**Technical guide to MS Teams**

1.  After clicking the MS Teams link, you have two options:

    •  Open in this browser: Join a Teams meeting via your web browser.
    •  Open your Teams app: If you already have the Teams app, you can access the meeting directly.

2.  Enter your name when joining.
3.  Select your audio and video settings.
4.  Select "Join now."

If possible, we recommend **using a LAN** for a **stable internet connection as well as a headset to ensure good sound and speech quality**, especially for the Q&A session.

For **good image quality**, please ensure **sufficiently good lighting conditions.**
If you are dialing in from home or somewhere private, you can apply the **background filter function** in Microsoft Teams to blur out your background.

**If you are joining the studio discussion live:**

•  Simply raise your hand in MS Teams if you have a question. We will respond to these requests in the order they are submitted, and call out your name to ask for your question.
•  Please do not unmute yourself and switch on your camera until your name is read out by the facilitator in the studio.
•  Once your question has been answered, put your microphone back on mute and deactivate your camera.

We would like to point out once again that, in **joining via MS Teams**, you give your **consent to the recording and broadcast of your video and sound signal.** If you do not wish to give your consent, you can ask your question using the question tool directly below the livestream window.

BOSCH