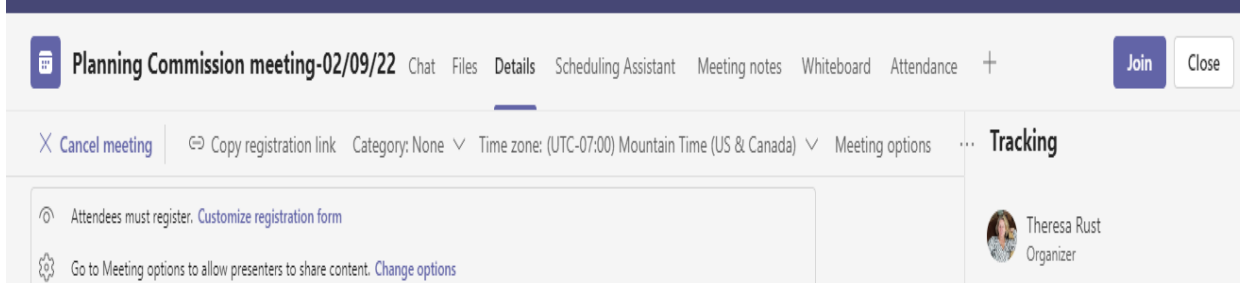


PC MEETING MICROSOFT “TEAMS” ATTENDEE INFO

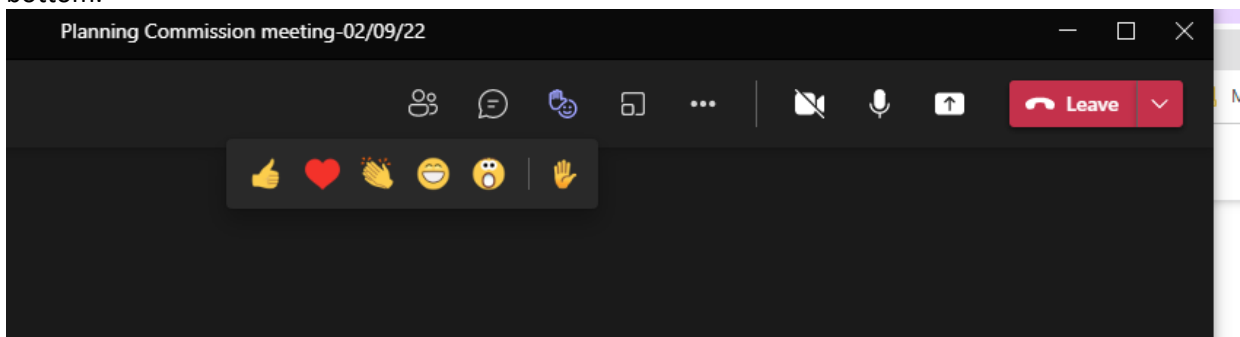
For general Microsoft TEAMS information, you can go to YouTube at: <https://www.youtube.com/watch?v=c7crgJhNWJk>

The public can use the TEAMS link from the Town website to go to the Registration page. Once the “Attendee” is registered, they will receive an email invite with the meeting information to accept the invite to their calendar and get a reminder before the event starts.

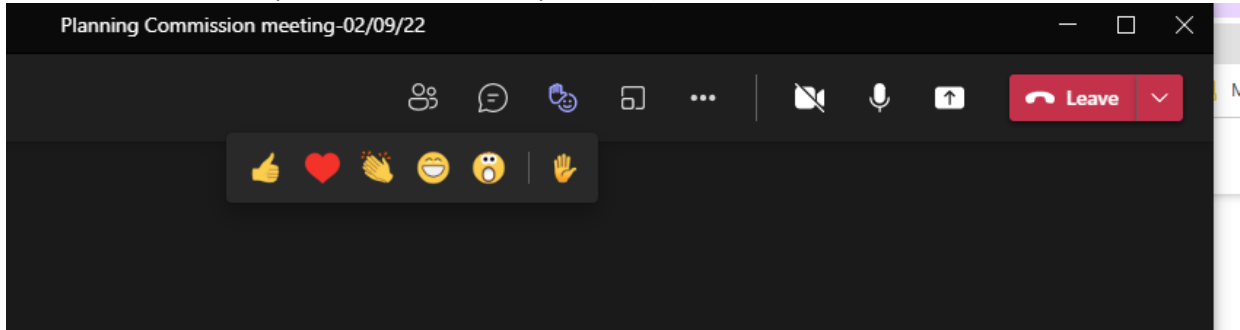
They then can simply go to the meeting invite within Outlook from your calendar and Click the TEAMS “Join”



When the initial window comes up start out by muting everything and have the camera off. Then click “Join now” at the bottom.



Anyone attending the meeting can use the little icon at the top to raise their hand during the meeting. We ask that they lower their hand if they are done with their question. (Presentors can lower the hand or mute the attendee)



Each meeting will have a special meeting code to use when you call the monument meeting phone # of 719-300-6099. Once the caller is signed into the meeting they can listen to the entire meeting and if they wish to speak, “Raise their hand” by hitting *5, and unmuting themselves with hitting *6.

Example: (the code number will be on the Town website for each new meeting)

Or call in (audio only)

+1 719-300-6099,,194791652# United States,

Phone Conference ID: 194 791 652#