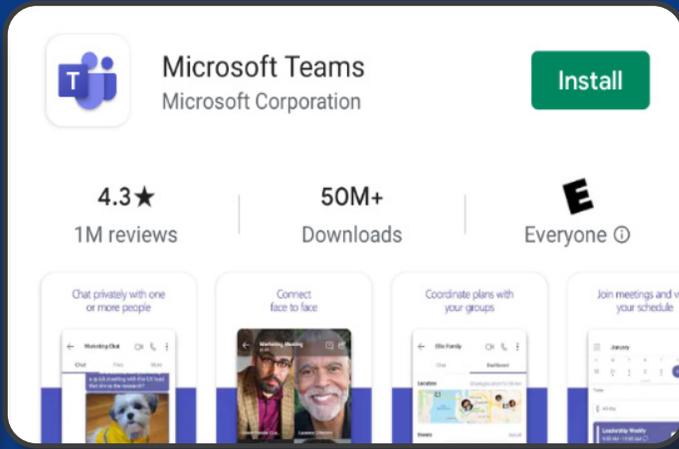


Meet With Your Advisor Using Microsoft Teams



BEFORE YOUR MEETING:

Download the Microsoft Teams app:

1. Go to “Play Store” for Android or “App Store” for Apple devices.
2. Search “Teams App” or “Microsoft Teams”.
3. Install Microsoft Teams by choosing “Install” or “Get”.
4. Close the app store.

Once you have installed the app, you DO NOT need to open the app, sign in, or create an account. Instead, you can join the meeting at your scheduled appointment time.

JOINING YOUR MEETING:

Open email from your device:

1. Open email received from Cornerstone Credit Union
2. Click “Join Microsoft Teams Meeting”
3. Click “Join as a guest”
4. Enter your name and click “Join Meeting”

*You will sit in a waiting room until your Advisor is prepared to admit you into the meeting.

*If using another device (i.e. laptop), you will need to have a working camera and microphone on your device. You will be provided instructions and contact information from Cornerstone Reception in order to set up your device.

Questions? Contact us at **1.855.875.2255**

