

Daniel Boone National Forest: Stearns Ranger District - Jellico Area Virtual Collaboration Meeting

Tuesday, October 13, 2020 – 5:00 PM-6:30 PM EST

[Join Microsoft Teams Meeting](#)

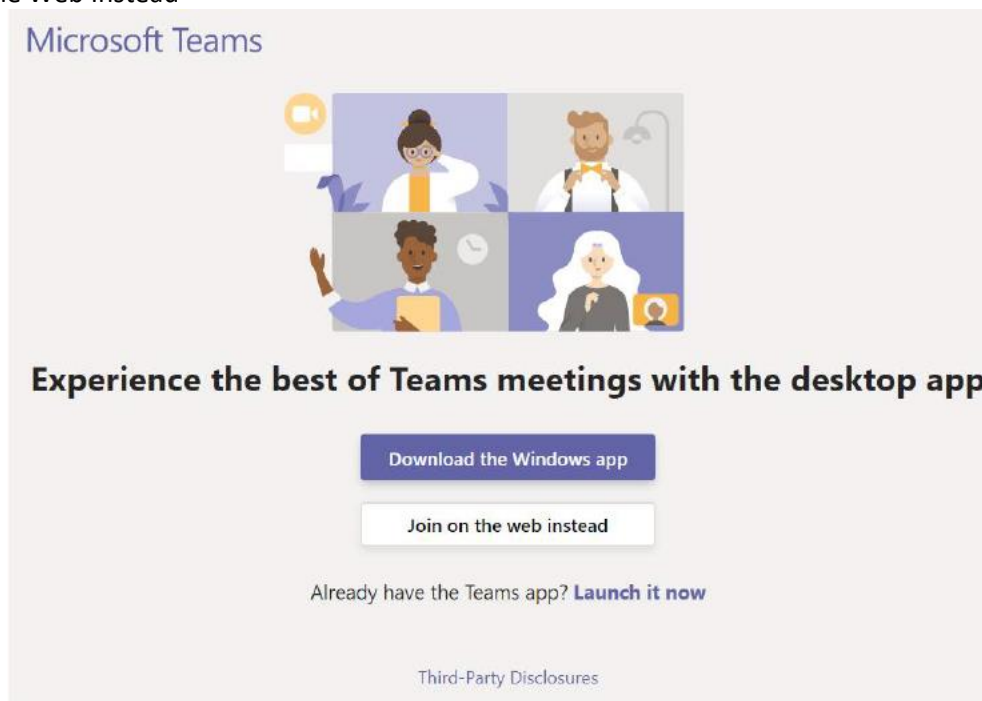
[Learn more about Teams](#) | [Meeting options](#)

How to Join from a Laptop or Desktop Computer

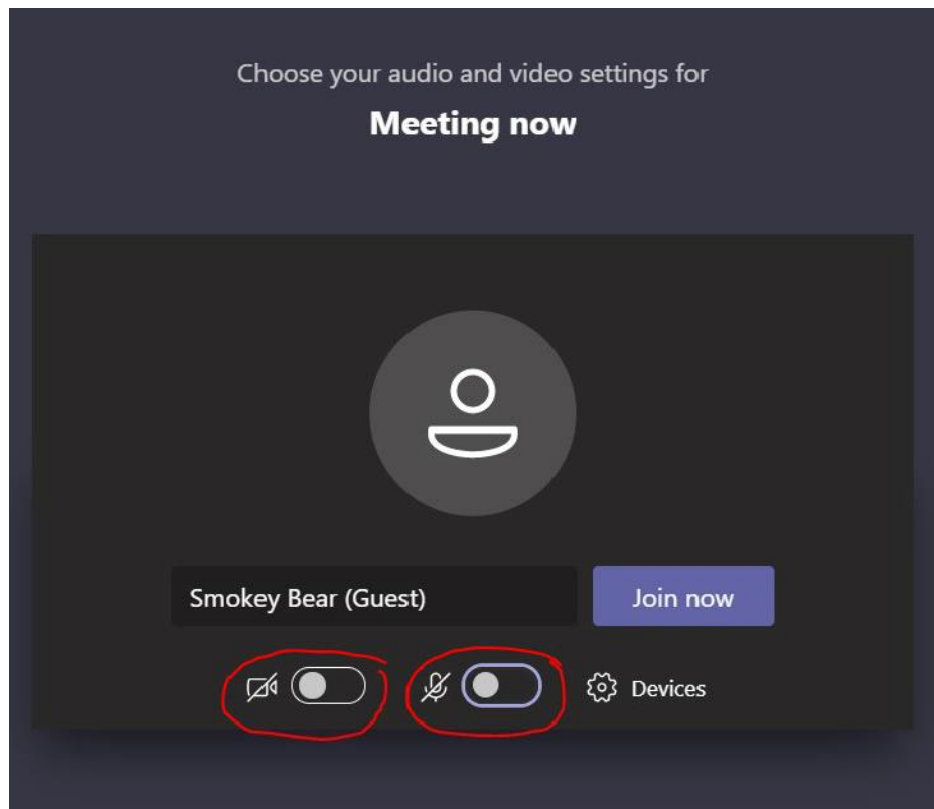
Important: Some browsers, such as Safari, are not supported by Teams. The latest versions of Chrome, Firefox, Microsoft Edge, and Internet Explorer 11 are supported by Teams.

On a computer (screen shots from a Windows 10 computer running Chrome. Mac or other browsers may look slightly different.):

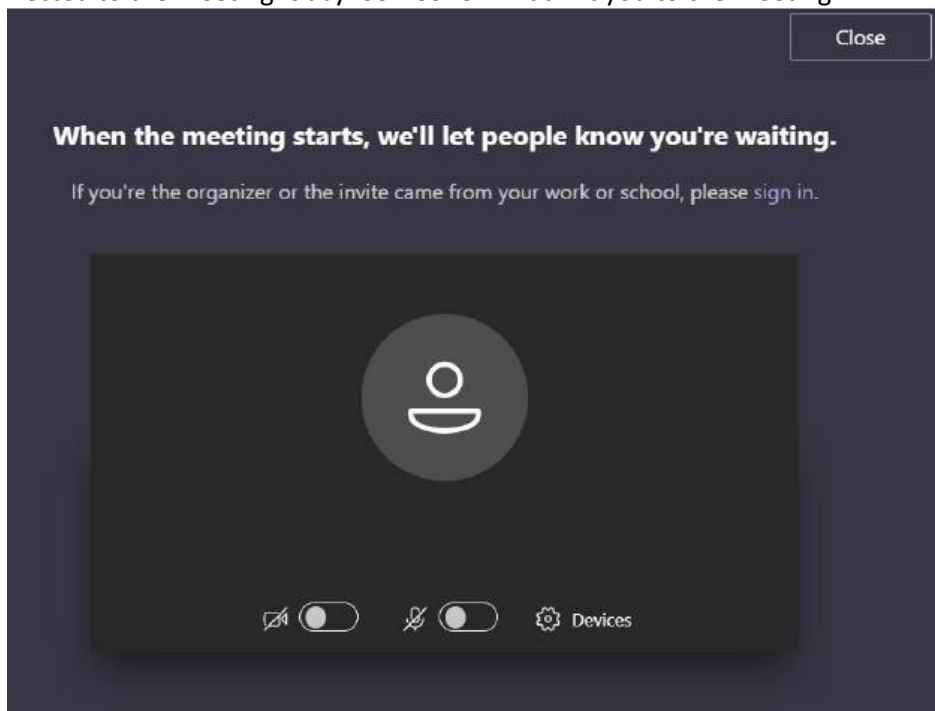
1. To join, click the “Join Microsoft Teams Meeting” above (if on a Mac, you may need to copy and paste the link into a browser other than Safari if using a browser). Click “Launch it Now” to Open in Teams, or click “Join on the Web Instead”



2. In your browser, choose your audio and video settings. **TURN OFF YOUR MIC AND CAMERA.**
3. Type your name, then select “Join Meeting”. Note: Your name that you type in *will be visible to all other meeting participants*. You may use your full name, if you choose, or a handle. Using your actual first name and last initial will help us call on you if you do ask a question. Use of profanity in a handle/name will result in removal from the meeting.

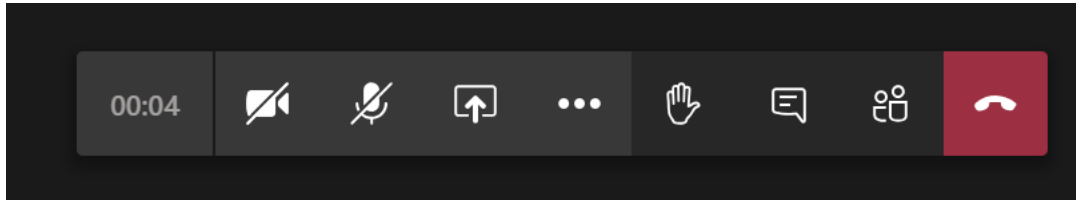


4. You will be directed to the meeting lobby. Someone will admit you to the meeting.



5. When you've been admitted to the meeting, here are some tips for making this meeting go smoothly!
 - a. You can access the chat in the meeting control panel. If you don't see it, wiggle your mouse over the screen to bring it up. You can ask questions in the chat, or if you want to ask a question via audio when we get to the Q&A period, please raise your hand and wait to be called on.

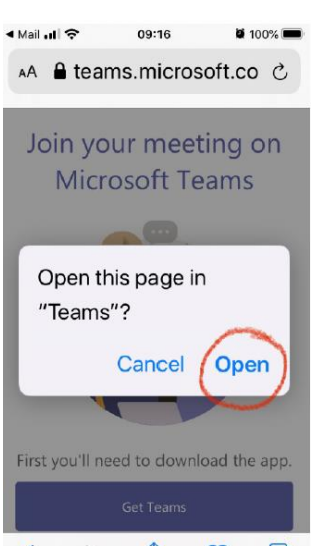
- b. Keep your camera and microphone off (lines through them as in the picture). To listen, you need to have your device speakers on. If you can't hear anything, check your volume and make sure that your speakers are not muted.
- c. To leave the meeting, click on the red phone icon on your ribbon.

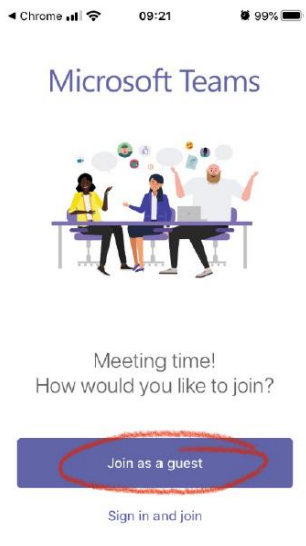
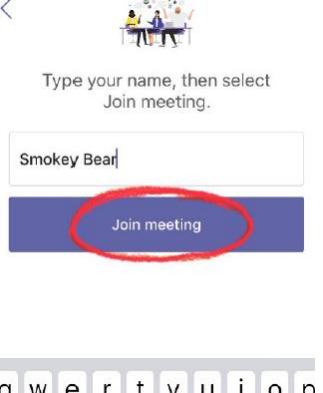
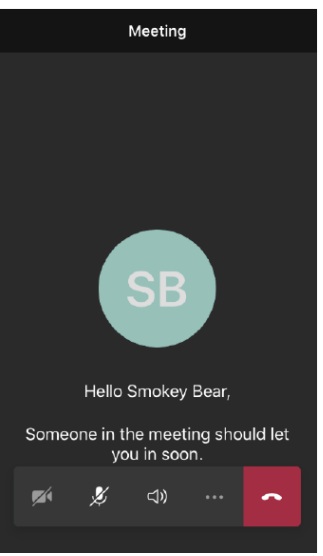


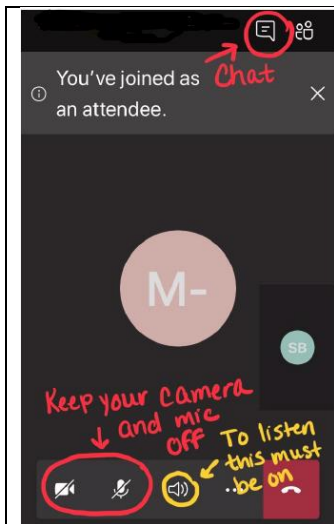
How to Join from a Mobile Device

Important: Joining on a cell phone that is not connected to a wireless network will be using cellular data to stream the meeting, and you may incur data use charges based on your cellular phone data plan.

On a mobile device (screen shots from an iPhone – Android devices or ipad/other tables may look slightly different):

	<ol style="list-style-type: none">1. To join, click the “Join Microsoft Teams Meeting” above. Click Open to Open in Teams, or if you don’t have it downloaded, click “Get Teams”
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	<p>2. Click “Join as a guest”</p>
	<p>3. Type your name, then select “Join Meeting”. Note: Your name that you type in <i>will be visible to all other meeting participants</i>. You may use your full name, if you choose, or a handle. Using your actual first name and last initial will help us call on you if you do ask a question. Use of profanity in a handle/name will result in removal from the meeting.</p>
	<p>4. You will be directed to the meeting lobby. Someone will admit you to the meeting.</p>



5. When you've been admitted to the meeting, here are some tips for making this meeting go smoothly!
- You can access the chat in the upper righthand corner of the app. You can ask questions in the chat, or if you want to ask a question via audio when we get to the Q&A period, please type your name in and say you want to be called on.
 - Keep your camera and microphone off (lines through them as in the picture). To listen, you need to have your device speakers on. If you can't hear anything, check your volume and make sure that your speakers are not muted.
 - To leave the meeting, click on the red phone icon on your ribbon.