# Webinar and Communication Instructions
For MORPC meetings:

General Notes:
- Installation is not required. For those who do not have a Microsoft account or Microsoft Teams installed, you can always join Teams conversation/meetings through your default web browser.
- Teams is compatible with mobile devices, tablets, and computers. It also works with your calendar apps so you can join the meeting through the meeting invitation or email.
- If connecting to Teams is difficult or not working, you can call into the meeting using the local or toll free number with the Conference ID Number MORPC attached.

Webinar Instructions:
1. Click on the Teams link on the email
   a. You may have an option to open Microsoft Teams (for those that already use Teams), or you can choose to "Join on the web instead". Either is fine.
2. Mute the microphone.
3. Click "Join now".
4. While you are in Teams meeting, below are the things MORPC would like Teams attendees to follow:
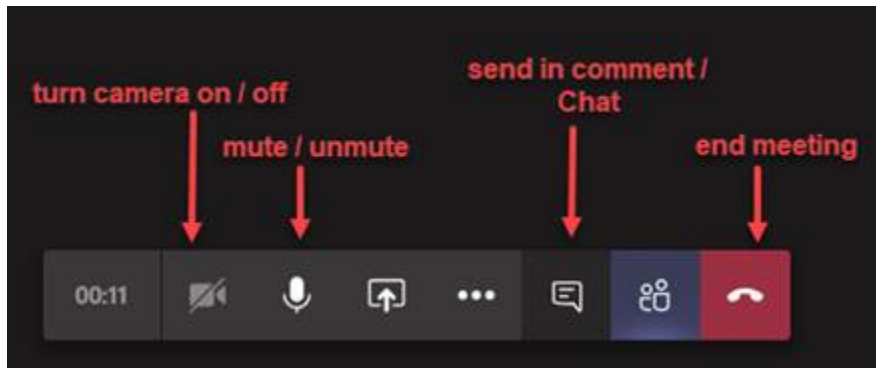
   a. Remember to mute your microphone if you have not already done so.
   b. Use the Chat function to ask questions or provide comments you might normally provide during the in-person Commission meeting.
      i. Note that these messages may be visible to any Teams attendees and those in the MORPC conference room. The Chat messages will be monitored by a MORPC team member and communicated to the Chair as relevant to the meeting.
   c. If you prefer to ask questions outside of Teams, you can email your questions to eleuby@morpc.org during the meeting. (Note: there may be a delay in relaying information using this method due to email communication latency.)
   d. When the meeting is over or if you need to leave early, click the "end meeting" button to disconnect.