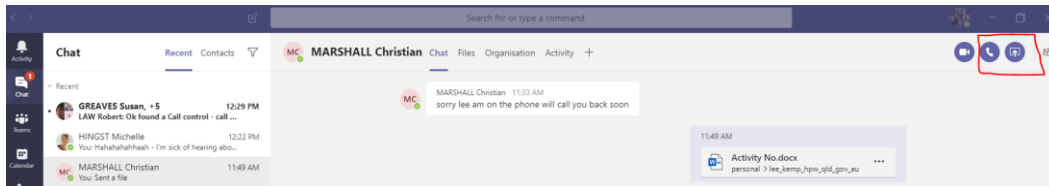


Solution to opening a tender box remotely in Microsoft Teams

Please note – if you can't access Teams, contact your local IT support

1. Open Teams (Note you need the app to share your desktop)
2. In the command box at the top of the screen, type in the person's name
3. Select the person and a chat screen will appear.
4. Click on the phone or the arrow point up into a screen icon



The phone will give your voice comms where the other icon will just share your desktop – so you'll need to call them to.

Clicking on the arrow pointing up to the screen gives you an option of what screen to display.

5. Select your display
6. Select give control and the person will be able to access your desktop
7. Have them type in their password and then give control back to you.
8. The tender box can now be opened.