

Joining the TYA MDaT– Quick Guide

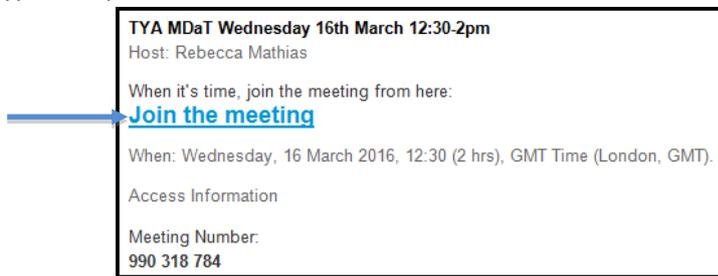
You will need:

- A telephone for teleconferencing into the meeting
- A computer (PC or Mac) with Internet access (for visual access)

To join the meeting with audio and visual access (this is the preferred option):

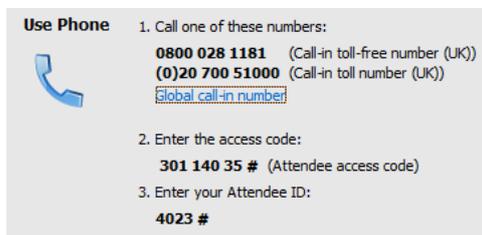
You will receive an email invitation to the meeting

1. Click on the hyperlink provided in the email.



This will take you to the Meeting Centre Login screen.

2. Enter your details at the Meeting Centre Login screen.
3. Click the “Join” button to be taken into the meeting.
4. The “Meeting In Progress” notification will appear on-screen. Please wait while the meeting centre software opens a session for you (this takes about 1 minute - occasionally you will need to download a piece of software (often Java) to proceed: follow any instructions on your computer)
5. A box with telephone number will appear: Dial the number and follow the prompts to enter the meeting Access Code and your Attendee ID, each time following with the hash (#) key.



The number may begin with +44. If you are dialling from within the UK please ignore +44 and add 0 before dialling the number

The chair will talk you through any other processes you may need to use (such as sharing your desktop, raising your hand to join the conversation etc.) but if you would like more information before the meeting please contact the MDaT coordinator.

Use of a headset is preferred if you attend the MDaT regularly, and will improve sound quality

To join the audio conference only:

1. Dial the number in the email and follow instructions.