

Virtual Webinar Instructions

What is Microsoft Teams?

Teams is an online platform that enables audio and video calling. Teams will be used to conduct this virtual session.

How to use Microsoft Teams?

We will be sharing a presentation so joining us with your computer is ideal. However, you may also join by calling into the virtual session.

- **Join on your mobile phone**

If you don't have access to a computer, you can still join by using your mobile phone. If you wish to only join by your phone, the number to call is below:

- » Call **480-378-7231**
- » See website for 10-digit access code when prompted.
(E.g. 110 223 444#)

- **To join on your computer or mobile app:**

After registering for the webinar, refer to your confirmation email for step-by-step instructions.

You have three ways you can join:

1. Download the Windows app for Teams. Then select "Join the meeting now."



Download the Windows app

Use the desktop app for the best experience.

2. Continue from your browser. Then select "Join from your browser."



Continue on this browser

No download or installation required.

3. Open the Teams app. Then select "Join the meeting now."



Open your Teams app

Already have it? Go right to your meeting.

*Please note, you will need to download the Teams app if joining the virtual session on your phone or electronic tablet. You may join the call without downloading the app if you are joining on a computer.

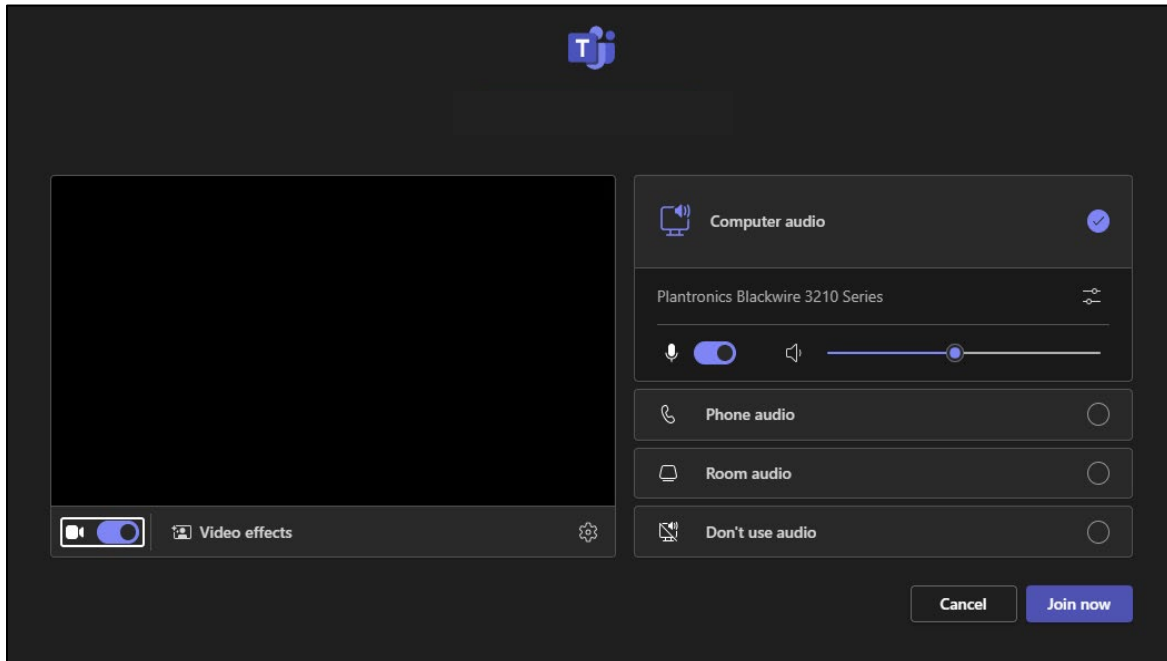
Meeting Instructions:

You should receive a reminder email on the day of the event with the following button:

Join event

Unable to attend? [Cancel your registration](#)

Click to "Join Event" on app or browser.



Allow Teams to use your microphone and camera.

Then, enter your name into the text bar.

The options bar will allow you to choose if you want your camera on or off.

Please mute your microphone.

Click "Join now" to enter the session.

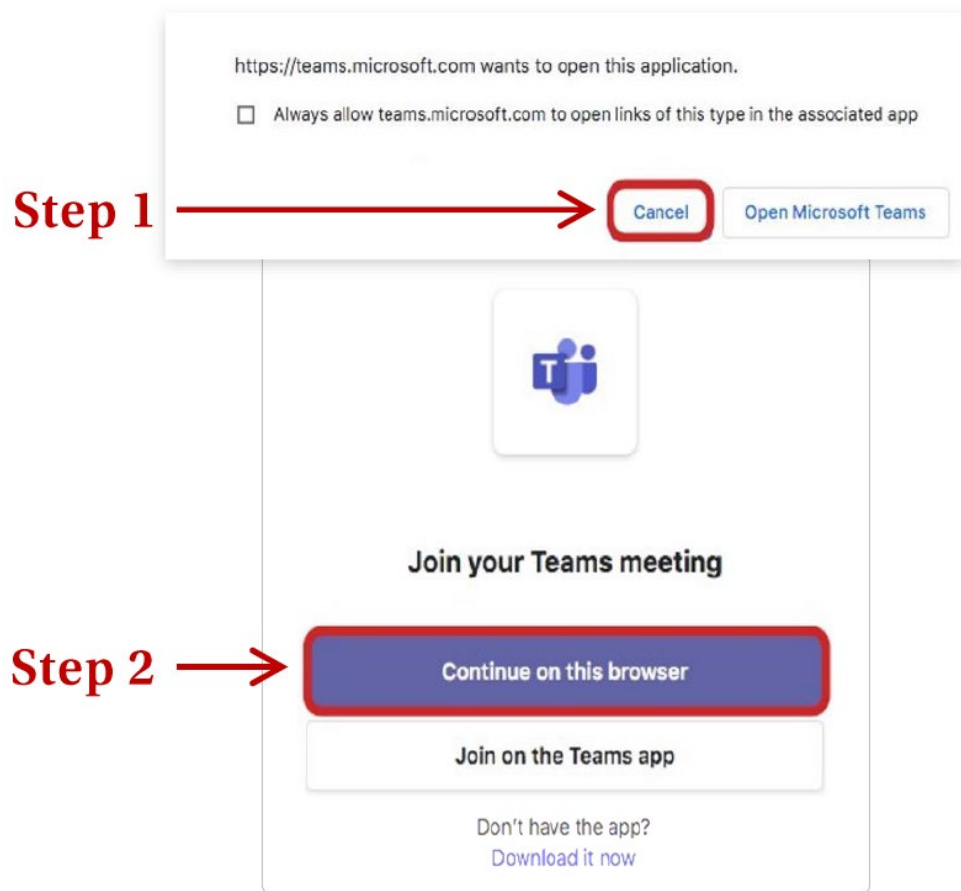
Unable to register with an email?

Join the virtual call on the day of the event by visiting the webpage on the day of the event.

1. Click the "Join Meeting" link on the webpage. This link will appear on the webpage leading up to the day of the event. It will look like this blue highlighted link:

Quarter 1: March 13, 2025 | 2 p.m. to 3 p.m. | [Join Meeting](#)

2. If you do not have the Teams application downloaded, select the “Join from Your Browser” option.



Once you're in the call, refer to the settings below to help you navigate the Teams call options.



Chat – Click on this option to access the call chat. You can type your comments into the chat.

Raise – This option will show to everyone in the call that you have a question or comment.

Camera – Allows you to turn your computer camera on or off.

Microphone – Allows you to mute and unmute yourself when you want to speak to the group.

Leave – When it's time to exit the meeting, press the red button.

We Look forward to meeting you.