

Webinar and Communication Instructions

For March 12, 2020 MORPC Commission Meeting

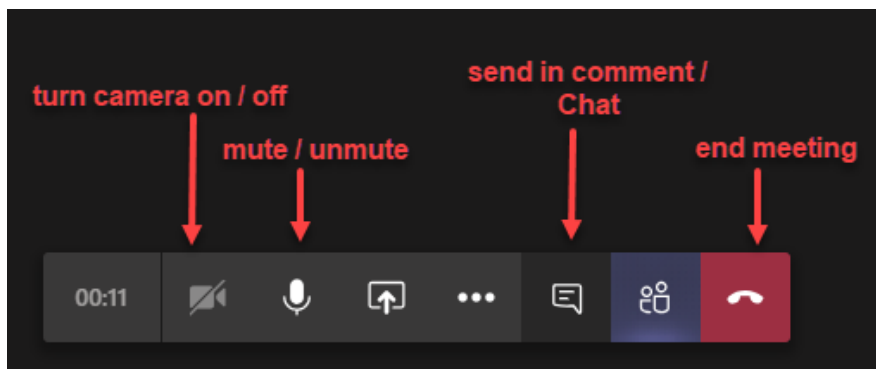
Microsoft Teams is a collaboration tool. It houses video conference, chat and many MS Office services in one place.

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.
- Should you have any access problems, please contact Natalie Hurst at nhurst@morpc.org or (614) 233-4164.
- If connecting to Teams is difficult or not working, you can call into the meeting using our local (+1 614-362-3056) or toll free number ((888) 596-2819) which are also provided on the Commission webpage. Enter the Conference ID Number 542603206#.

Webinar Instructions:

1. Click on the Teams link on the Commission webpage ([Join Microsoft Teams Meeting](#)).
 - 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.