Mobile Devices:

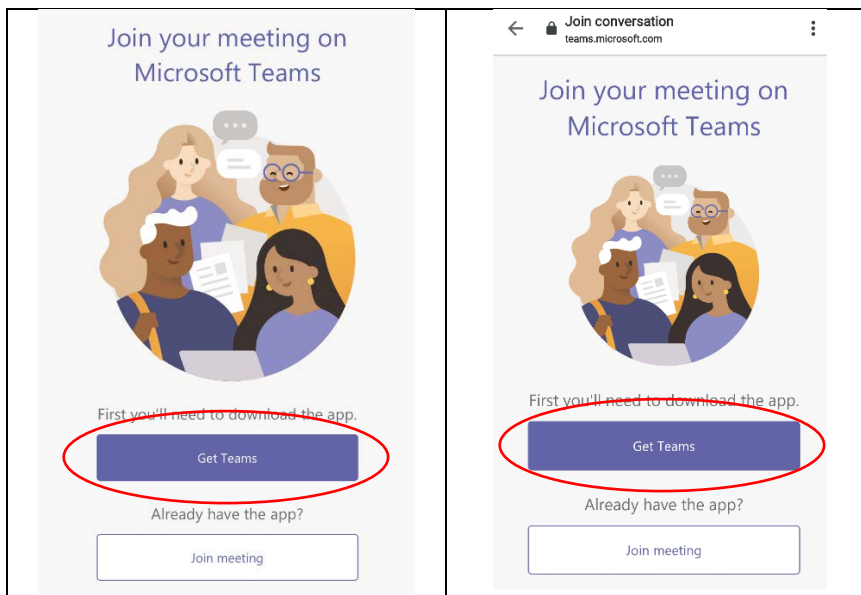Click on the link to join meeting in the email.

You will be presented with the following screen.

If Microsoft Teams App is already installed. **Go to Step 3.**

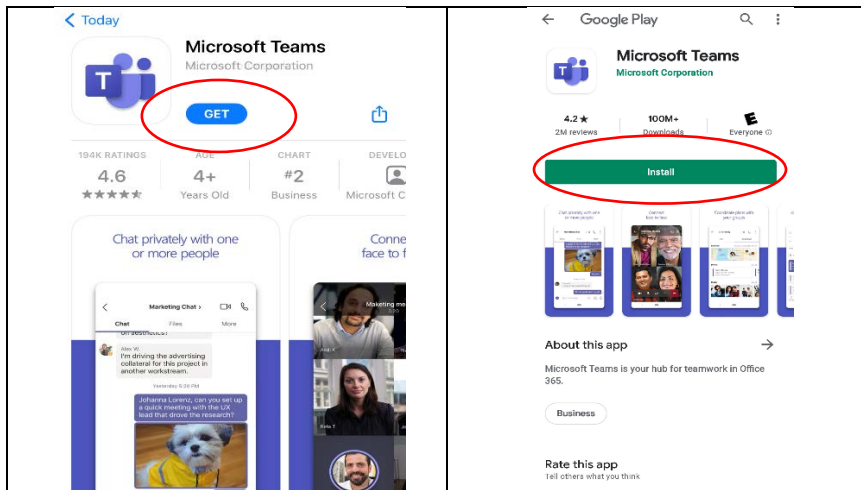If Microsoft Teams App is not installed. **Go to Step 1.**
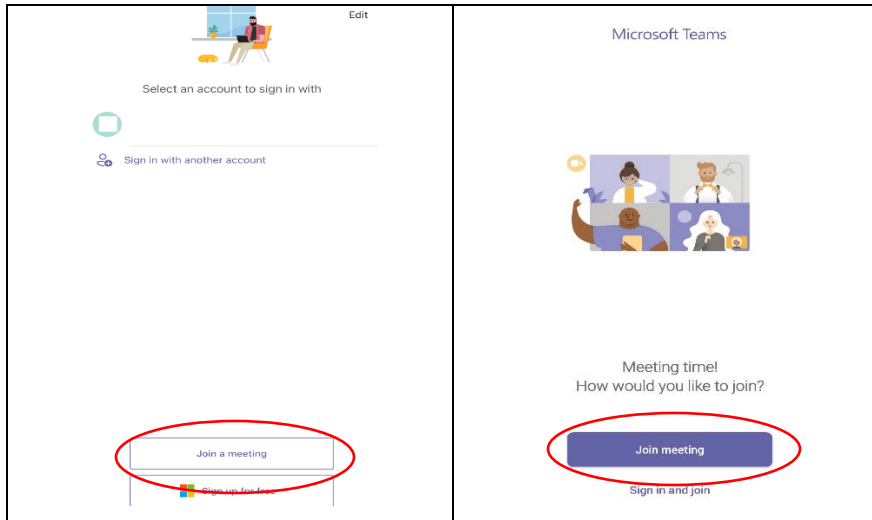
Step 1:

Click- Get Teams

Step 2:

Install Microsoft Teams from your Apple App store or Google Play store.
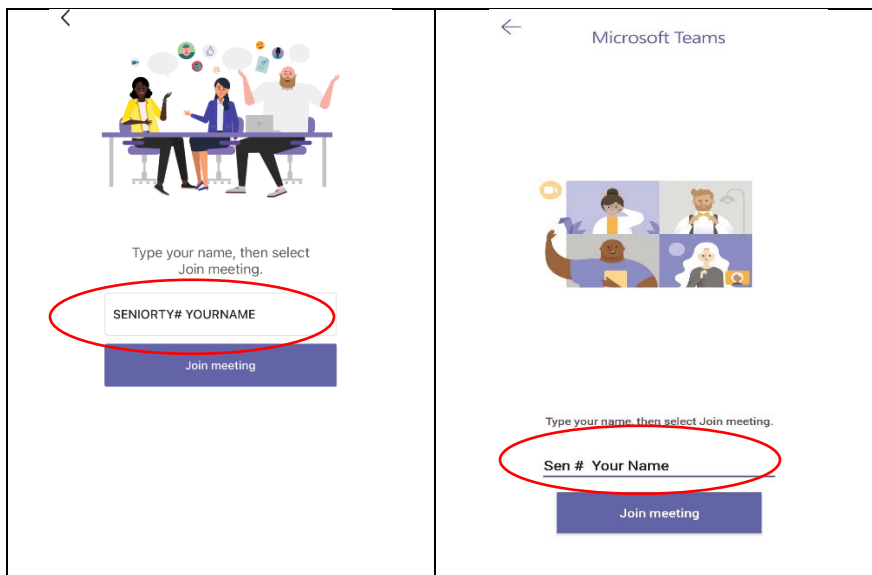
Step 3:

Once installed, click on **Join Meeting**.

Step 4:

Enter your **Seniority#** first, followed by your **Full Name** (Make sure your Sen# and Name are typed correctly)

Click on **Join meeting** again.

(Give permissions to allow Teams to record audio. Choose - *__while using the App__***)**

Wait for the Admin to approve your request to be admitted to the meeting.
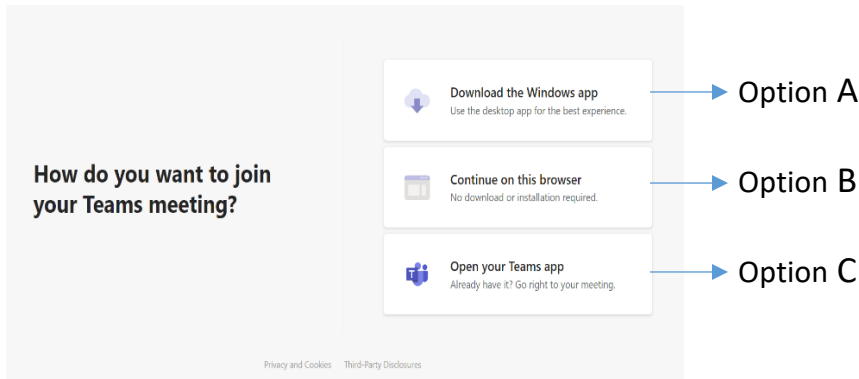
Once approved, you will be part of the meeting.

Laptop/Desktops:

Step 1:

Click on the link to join meeting in the email.

Step 2:

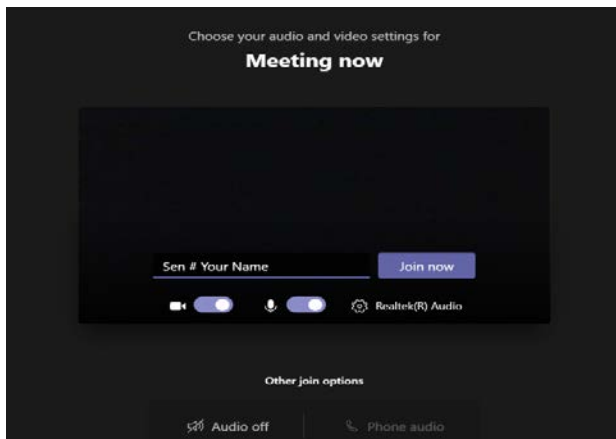You will be presented with the following screen – Please click one of the three options:

Step 3:

Option A - Download the App

You will download and install the application. Click on Open your Teams App.

Enter your **Seniority#** first, followed by your **Full Name** (Make sure your Sen# and Name is typed correctly)

Click **Join now**.

Option B - If you continue on the browser (Internet Explorer, Chrome, Firefox, Safari, and Microsoft Edge etc.)

Enter your **Seniority#** first, followed by your **Full Name** (Make sure your Sen# and Name is typed correctly) as shown in Option A picture under Step 3.

Click **Join now.**

Option C - If you already have Microsoft Teams App installed.

If you choose Option C, it will take you directly to the meeting.

Enter your **Seniority#** first, followed by your **Full Name** (Make sure your Sen# and Name is typed correctly)

Click **Join now.**

Step 4:

Wait for the Admin to approve your request to be admitted to the meeting.
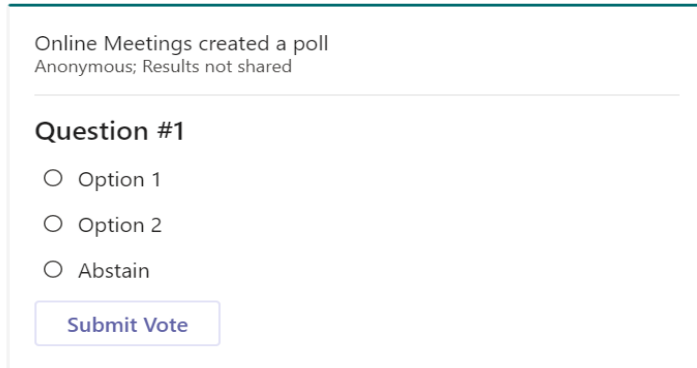
Once approved, you will be part of the meeting.

(Please make sure to turn off your microphone but keep video on.)

PLEASE NOTE:
- **You will need a Webcam, Microphone and Speaker on your laptop/desktop.**
- **If possible, please connect to WIFI. Otherwise your Cellular Data will be used, and you may incur additional charges from your Service Provider.**

During the meeting we will be conducting Votes for each Motion.

The motion Vote question will look like the picture below:

Online Meetings created a poll
Anonymous; Results not shared

Question #1
○ Option 1
○ Option 2
○ Abstain

Submit Vote

You will get a notification on your device when the Vote is available. Click on that notification, select your Option and then Submit Vote to cast your vote.

*Members will get 30 seconds to cast their votes for each motion.

*You will not be able to change your vote after the 30 seconds have passed.

*During the meeting, if you have any questions, please click on the "hand symbol" to let the moderators know you want to ask a question. The moderators will then place you "in line" to ask your question.