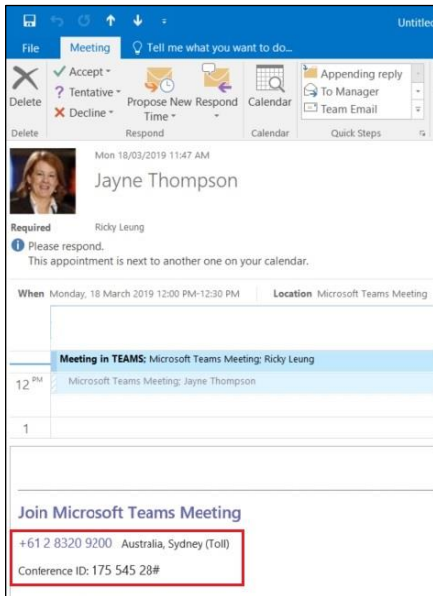
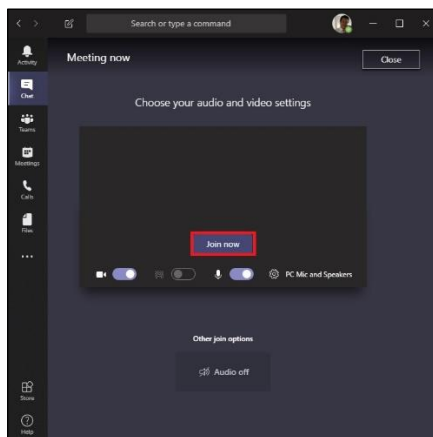


User Guide - How to initiate an audio conference meeting using Teams (as Host)

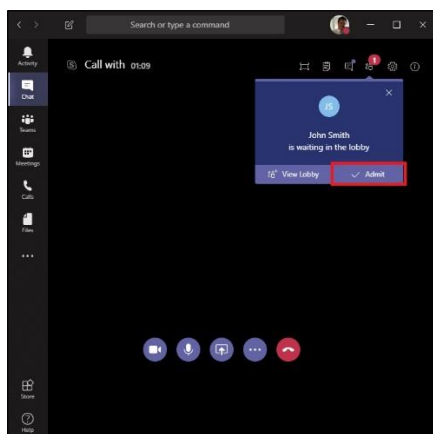


You are joining this audio conference meeting as the *Host* using Teams. As the *Host*, you will need to initiate this meeting.

Definition of *Host* – The owner of this meeting



In Teams, click on ***Join now***



For anyone with an **@vinnies.org.au** email address, they will be added to the meeting automatically.

For anyone with a non Vinnies email address, they need to be admitted to the meeting, to do this, click on ***Admit***.