

Join Microsoft Teams with meeting chat enabled

Follow these instructions to join Microsoft Teams meetings organised by MOSL with the ability to see and participate in the meeting chat.

- ◆ Open the Microsoft Teams Desktop application
- ◆ Click the Organisation name (top right of the MS Teams window, to the left of your profile image). See Figure 1.
 - A drop-down list of organisations where you've previously joined a MS Teams meeting appears.

Figure 1.



- ◆ Select Market Operator Services Limited (Guest) as your organisation. See Figure 2.

Figure 2.



- ◆ Join the MOSL meeting
 - You will join the meeting directly with the ability to see and participate in the meeting chat.

Unable to see or take part in chat?

- ◆ If you join a MOSL meeting while in your Trading Party account (as shown in Figure 1):
 - You will be presented with a message advising "someone will let you shortly".
 - When admitted, you will not be able to see or participate in the meeting chat.
- ◆ Switch your organisation as shown in Figure 2 and rejoin the meeting.