

Joining Board Meetings using Microsoft Teams

You have 3 options to join a Microsoft Teams Meeting:

1. Dial in by phone
2. Join the meeting using your web browser.
3. Join the meeting using the Microsoft Teams application

Dial in by phone:

Call the toll free number listed. You will be prompted for the conference ID and then the # key.

You will be asked if you are the meeting organizer, just wait for a few seconds until you are admitted to the meeting.

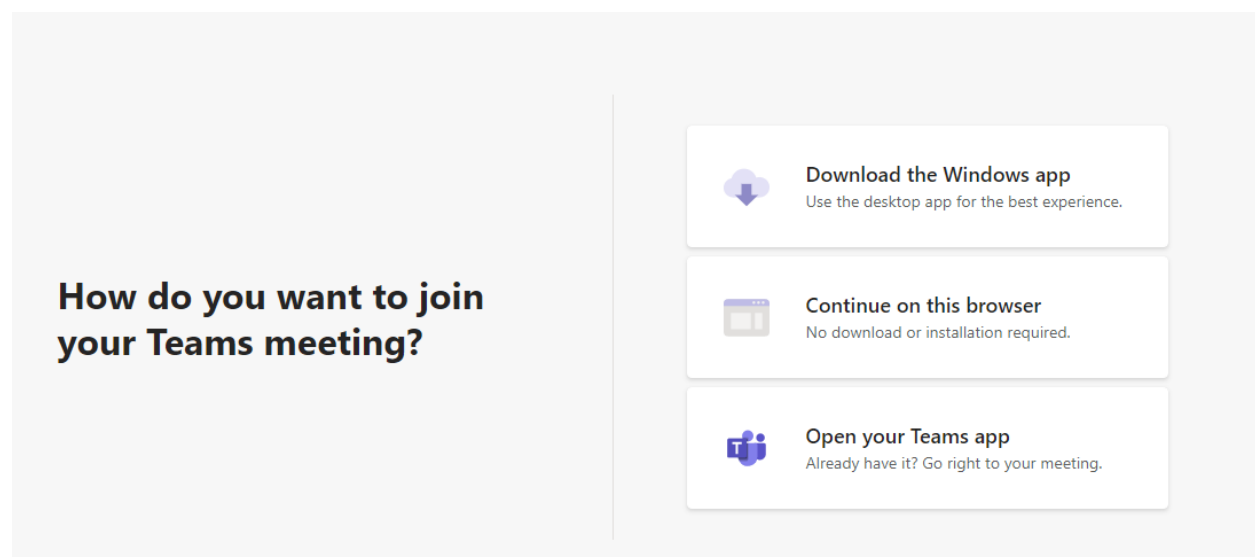
Once the meeting starts you will be muted. If you wish to speak during the member comment section be sure to press *6 to unmute after you have been recognized by the meeting host.

Join the meeting using your web browser:

In order to use Teams on the Web for calls and meetings, you will need to be using one of the following web browsers:

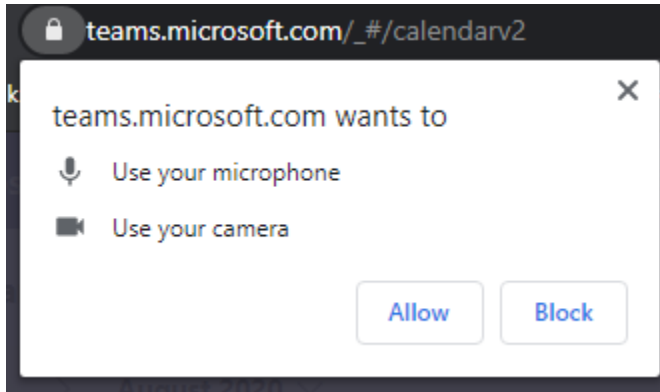
- Microsoft Edge
- Google Chrome

Click the link for the meeting, you will be taken to a page with these options:

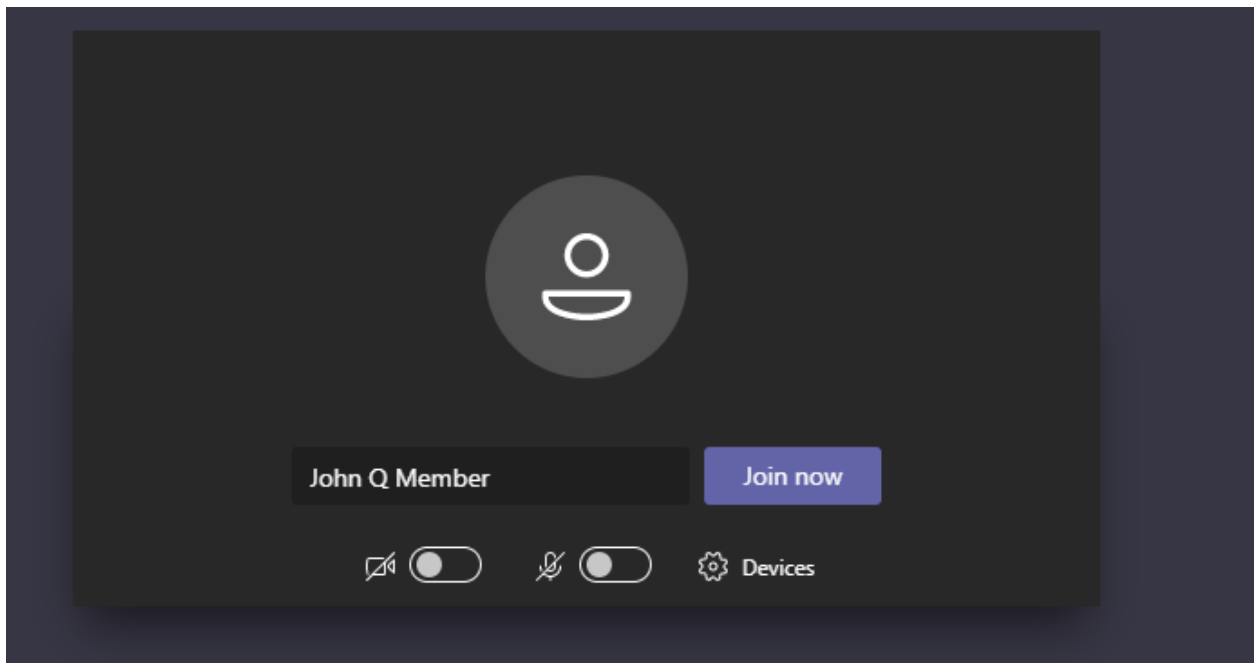


Click on "Continue on this Browser"

The first time you join a meeting your web browser will prompt you to allow Teams to access your microphone and camera:



Once you allow those, you will be brought to a Teams audio/video settings screen where you can enter your name, turn on/off video and audio and pick which webcams, microphone or speakers you wish to use.



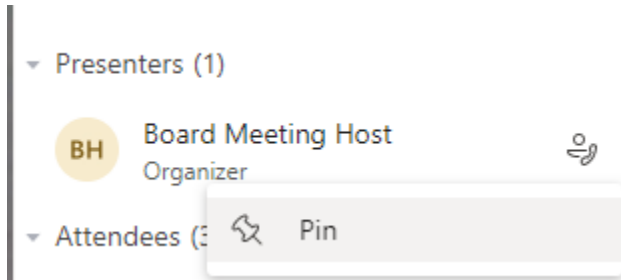
Once the meeting starts you will be muted. If you wish to speak during the member comment section be sure to unmute yourself after you have been recognized by the meeting host.



To only see the video from the GVEA Board Room, you may want to pin the GVEA Board Meeting Host video.

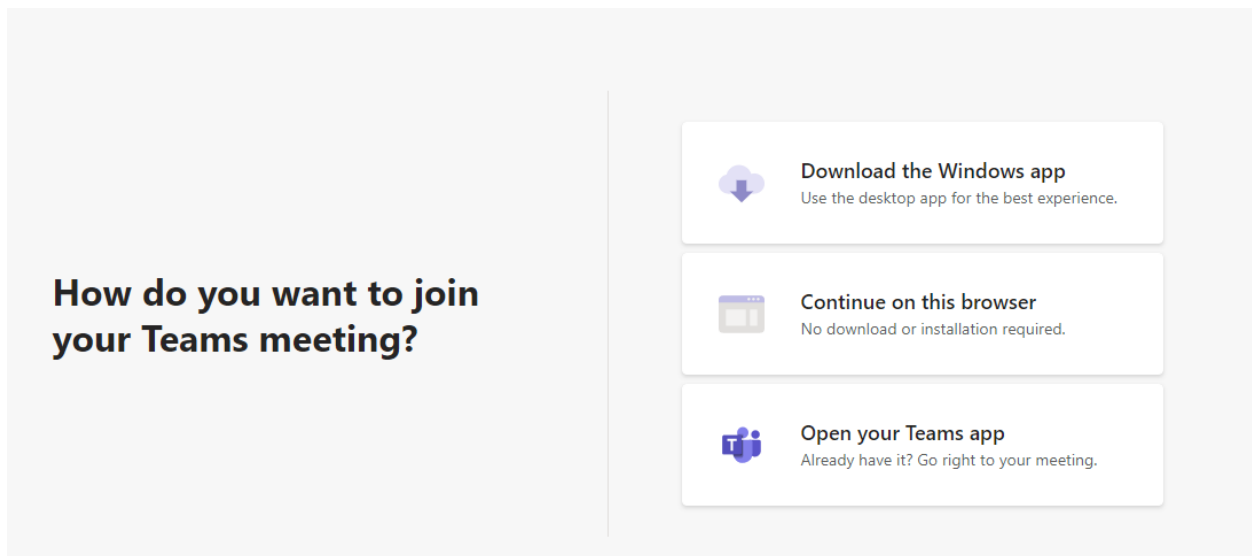
Click on the participants button: 

Highlight “Board Meeting Host” click the ... button and select “Pin”



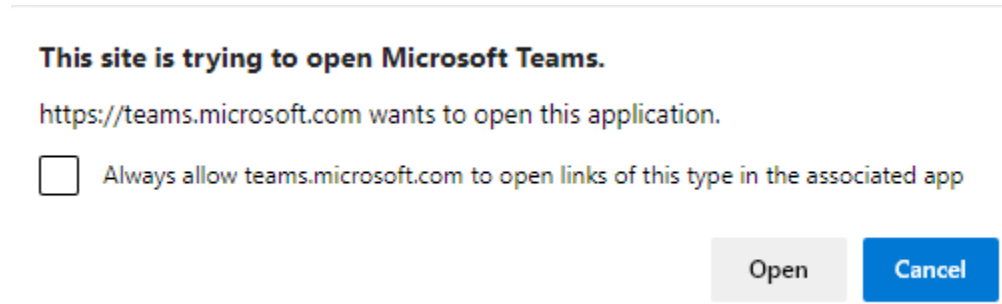
Join the meeting using the Microsoft Teams Application:

Click the link for the meeting, you will be taken to a page with these options:



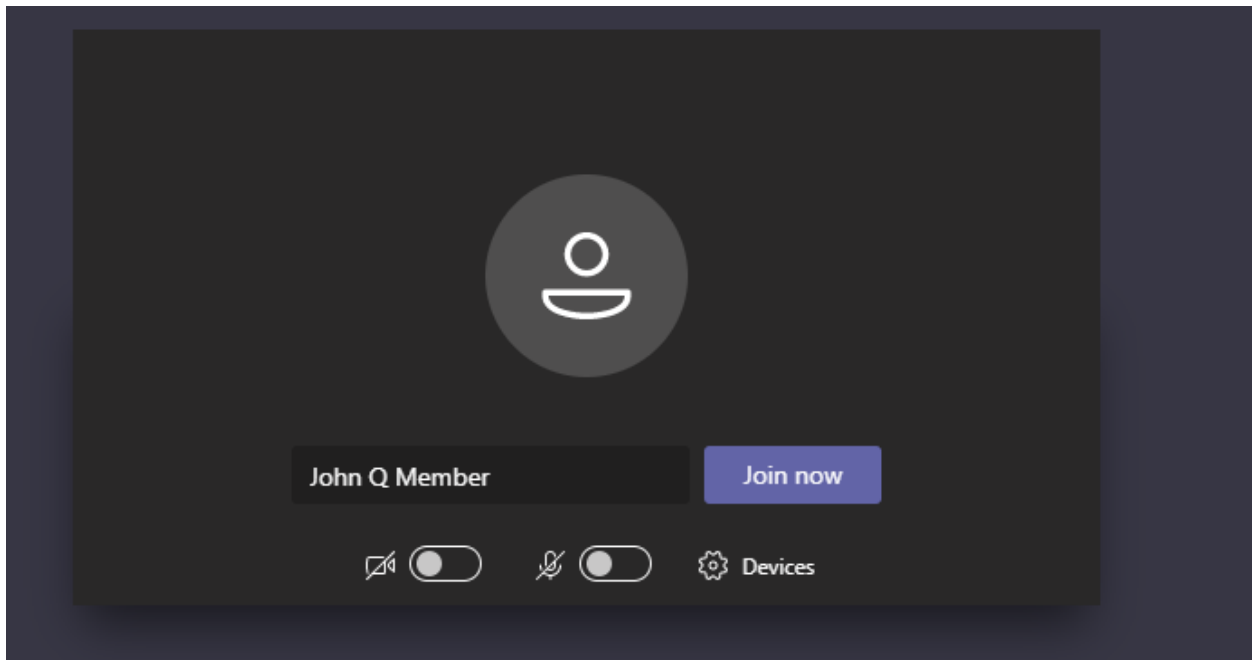
If you do not have the Teams application installed and want to install it, click the “Download” button and install the application. After the install completes you will join the meeting.

If you already have the Teams application installed, you may also get this prompt, if so click “Open”:



If you have the Teams application installed and do not get this prompt, click the “Open your Teams App” button.

Once you join, you will be brought to a Teams audio/video settings screen where you can enter your name, turn on/off video and audio and pick which webcams, microphone or speakers you wish to use.



Once the meeting starts you will be muted. If you wish to speak during the member comment section be sure to unmute yourself after you have been recognized by the meeting host.

