

HOW TO JOIN A VIRTUAL PUBLIC HEARING

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I. OVERVIEW OF VIRTUAL PUBLIC HEARINGS

Teams is one of the most widely used online conferencing platforms. Teams offers three types of conferences to best accommodate the number and needs of attendees. Both Teams Meetings and Teams Webinars can accommodate up to 1,000 attendees. Teams Meetings allow for a full two-way interaction between presenters and attendees, whereas Teams Webinars only allow for a reduced two-way interaction. Teams Live Events can accommodate up to 10,000 attendees (or ten times more than Teams Meetings and Webinars), and attendees are provided with view-only features. It is possible to join Teams Meetings, Teams Webinars, and Teams Live Events by using either a computer, a mobile, or a phone.

II. JOIN BY COMPUTER

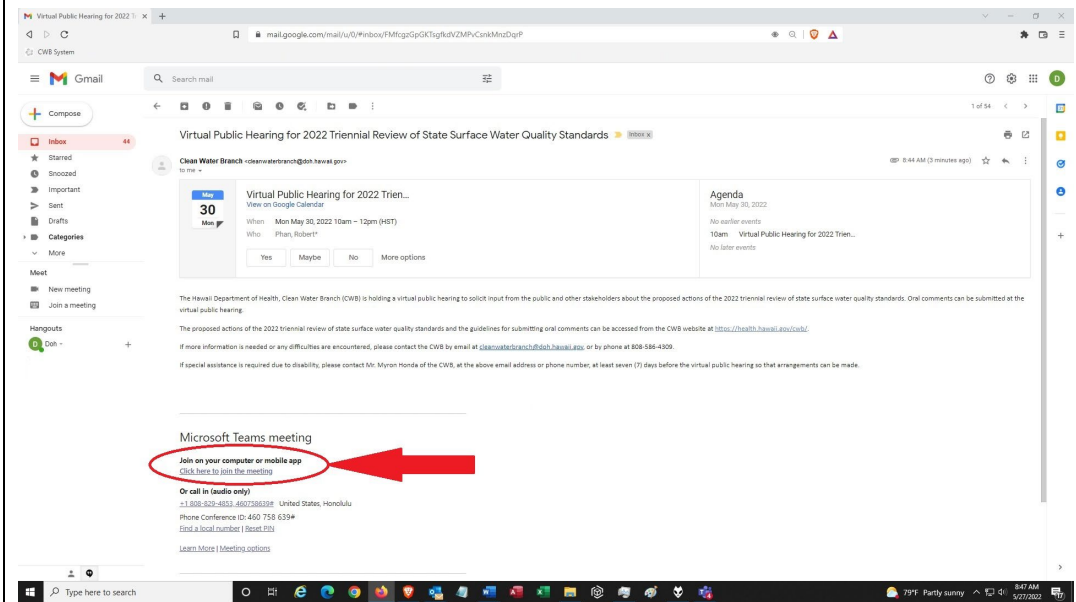
It is possible to join Teams Meetings by using a computer, even one that is not equipped with a microphone and a camera. At a minimum, it is recommended to use a computer that is at least equipped with speakers or headphones. If a computer is not equipped with speakers or headphones, it is recommended to use a phone to join Teams Meetings. To avoid audio feedback, do not listen to Teams Meetings by using both the speakers of a computer and a phone at the same time. If a computer is not equipped with a microphone, it is recommended to use a phone to participate in Teams Meetings.

When using a computer to join Teams Meetings, attendees have the option of downloading the Teams desktop client. It is not necessary to download and install the Teams desktop client to join Teams Meetings. It is recommended to join Teams Meetings from a supported web browser. Currently, Teams supports the Microsoft Edge and Google Chrome browsers. Other browsers such as the Internet Explorer, Mozilla Firefox, and Apple Safari are not fully supported by Teams.

Figure 1 through Figure 10 show the steps to join Teams Meetings by computer.

Your Action

- Open email invite to the meeting.
- Locate [Click here to join the meeting](#) link under **Join on your computer or mobile app** heading.



Teams Response

Figure 1. Join by computer | Open invite

Your Action

- [Click here to join the meeting.](#)

Teams Response

- *Teams lists three options to join the meeting.*

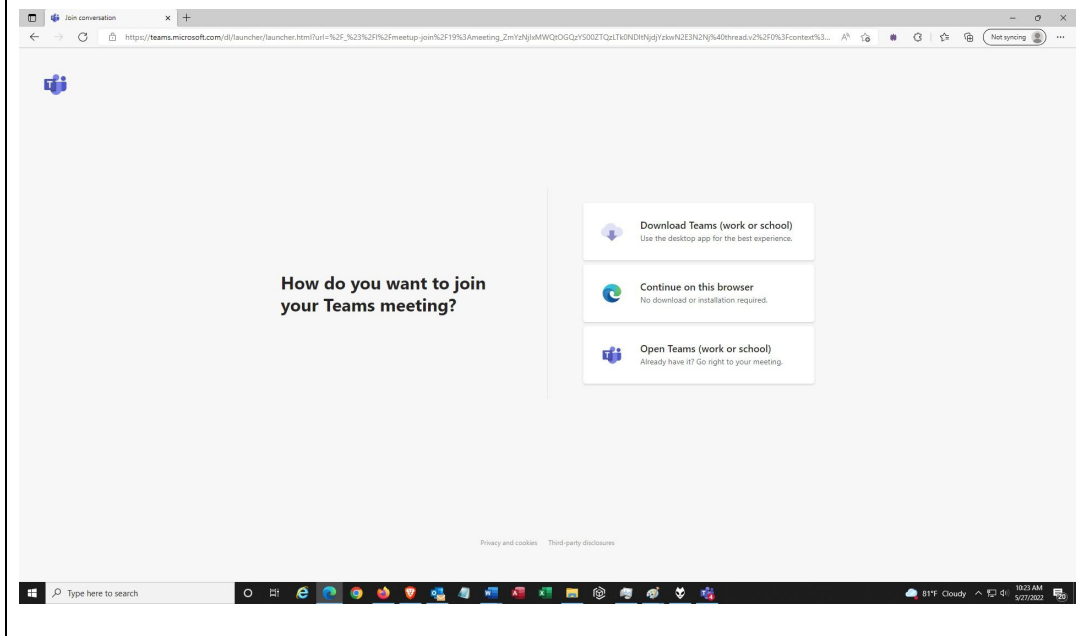



Figure 2. Join by computer | Click link

Your Action

- Click  **Continue on this browser**
No download or installation required. to join the meeting with browser.

Teams Response

- Teams requests that you choose your audio and video settings.*
- Teams also requests that you enter your name.*

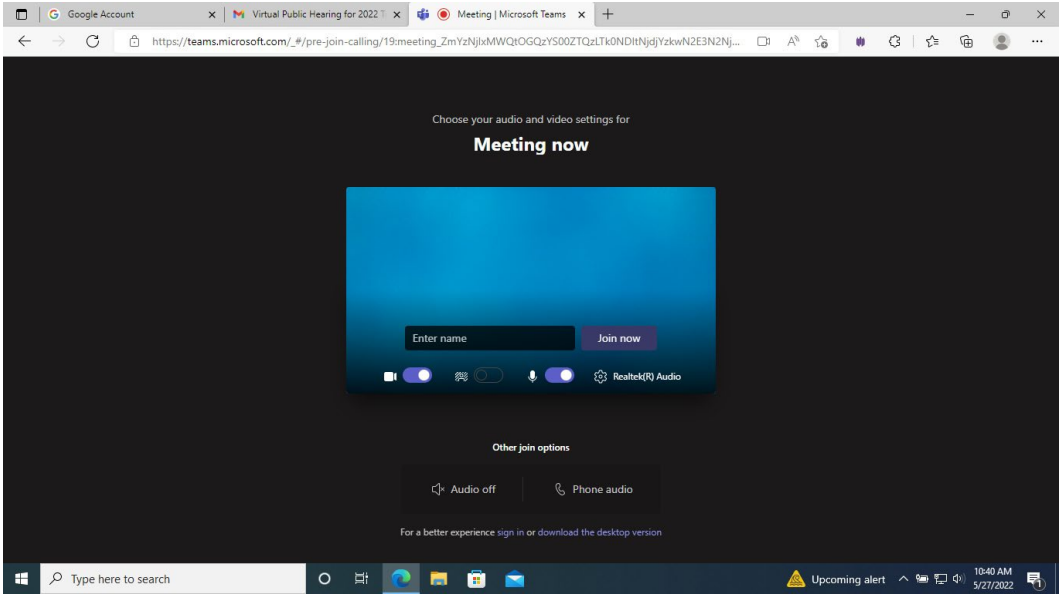
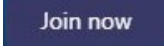


Figure 3. Join by computer | Enter name

Your Action

- You can join the meeting with a computer that is not equipped with a camera and a microphone.
- At a minimum, you can join the meeting with a computer that is at least equipped with speakers or headphones.
- If your computer is not equipped with a microphone, you can participate in the meeting by using a phone.
- Enter your first and last names.
- Click  to enter the lobby.

Teams Response

- *Teams informs the organizer of the meeting that you are waiting in the lobby.*
- *Teams can only let you join the meeting after the organizer admits you.*

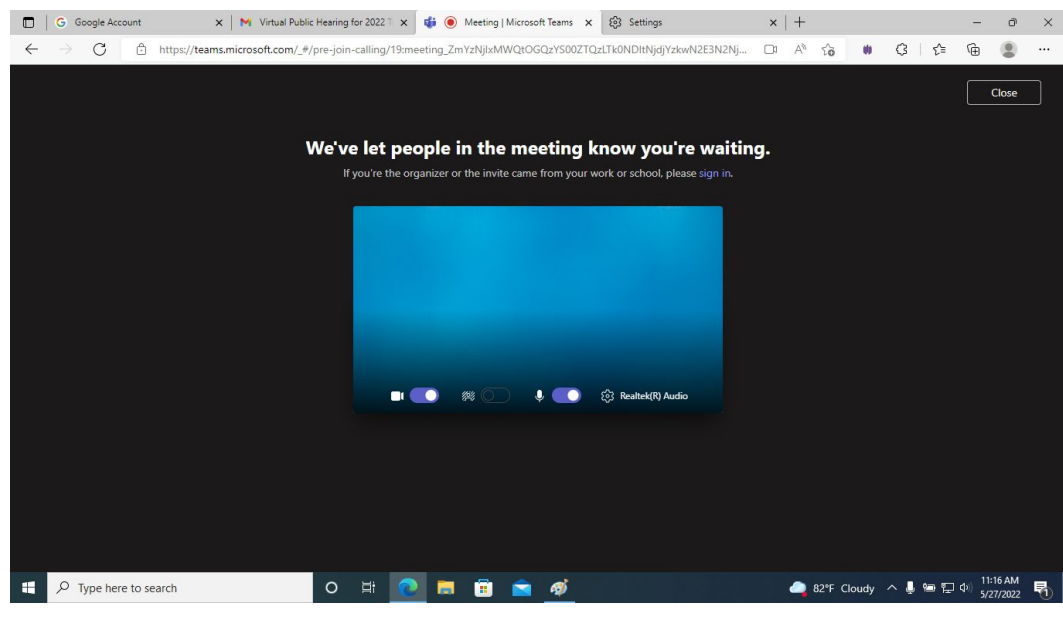


Figure 4. Join by computer | Enter lobby

Your Action

- You join the meeting after being admitted by the organizer.

Teams Response




- *When you join the meeting, Teams informs you that your virtual hand is lowered , and your camera and microphone are disabled .*





Figure 5. Join by computer | Join meeting

Your Action

- Click on your lowered hand  to raise your virtual hand if you want to speak to the Hearings Officer.
- Wait for the Hearings Officer to call you.

Teams Response

- *When the Hearings Officer calls your name, Teams informs you that your hand is lowered , and your muted microphone is enabled .*






Figure 6. Join by computer | Raise virtual hand

Your Action

- Click on your muted microphone  to unmute yourself.
- Speak to the Hearings Officer.

Teams Response

- *When you are done speaking, Teams informs you that your microphone is again disabled* .







Figure 7. Join by computer | Unmute microphone

Your Action

- Click  to display “More Options” menu.
- Click  Turn on live captions to use live captions.
- If live captions are displayed, click  Turn off live captions to stop using them.

Teams Response

- *Teams automatically generates live captions that are about 90% accurate.*
- *Depending on your action, Teams displays or disables live captions.*

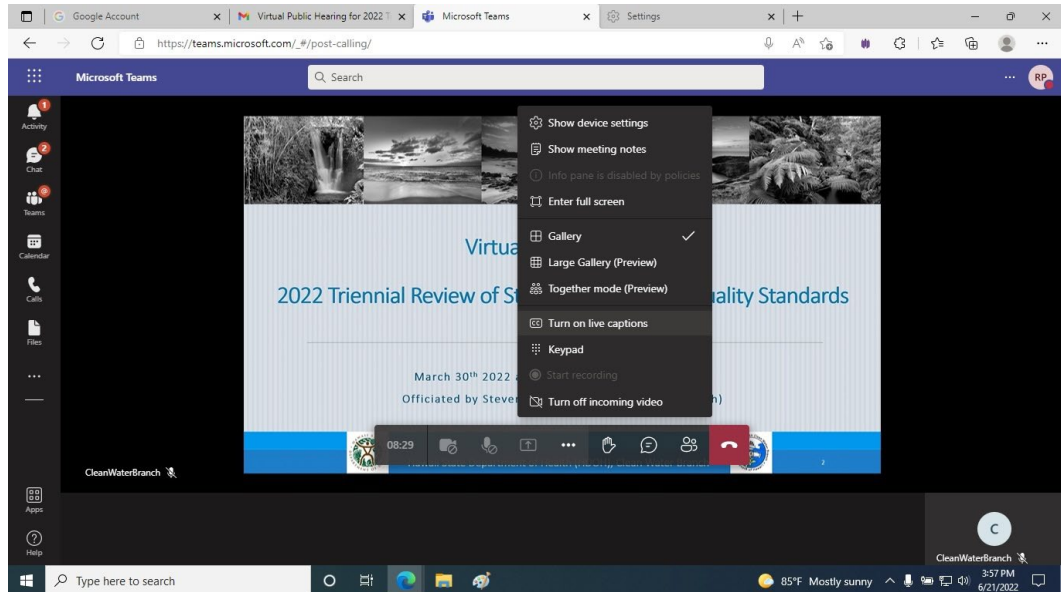

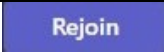


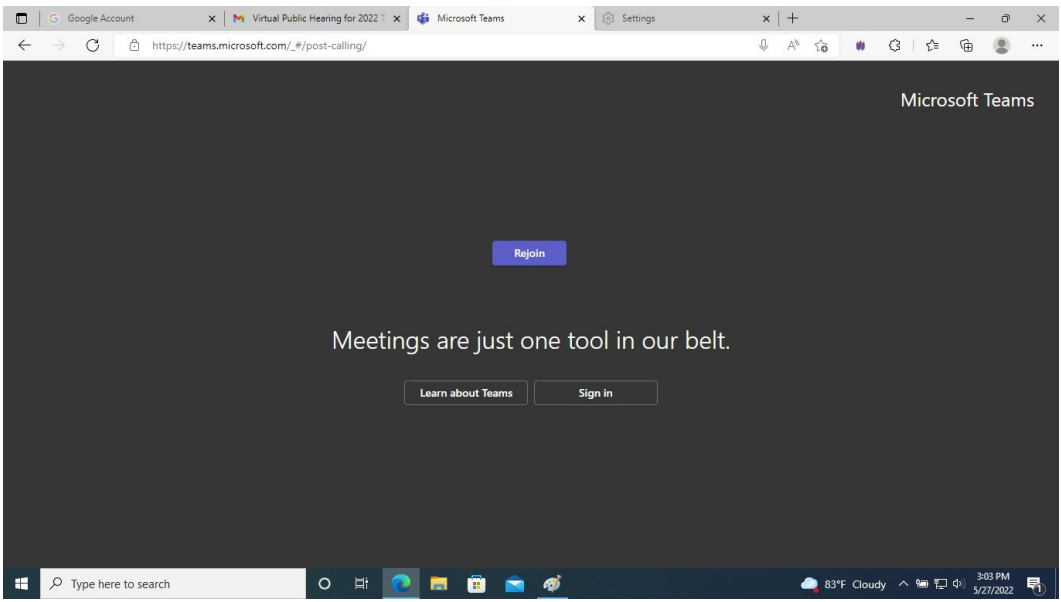
Figure 8. Join by computer | Live captions

Your Action

- Click  to leave the meeting.

Teams Response


- *Teams informs you that you can rejoin the meeting* 



The screenshot shows a web browser window with the URL https://teams.microsoft.com/_#/post-calling/. The page content includes a blue 'Rejoin' button at the top center, the text 'Meetings are just one tool in our belt.' in the middle, and two buttons at the bottom: 'Learn about Teams' and 'Sign in'. The browser's address bar shows several tabs: 'Google Account', 'Virtual Public Hearing for 2022', 'Microsoft Teams', and 'Settings'. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date 5/27/2022 and time 3:03 PM.

Figure 9. Join by computer | Leave meeting

Your Action

- Click  to rejoin the ongoing meeting.

Teams Response

- *Teams informs the organizer of the meeting that you are waiting in the lobby.*
- *Teams can only let you rejoin the meeting after the organizer re-admits you.*

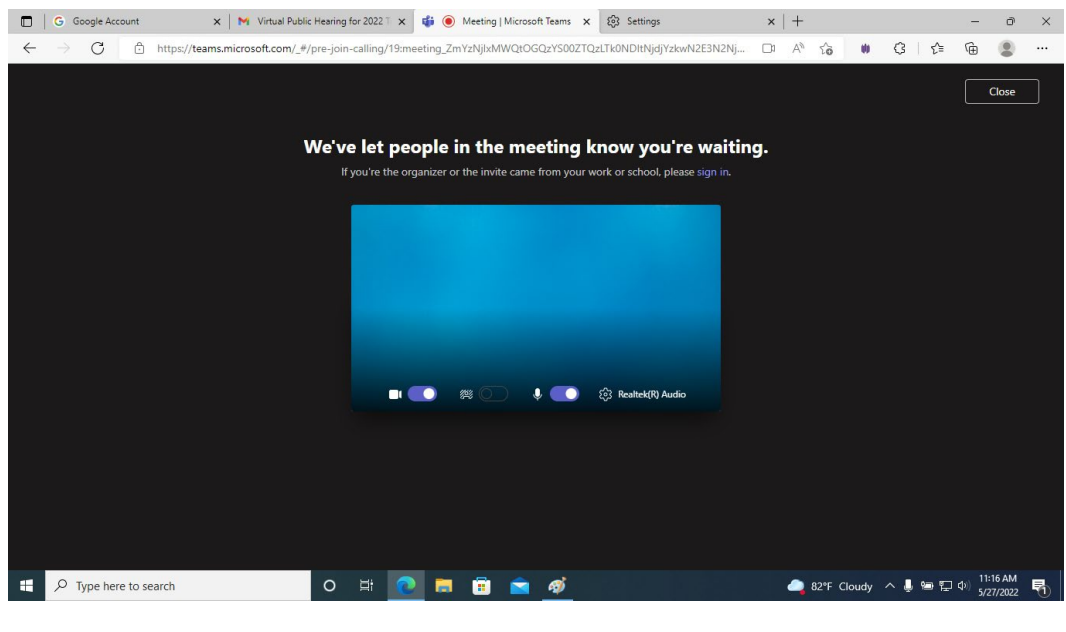


Figure 10. Join by computer | Rejoin meeting

III. JOIN BY PHONE

It is possible to join Teams Meetings by using a phone. It is recommended to use a phone to listen to Teams Meetings when a computer is not equipped with speakers or headphones. It is also recommended to use a phone to participate in Teams Meetings when a computer is not equipped with a microphone.

Figure 11 and Figure 12 show the steps to join Teams Meetings by phone.

Your Action	Teams Response
Dial 808 area code phone number to reach Teams.	<i>Welcome to the Audio Conferencing Center. Please enter a conference ID followed by #. (Silence) To continue in English press 1.</i>
Enter 9-digit conference ID followed by # to join the meeting.	<i>If you are the meeting organizer, press * now. (Silence) You are now joining the meeting. (Silence) Please wait for the leader to admit you to the meeting. Thank you for your patience. (Music)</i>
(When the organizer admits you to the meeting.)	<i>You are not allowed to unmute. To raise your hand press *5.</i>
Press *5 to raise hand and wait for the Hearings Officer to call you.	<i>Hand raised.</i>
(When your phone number is called, your hand is lowered and you are prompted to unmute yourself.)	<i>Hand lowered. (Silence) You are allowed to unmute. To unmute yourself press *6.</i>
Press *6 to unmute yourself and speak to the Hearings Officer.	<i>You are no longer muted.</i>
(When you are done, you are muted and your microphone is disabled.)	<i>You have been muted. You are not allowed to unmute. To raise your hand press *5.</i>

Figure 12. Join by phone | List of actions

Your Action	<i>Teams Response</i>
Hang up to exit the meeting.	<i>(None.)</i>
Dial 808 586 4309 to request assistance from the Clean Water Branch.	<i>(None.)</i>

Figure 12. Join by phone | List of actions (continue)