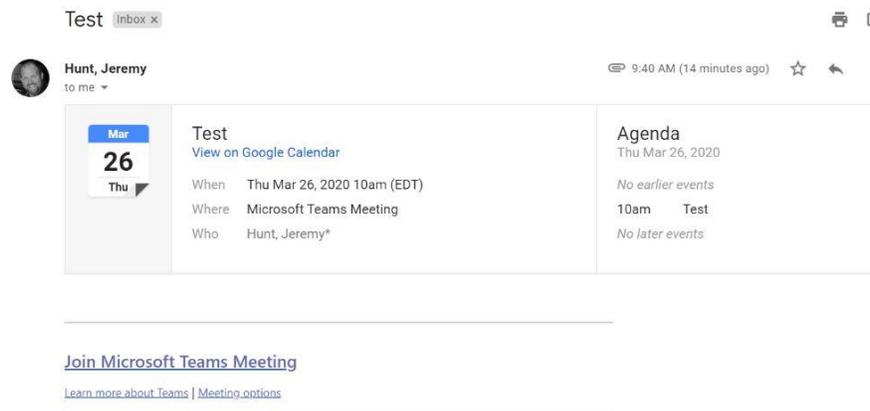


# Online Meeting Job Aid

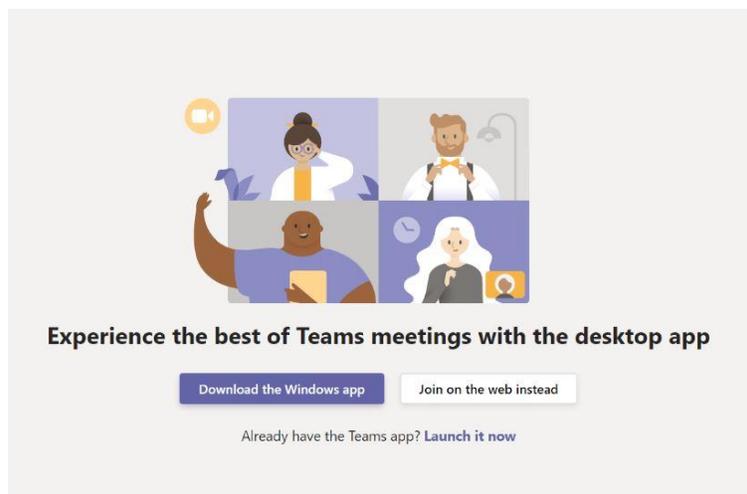
## Microsoft Teams – Meeting Guide for Outside Agency’s for online Meetings

**Below is what the recipients will see.**

1. **The Recipients Email** – the receiver will open the meeting notice from their email and click on “JOIN MICROSOFT TEAMS MEETING” in the body of the email. **Note that the receiver is not required to have access to Microsoft Teams nor download teams to access your meeting. The only requirement for this to work is an internet connection, web browser and a PC with camera (optional) to participate.** Once the Meeting is set to start and the recipient clicks join the following screen will appear in their web browser, and they need to click “**JOIN ON THE WEB INSTEAD**”

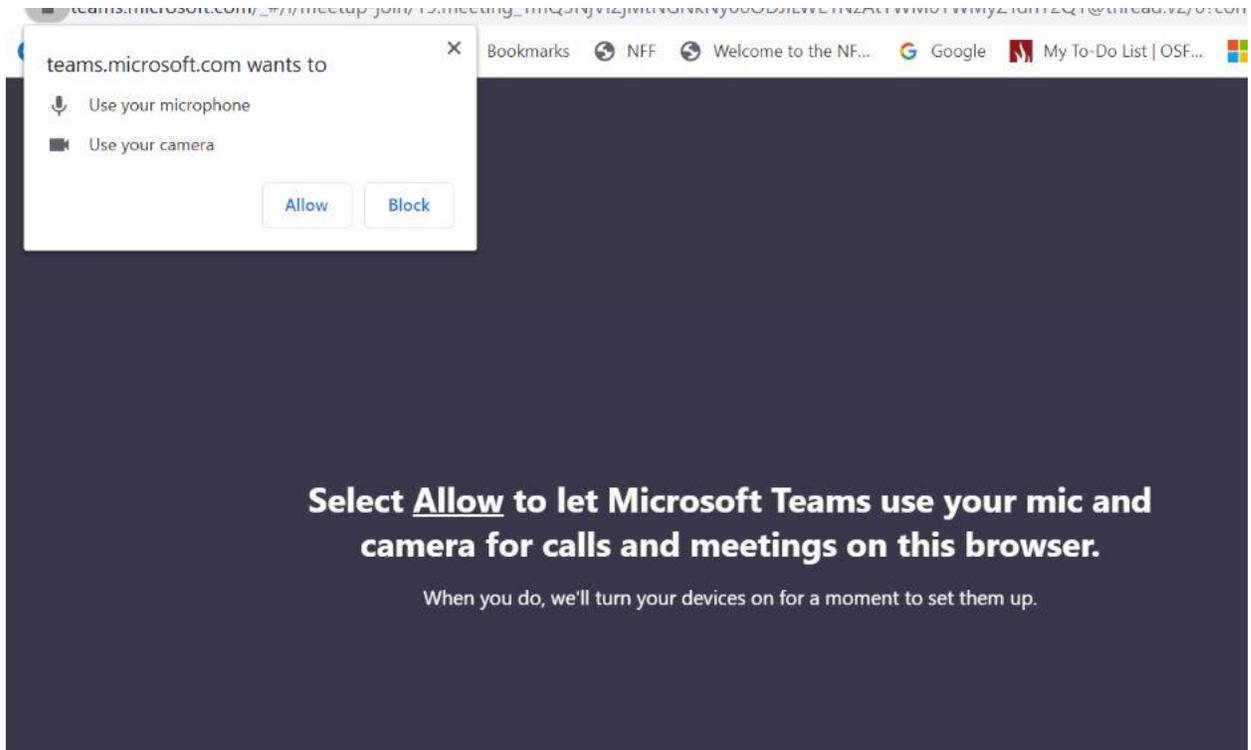


2. Once the Meeting is set to start and the recipient clicks join the following screen will appear in their web browser, and they need to click “**JOIN ON THE WEB INSTEAD**”

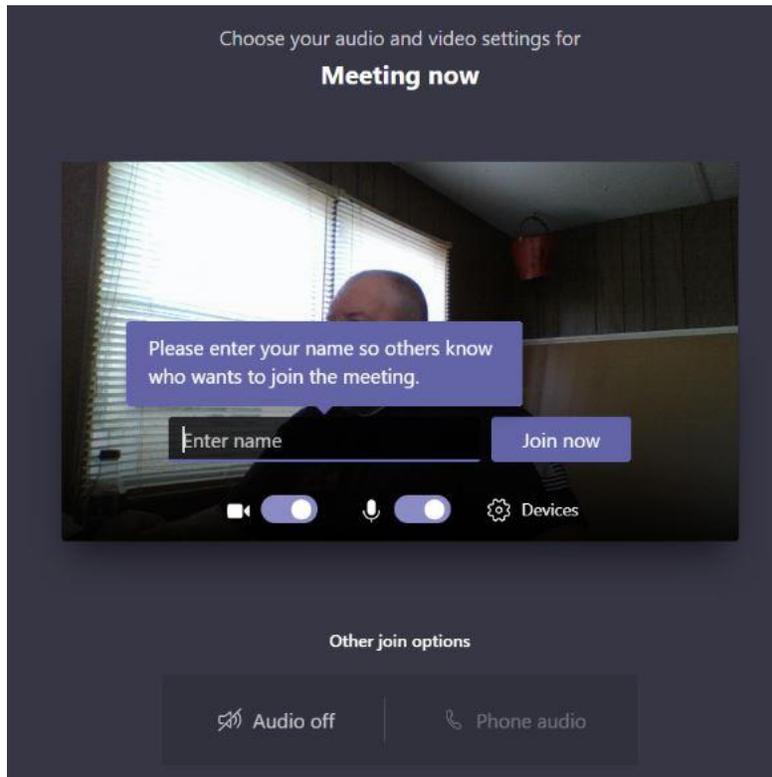


3. Access to Microphone and Camera is needed to conduct the online meeting.

# Online Meeting Job Aid

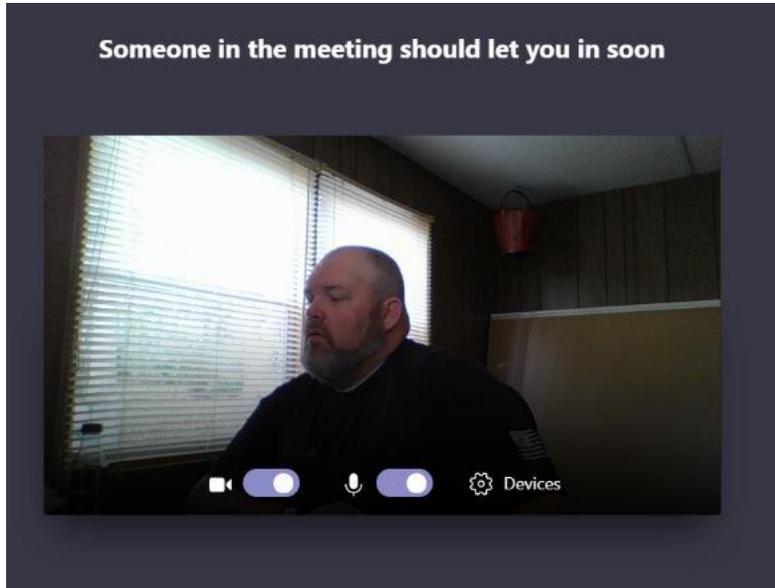


4. The users will enter their names and click join now.



# ***Online Meeting Job Aid***

5. The users will wait to be allowed into the meeting and the meeting will begin.



***Happy Meeting!***

## ***Technical Requirements:***

Internet Connection

A PC with a Web Browser

A Microphone – either internal or external for the PC

A Camera – OPTIONAL – either internal or external for the PC

# ***Online Meeting Job Aid***