

Your upcoming meeting/webinar is being held via GMW's video conferencing software "Microsoft Teams".

Microsoft Teams (MS Teams) can be downloaded/accessed on different devices, such as PC, Apple MAC, laptop, iPad or iPhone. It will depend what setup works best for you, but the device you choose must have a camera, speakers and a microphone.

Note: You DO NOT need to sign up for your own MS Teams account, you can log on as a guest. Microsoft Teams is best used in Chrome, Safari or Firefox.

Connecting via mobile phone or tablet/iPad

You can **download the MS Teams app** to use on your mobile phone or tablet directly from [Google Play](#) (Android) or the [App Store](#) (Apple iOS). You can also find these links on the [Microsoft website](#).

Once you have downloaded the app, you can join online video conference meetings or webinars.

1. To join your meeting or webinar, click the meeting URL link – you can find this at www.gmwater.com.au/your-say-at-gmw.
2. Click "Join with the app."
3. Choose how you would like to join – if you have an MS Teams account you can sign in, otherwise you can join as a guest.
4. If you join as a guest, you will be prompted to enter your name and click "Join Meeting".
5. An administrator will let you into the meeting.

Connecting via a web browser on laptop/desktop

1. To join your meeting or webinar, click the meeting URL link – you can find this at www.gmwater.com.au/your-say-at-gmw
2. You will be asked how you would like to join the Teams meeting – click "Continue on this browser".
3. Click "Allow" when Microsoft Teams asks to use your Microphone and camera.
4. Click the "Join now" button.
5. If you join as a guest, you will be prompted to enter your name and click "Join Meeting".
6. An administrator will let you into the meeting.

Connecting via the MS Teams App on laptop/desktop

You can **download the MS Teams app** to use on laptop or desktop computer directly from the [Microsoft website](#).

You can join meetings without downloading the MS Teams app (see *Connecting via a web browser on laptop/desktop* above), but the app provides a better viewing experience.

1. **Download the MS Teams app**, directly from the [Microsoft website](#).
2. Click on the meeting URL link, which can be found at www.gmwater.com.au/your-say-at-gmw, then click "Join with the app" when prompted.
3. Choose how you would like to join – if you have an MS Teams account you can sign in, otherwise you can join as a guest.
4. If you join as a guest, you will be prompted to enter your name and click "Join Meeting".
5. An administrator will let you into the meeting.