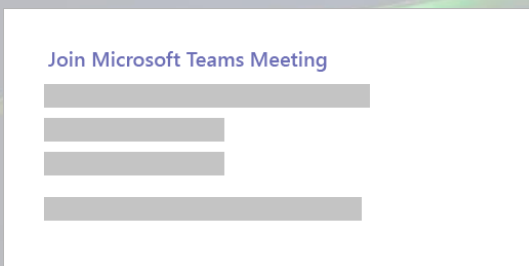
Joining an EMRTS Service Review Online Event

As part of our engagement process, we will be using Microsoft Teams to enable us to reach as many people as possible. If you have never used Microsoft Teams before, this short guide will assist you in connecting and being a part of our events.

You can join a Teams meeting from any device with an internet connection either by Wi-Fi or your mobile provider. We have arranged all events, so you don't need to have a Microsoft Teams account, you just need to follow these steps to join as a 'guest'.

Step 1:

You will receive an invite from us with a link to the meeting as shown below:



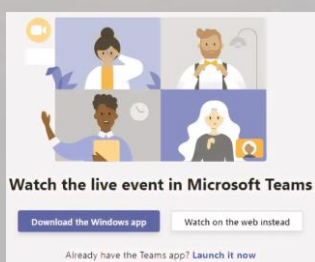
Step 2:

Once clicked it will open a web page, where you'll see two choices:

- Download the Windows app; and
- Join on the web instead.

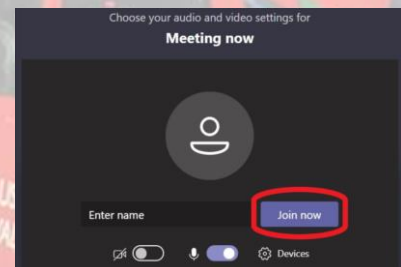
If you join on the web, you can use either Microsoft Edge or Google Chrome.

Your browser may ask if it's okay for Teams to use your microphone and camera, this is your decision.



Step 3:

Enter your name and choose your audio and video settings and when connected please mute your microphone to avoid any noise disruption for others on the meeting. You can also select 'Phone audio' if you want to listen to the meeting on your mobile phone.



Step 4:

When you're ready, hit 'Join now'.

Step 5:

This will bring you into the meeting lobby. This will notify us that you're there, and we will bring you in.

We are here to help...

Even though our staff are not mobile or laptop/PC experts, if you experience any issues please let us know and we will do what we can to assist you.



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Canllaw Cychwyn Cyflym Microsoft Teams Live

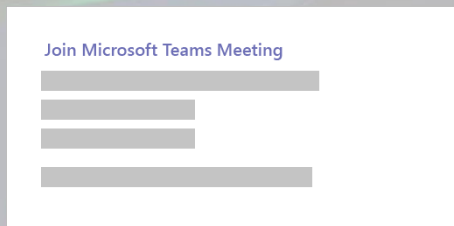
Ymuno â Digwyddiad Ar-lein Adolygiad Gwasanaeth GATMB

Fel rhan o'n proses ymgysylltu, byddwn yn defnyddio Microsoft Teams i'n galluogi i gyrraedd cymaint o bobl â phosibl. Os nad ydych erioed wedi defnyddio Microsoft Teams o'r blaen, bydd y canllaw byr hwn yn eich cynorthwyo i gysylltu a bod yn rhan o'n digwyddiadau.

Gallwch ymuno â chyfarfod Timau o unrhyw ddyfais sydd â chysylltiad rhyngwrwyd naill ai gan Wi-Fi neu eich darparwr symudol. Rydym wedi trefnu pob digwyddiad, felly does dim angen i chi gael cyfrif Microsoft Teams, does dim ond angen i chi ddilyn y camau hyn i ymuno fel 'gwestai'.

Cam 1:

Byddwch yn derbyn gwahoddiad gennym gyda dolen i'r cyfarfod fel y dangosir isod:

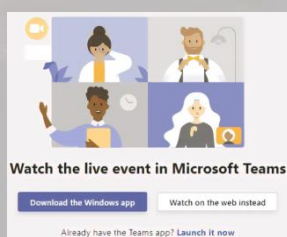


Cam 2:

Ar ôl ei glicio bydd yn agor tudalen we, lle byddwch yn gweld dau ddewis:

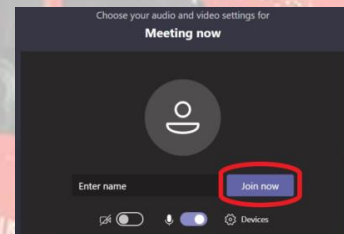
- Download the Windows app; and
- Join on the web instead.

Os ydych chi'n ymuno ar y we, gallwch ddefnyddio naill ai Microsoft Edge neu Google Chrome. Efallai y bydd eich porwr yn gofyn a yw'n iawn i Dimau ddefnyddio eich meicroffon a'ch camera, dyma eich penderfyniad.



Cam 3:

Rhowch eich enw a dewiswch eich gosodiadau sain a fideo ac o'u cysylltu, mwmiwch eich meicroffon er mwyn osgoi unrhyw amharu ar sŵn i eraill ar y cyfarfod. Gallwch hefyd ddewis 'Sain ffôn' os ydych chi am wrando ar y cyfarfod ar eich ffôn symudol.



Cam 4:

Pan fyddwch chi'n barod, tarwch 'Ymunwch nawr'.

Cam 5:

Bydd hyn yn dod â chi i mewn i'r lobi cyfarfod. Bydd hyn yn ein hysbysu eich bod chi yno, a byddwn yn dod â chi i mewn.

We are here to help...

Er nad yw ein staff yn arbenigwyr symudol neu liniadur/PC, os byddwch yn profi unrhyw broblemau, rhowch wybod i ni a byddwn yn gwneud yr hyn a allwn i'ch cynorthwyo.