

Special Note – For the purpose of the Board of Health and Safety Compliance and Appeals meeting, we request that unless you are a presenter, or member of the Board, to please turn your camera off for the meeting. Thank you.

Microsoft Teams Instructions – For Mobile Device

To Join by link

To get the best of Teams meetings on mobile, including audio, video, and content sharing, you'll need to download and install the Teams mobile app.

If you have the app, select Join Microsoft Teams Meeting in the meeting invite, or click on the public link posted on the MIOSHA website to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it.

Note: Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

If you don't have a Teams account, select Join as a guest. Enter your name, or if you wish to remain anonymous, enter Guest + last four digits of your phone number (ex. Guest1234). This will allow you to remain anonymous yet give you a unique ID should you need or want to be recognized by the Board. If you have a Teams account you would like to use, select "Sign in and join." Depending on the Organizer's settings, you may enter the meeting right away or go to the "lobby," where the organizer will admit you.

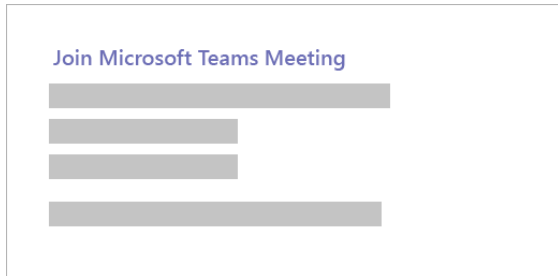
To view a video outlining the process, click here:

<https://www.microsoft.com/en-us/videoplayer/embed/RE2MMJs?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

Microsoft Teams Instructions – For Computer/Tablet

To Join by link

All you need to join a Teams meeting is a link.



Select Join Microsoft Teams Meeting in your meeting invite, or click on the public link posted on the MIOSHA website to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account, select Join as a guest. Enter your name, or if you wish to remain anonymous, enter Guest + last four digits of your phone number (ex. Guest1234). This will allow you to remain anonymous yet give you an unique ID should you need or want to be recognized by the Board. If you have a Teams account you would like to use, select "Sign in and join." Depending on the Organizer's settings, you may enter the meeting right away or go to the "lobby," where the organizer will admit you.

To view a video of the Join a Meeting process, please click the link below:

<https://www.microsoft.com/en-us/videoplayer/embed/RE3Oz24?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

Call in to a meeting in Teams

Instead of joining online, you can call in to a meeting with your phone. To get the phone number, tap the meeting link and select See details. You'll see a phone number that you can use to dial in.

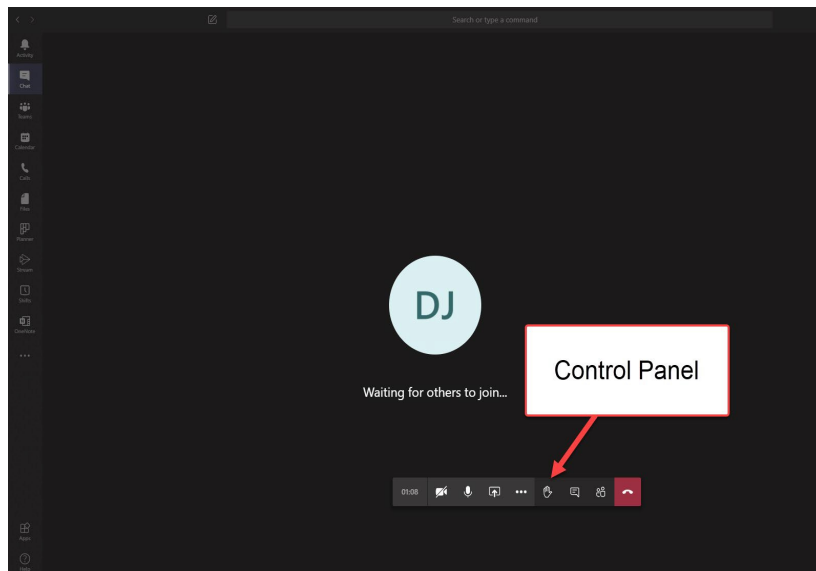
If you're not a member of Teams, you can still join a Teams meeting from an invitation you received in Outlook or another email application. Use the phone number provided to dial in to the meeting.

In meeting dial-pad command.

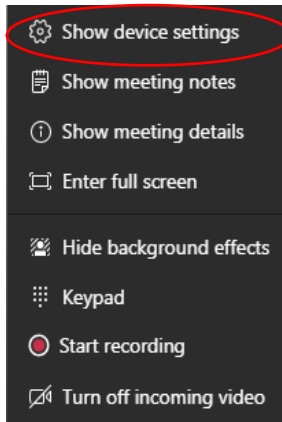
*6 (Mute/unmute themselves)

Microphone Setting Adjustments

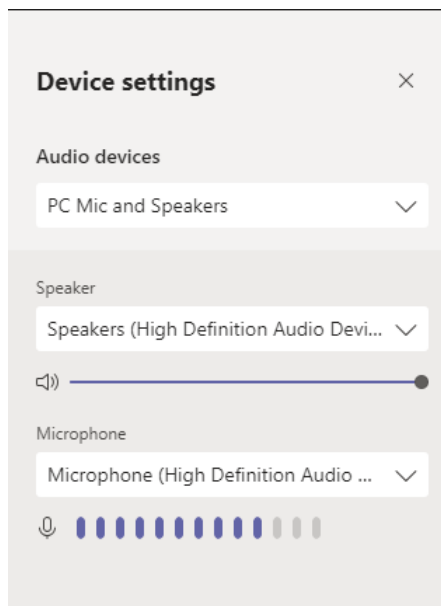
To ensure your microphone and speakers are working effectively, you may wish to check your device settings prior to the start of the meeting. To do this, click on control panel bar on the screen. If the control panel is not visible, hover your mouse in the center of the screen and it will appear.



Click on the ellipses (...) icon in the Control Panel. A pop-up menu will appear. Click on Show device settings from the menu.

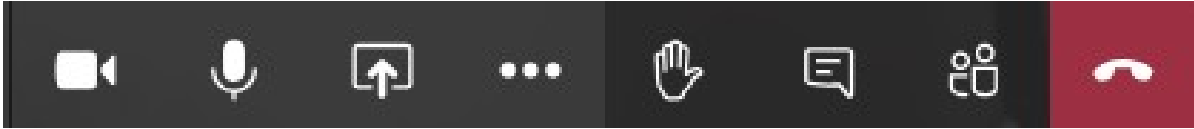


While the Device settings box is displayed, begin speaking. If your microphone is working properly, you should see your microphone setting fluctuating as you speak.



Muting

If during the meeting you need to temporarily mute your microphone, you may do so by hovering your mouse over the center of the screen, which will activate your hidden control panel as shown below.



To mute your microphone, simply click the microphone icon with your mouse until the microphone icon appears with a line through it. Repeat this step to reactivate the microphone when ready.

Deactivating the Video

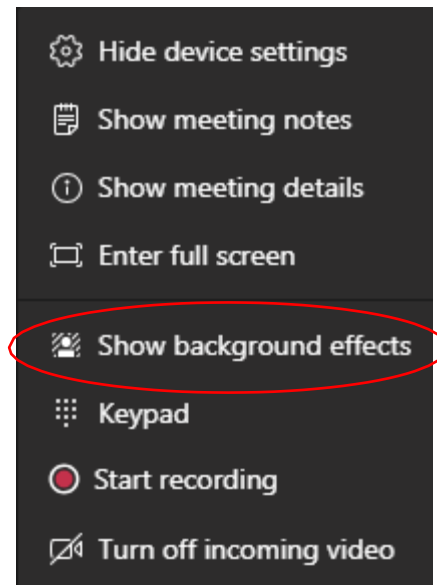
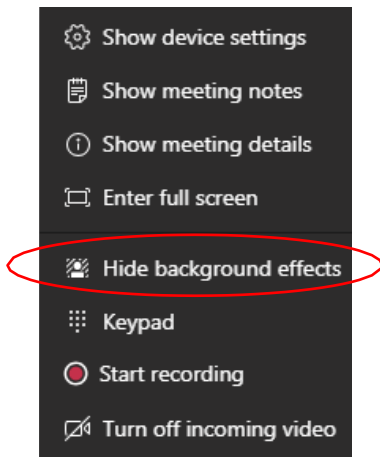
If during the meeting you need to temporarily turn off your video image, you may do so by hovering your mouse over the center of the screen, which will activate your hidden control panel as shown below.



To discontinue the video, simply click the video camera icon with your mouse until the video camera icon appears with a line through it. Repeat this step to reactivate the camera when ready.

Blurring the Background

You may also opt to blur the background of the video. To blur the video background, hover your mouse over the center of the screen until your control panel appears. Click on the ellipses (...) icon. This will activate your Settings menu as shown below. Click on Hide background effects. This will blur background objects around you in the video image.

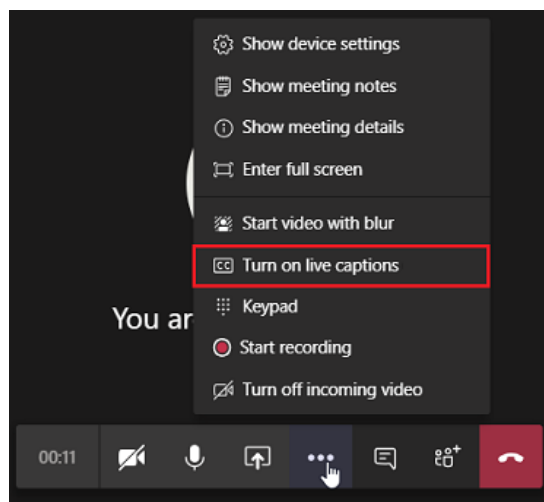


Repeat the steps and select Show background effects to undo.

To enable Closed Captioning in Microsoft Teams:

Join a Teams meeting or a group call (audio or video) of 3 or more people

1. Once joined or in the group call, click on the 3 ellipses (...) in the control panel (More actions)
2. Click on Turn on live captions (preview)



Please note: Live captions are a preview feature in Microsoft Teams, and they're only available in English (US) and on the Teams desktop and mobile apps for now.

Leaving the Meeting

When your meeting session is complete and you are ready to leave the meeting, access your control panel by hovering over the center of your screen. Click on the red phone button.

