Source-to-Pay (STP) Transformation
Supplier Onboarding Ariba User Guide

Join a Microsoft Teams Meeting (Without an Account)

For Suppliers

Join a Microsoft Teams Meeting

Join a Microsoft Teams Meeting

⚠ The following pages can also be found in the supplier QRG "Joining a Microsoft Teams Meeting" located on the supplier portal website. This QRG should be sent to suppliers each time a screen share is scheduled.

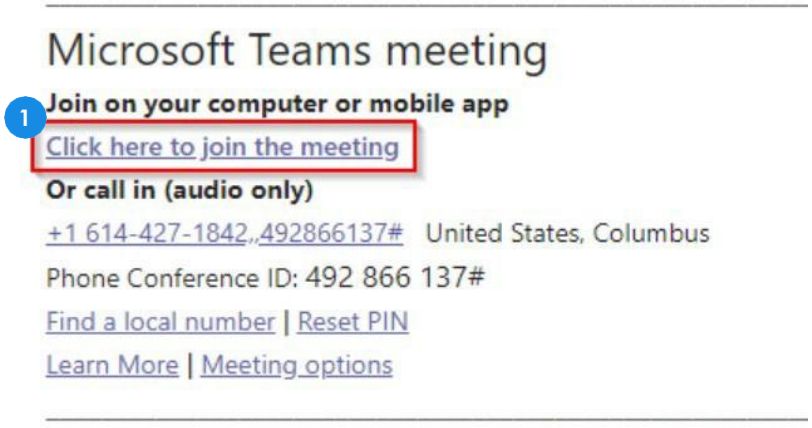
Scenarios

The Supplier will receive an email notification, inviting them to join a Microsoft Teams Meeting. If the supplier does not have a Microsoft Teams account, they can attend Microsoft Teams meetings by accessing the free web application

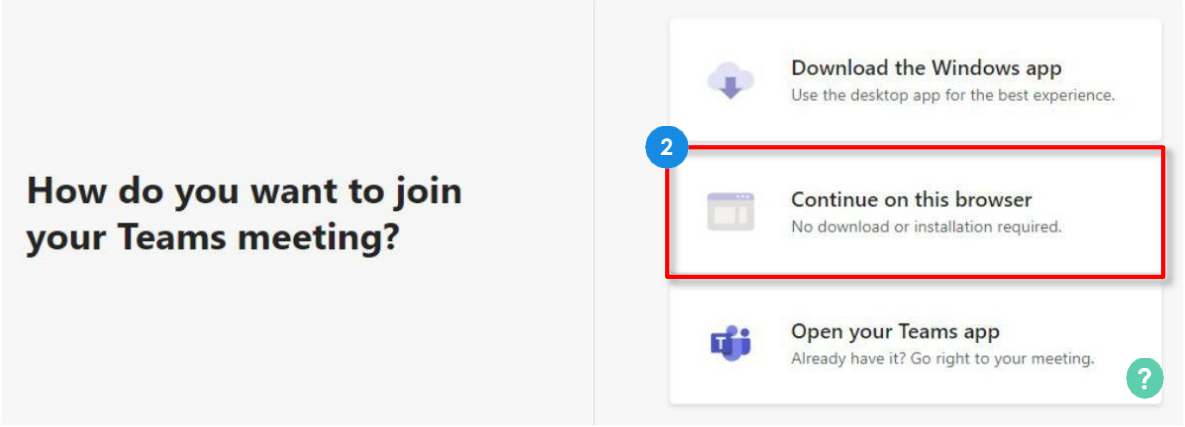
1. **The Supplier will receive a calendar invitation with a link to join a Microsoft Teams meeting.** The email will be generated by an OMNICOM Supplier Support team member.

   Open the calendar invite or email and Click on the link to join the meeting.

   ? **NOTE:** To join the meeting, select "Click here to join the meeting" at the appropriate time. If joining early, the supplier will be prompted to wait for admission.



2. After clicking on the meeting link, a new page will load in the default web browser displaying different options to join. If the supplier does not have a Microsoft Teams account, prompt them to select the middle option, "Continue on this browser" and follow the set of instructions.

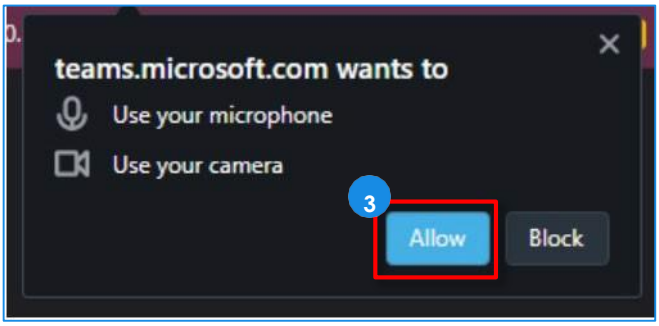


? **NOTE:** Alternatively, if the supplier already has a Microsoft Teams account, they may select "Open your Teams app".

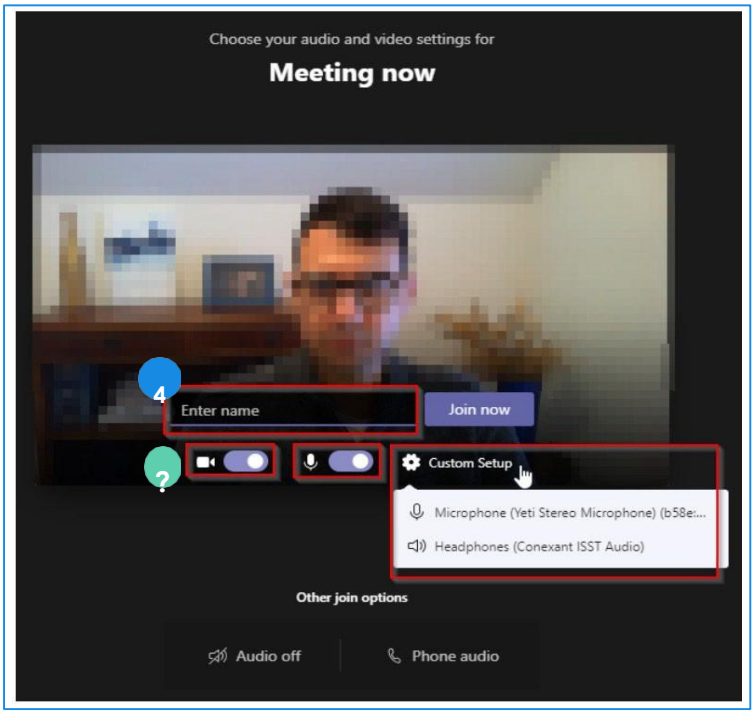
Required # Optional # Conditional ? Help tip

Join a Microsoft Teams Meeting

3 Shortly after clicking the link to join, the web browser may request microphone and camera access. When prompted, select "Allow" to grant access to microphone and camera

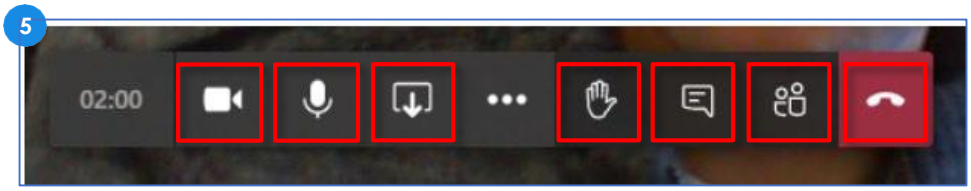


4 After granting permission for microphone and camera access, the meeting screen will appear. **Enter your name** and test your microphone and camera settings. **When your settings are ready click "Join now" to join the meeting.**



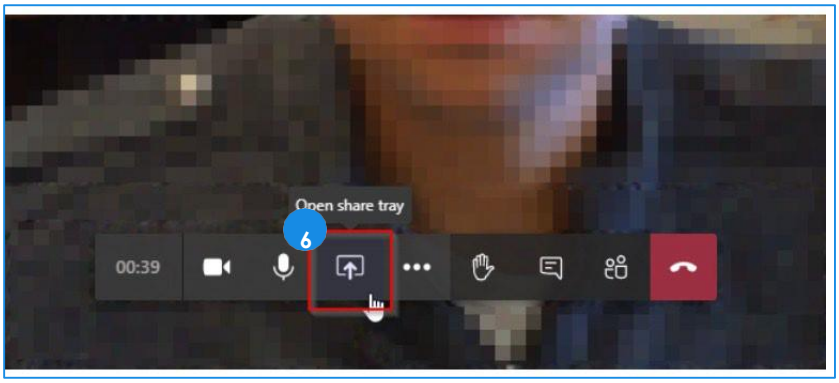
? **NOTE:** Camera is not necessary for live troubleshooting sessions. Camera preferences are specific to the user. Teams has the capability to hide and/or disguise a users background.

5 During the meeting, different controls will be available. **You will be able to mute your microphone, turn on/off your camera, share your screen, send a message in the chat, raise your hand, view participants attending the call and leave the meeting.**

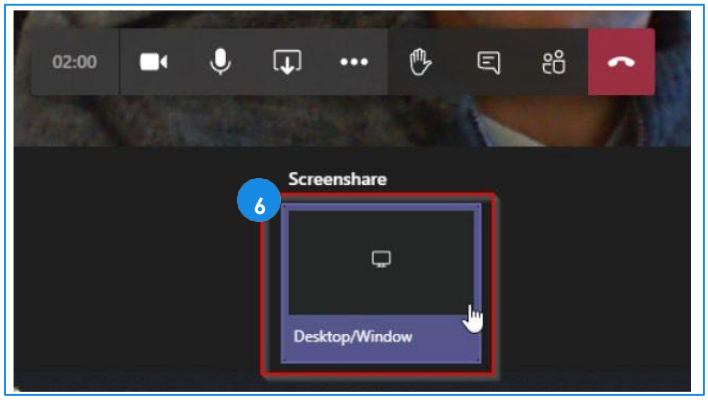


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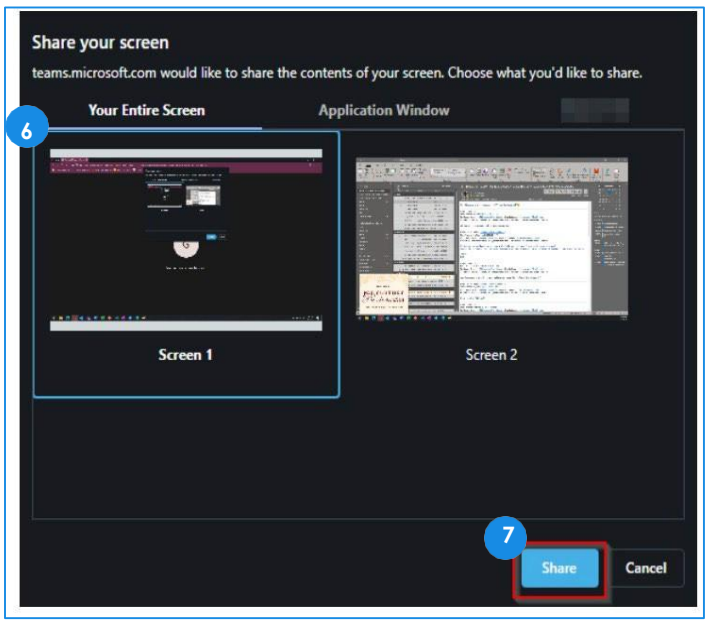
6 When prompted, click on the Share button in the center of the meeting controls. **An additional menu will appear to select a screen to share**



? **NOTE:** To use one screen, click the Desktop/Window option.



? **NOTE:** To use more than one screen, select the screen required to share.



7 Click "Share" to confirm the screen selection

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8 Meeting Controls



Use this button to turn on/off your camera.



Use this button to mute/unmute your mic.



Use this button to share your screen.



Use this button to raise your hand.



Use this button to view and send chats to the participants.

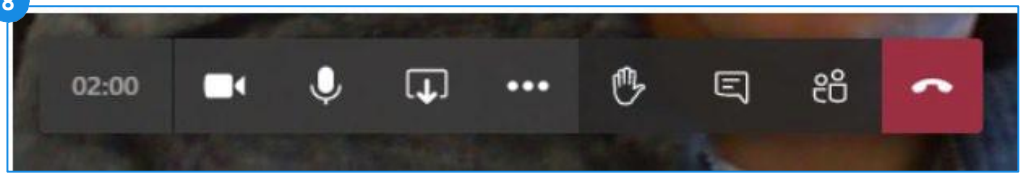


Use this button to view all participants who have joined the meeting.



Use this button to end/leave the meeting.

8



Required # Optional # Conditional ? Help tip