



Conference Calls at Thomson Reuters

We've become avid users of *Microsoft Teams* here at Thomson Reuters. Joining our conference calls are as simple as clicking a link, but we also thought we'd share a few tips that you can review prior to our call together so that you have the best possible experience when we speak.

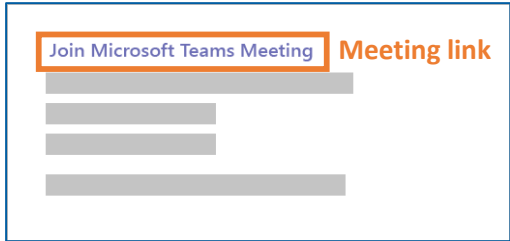
In the meeting invitation you received, there is a link to *Microsoft Teams*, and a dial in number. You won't need to install any software to join our calls - but *Teams* is a great (and free) app to have if you decide to download it.

The best way to join our meetings

By computer: When you select **Join Microsoft Teams Meeting** in your meeting invite, you'll be taken to a page where you can choose to either join on the web or download the desktop app and then join.

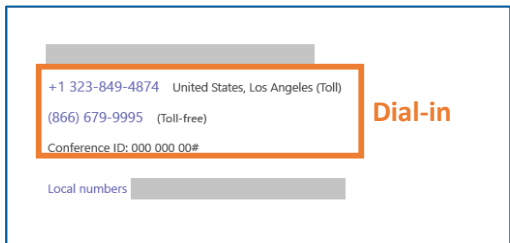
- Simply enter your name to join the meeting as a guest
- Use a headset for the best possible audio

Mobile App: If you select **Join Microsoft Teams Meeting** from your mobile device, you'll be taken to the app store where you can download it.



Other ways to join

Dialing In: Even if you don't have internet access or the *Teams* app, you can join a Thomson Reuters meeting by phone. Use the phone number and conference ID in the meeting invite to dial in.

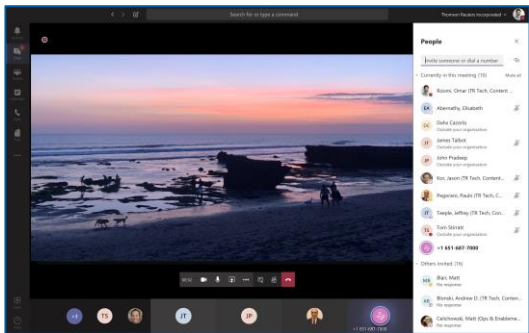


Teams layout and meeting controls

If this is the first time you've used *Teams*, you'll likely get the lay of the land pretty quickly. Here are some key elements:

Participants are listed along the bottom of the screen, with the last 4 speakers shown in the center of the screen if no one is presenting.

Meeting chat is on the far right side, collapsed by default.



Meeting controls are the small circles near the bottom of the main panel; you may have to move your cursor for them to appear.



Turn on video

Share your screen

Access audio controls and more

Looking forward to speaking with you soon!