

# Joining

## A Virtual Resource Centre Session

### What to expect

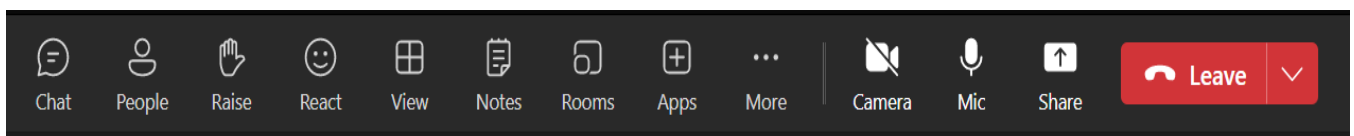
After booking a facilitated session through the Whats On guide you will receive a confirmation email with a Microsoft Teams link to join your chosen session. Click on the link in the email this will take you to Teams.

You can join using the online version of Teams, or the Teams app can be used. **Please note:** When joining on a smart phone the Teams app must be used. If you choose to join using the app version it is recommended that this is done in advance of joining the session and regularly updated to avoid any delays getting into your session. Attendees are not permitted to record or photograph the sessions.

### Using Microsoft Teams

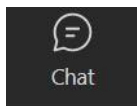
This is a brief guide showing how to navigate the Teams platform. Once you have joined the Teams session, you will be taken to a screen where you can view the session.

### Icons

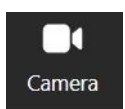


Along the top of your screen you will see a series of icons each of these have different functions.

The icons you may need to use during your session are explained below:



Selecting this icon allows you to open the chat box and type a message to the group or contact the facilitator.

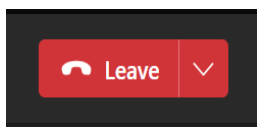


This controls your camera, the symbol shown means your camera is on and you can be seen. If you select this icon once it will display a line through it and will turn off your camera so you cannot be seen on screen. By selecting the

camera again, the camera will be turned on allowing you to be seen. Turning off your camera during sessions may help the quality of the call.



When the mic icon is displayed like this it means your audio is on and you can be heard in the meeting by those in attendance. To mute yourself select this icon once so a line is displayed through it. To unmute select the icon again this allows you to be heard on the session. By going on mute while a session is on can help prevent audio feedback and improve the quality of your session.



Click this icon if you need to leave a Team's meeting before it is due to finish.

## Contact us

If you should have any issues regarding the VRC sessions or require further support, please contact the facilitator Suzie Beresford by email; [sberesford@alzscot.org](mailto:sberesford@alzscot.org).