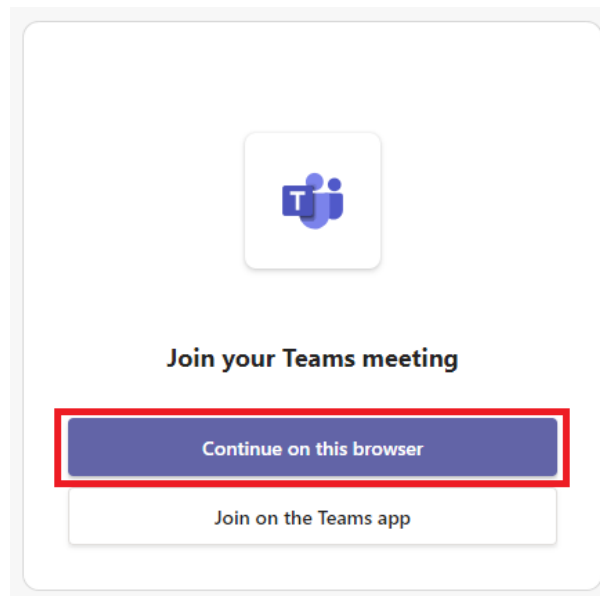


How to Join in a Public Meeting Using Microsoft Teams

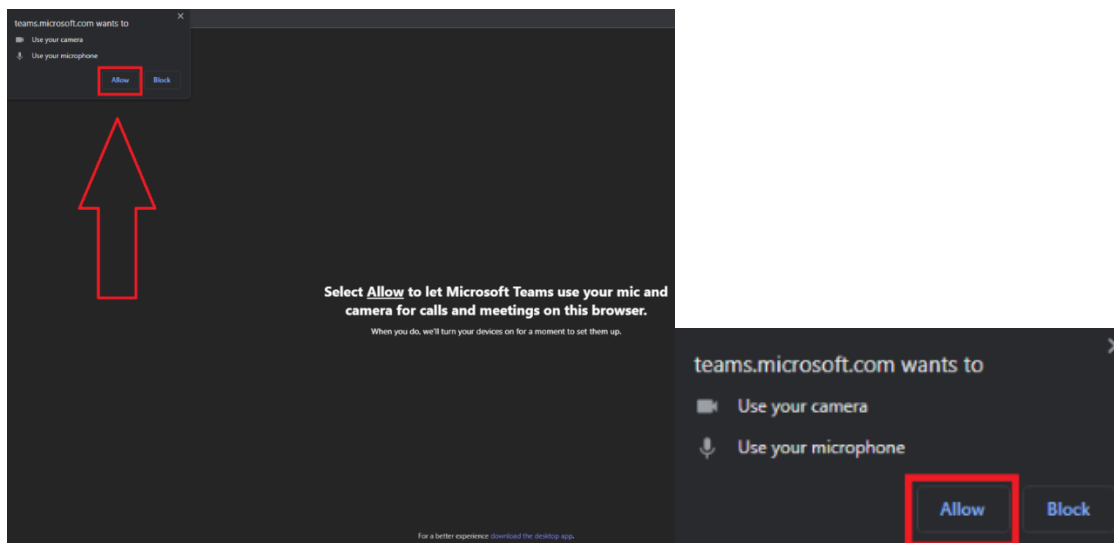


Join via the Web – Desktop Computer

1. Click on the Microsoft Teams link provided in the Eventbrite email (Subject line: Order Confirmation for November Territorial Candidates Connect).
2. Choose one of the methods available to join the meeting. We recommend using the “Continue on this browser” option.



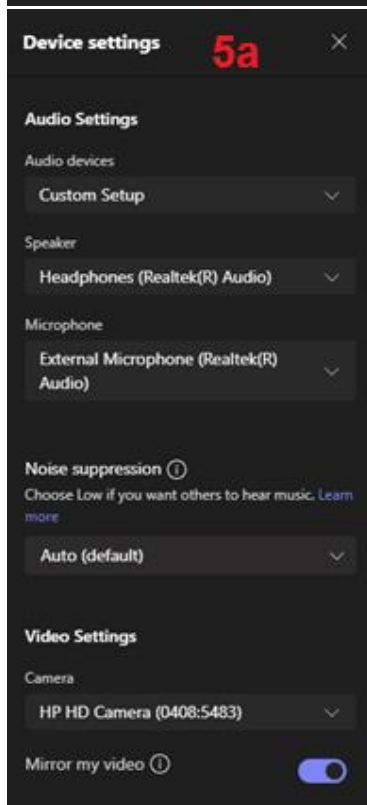
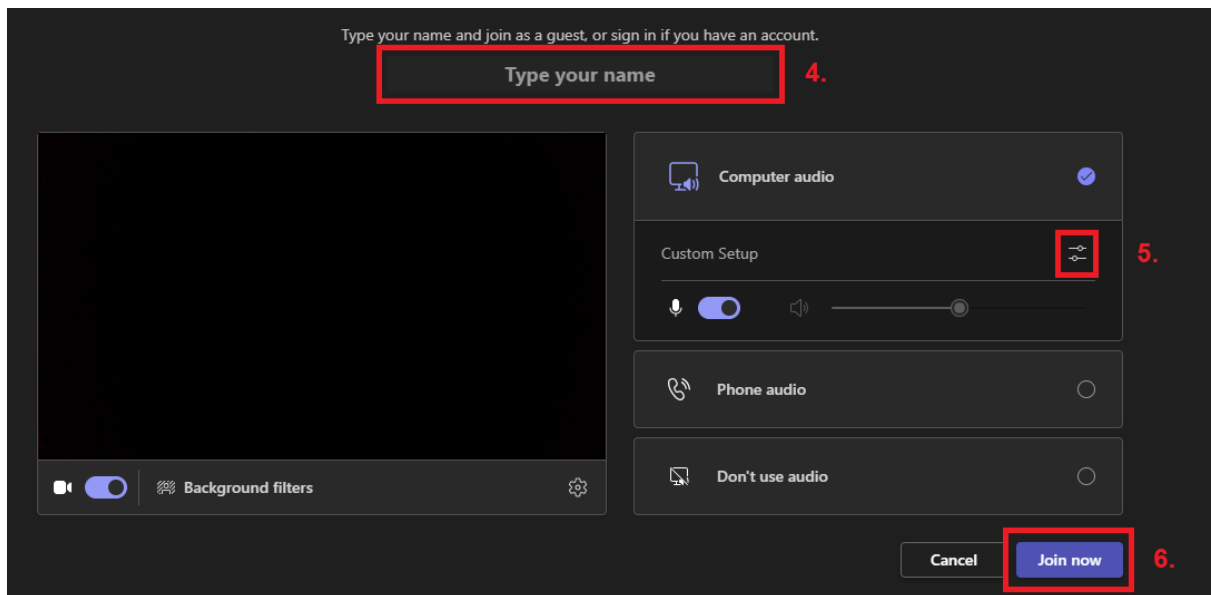
3. Allow the use of camera and microphone when prompted by your browser.



How to Join in a Public Meeting Using Microsoft Teams



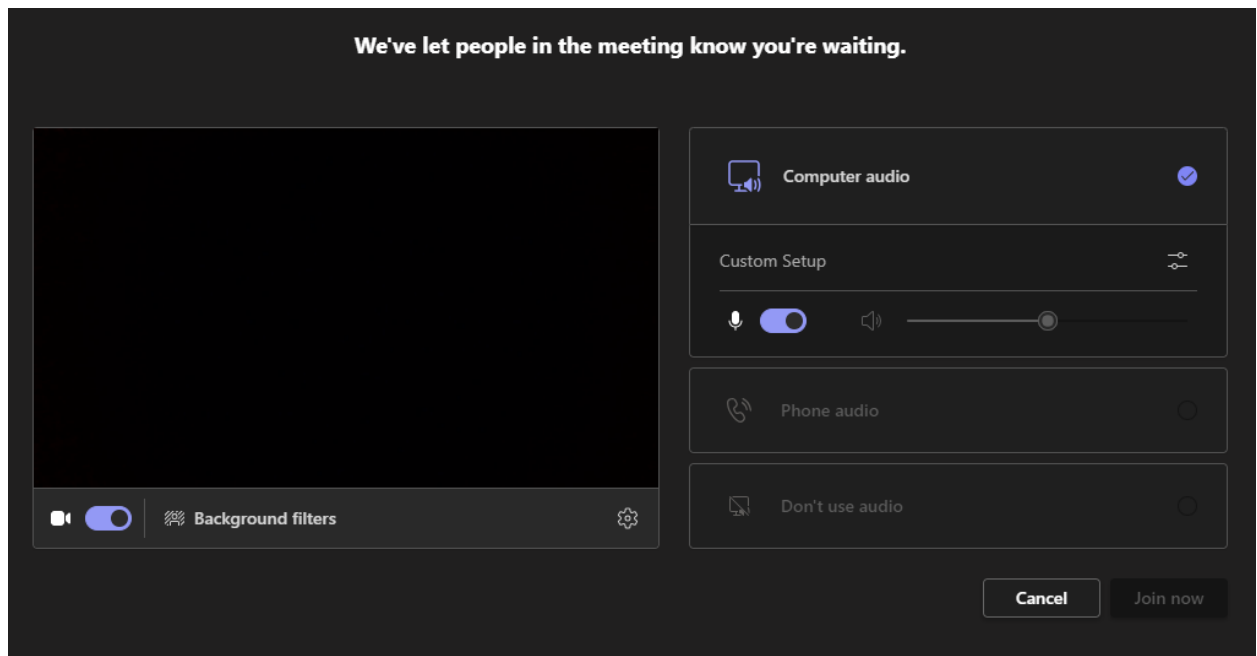
4. Enter your first and last name in the “Type your name” textbox.
5. You can change which audio and video devices are being used by pressing the “Custom Setup” button.
 - a. Choose the audio and video settings you would like to use to join the meeting as needed.



How to Join in a Public Meeting Using Microsoft Teams



6. Enter the meeting by clicking “Join Now” and please wait to be admitted.



Join via Mobile Phone

Before you start: Download the Microsoft Teams app so it is ready to go when you want to join a meeting. It can be found on the [Play Store for Android](#) or [App Store in iOS](#).

You do not need an account to sign into the app—it just needs to be installed on your mobile device.

1. Tap on the Microsoft Teams link provided in the Eventbrite email (Subject line: Order Confirmation for November Territorial Candidates Connect).
 - a. If you have not already downloaded the Microsoft Teams app, you will be prompted to do this now.
2. Tap on the “Join meeting” button after the Teams app launches.
3. Enter your first and last name in the textbox (“Type your name, then select Join meeting”).
4. Tap the “Join Meeting” button.
5. You may be prompted to let the App use your microphone and/or camera. You will have to do so in order to participate.
6. Please wait to be admitted to the meeting.

Join via Telephone

1. Dial the Teams Audio Conference number provided in the Eventbrite email (Subject line: Order Confirmation for November Territorial Candidates Connect).

How to Join in a Public Meeting Using Microsoft Teams



2. Enter the meeting ID (also provided from the Eventbrite email).
3. Please wait to be admitted to the meeting.

Contact

Should you face any issue, please contact

Shona.Burditt@salvationarmy.ca or

Major Carson.Decker@salvationarmy.ca