

Instructions for accessing Microsoft Teams for Friday December 11, 2020, 9:00am Bingo Rulemaking Hearing



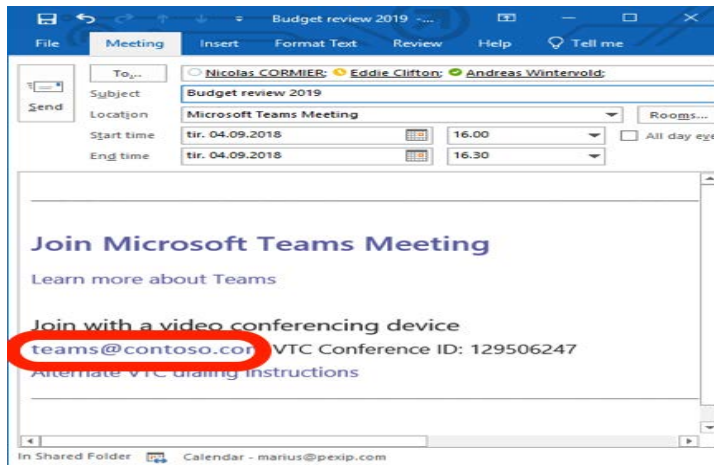
MICROSOFT TEAMS

You can join a **Microsoft Teams meeting** anytime, from any device, whether or not you **have** a **Teams** account. Go to the **meeting** invite and select **Join Microsoft Teams Meeting**. ... That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**.

If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.

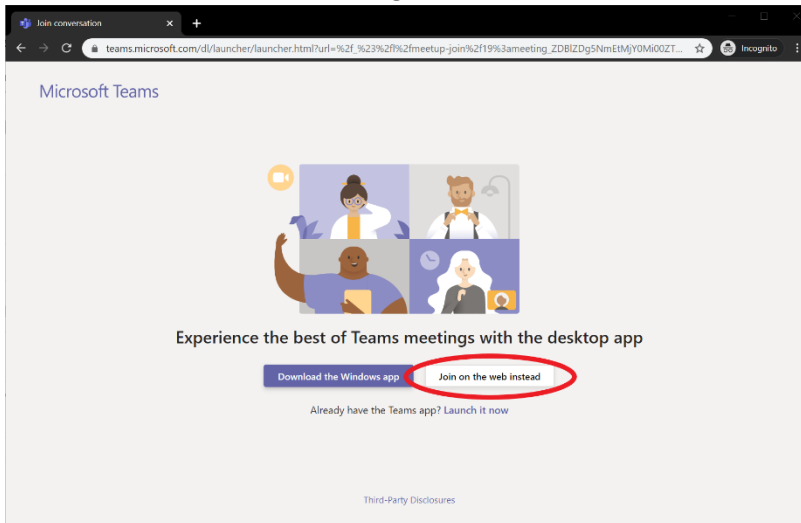
1. Click on meeting invite link (located at the bottom of page) sent via email from GCB employee Madeline Aragon or link below
2. https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDcxOTc1OTMtMWY3OS00ZjI2LWJlNjktMWY3Njk1NzZjIj3%40thread.v2/0?context=%7b%22id%22%3a%2204aa6bf4-d436-426f-bfa4-04b7a70e60ff%22%2c%22oid%22%3a%22c99f99fc-5a8a-47ab-8f6e-c7b4dc8de83e%22%7d

3.



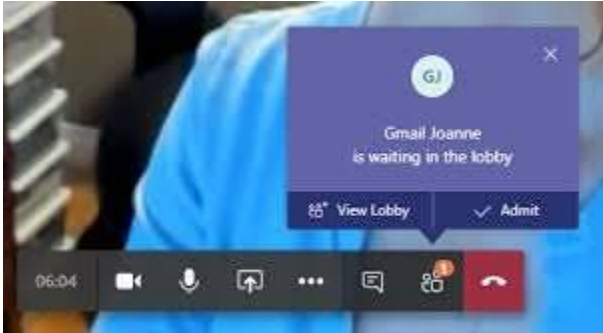
- 4.
5. The Microsoft Teams app can be downloaded to your mobile device (Siri is not compatible with Microsoft Teams).

6. Can Join Microsoft Team meeting via web (desk PC).

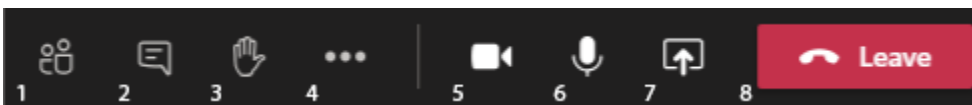


7. When you're ready, hit **Join now**

8. Once joined you be accepted and placed in the **LOBBY** the host of the meeting will give you access once the meeting is starting. *If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can join again.*



9.



10.

11. You can allow or deny access to your **CAMERA** (icon number 5).

12. Please **MUTE** your device and **UNMUTE** when you would like to talk (icon number 6).

13. If you would like to comment or ask a question, please click on the **HAND** (icon number 3).

14. Please make sure and click on **LEAVE** when Hearing has concluded or exiting before the Hearing has concluded (icon number 8.)

15. The Rulemaking Hearing will be recorded.