

Joining MS Teams events

If your application has been successful and the webinar is being hosted via MS Teams, you will receive a virtual link around one week before the event start date.

Instructions on how to join using the link are below.

EXAMPLE — PLEASE DO NOT USE THIS ID OR LINK

1. Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 20 3855 5884,,986966](#) # United Kingdom, London

Phone Conference ID: 986 966 #

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

2. You have four choices:

- Download the Windows app: Download the Teams desktop app.
- Continue on this browser: Join a Teams meeting on the web.
- Open your Teams app: If you already have the Teams app, go right to your meeting.
- You can also use a dial-in number and conference ID call in (audio only):

[+44 20 3855 5884,,986966](#) # United Kingdom, London

Phone Conference ID: 986 966 #

3. Type your name (Please type your first name and last name).

4. Choose your audio and video settings.

5. Select Join now.

In your joining email you will be informed whether the link will remain the same for the entirety of the event.

For security reasons we ask you to adopt the following naming convention so we can easily identify you. First name plus last name.

We recommend that you join five minutes before the scheduled start time. If you encounter any problems please contact ccbsinfo@bankofengland.co.uk.

Please contact the Event Administrator if choosing the dial in option to notify them of the telephone number you will be using. All unknown attendees will be removed from the call.

Please mute your microphone and hide your camera on MS Teams during the event and when not speaking.

Use the 'raise hand' or type your question in the chat box on the control panel and we will answer them when possible. You will be prompted by the speaker to turn on your microphone and camera if asking a question.

Presentations may be recorded by CCBS, but are not to be recorded by participants.

By agreeing to join our workshops, you are agreeing not to share the workshop links. For security reasons any unknown individuals may be removed from the event.