

Minimum requirements to join a Microsoft Teams meeting from a PC or handheld device are:

- Internet
- Modern web browser (Chrome or Edge are recommended)
Note: Firefox is not compatible with Teams.
- Speakers or headphones to listen (or use Live Captions)
- Microphone to participate

Teams is accessible without downloading the app to users attending from a personal computer. To attend a Teams meeting from a mobile device, user must install the Teams app, create an account, and be logged in prior to connecting to the meeting.

Click the meeting link, open in browser, type in the user's name, check the function of your camera/mic, join meeting.

Dial-in option for Teams meeting participants who do not have computer access allows participation in the audio portion of the meeting only. To attend via telephone, dial the phone number and enter the meeting code at the prompt. The code to mute and unmute your phone is *6.

Best practices for successful meetings:

- Make sure that your mic is muted when you are not active in the meeting conversation.
- Chat feature is typically turned off during Girdwood public meetings as phone-based attendees cannot see the chat. Please bring items for the public up verbally at the meeting.
- Push the Raise your hand button to participate in the discussion, if attending via telephone, let the Chair know that you are waiting to be called upon.
- Turn on your camera, if possible, and unmute microphone when addressing the group.
- Multiple attendees joining the meeting from the same location on separate devices creates audio feedback. Multiple meeting attendees are participating from a household may participate better from the same device. Update the meeting attendee profile to indicate all the people attending the meeting so that we can call on everyone if there are votes taken.
- Presentations requiring large bandwidth such as plats, architectural drawings and videos may cause your presentation to freeze. Some suggestions for presenters are:
 - Convert large files or files created by industry-specific programs, such as autocad, into PDFs for presentation.
 - Provide links to videos for viewing separately from the meeting.
 - If possible, provide presentation materials as PDF in advance of the meeting so it can be included in the meeting packet and presented by staff during the meeting.
- To share supplemental materials brought up during the meeting, email documents or links to Margaret: tylerms@muni.org