

How to Attend a Local Board Virtual Meeting

Escrow Hearing 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. Click on the “Join Microsoft Teams Meeting” link associated with the meeting you are attending

June 23rd:

- Escrow Hearing 1: @ 10:00 AM: [Join Microsoft Teams Meeting](#)
- Escrow Hearing 2: @ 1:30 PM: [Join Microsoft Teams Meeting](#)

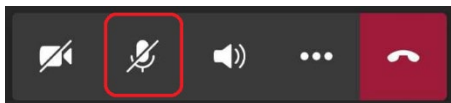
July 14th:

- Escrow Hearing 1: @ 10:00 AM: [Join Microsoft Teams Meeting](#)
- Escrow Hearing 2: @ 1:30 PM: [Join Microsoft Teams Meeting](#)

2. If prompted to open in the Microsoft Teams desktop application, select the “Join on the web instead” or “Continue on this browser” to launch the meeting in a web browser.
3. Select “Join as a Guest”
4. **When prompted for your name, type in the below information:**
 - a. *Permit # - Attendee Name* (ex. DL0012345 – John Doe)

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

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



8. 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.
9. At the beginning of the hearing, an ATC employee 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.)

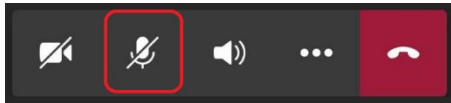
[Install on Computer](#)² | [Install on Smartphone](#)³

1. Click on the “Join Microsoft Teams Meeting” link associated with the meeting you are attending
 - Escrow Hearing 1: June 9th @ 10:00 AM: [Join Microsoft Teams Meeting](#)

- Escrow Hearing 2: June 9th @ 1:30 PM: [Join Microsoft Teams Meeting](#)
2. Choose Windows or Smartphone Application
 - a. On a computer: “Open Microsoft Teams”
 - b. On smartphone: “Open with Teams”
 3. Select “Join as a Guest”
 4. **When prompted for your name, type in the below information:**
 - a. *Permit # - Attendee Name* (ex. DL0012345 – John Doe)

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

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



8. 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.
9. At the beginning of the hearing, an ATC employee will provide directions for attendee decorum and procedures.

Option 3: Join Via Telephone Toll Line

1. Dial +1 317-552-1674 (Toll)
2. When prompted enter the conference ID number for the meeting you wish to join, followed by #
 - June 23rd:**
 - Escrow Hearing 1: June 9th @ 10:00 AM: **123 735 266**
 - Escrow Hearing 2: June 9th @ 1:30 PM: **859 782 408**
 - July 14th:**
 - Escrow Hearing 1: June 9th @ 10:00 AM: **687 567 416**
 - Escrow Hearing 2: June 9th @ 1:30 PM: **261 791 692**
3. Mute your phone by enter “ *67 ”
4. 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.”
5. At the beginning of the hearing, an ATC employee will provide directions for attendee decorum and procedures

References:

1. *Install Microsoft Teams on a computer:* <https://products.office.com/en-us/microsoft-teams/download-app>
2. *Install Microsoft Teams on a Smartphone or Tablet:* <https://pages.email.office.com/GoTo/?r=TeamsMobileApp>