# Microsoft Teams Meetings

For Committee Testifiers

The South Dakota Legislature uses Microsoft Teams to facilitate remote testimony. Please review the following information before the meeting.

## Join the Meeting

### Join via desktop and laptop devices

Microsoft Teams meetings can be joined via the desktop version of Microsoft Teams or the Teams Web App. Please review Supported platforms for Microsoft Teams.

To join the meeting:

1. Navigate to the invitation email
2. Click "Join Microsoft Teams Meeting"
3. Click join in browser or Open in Microsoft Teams (if application is already installed)
4. If prompted, join as Guest using your first and last name
5. Click "Join Now"
6. Wait to be admitted into the meeting

### Join via mobile device or tablet

To join a Microsoft Teams meeting using a phone, tablet, or other mobile device, you will need to first install the free Microsoft Teams App from the Apps Store.

To join the meeting:

1. Navigate to the invitation email
2. Click "Join Microsoft Teams Meeting"; the Microsoft Teams app should open
3. If prompted, Join as Guest using your first and last name
4. Tap the → (arrow)
5. Wait to be admitted into the meeting

### Join via Telephone (Telephone User)

If your WiFi connection is not reliable or you are having issues with audio quality, please join the meeting by dialing in via phone.

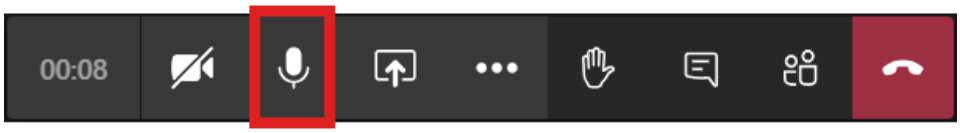
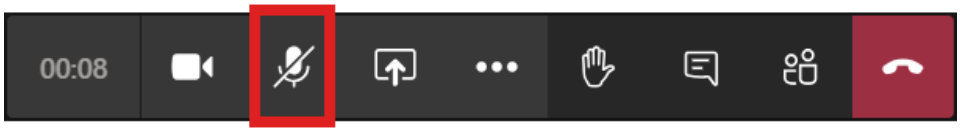
1. Call 1-605-789-3815
2. Enter the Conference ID available in the invitation email.

# Mute/Unmute Your Microphone

## Mute/Unmute in Teams App

It is important that your device is muted unless you are speaking.

1. Click/tap the screen to reveal the Teams Toolbar
2. Click/tap the microphone icon

| | |
|---|---|
| **Mic is unmuted.** |   |
| **Mic is muted.** |   |

## Mute/Unmute on Telephone

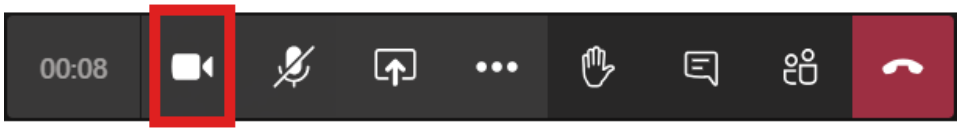
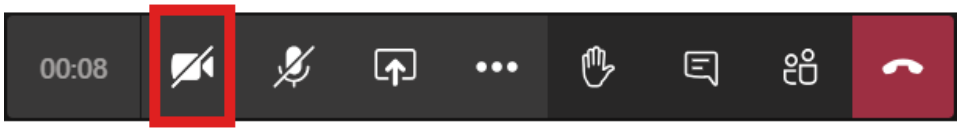
If you are dialing into the meeting you can use your phone's built-in mute options. In addition to your phone's mute, Microsoft Teams may also mute your phone. To Mute/Unmute your phone use ***6.**

# Turn on/off Your Camera

## Camera on/off in Teams (Window and iPad User)

You can use your computer or iPad's built in camera to participate via video. If your camera is on, everyone in the meeting can see you.

1. Click/tap the screen to reveal the Teams Toolbar
2. Click/tap the camera icon

| | |
|---|---|
| **Camera is on.** |   |
| **Camera is off.** |   |

# Exit the Meeting

When ready to leave meeting, exit the meeting by clicking the red phone icon on the Teams Toolbar or hang up the phone call.