

## Guidelines:

ETS will control the mute functionality on the call.

Attendees can digitally raise their hands to ask questions during the question and answer phase of the meeting.

Use a good quality headset to ensure the best audio quality.

Mute any external audio of the meeting to prevent a feedback loop.

Avoid areas with loud background noises.

Use the mobile app, desktop client, or web browser.

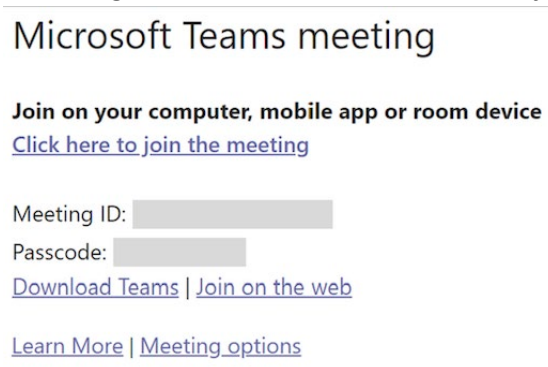
## Instructions:

There are different ways to join the meeting. Download and install the Teams app or run the meeting through the browser.

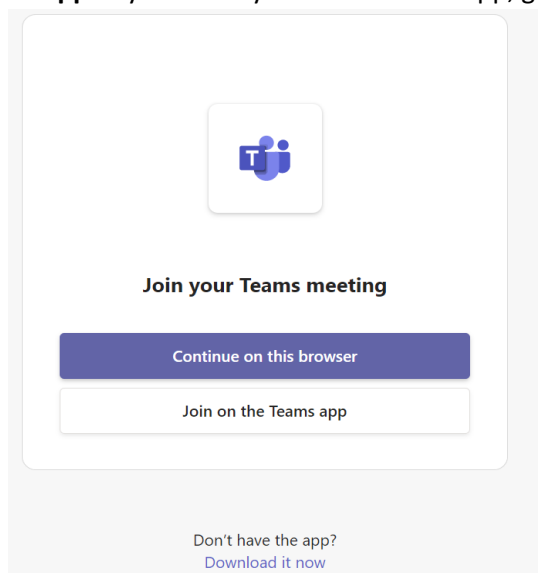
### Join the Meeting through the web browser

You can join Teams meeting anytime, from any device, whether or not you have Teams account. If you don't have an account, follow these steps to join.

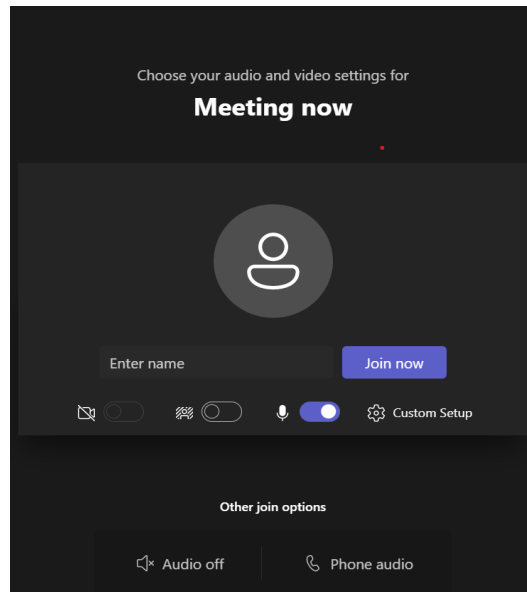
1. Go to the meeting invite and select the **Click here to join the meeting**.



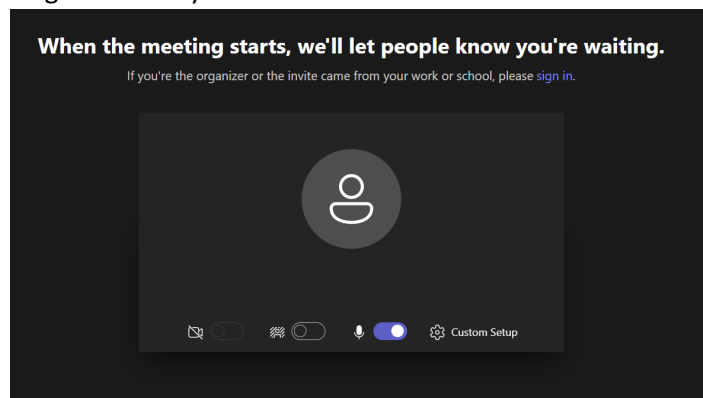
2. That will open a web page where you will see two choices: **Continue on this browser** and **Join on the Teams app**. If you already have the Teams app, go right to your meeting.



3. If you join the meeting on your browser, Microsoft Edge or Google Chrome both work. Type your name and choose your audio and video (you can always turn off your mic and/or video once you join the meeting). When you're ready, select **Join now**.

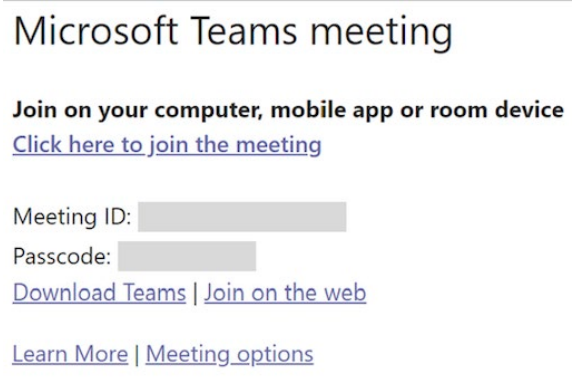


4. Depending on the meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you.



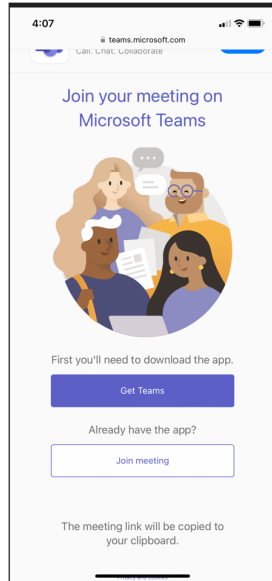
### **Join the Meeting through Mobile App**

1. In the meeting invite, select **Click here to join the meeting**

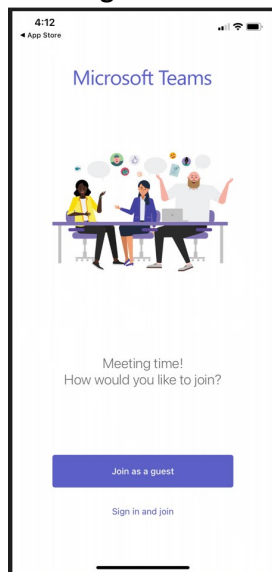


2. If you don't already have the Teams mobile app, you will be taken to your app store to download it.

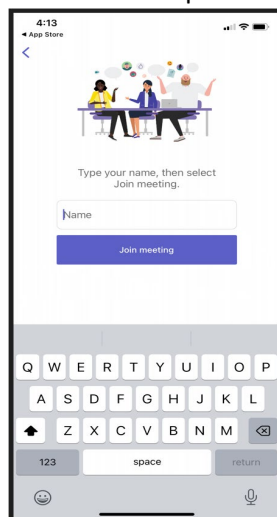
- Download and open the app. If you have an IOS device, tap the meeting link again to open the app.



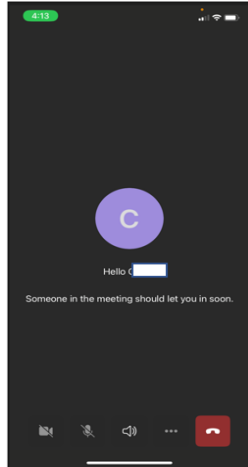
- Next, you will be given two options for joining your meeting: **Join as a guest** or Sign in and join. Chose **Join as a guest**.



- Type your name and tap **Join meeting**.



- Depending on the meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you.



### **Join the meeting by Phone**

If you're unable to use the Teams app or Teams on the web, you can join meetings by calling a phone number. If there's a phone number and conference ID in the meeting invite, just dial the number to Join.

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID:

Passcode:

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

+1 808-829-4853,688118958# United States, Honolulu

Phone Conference ID: 688 118 958#

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

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