

Microsoft Teams Instructions

Although a call-in number provided for your use, we encourage you to download the Microsoft Teams [application here](#).

A few guidelines:

- Access to the meeting is available on your computer or mobile device through either the Microsoft Teams application or the device's web browser.
- The web browsers that best support Microsoft Teams meeting are Chrome, Internet Explorer 11, Microsoft Edge, and Firefox.
- Prior to entering the meeting, participants will be provided a field to enter their name. In order to achieve an accurate record of attendees to the meeting, please enter your full name and organization that you represent.
- When you join the call, please mute your microphone and place any external speakers away from your computer to reduce feedback. The use of headphones is encouraged.
- If you would like to speak, you should notify the staff by typing your name and the name of your organization in the conversation (chat) box. That conversation (chat) box will be monitored by staff. Individuals using the call-in number will be given the opportunity to speak prior to any action being taken.
- Prior to the start of the meeting, a staff member will provide a brief demonstration on how to unmute/mute your microphone, how to turn off your video feed, and how to access the meeting conversation (chat) box.