

## CCRPC Remote Meeting How-to

The meeting appointment will have a link to Microsoft Teams Video or a phone number\* to call into.

\*The phone number is audio only. You will not be able to see any presentations given if you just call in, however you can connect to the video using Teams. This can be an option if your computer does not have a microphone – join Teams and also call-in.

**Step 1.** Click on the **Join Microsoft Teams Meeting** link in the email/calendar appointment.

It will look something like this:

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### [Join Microsoft Teams Meeting](#)

[+1 802-377-3653](#) United States, Middlebury (Toll)

Conference ID: 830 744 164#

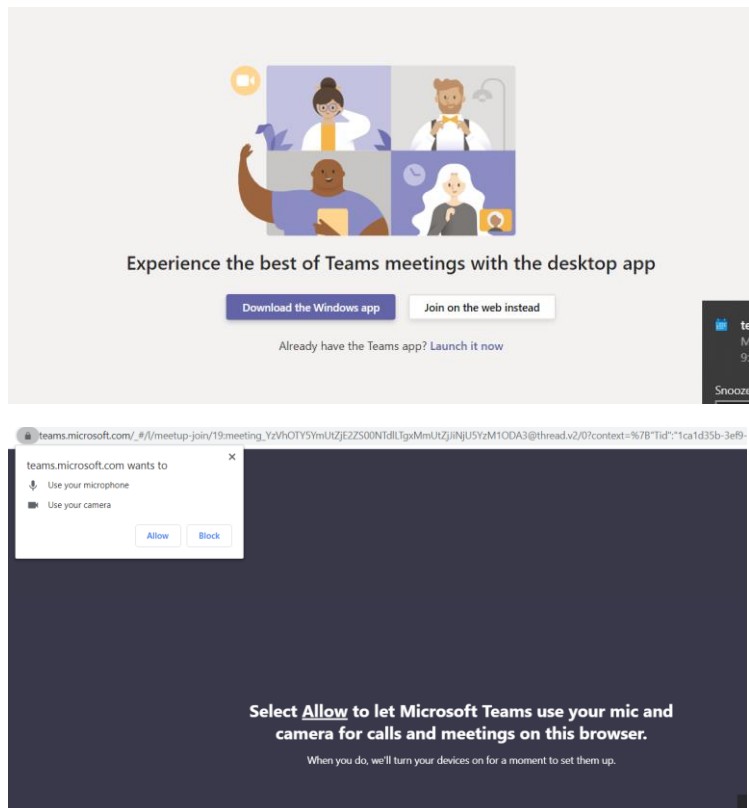
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

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You can choose **Join on the web instead** or **download the Microsoft Teams App**.

If you already have Microsoft Teams, open Teams and join the meeting.

If you **do not** have Microsoft Teams installed, the quickest/easiest approach is to select **Join on the web instead**.

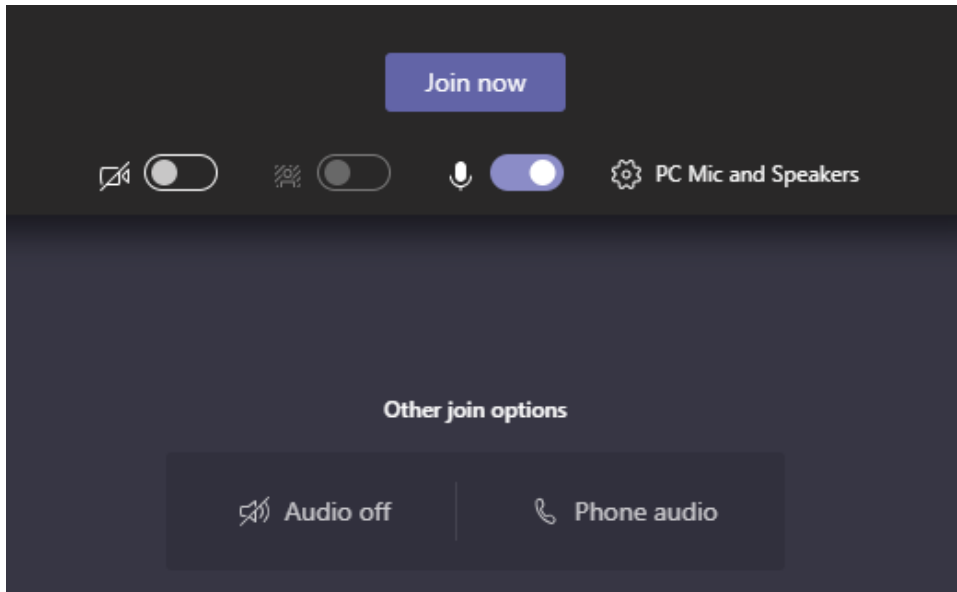


**Step 2.** After selecting Join on the web instead, select Allow to allow Microsoft Teams to use your computer mic and camera. \*If you do not have a mic, you can use the call-in number.

**Step 3.** Enter your name and then click **Join Now**.

There are audio and video controls below the "Join now" button. You can turn your video & microphone on or off.

If your audio isn't working well, you can use the phone audio and call in via the phone number and conference id provided.



If you are using the Microsoft Teams App, you can adjust/test your PC Mic and Speakers.

This also allows you to make a test call to be sure all components are working.

