

# ATTENDING A VIRTUAL AGM USING MICROSOFT TEAMS

Due to the Covid-19 restrictions AGMs cannot go ahead as normal. For this reason, the GAA has created this guidance document to assist GAA Clubs to run a virtual AGM using Microsoft Teams. Microsoft Teams allows Clubs to create an online meeting and allows attendees to view presentations, ask questions via text or voice chat, and facilitates online voting.

Microsoft Teams is available for anyone to use and can be accessed via a web browser e.g. Google Chrome or Microsoft Edge. To access the free version of Teams please visit the Microsoft website at <https://teams.microsoft.com>. All that is required to register is an email address (any email address including gmail, yahoo or other email service). MS Teams is also included as part of the official GAA email address licence and can be accessed in the usual manner, through the Office 365 portal.

## PRE-EVENT CHECKLIST

- If you feel that you require assistance with using laptops, mobile devices, or online applications you should request some help from someone who can help
- Ensure that your correct email address is supplied to the host of the AGM to be granted access.
- Provide a phone number so that you can be contacted if there is a problem with your email address
- Take note of the time and date of the meeting, or set a reminder on your phone
- Register your email address with Microsoft Teams prior to the AGM (not needed if you use an @gaa email address) – you need to do this to access the meeting
- Get familiar with the Teams application so that there is no issue during the AGM
- Ensure the microphone and camera (optional) works on the device that you will be using to attend
- Join the AGM at least 15 minutes ahead of schedule as this will allow time to resolve any issues with joining before the event starts
- When joining the meeting ensure that your microphone is muted, this will prevent disruption for others when entering the meeting

## REGISTERING YOUR EMAIL ADDRESS

The following section is a step by step guide on how to register your personal email address with Microsoft.

Step 1: Visit the [Microsoft Teams website](#) and select “Sign up for free”

Step 2: Enter your personal email address and click Next

Step 3: Select “Create account”

Step 4: Enter you Country/ region and Birthdate then select Next

Step 5: In the “How do you want to use Teams” select which option best describes your use of the registered email address

Step 6: Create a password

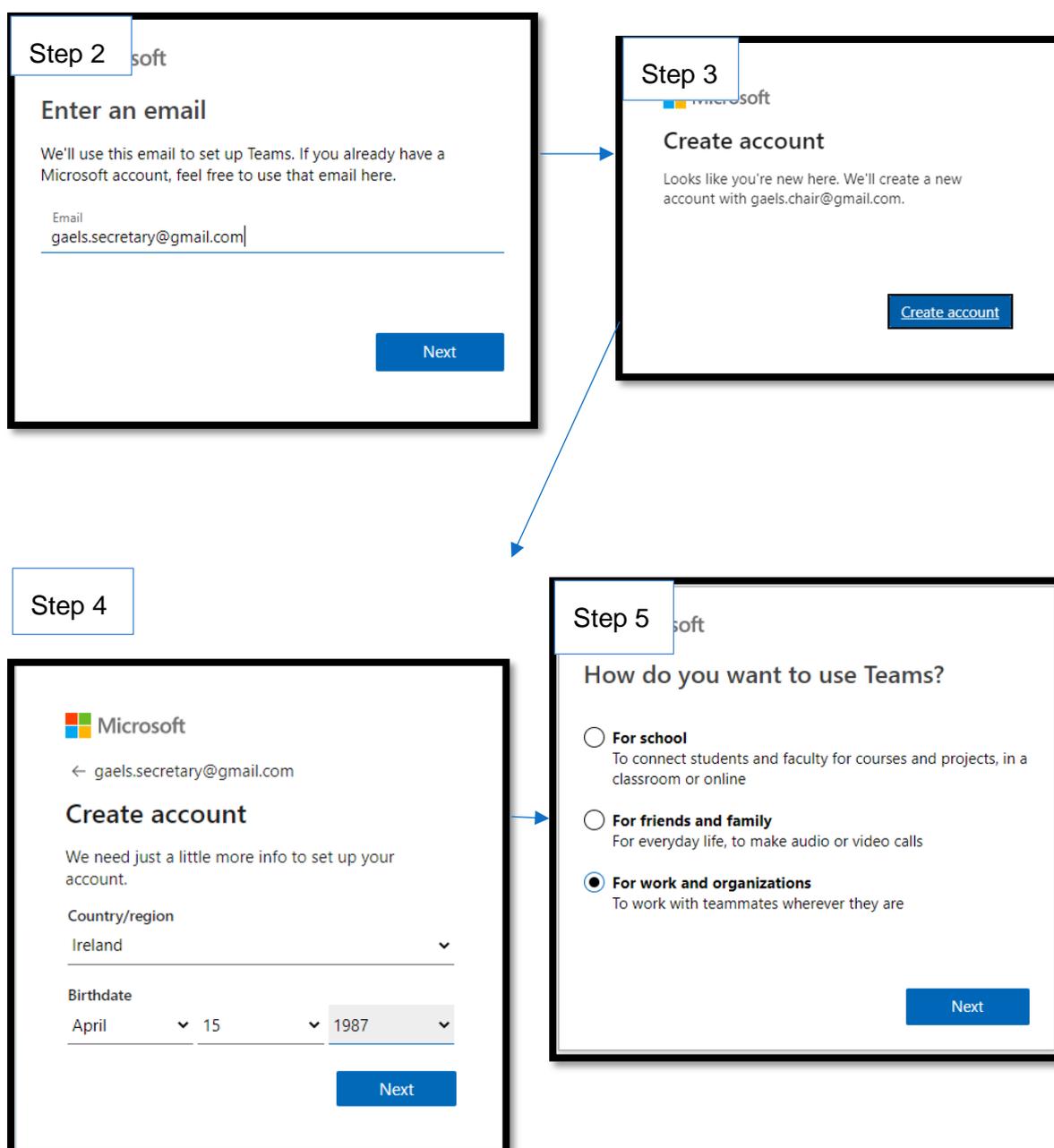
Step 7: A verification code will be sent to your email inbox (the email will be sent by the Microsoft account team). Take note of the code within the email

Step 8: Enter the code and click Next

Step 9: Enter the last details that are requested.

Step 10: Once your account has been created you can then select “Use the web app instead”

Step 11: you are now able to use Teams as you want. It is recommended to familiarise yourself with how the application works before attending the AGM



**Step 6**

← gaels.secretary@gmail.com

**Create a password**

Enter the password you would like to use with your account.

Create password

Show password

Next

**Step 7**

**Verify your email address**

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: 3950

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,  
The Microsoft account team

**Step 8**

← gaels.secretary@gmail.com

**Verify email**

Enter the code we sent to **gaels.secretary@gmail.com**. If you didn't get the email, check your junk folder or try again.

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

**Step 9**

**The last few details**

First name Middle name Last name

Company name

Country or region  
Ireland

Important note: As admin, you'll be responsible for the personal data of people in your Teams org, as well as for data management requests they submit to you. [Learn more](#).

By clicking **Set up Teams**, you agree to our [terms and conditions](#).

We may provision your Teams Free tenant in any facility where Microsoft stores and processes customer data. This means that your data may be stored at rest within any of the regions and countries where such facilities are located. We will comply with all applicable law with respect to data transfers. Teams Free is NOT intended for official public sector, government, or educational use.

Set up Teams

**Step 10**

**Stay better connected with the Teams desktop app**

Download the Windows app Use the web app instead

Already have the Teams app? [Launch it now](#)

## ATTENDING THE VIRTUAL AGM

The following section is a step-by-step guide on how to accept the AGM invite and some of the useful features available on MS Teams.

Step 1. When the AGM invite is sent to all attendees you will receive an email with a link stating “Join Microsoft Teams Meeting”. When you click the link, you will be brought to the Teams website.

Step 2: Select “Continue on this browser”

Step 3: If this is your first-time using Teams you may need to allow permissions for Teams to use your Camera and Microphone.

Step 4: Before entering the meeting please ensure that you microphone is set to Off (A), then select “Join now” (B)

Step 5: Wait until the host admits you

Step 6: Once you are admitted into the AGM you can use the chat window to communicate with other in the meeting. This can be done by Clicking the Chat button (1) which will open the Chat window (2)

Step 7: You can use the “Raise your Hand” function to show the host that you want to speak

Step 8: When you have been giving the opportunity to speak don't forget to unmute your microphone so that everyone can hear you

