

INSTRUCTIONS FOR VIDEO CONFERENCE BUSINESS MEETING

[Join Microsoft Teams Meeting](#) << Click Here to join by PC or Smart Phone

OR DIAL THE FOLLOWING PHONE NUMBER & ENTER THE 9 DIGIT CONFERENCE CODED FOLLOWED BY “#”

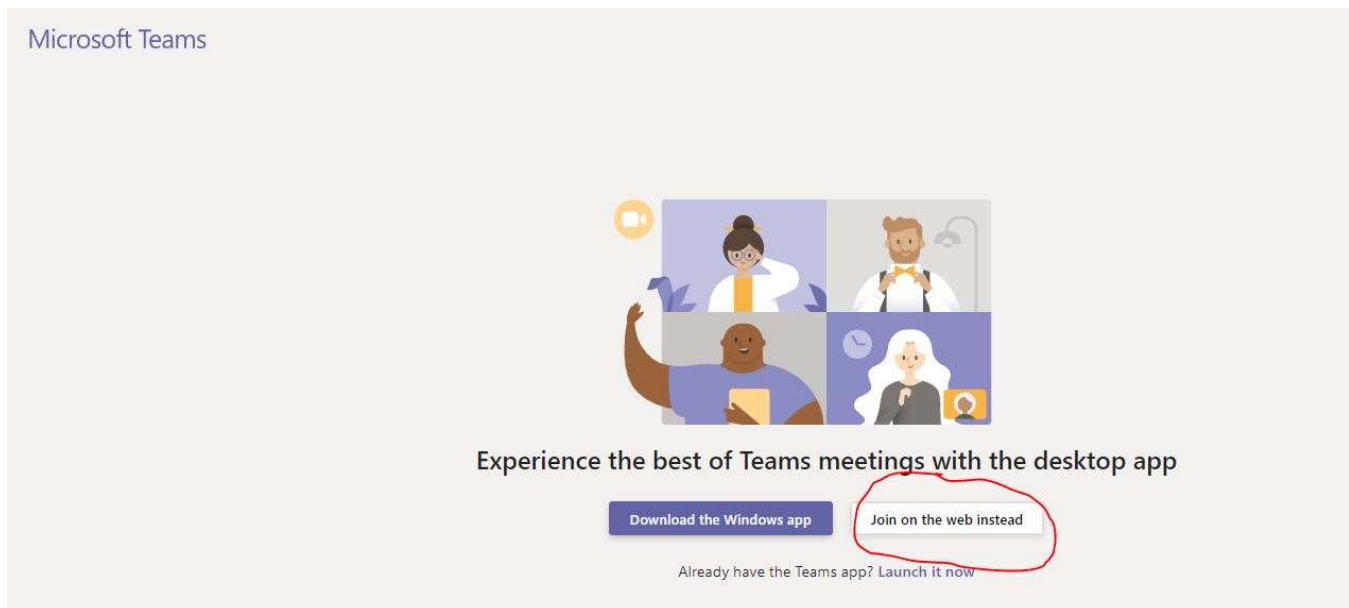
[+1 708-517-0101](#) United States, Cicero (Toll) << **Alternately, dial phone number**
Conference ID: 660 159 370# << **& enter 9 digit code followed by # (pound sign)**

STEP BY STEP INSTRUCTIONS:



You don't need to download the PC / Phone application, unless you want to – you can join in your Google Chrome or Microsoft Edge browser

(Safari may not work – in that case, use the Microsoft Teams app)




YOU WILL BE PROMPTED TO ALL USE OF MIC AND VIDEO

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.

teams.microsoft.com wants to



 Use your microphone

Allow

Block

CLICK JOIN NOW TO BE JOINED TO THE CONFERENCE

YOU WILL NEED A SPEAKER / MIC TO TALK THRU YOUR PC OR PHONE

Choose your audio and video settings for

Meeting now



Enter name


Join now



Devices

Other join options

 Audio off

 Phone audio

For a better experience sign in or download the desktop version