Instructions for Joining the Virtual Business Meeting on August 11

How to Join a Microsoft Teams Meeting

1.   Click on the meeting link

Click **this link** to join the virtual meeting live with your computer or mobile device. You can also call in by dialing 984-204-1608 and enter the Conference ID: 252 773 794# when prompted. This option will allow you to listen to the meeting. If you are unable to participate, we will post the recorded presentation to the project website following the event.

2.   Join meeting via Microsoft Teams web app or on the web

If you have the Teams app already installed on your computer, click on the link above and sign-in with your Microsoft-based email account or click "Continue as Guest" and enter your name. If you do not have the Teams app installed on your computer, click on "Join on the web instead" and type your name and select your audio settings. Please join **muted**.

Note: For the web browser use Firefox, Chrome or Microsoft Edge for the best results. If you experience issues accessing the platform you may need to update your mobile device or computer application. You may also need to enable third-party cookies in your browser.

Join from a mobile device: In order to view the meeting on your mobile device you will need to download the free Microsoft Teams mobile app. Once the app is downloaded, click on the meeting link above and it will open the app. If you don't have a Teams account, select Join as a guest and enter your name. If you have a Teams account, select Sign in and join.

If you do not want to download the app, you can call in by dialing 984-204-1608 and enter the Conference ID: 252 773 794# when prompted.

How to Ask A Question

3.   Click the show conversation icon button in lower right corner

Once you've joined the meeting, you may ask a question by clicking on the show conversation icon in the lower right corner of the meeting window. A chat box will appear on the right and you can type your question in the dialogue box and click send or press "Enter." Your message will appear in the conversation window for meeting attendees to see.
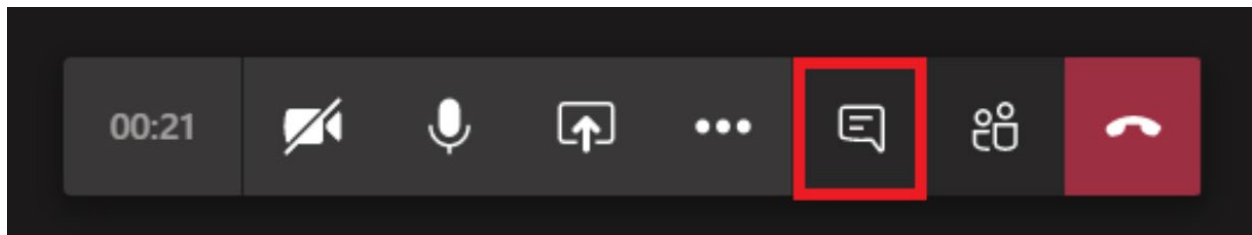
4. Exit the meeting by closing the browser window

If you wish to exit the meeting, click "Hang Up" or close your browser window.

For more information and resources, visit the Microsoft Office support page. If you have other questions or concerns, please contact:

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