

Instructions for DPD District 3 CAB Meeting



Video Conference Tuesday, September 1st, 2020 at 6 pm

If you **DO NOT HAVE** Office 365 or Microsoft Teams installed on your device, please follow these instructions:

1. Copy the link below.
2. Then paste this link directly into the URL Bar on an internet browser window (Note: this link will not work if pasted into search bar)
3. Select “Continue on this Browser” or “Join on the Web Instead”
4. Allow Microsoft Teams to use your Mic and Camera.
5. “Join Meeting” Window should appear – type in your name and select “Join Now” button.
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWRkMGZkM2MtYTg3Ni00NDgyLWJmNDEtMTZmZDNiNDA4NDFk%40thead.v2/0?context=%7b%22Tid%22%3a%2239c87ab3-6612-42c0-9620-a696d12df803%22%2c%22Oid%22%3a%228b0585ef-843e-4856-9142-a3880c5c23db%22%7d

Note: If you are on a device that already has Teams installed, you will not be able to finish steps 4 or 5 and will be redirected to create an account or sign into Teams. You do **not** need to create another account or sign in. Follow the instructions below for logging onto video conference if you **HAVE** Teams.

If you **HAVE** Office 365 or Microsoft Teams installed on your device, please follow these instructions:

1. First you must log out of the Teams app and then close all open Teams browser windows.**
2. Copy the link below.
3. Then paste this link directly into the URL Bar on an internet browser window (Note: this link will not work if pasted into search engine)
4. Teams browser window will open. Along with a secondary smaller window with option to “Open with Microsoft Teams” OR the main browser window may offer “Join Microsoft Teams Meeting” select one of these available options.
5. Allow Microsoft Teams to use your Mic and Camera.
6. “Join Meeting” Window should appear – type in your name and select “Join Now” button.
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWRkMGZkM2MtYTg3Ni00NDgyLWJmNDEtMTZmZDNiNDA4NDFk%40thread.v2/0?context=%7b%22Tid%22%3a%2239c87ab3-6612-42c0-9620-a696d12df803%22%2c%22Oid%22%3a%228b0585ef-843e-4856-9142-a3880c5c23db%22%7d

Note: There is **NO passcode associated with this accessing this video chat**. If you are asked to enter a passcode you are still signed into Teams or have chosen to use the “Web Browser” option when you already have the Teams installed on your device. Open your Teams App and sign out of this application completely and then close any open Teams browser windows and start over at Step 1.

To **sign out of Teams, click your profile **picture** at the top of the app and select **Sign out**. Mac users, go to the app menu bar at the top of your screen and click Microsoft **Teams** > Quit Microsoft **Teams**.