

How to Attend a Local Board Virtual Meeting

Local Board attendees will have three options for attending the meeting. You can join using Microsoft Teams (does not require an account) via a computer, laptop, or smartphone or you can dial in using any phone line via the meetings conference call & conference ID number (tolls may apply).

For the best user experience, options 1 and 2 are preferred connection methods. Method 1 and 2 require that your device has a microphone and/or camera. Please note that most [desktop computers](#) do not have built-in cameras or microphones. Most [laptops](#), [smartphones](#), and [tablets](#) will have built-in microphones and cameras.

Option 1: Join Via a Web Browser (*A Microsoft account is not required*)

1. Open [Virtual Hearings Info Page](#)¹, locate and open the county hearing schedule for the month of your attendance.
2. Click on the hearings hyper link labeled “Join Microsoft Teams Meeting”.
3. When prompted select the web browser you wish to launch the meeting in.
4. Select “Join as a Guest”
5. **When prompted for your name, type in the information below based on why you are attending the meeting:**
 - a. New or Transfer Permits: New – Permit # - Attendee Name (ex. New – DL0012345 – John Smith)
 - b. Renewals: Ren – Permit # - Attendee Name (ex. Ren – DL0012345 – John Smith)
 - c. Remonstrators: Remo – Permit # - Attendee Name (ex. Remo – DL0012345 – John Smith)
 - d. Other: Permit # (if any) – Your Name (ex. “DL0012345 – John Smith” or “John Smith”)
 - e. Local Board Members: LB – Your Name (ex. LB – John Smith)

NOTE: If you do not know the permit # please use the business name in its place.

6. Select “Join as Guest”
7. The meeting will now launch.
8. When you are called upon to speak, unmute your device by clicking on the muted microphone icon:



9. When unmuted you will see the unmute microphone icon. Once you are done with your hearing mute your device by clicking on the unmute microphone icon:



- If the meeting hasn't started yet you will receive a notice stating “Hey [Your Name as Entered in Step 5], someone in the meeting should let you in soon”. Once the meeting is started you will be automatically added.
10. At the beginning of the hearing, a local board member will provide directions for attendee decorum and procedures.

Option 2: Microsoft Teams Desktop or Smartphone Application (*Requires the installation of the free Microsoft Teams Desktop or Smartphone Application. A Microsoft account is not required.*)

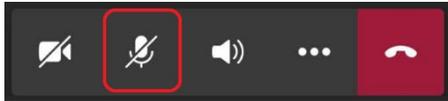
[Install on Computer](#)² | [Install on Smartphone](#)³

1. Open [Virtual Hearings Info Page](#)¹, locate and open the county hearing schedule for the month of your attendance.
2. Click on the hearings hyper link labeled “Join Microsoft Teams Meeting”.
3. Choice Windows or Smartphone Application

- a. On a computer: "Open Microsoft Teams"
- b. On smartphone: "Open with Teams"
4. Select "Join as a Guest"
5. **When prompted for your name, type in the information below based on why you are attending the meeting:**
 - a. New or Transfer Permits: *New – Permit # - Attendee Name* (ex. New – DL0012345 – John Smith)
 - b. Renewals: *Ren – Permit # - Attendee Name* (ex. Ren – DL0012345 – John Smith)
 - c. Remonstrators: *Remo – Permit # - Attendee Name* (ex. Remo – DL0012345 – John Smith)
 - d. Other: *Permit # (if any) – Your Name* (ex. "DL0012345 – John Smith" or "John Smith")
 - e. Local Board Members: *LB – Your Name* (ex. LB – John Smith)

NOTE: If you do not know the permit # please use the business name in its place.

6. Select "Join as Guest"
7. The meeting will now launch.
8. When you are called upon to speak, unmute your device by clicking on the muted microphone icon:



9. When unmuted you will see the unmute microphone icon. Once you are done with your hearing mute your device by clicking on the unmute microphone icon:



- If the meeting hasn't started yet you will receive a notice stating "Hey [Your Name as Entered in Step 5], someone in the meeting should let you in soon". Once the meeting is started you will be automatically added.
10. At the beginning of the hearing, a local board member will provide directions for attendee decorum and procedures

Option 3: Join Via Telephone Toll Line

1. Open [Virtual Hearings Info Page](#)¹, locate and open the county hearing schedule for the month of your attendance.
2. Make note of the corresponding Conference ID#
3. Dial +1 317-552-1674 (Toll)
4. When prompted enter the conference ID number, followed by #
5. Mute your phone by enter " *67 "
6. When you are called upon to speak, unmute your phone with " *67 "
 - If the meeting hasn't started yet you will hear "Please wait for the leader to admit you to the meeting thank you for your patience." Once the meeting starts you will hear "You are now joining the meeting."
7. At the beginning of the hearing, a local board member will provide directions for attendee decorum and procedures

References:

1. *Virtual Hearing Information Page*: <https://www.in.gov/atc/2855.htm>
2. *Install Microsoft Teams on a computer*: <https://products.office.com/en-us/microsoft-teams/download-app>
3. *Install Microsoft Teams on a Smartphone or Tablet*: <https://pages.email.office.com/GoTo/?r=TeamsMobileApp>