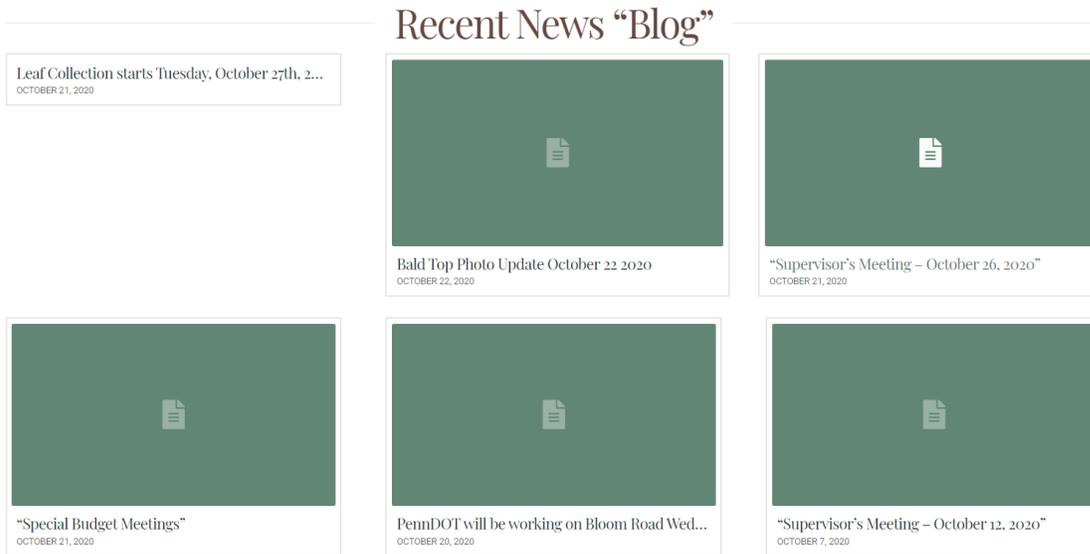## Accessing Teams Meetings from a Public Link

❖ Go to www.mahoningtownship.org and scroll to the bottom of the page. Click on the desired meeting title.

Recent News "Blog"

Leaf Collection starts Tuesday, October 27th, 2... OCTOBER 21, 2020		
	Bald Top Photo Update October 22 2020 OCTOBER 22, 2020	"Supervisor's Meeting – October 26, 2020" OCTOBER 21, 2020
"Special Budget Meetings" OCTOBER 21, 2020	PennDOT will be working on Bloom Road Wed... OCTOBER 20, 2020	"Supervisor's Meeting – October 12, 2020" OCTOBER 7, 2020

❖ Once in the blog entry for your desired meeting, click "Join Microsoft Teams Meeting"
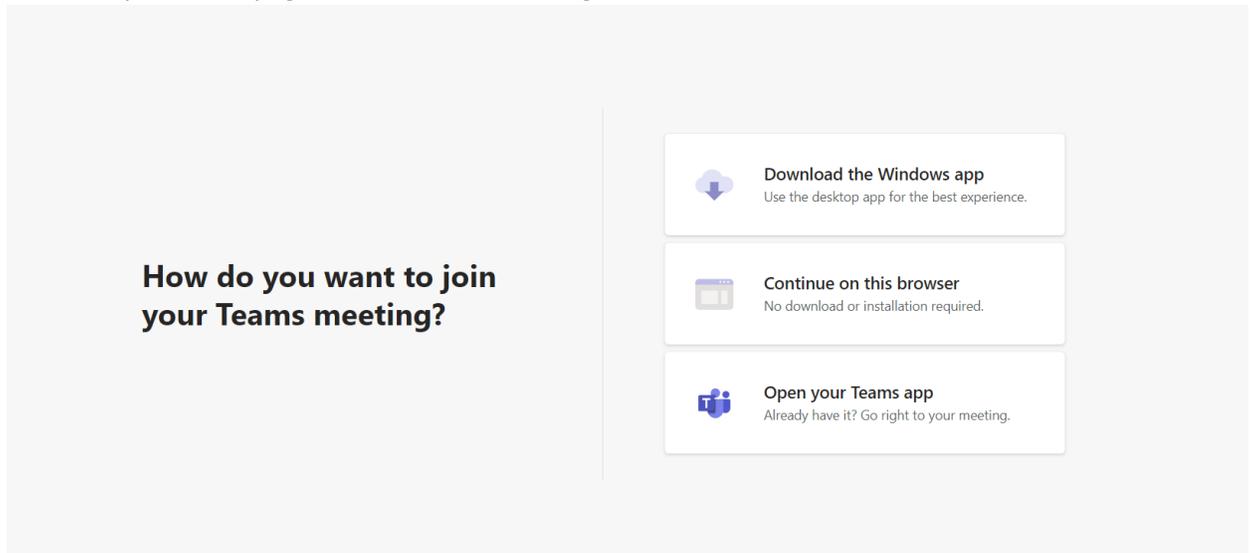
Join Microsoft Teams Meeting

Join by Phone:

1 267-857-3045
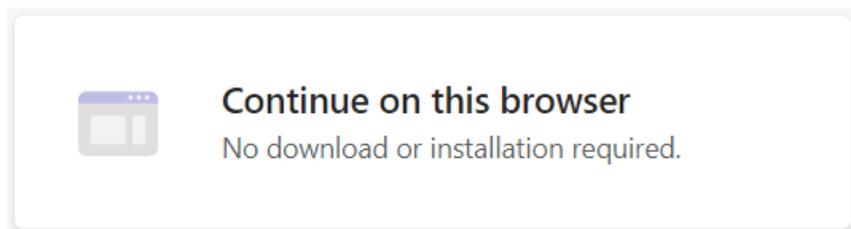
Conference ID:

**PLEASE NOTE: The Conference ID is different for each meeting. Please see the information provided for each specific meeting on the Mahoning Township website.
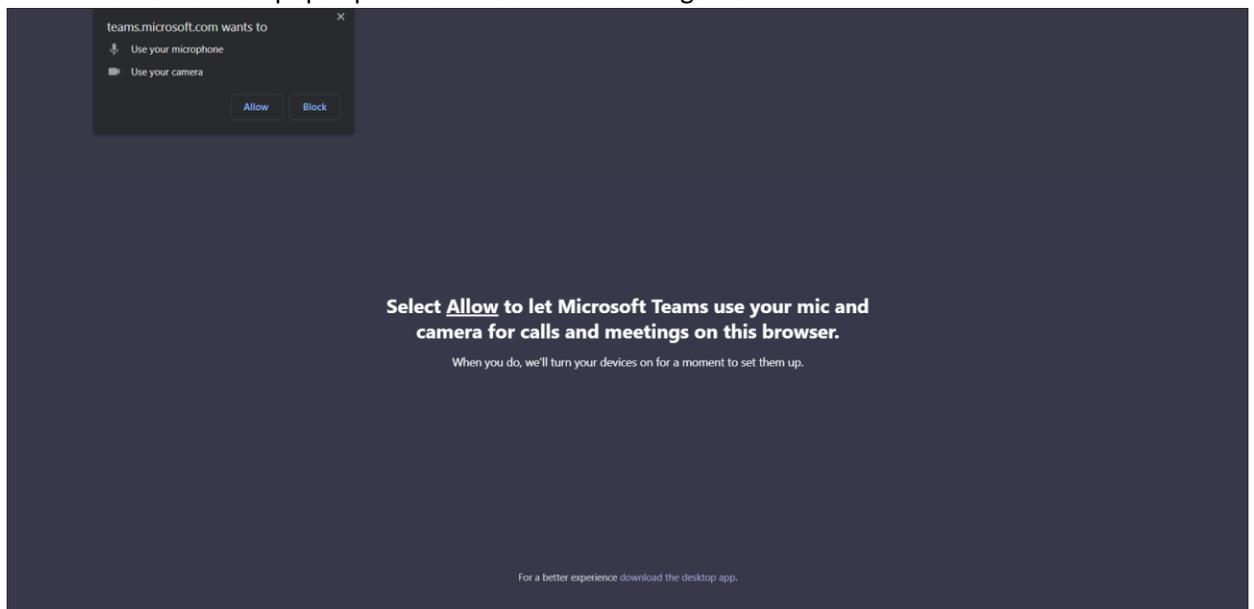
❖ This will open a new page that looks like the image below:

❖ On this page, click "Continue on this Browser" or alternately, choose a different browser as suggested in the list
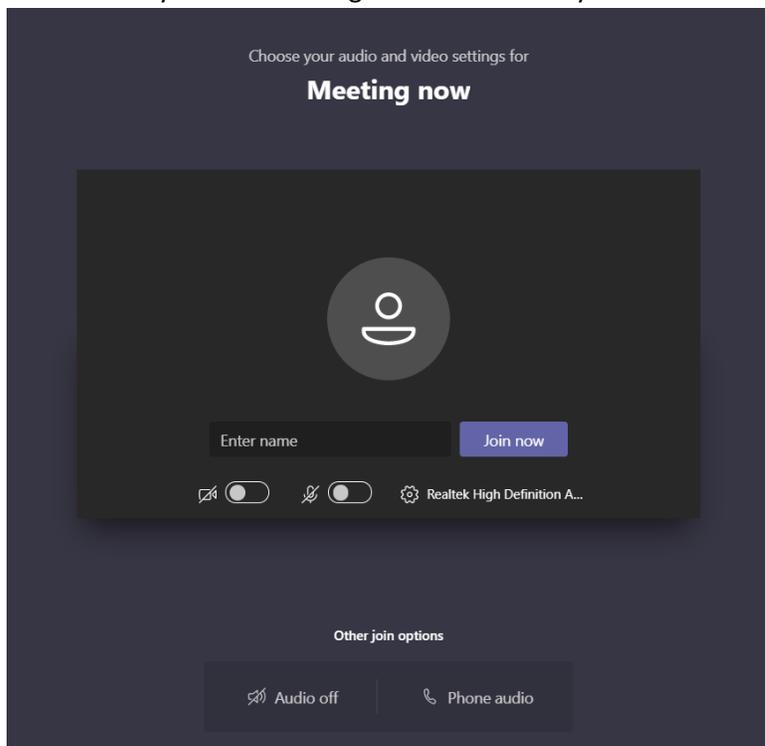

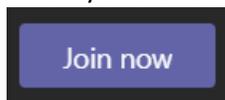❖ When the next screen pops up it should look like the image below:

❖ Select "Allow" to give permission for the Teams meeting to use your microphone and camera. If you do not give permission for your microphone, you will not be able to unmute and speak during the meeting

teams.microsoft.com wants to

🎙 Use your microphone

📹 Use your camera

Allow   Block
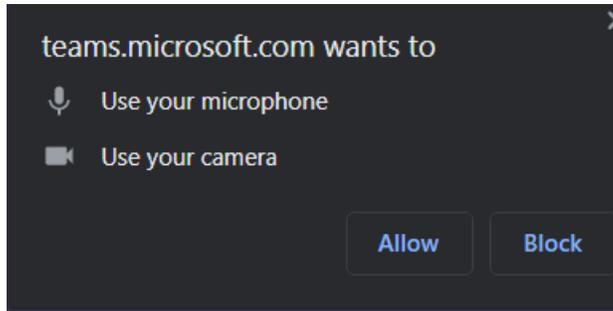
❖ On the next screen, you will have the option to turn your camera and microphone on or off before joining the meeting. Select your preferences and join meeting. (It is best advised to keep your microphone muted unless it is your turn to speak, in order to prevent difficulties for others to hear that can be caused by background noise). Type your name that you wish to be indentified by for the meeting in the box that says "Enter Name"

Choose your audio and video settings for
Meeting now

Enter name   Join now

🎥 ⬤   🎙 ⬤   ⚙ Realtek High Definition A...

Other join options

🔇 Audio off   📞 Phone audio

❖ When you are ready to join the meeting, click "Join now"

Join now

❖ If the meeting has not yet been started by the presenters, you will see the following screen until the meeting begins. Be patient, the meeting will start soon.

When the meeting starts, we'll let people know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.

❖ While you are in the meeting, you will have a control bar at the bottom of your screen where you can mute and unmute yourself using the microphone symbol
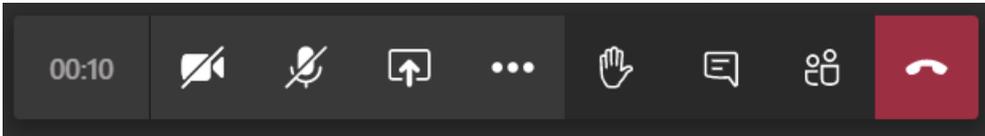
❖ If you would like to indicate the desire to speak, click on the hand symbol to use the "Raise hand" function – this will indicate to the presenter that you wish to speak
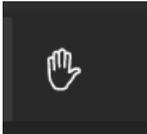
❖ To leave the meeting, click the red symbol. This will allow you to "hang up" and leave the meeting