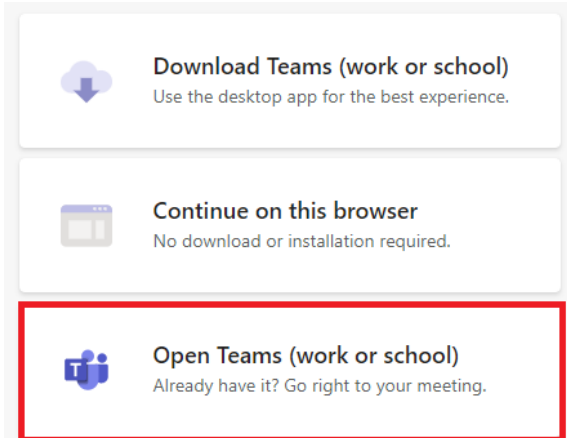


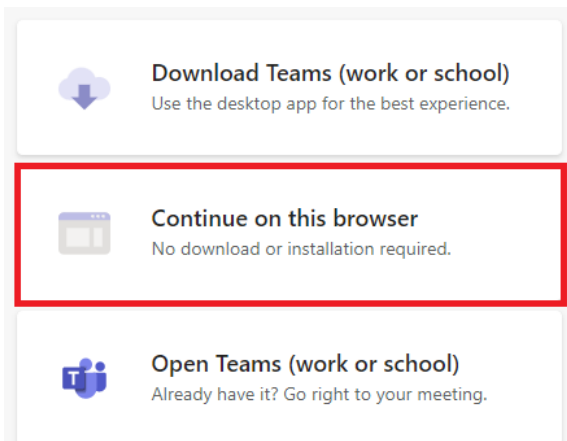
Joining a Meeting:

If you have Microsoft Teams installed on your PC, you can select the option “Open Teams (work or school)” This will launch Microsoft Teams and prompt you to join the meeting.



The screenshot shows three options for joining a meeting. The first option is 'Download Teams (work or school)' with a cloud and download icon, and the subtext 'Use the desktop app for the best experience.' The second option is 'Continue on this browser' with a browser icon and the subtext 'No download or installation required.' The third option, 'Open Teams (work or school)', is highlighted with a red border and includes the subtext 'Already have it? Go right to your meeting.' The Microsoft Teams logo is to the left of this option.

If you are having issues joining using the app you can join the meeting in your browser by selecting “Continue on this browser”. This option requires no download or install and can get you in the meeting instantly.



The screenshot shows three options for joining a meeting. The first option is 'Download Teams (work or school)' with a cloud and download icon, and the subtext 'Use the desktop app for the best experience.' The second option, 'Continue on this browser', is highlighted with a red border and includes the subtext 'No download or installation required.' The third option is 'Open Teams (work or school)' with the subtext 'Already have it? Go right to your meeting.' The Microsoft Teams logo is to the left of this option.

If all options above fail or you do not have a computer to access the meeting you can join the meeting by calling in. The downside to this option is you will not be able to see any visual presentations, only hear audio.

You can find the information needed on the meeting invite or notice. You will need the call-in number and conference ID.

Commands:

- *1 – Play a description of all available commands
- *5 – Raise or Lower hand to be called on
- *6 – Mute or Unmute when available