

Instructions for Logging onto Microsoft Teams

1. In order to join the meeting, click the “Join Microsoft Teams Meeting” link in your email below.

**Note – you do not need to call into the meeting as well. This number is if your computer audio does not work OR if you do not have a computer for logging into the meeting. If you call into the meeting, you will still be able to hear the meeting and ask questions, but you will not have the ability to see the presentation.

[Join Microsoft Teams Meeting](#)

[+1 484-352-3221](#) United States, Philadelphia (Toll)

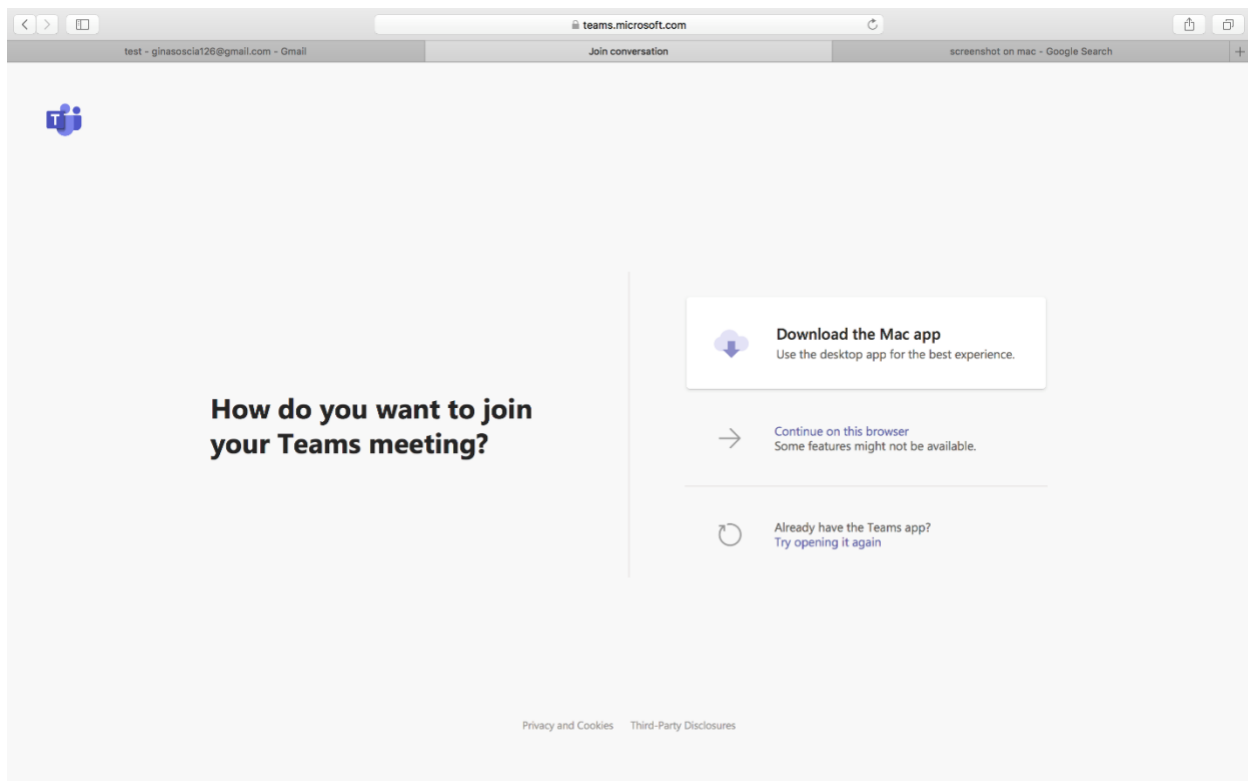
Conference ID: 404 575 871#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

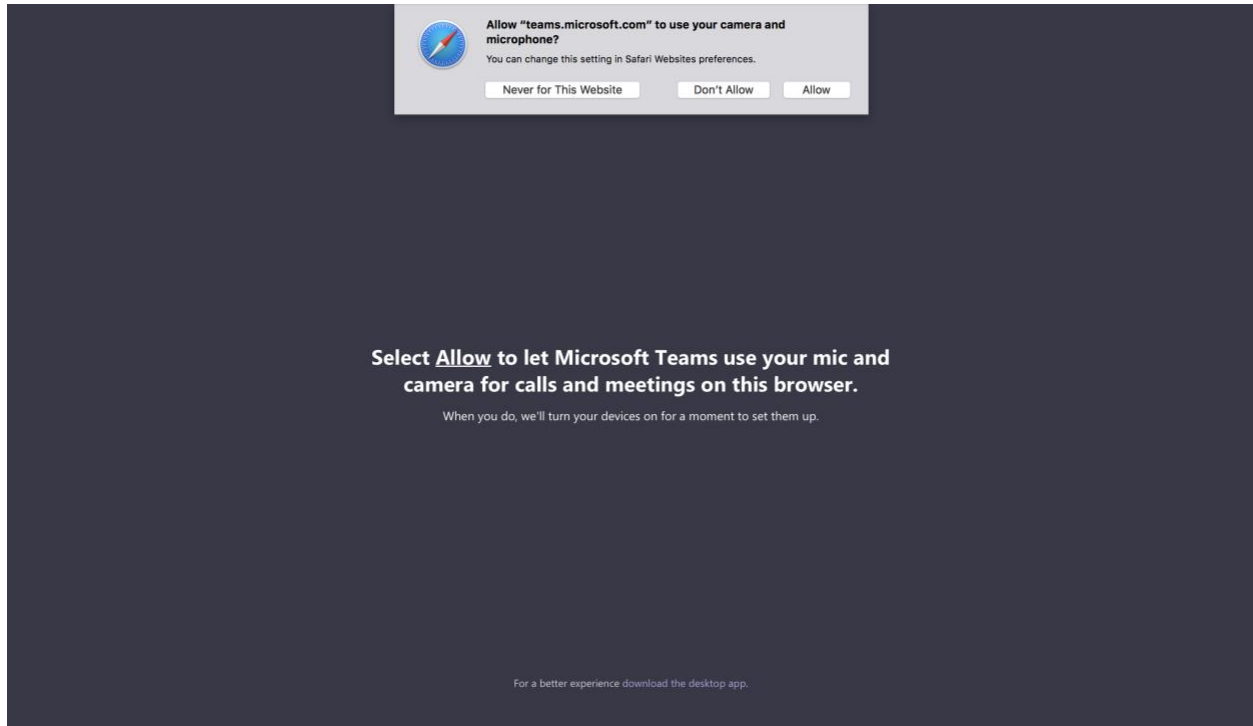
By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that your information may be collected and used in support of FOIA and eDiscovery activities.

2. Once you click the “Join Microsoft Teams Meeting” link, you will be brought to a page that looks like this (see below). If you would like, you can download the Teams app (first option), which will give you full functionality of the program. However, you can select “Continue on this Browser” (second option), which will enable you to join the meeting and participate.

***Note – if you do not download the Teams app and choose “Continue on this browser,” the only feature that will not be available to you is the opportunity to use your webcam. You will still be able to see presenters that are using their webcam and you can still use audio to ask questions. You can also use the chat feature to communicate with participants in the meeting.



3. Please be sure to select “Allow” to let Microsoft Teams use your microphone and camera for calls and meetings on this browser. If you do not allow, you will need to use the call-in number attached to the meeting for meeting audio. If you click “Allow,” you should have full audio use through your computer speakers.



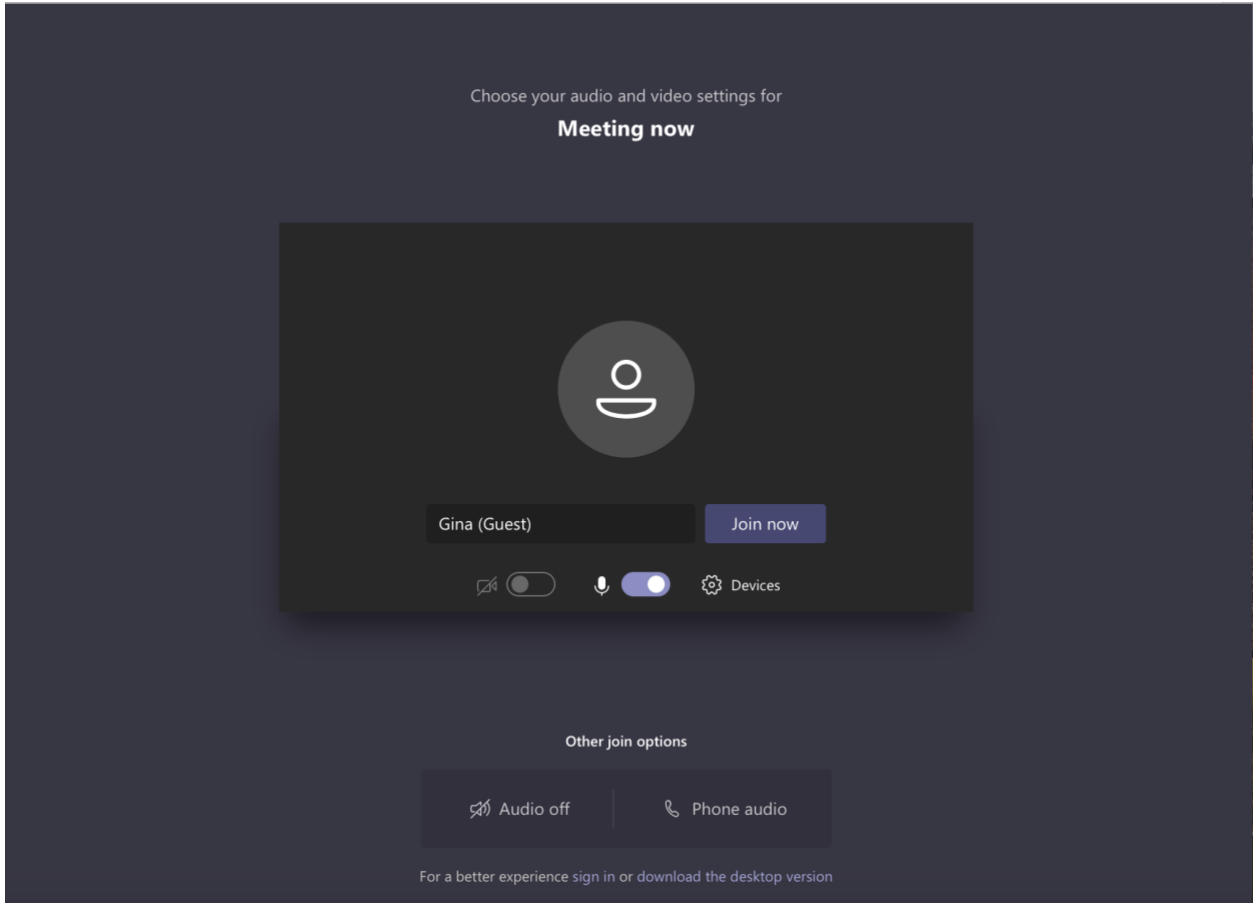
The image shows a Safari browser notification on a dark background. The notification is a light gray box with a blue compass icon on the left. The text inside the notification reads: "Allow 'teams.microsoft.com' to use your camera and microphone? You can change this setting in Safari Websites preferences." Below the text are three buttons: "Never for This Website", "Don't Allow", and "Allow".

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

For a better experience download the desktop app.

4. Enter your name and click “Join Now.”

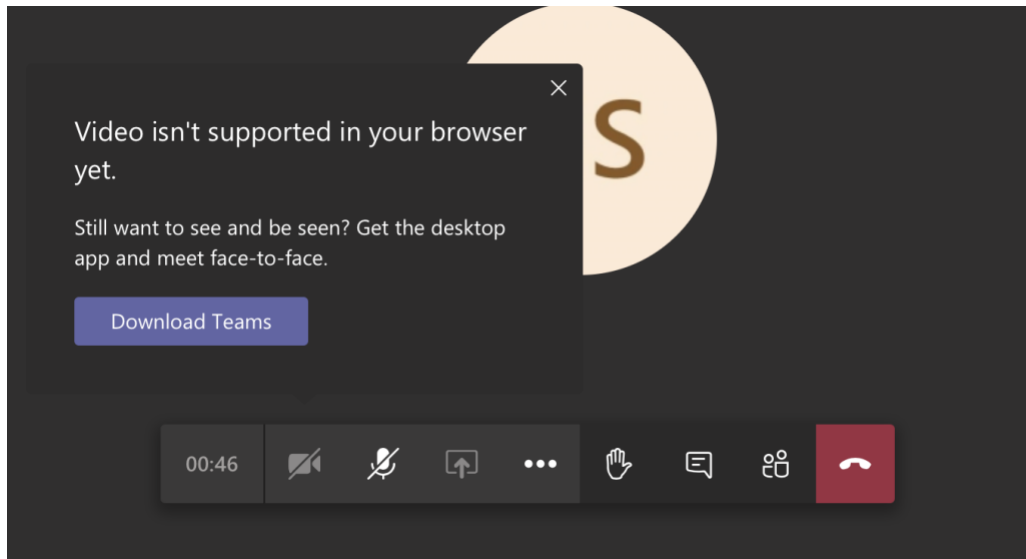


5. You will know you are in the meeting room once you see the initials (or faces) of other participants. You will also see a menu towards the bottom of your screen with various options.

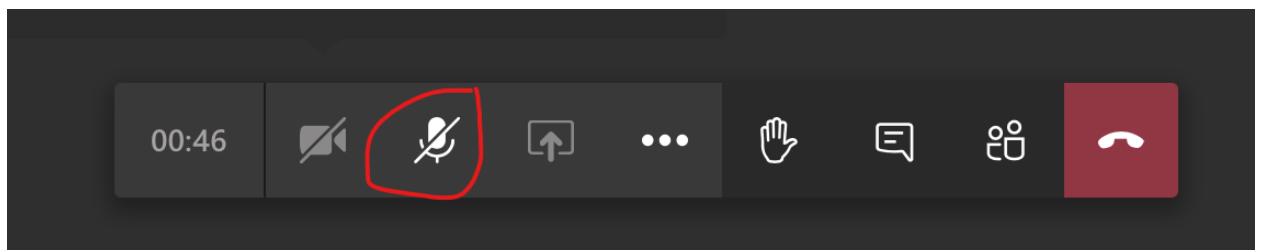


Some Key Features in Microsoft Teams

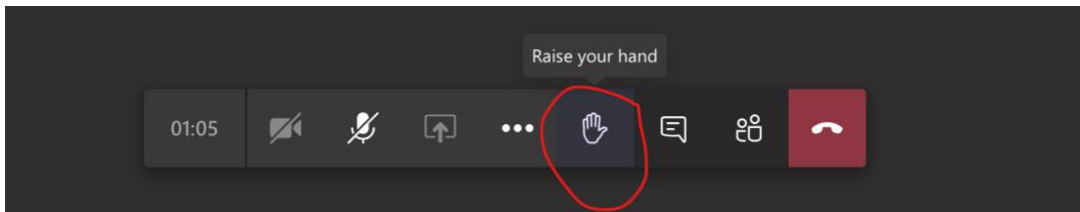
Video – if you click the first icon on the bar (square with line through it), that will enable your webcam to turn on. In this instance, the webcam is not available since we are using a web browser to participate in the meeting. If you download the Teams app, you will be able to use the camera feature.



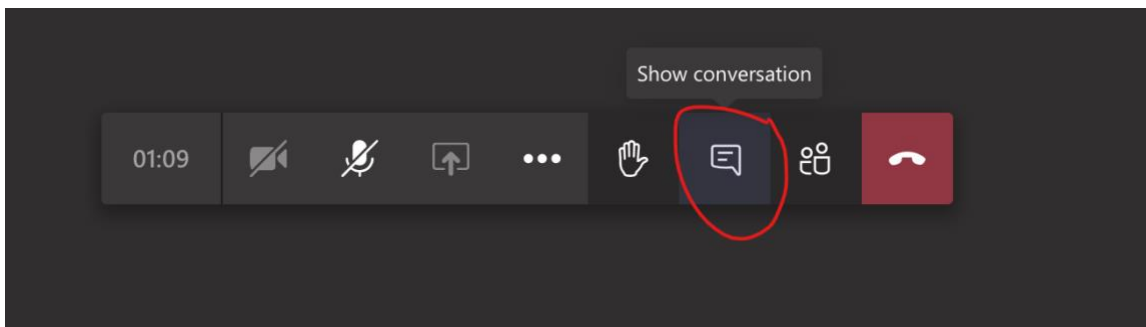
Microphone – The microphone icon allows you to mute and unmute yourself. The icon below shows that the participant is muted. If you click the microphone, the line will go away, and you are now unmuted and can speak in the meeting. The meeting host also has the ability to mute and unmute all participants.



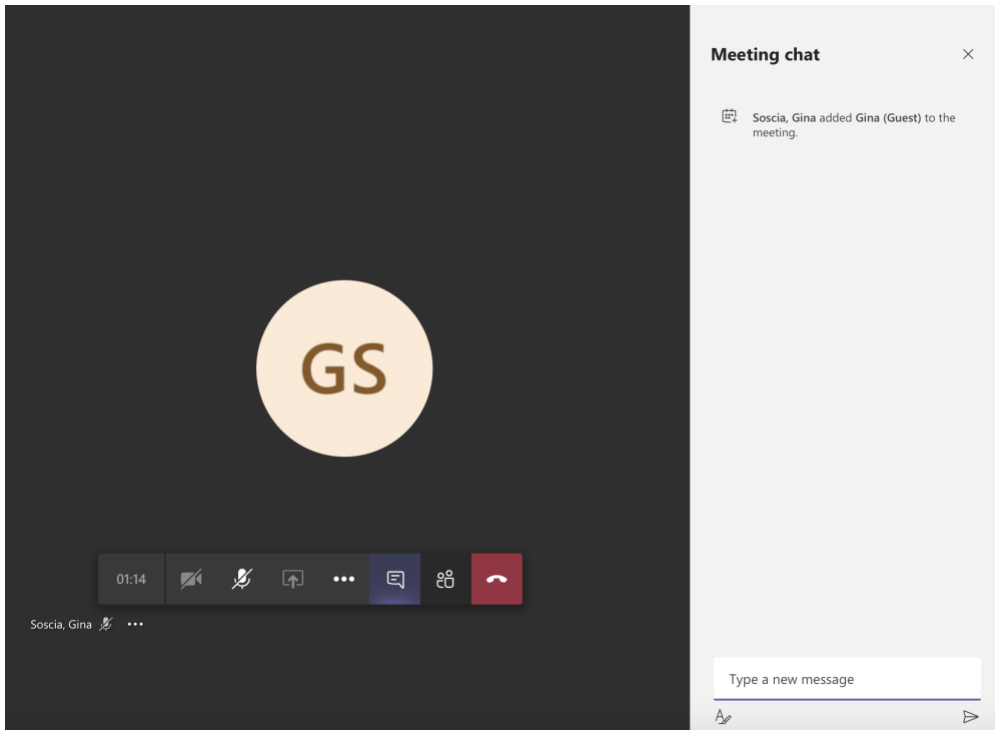
Raise Your Hand – If you click the hand icon, the meeting participants will see that you have raised your hand to ask a question. The meeting hosts can call on you to ask your question to the group.



Chat – The bubble icon is for the chat bar. Click this icon and it will now open the meeting chat.



Example of how Meeting Chat will appear upon clicking Chat icon:



Participants – If you click the “Show Participants” icon, you will see a window on the right-hand side of your page that shows all the participants that are active in the meeting.

