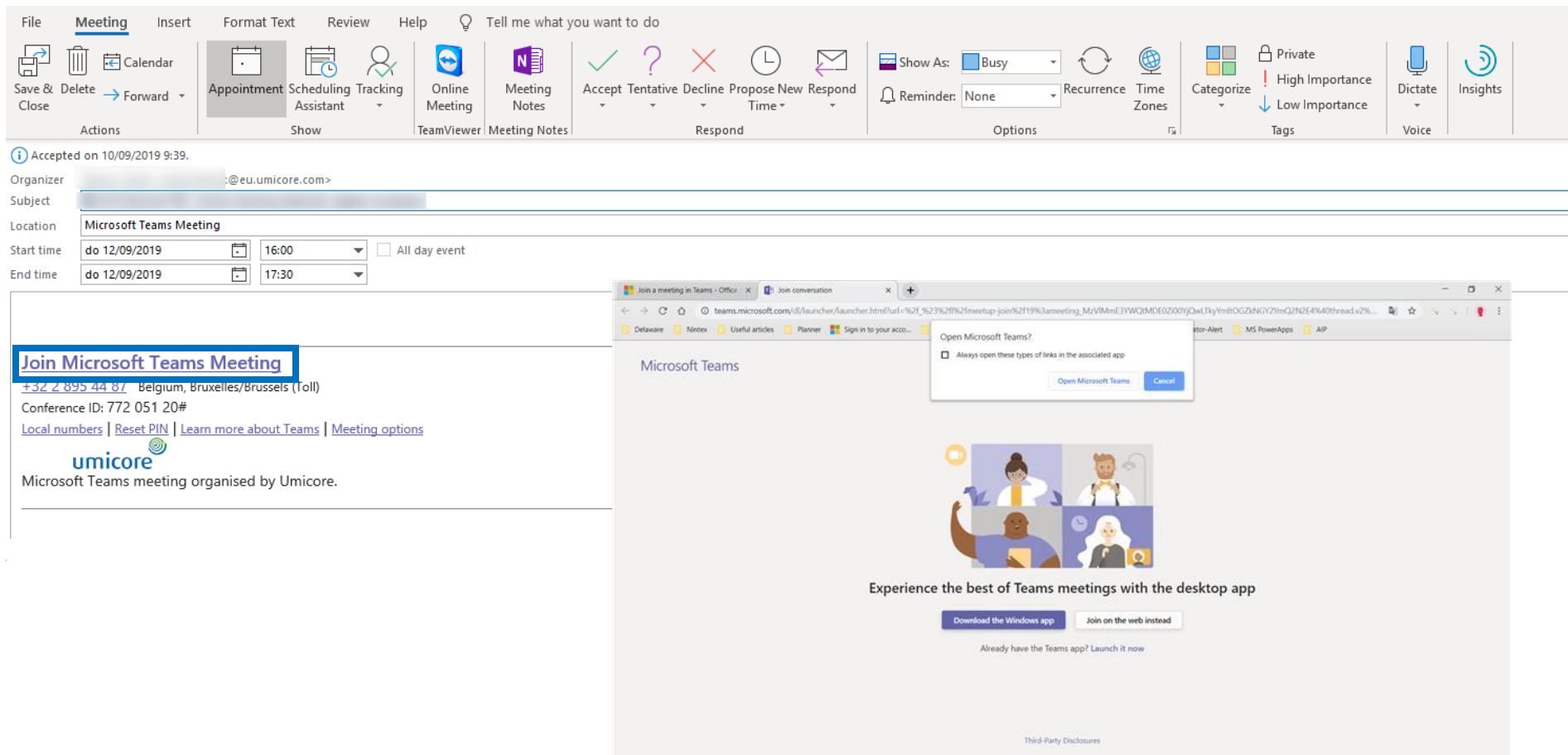


HOW TO JOIN A VIRTUAL MEETING AT UMICORE AS AN EXTERNAL GUEST

To join a virtual meeting organized by Umicore you have the following possibilities :

1. Join by clicking the link 'Join Microsoft Teams Meeting '
You'll be taken to a page where you can choose to either join on the web or download the desktop app and then join. If you already have the MS Teams app, the meeting will open there automatically.

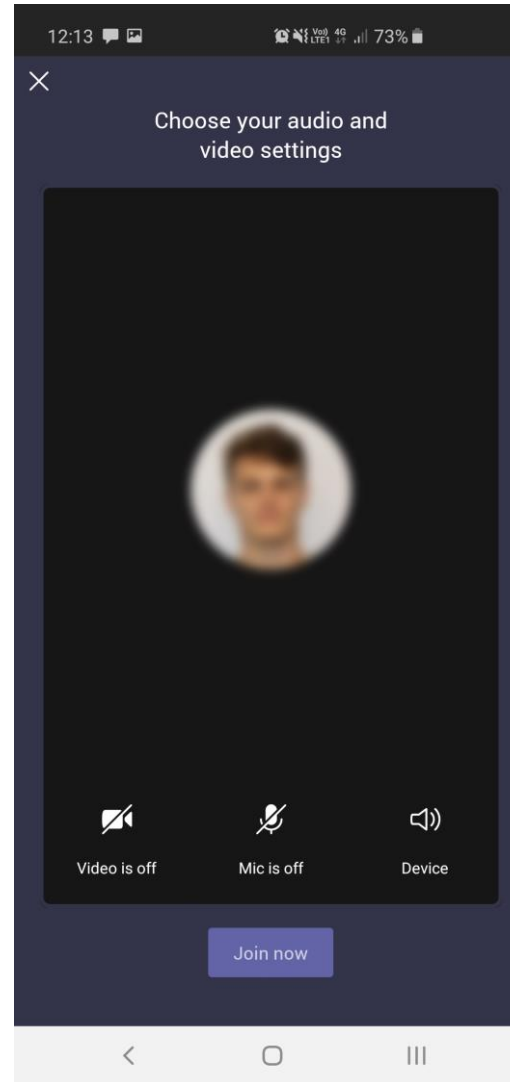
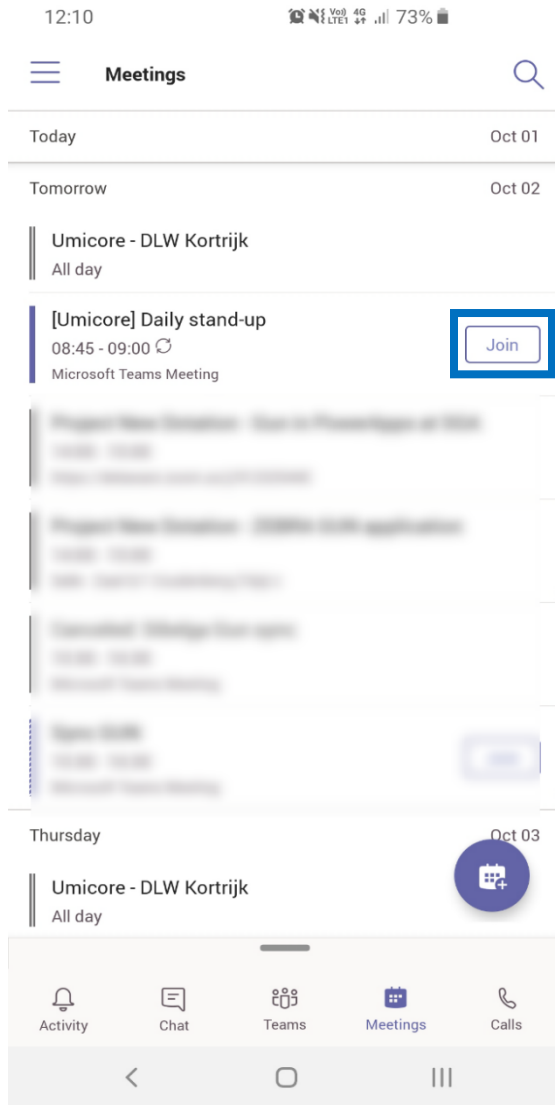


The image shows two screenshots illustrating the process of joining a virtual meeting. The top screenshot is an Outlook calendar entry for a 'Microsoft Teams Meeting' on 12/09/2019 from 16:00 to 17:30. The 'Join Microsoft Teams Meeting' link is highlighted with a blue box. Below the link, the text reads: '+32 2 895 44 81 Belgium, Bruxelles/Brussels (Toll) Conference ID: 772 051 20# Local numbers | Reset PIN | Learn more about Teams | Meeting options'. The Umicore logo and 'Microsoft Teams meeting organised by Umicore.' are also visible.

The bottom screenshot shows a web browser displaying the Microsoft Teams join page. A dialog box asks 'Open Microsoft Teams?' with the option 'Always open these types of links in the associated app' checked. Below the dialog, the page features the Microsoft Teams logo and a large illustration of four people in a meeting. The main heading is 'Experience the best of Teams meetings with the desktop app'. There are two buttons: 'Download the Windows app' and 'Join on the web instead'. At the bottom, it says 'Already have the Teams app? Launch it now'.

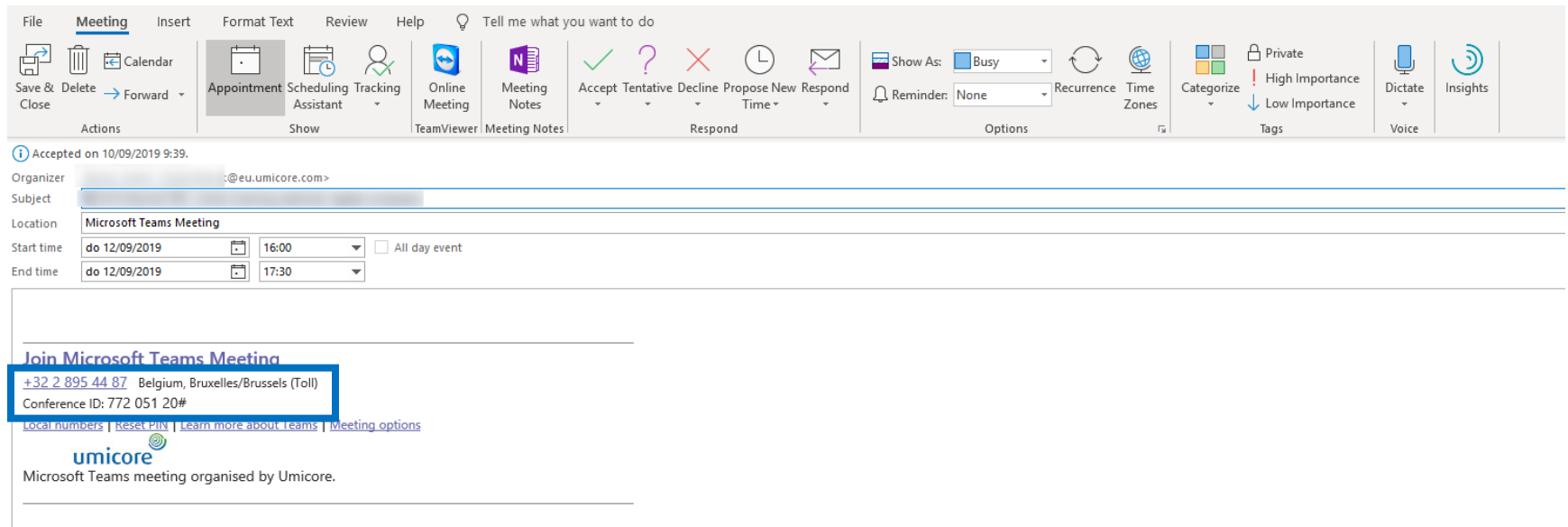
2. Join by Mobile phone

If you have installed the Teams app on your mobile phone (to be downloaded via the Play Store on Android or the App Store on Apple (iOS)), you can join by clicking the join link in the meeting invite or you can join also from the meeting ,if the invite is in your calendar.



3. Join by phone

If you don't have internet access or access to the Teams app, you can join the meeting by phone. Use the phone number and conference ID in the meeting invite, just dial and enter the conference ID join. On some phone models you simply can touch the number that includes a link with the conference ID included.



File Meeting Insert Format Text Review Help Tell me what you want to do

Save & Close Delete Forward Calendar Appointment Scheduling Assistant Tracking Assistant Online Meeting Meeting Notes Accept Tentative Decline Propose New Time Respond Show As: Busy Reminder: None Recurrence Time Zones Categorize Private High Importance Low Importance Dictate Insights

Accepted on 10/09/2019 9:39.

Organizer :@eu.umicore.com>

Subject [redacted]

Location Microsoft Teams Meeting


Start time do 12/09/2019 16:00 All day event

End time do 12/09/2019 17:30

[Join Microsoft Teams Meeting](#)

+32 2 895 44 87 Belgium, Bruxelles/Brussels (Toll)
Conference ID: 772 051 20#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)


Microsoft Teams meeting organised by Umicore.