

Setting Up Microsoft Teams

It is suggested that you follow this process during April to avoid frustration on 10 May when Teams is used for the first time. This is particularly important for users of tablets or phones as you will need to download the Teams app to join meetings.

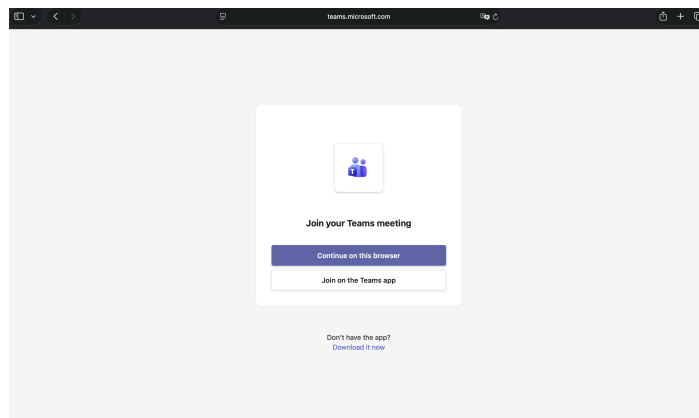
We have set up a link to a Test Meeting to enable you to go through the process. This is not the link for the Sunday services. Please use the link in the weekly email from 10 May onwards.

On a laptop or computer (see page 3 for tablet or phone)

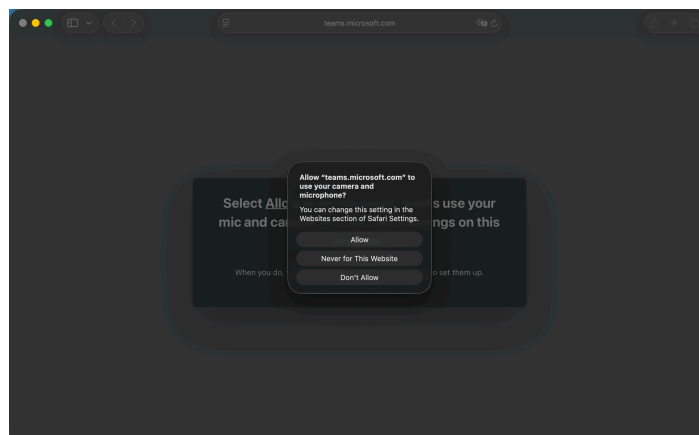
If you have opened this document on a laptop or computer, click on the link below:

[Cornerstone Teams Test Meeting](#)

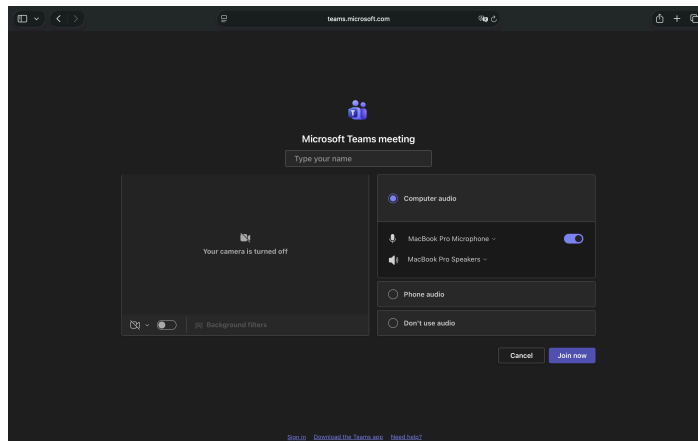
This will open a page on your web browser that looks something like this:



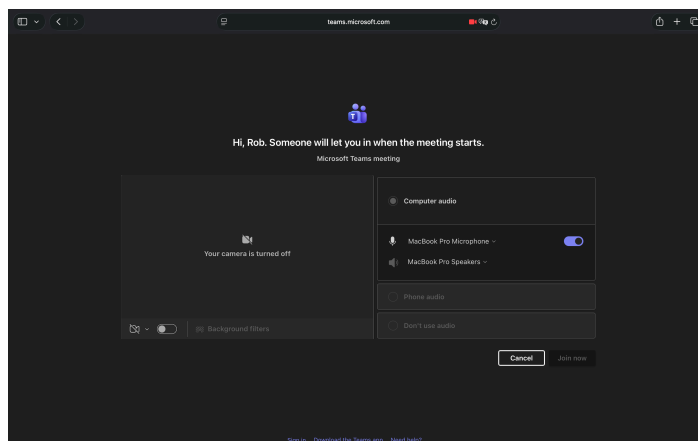
Click on 'Continue on this browser'. If it opens a window like this, click 'Allow':



It will then ask you to enter your name as shown below:



After entering your name, click 'Join'. You'll see a screen that looks like the one below saying 'Someone will let you in when the meeting starts.'



You have now completed the test process. Click cancel to leave the test meeting.

You can now close the web page.

When we have the first Teams service on line, the link in the weekly church email will take you to the church service, not the test meeting.

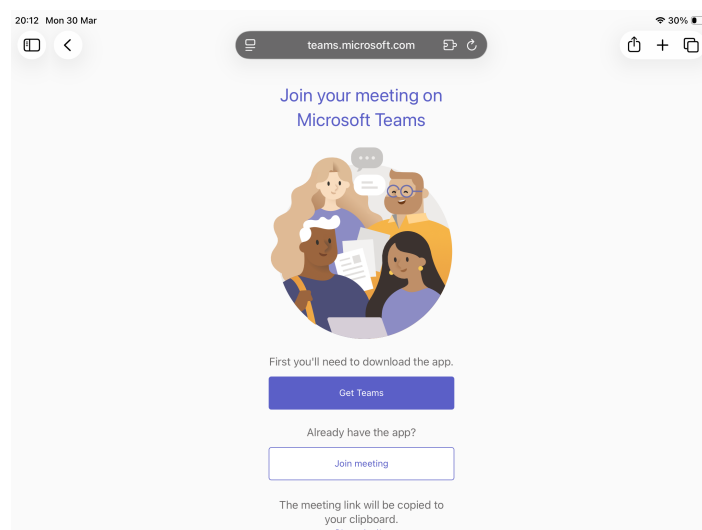
On an tablet or phone

On an tablet or a mobile phone, you will need to download the Microsoft Teams app from the Appstore or GooglePlay. Before starting this process, make sure you have your Appstore or GooglePlay password to hand.

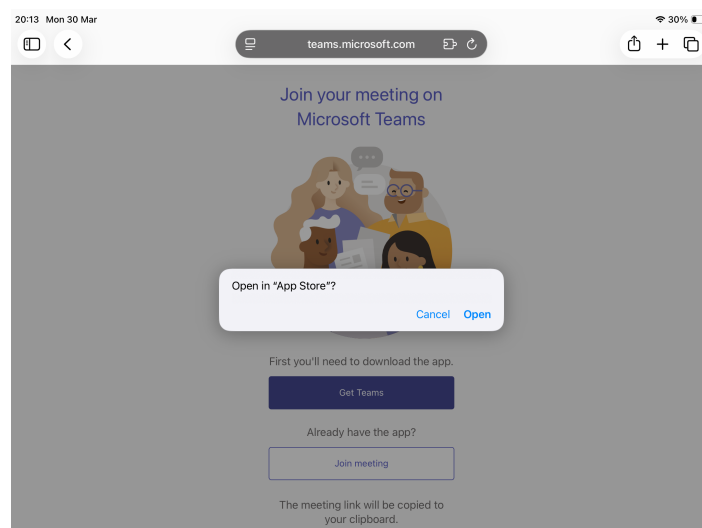
If you have opened this document on an tablet or phone, click on the link below:

[Cornerstone Teams Test Meeting](#)

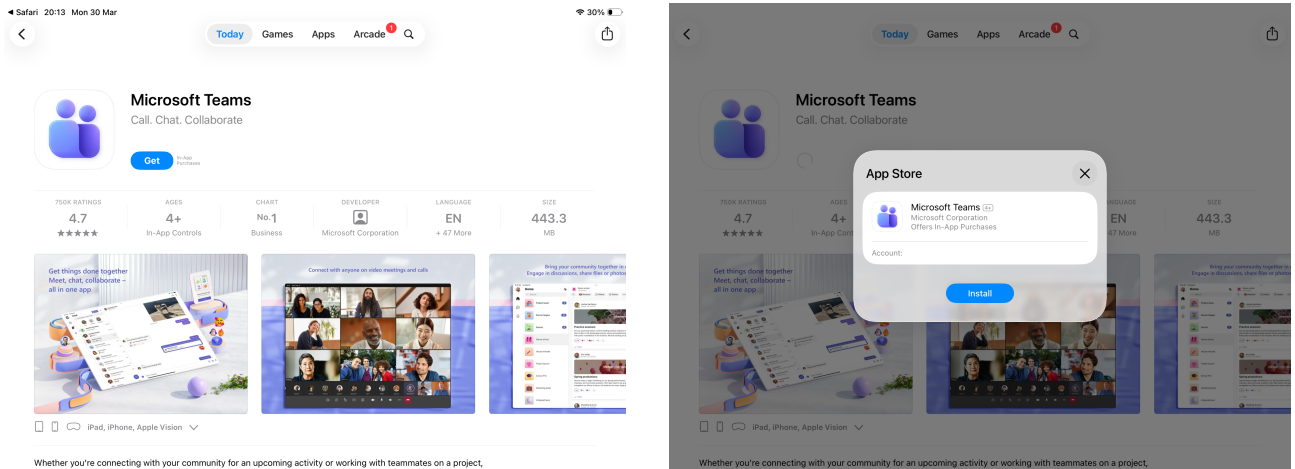
It will open a page like this:



Click 'Get Teams'. Then you will see the screen below. Click 'Open'.



This will take you to the Microsoft Teams app installation pages. Click 'Get' and then 'Install'.

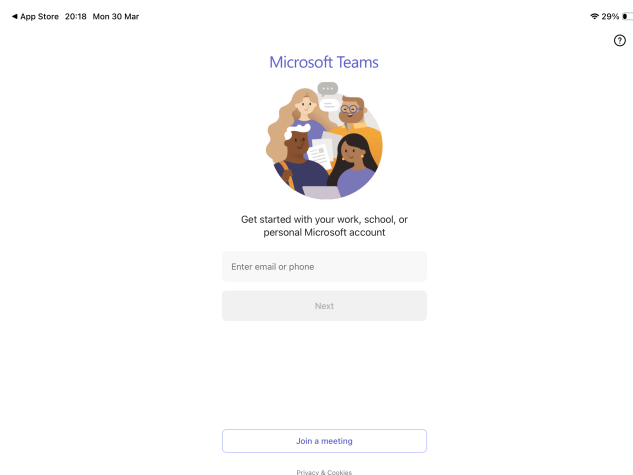


You may need to enter your Appstore or GooglePlay password now.

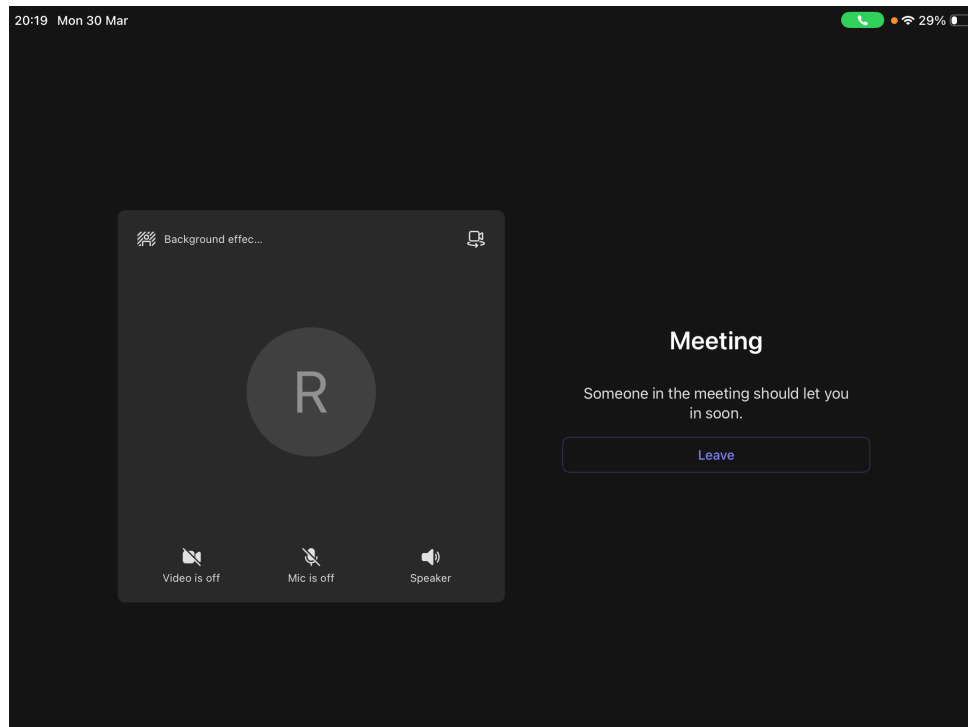
You may then be asked if you want to paste from your web browser (Safari for an iPad. It could be Chrome or Edge on other devices). Click 'Allow Paste'.

Allow Teams to access the microphone. Allow Teams to connect to your local network (your wifi). You will see the screen below. Click 'Join Meeting' in blue at the bottom of the screen. You do not need to enter your email address or phone.

If you already have a Microsoft Teams account, you can enter your email address or phone number here. However this is not needed to join the Church meetings.



If asked, enter your name. Then click 'Join Now'. You will see the screen below saying 'Someone in the meeting should let you in soon.'



You have now completed the test process. Click 'Leave' to leave the test meeting.

You can now close the Teams app.

When we have the first Teams service on line, the link in the weekly church email will take you to the church service, not the test meeting.

If you have any problems with the process, or have any further questions, please email Sian (admin@abercec.org.uk) and someone from the technical team will contact you.