



Microsoft Teams "How-To Join Your Strategy Meeting"

The Buttonwood Team is excited to introduce Microsoft Teams as our latest tool for virtual communication!

As you schedule your strategy review meetings with your advisor, we will be adding to the Microsoft Teams calendar for video conferencing & screen share. You will receive an email confirmation of your scheduled meeting shortly after scheduling. This email will allow you add the meeting to your calendar:

<p>Mar 25 Wed</p>	<p>Client Annual Meeting View on Google Calendar</p> <p>When Wed Mar 25, 2020 10am – 12pm (CDT) Where virtual Who Macy Layne*</p> <p><input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options</p>	<p>Agenda Wed Mar 25, 2020</p> <p><i>No earlier events</i></p> <p>10am Client Annual Meeting</p> <p><i>No later events</i></p>
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Your confirmation email will include a hyperlink to join your meeting along with a phone number if you would prefer to join over the phone. The Conference ID is the number you will use to be joined into the meeting with your advisor. Keep in mind, each member of the Buttonwood Team will have a different conference call number and ID.

Simply click the hyperlink "Join Microsoft Teams Meeting".

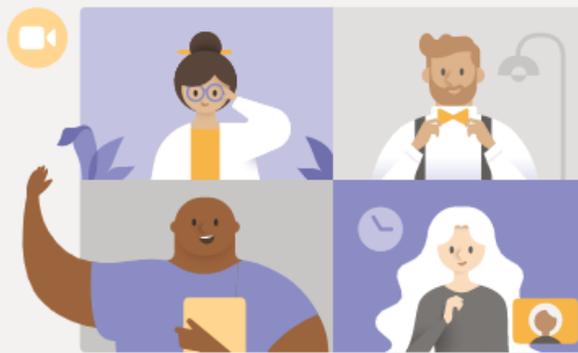
[Join Microsoft Teams Meeting](#)

+1 816-702-6522 United States, Kansas City (Toll)

Conference ID:

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

You will be directed to a new page. Here, click "Join on the web instead" for quick access to your meeting.



Experience the best of Teams meetings with the desktop app

Download the Windows app

Join on the web instead

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

Next, you will enter your name and click "Join Now" to join the meeting!

Choose your audio and video settings for

Meeting now



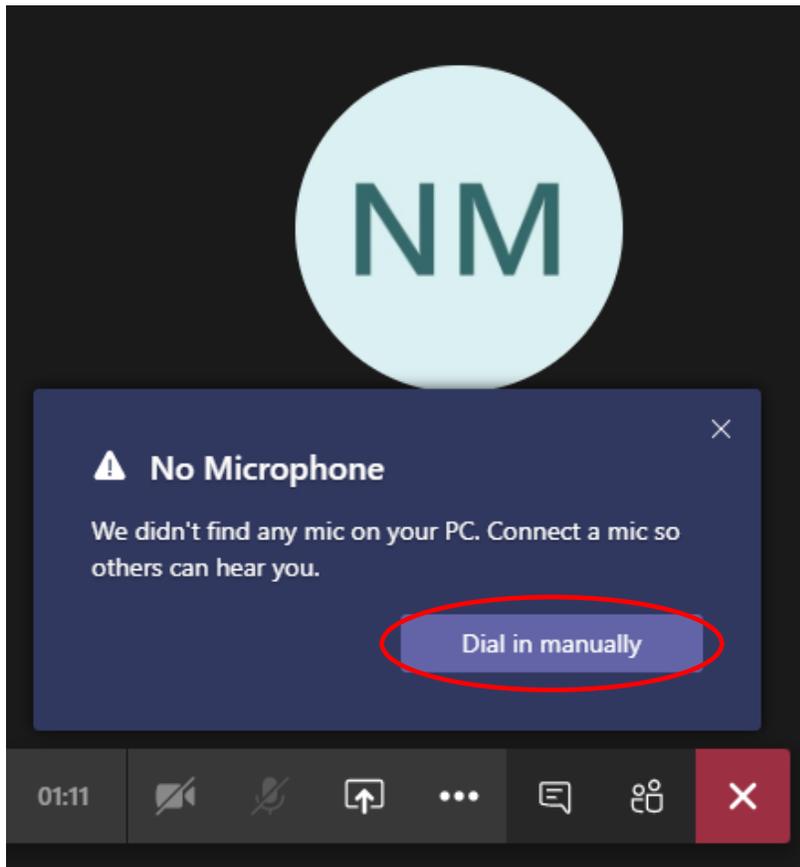
Enter name

Join now



Devices

If your device has a microphone set up, you can begin speaking! If you don't have a microphone on your device, you may dial in manually:



After clicking "Dial in manually", you will see the same phone number sent to your email. Call this number and enter the Conference ID # provided. You will be asked to announce your name and will be automatically joined into our Strategy Update Meeting!

If you are dialing in from your phone, please turn off all sound from your computer.

Once you have successfully joined, your advisor will be able to share their screen with you so you can discuss your strategy in detail.

We are excited about this technology update and hope you will find it a fun and useful tool to keep you connected to the Buttonwood Team!