



Planning Lunches at Noon (PLAN) Monthly Webinar Series

Webinar Guide to Accessing and Using Microsoft Teams

Thank you for registering to attend a webinar through NHOSI’s PLAN Monthly Webinar Series. The webinar will be presented through Microsoft Teams. If you are unfamiliar with using Teams, this quick guide will assist you.

Your Webinar Invite and Login Information

All registered attendees will receive an email a few days before the webinar date. This email will contain a link to join the webinar. Below is an example of what that information will look like. Simply click on the “Click here to join the meeting” link. If you prefer or need to call in, please call the phone number and you will be prompted to enter the Phone Conference ID number followed by #.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 603-931-4944,,XXXXXXXXX#](#) United States, Concord

Phone Conference ID: XXX XXX XXX#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

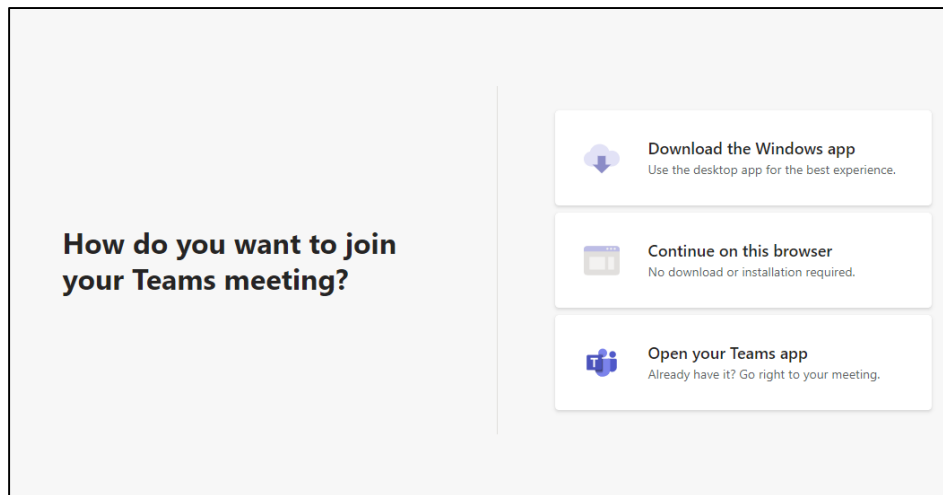
For Attendees Only Calling In

For those attendees who will only be calling in and not accessing the webinar through a web browser or the Team app, please call in using the phone number and Phone Conference ID (see example at left). The presentation slides will be posted on NHOSI’s Planning and Zoning Training page the day before the webinar, which can be downloaded. The webinar organizer will mute all participants during the presentation. At the start of the question and answer session, the webinar organizer will unmute the phone lines for call in attendees to ask questions.

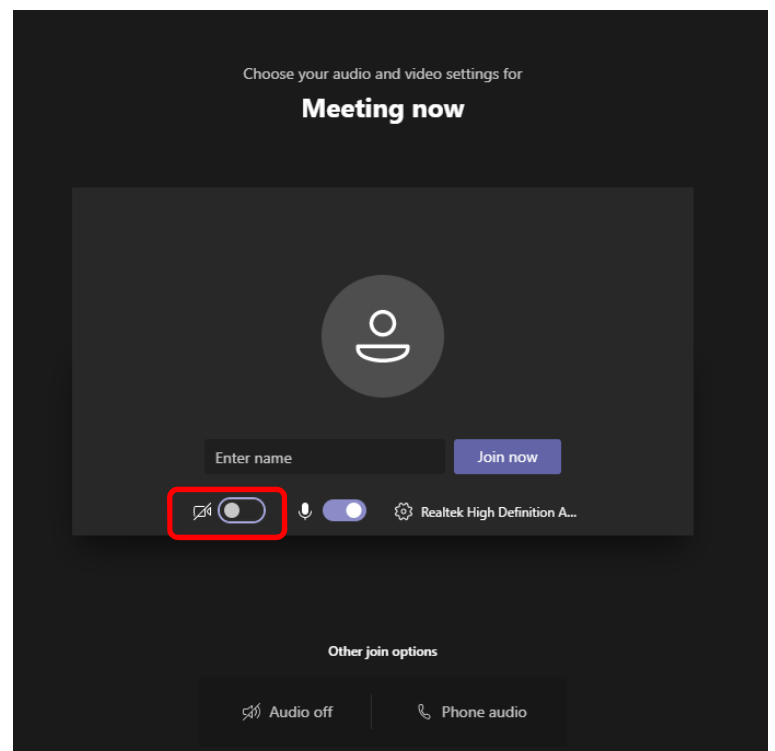
Accessing Teams

After clicking on the link to join the webinar, a box will appear that will give attendees three options on how to join the meeting/webinar. These options will include: Download the Windows app, Continue on this browser, Open your Teams app (only if you have already downloaded the app). Below is an example of the box with the three options.

Please note: If the Download the Windows app is selected, please allow a minute or so for the app to download and to open Teams.

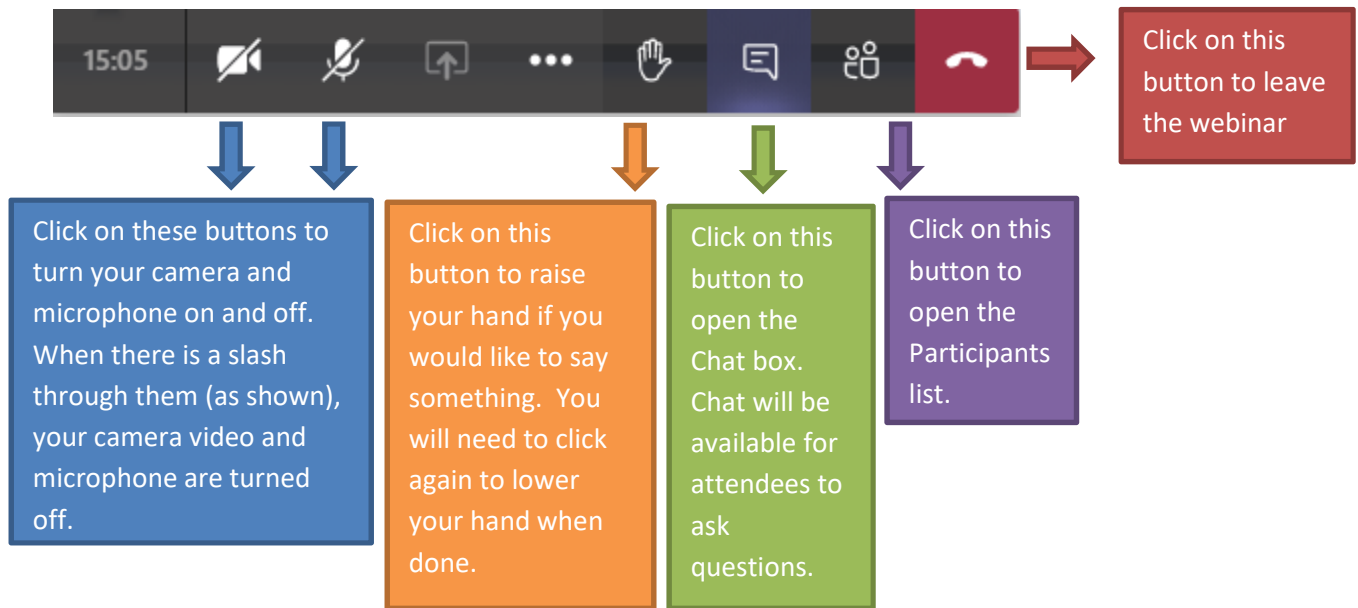


After the option to open Teams is selected, another box will appear (as shown below). Please enter your name in the box "Enter name." We highly recommend that you switch off your camera and microphone before joining the meeting. Attendees will be asked to do both at the beginning of the meeting. To do so, slide the toggle next to both the camera and the microphone to the left (as shown in red). Then click "Join now."



During the Webinar

While in a Teams, attendees will see the control bar near the bottom of their screen. You may need to move your mouse around the screen to activate the bar. See below what attendees can do with the control bar features.



To Access Additional Options:

Click on the 3 dots (...) and a box of options will open (as shown)

Show device settings – provides options to set or change your audio or video settings.

Show meeting details – provides the webinar call in information.

Turn off incoming video – provides option to turn off incoming video from others. If you choose this option, it only impacts your viewing and not other attendee's viewing.

