

# Joining a Frazer-Nash Microsoft Teams Meeting A client's guide

Frazer-Nash Consultancy uses Microsoft Teams to work collaboratively with you. We use Microsoft Teams to hold group video conference, share our screen, notes or whiteboards with you. Even if you don't have Microsoft Teams, you can still use it. This simple guide explains how.



Open the meeting request in your calendar and click on Join **Microsoft Team Meeting.** 



Your default browser will open. Click Join in this browser instead or Join on the web instead.



Enter your name and click Join now.

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File Meeting Insert Format Text Review														
Save & Del Close	Calendar Actions Calendar ConeNote	Appointment	Scheduling Assistant	Accept Tenta	tive Declini	Propose New Time	Respond	🚧 Show As:	Busy 15 minutes Option	- O Recurrence	E Time Zones	Categorize	<ul> <li>Private</li> <li>High Importance</li> <li>Low Importance</li> <li>Tags</li> </ul>	Zoom Zoom
Accepted on 13/03/2020 12:45.														
Organizer: Janes Cornish «J.cornish@fnc.co.uk>														
Subject: [EXTERNAL] Frazer-Nash Meeting														
Location: Microsoft Teams Meeting														
Start time:	Mon 16/03/2020	•	09:00	• 🗆 All	day event									
End time:	Mon 16/03/2020		10:00	*										
This Message originated outside your organisation.         Hi All,         Thanks for joining our meeting.         Please see the Microsoft Teams Meeting details below.         Frazer														
Join M +44 20 Conferen Local nur FRA	Aicrosoft Teal 3443 6327 Unite ce ID: 947 323 11 mbers   Reset PIN   I CER-NAS	ms Meeti d Kingdom, Lo # .eam more ab	ng andan (Toll) out Teams   1	Meeting option	13									



Experience the best of Teams meetings with the desktop app



You're joining a Teams meeting							
How should we introduce you?							
My name	Join now						



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Don't panic! We can now see you are waiting to join the meeting and will let you in.

Someone in the meeting should let you in soon

5

While you're waiting, use the **phone number** and **Conference ID** in the meeting invite to join the meeting using your phone.

### Hi All,

Thanks for joining our meeting.

Please see the Microsoft Teams Meeting details below.

Frazer

Join Microsoft Teams Meeting +44 20 3443 6327 United Kingdom, London (Toll) Conference ID: 947 323 11# Local numbers | Reset PIN | Learn more about Teams | Meeting options





Welcome to the meeting! From here your Frazer-Nash host can share lots of things with you.



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### SYSTEMS AND ENGINEERING TECHNOLOGY