

Attending an Online ABC Meeting

Engaging meeting participants can be a challenge in any setting. Use these tips when your board or commission is holding an online ABC meeting in Microsoft Teams.

Before the meeting

- ✓ Your staff person will send you an invite in advance
- ✓ Send any meeting documents to them
- ✓ Join 15 minutes early to test your technology

Start of meeting

- ✓ Mute your microphone to prevent echo/feedback
- ✓ Review the agenda and documents on your own
- ✓ The Chair will begin the meeting

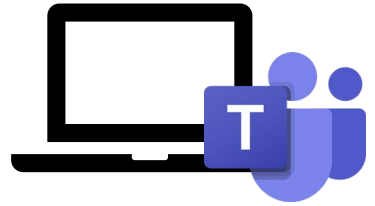
In progress

- ✓ When speaking, unmute your microphone
- ✓ Voting will always be done by roll call
- ✓ If you need help, message your staff person

Ending the meeting

- ✓ Mute your microphone
- ✓ Close everything down
- ✓ Plan what you'd change for next time

Microsoft Teams Help



If you can't get into the meeting

- Use a computer to go to your email meeting invite from staff, and click **Join**. Log in as a guest.
- Use a phone to call into the meeting instead. The phone number is in the meeting invite.

If you can't see the meeting correctly

- Click on the meeting to change to full screen or out of full screen to refresh what you see.

For audio issues

- Make sure your computer volume is not on mute.
- In your Teams meeting toolbar, click the microphone icon to unmute or mute your microphone.
- If you have a headset, go to your Teams meeting toolbar then More Options to change device settings.

Audio/video quality issues

- Use a phone to call into the meeting instead. The phone number is in the meeting invite.