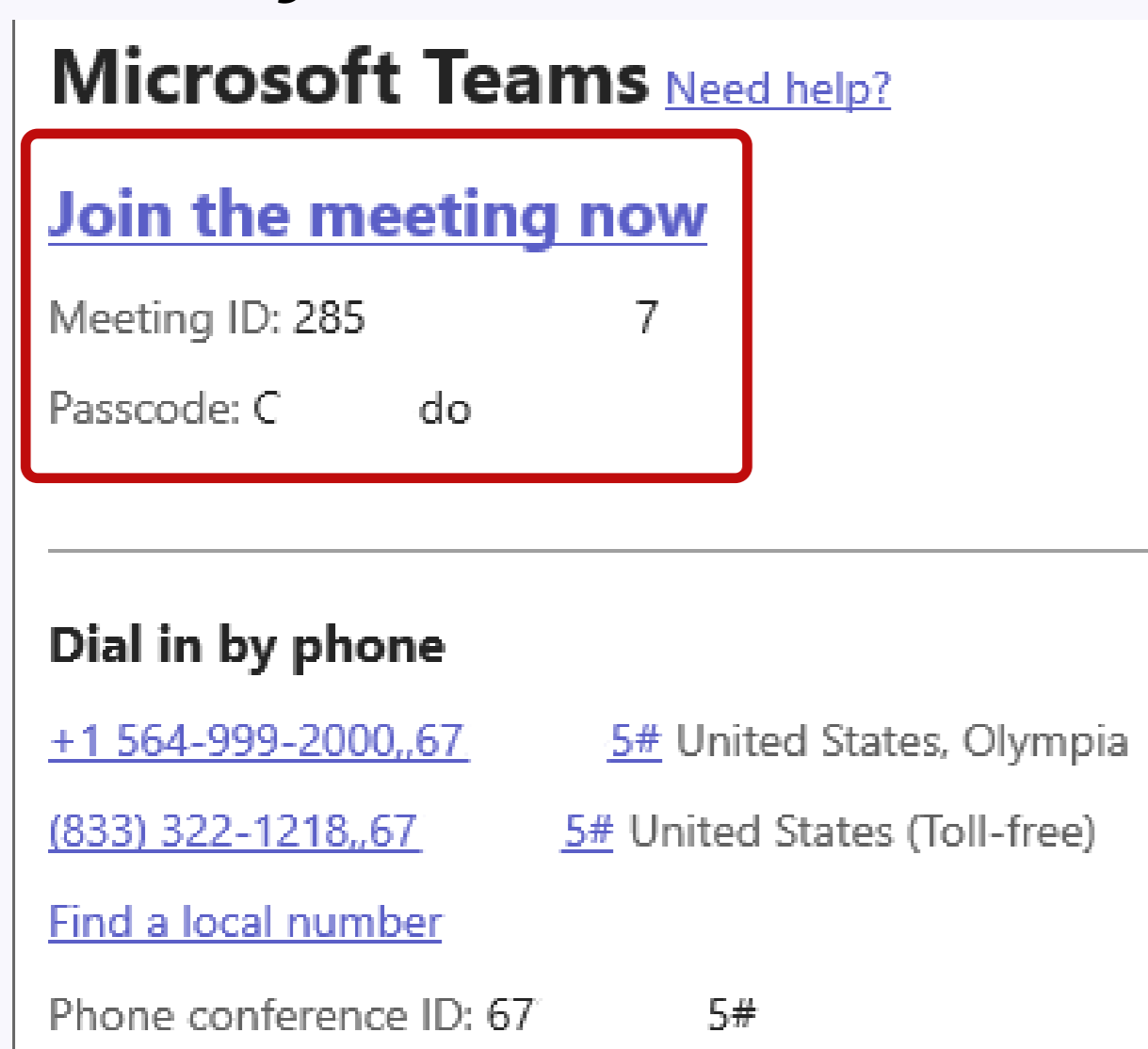
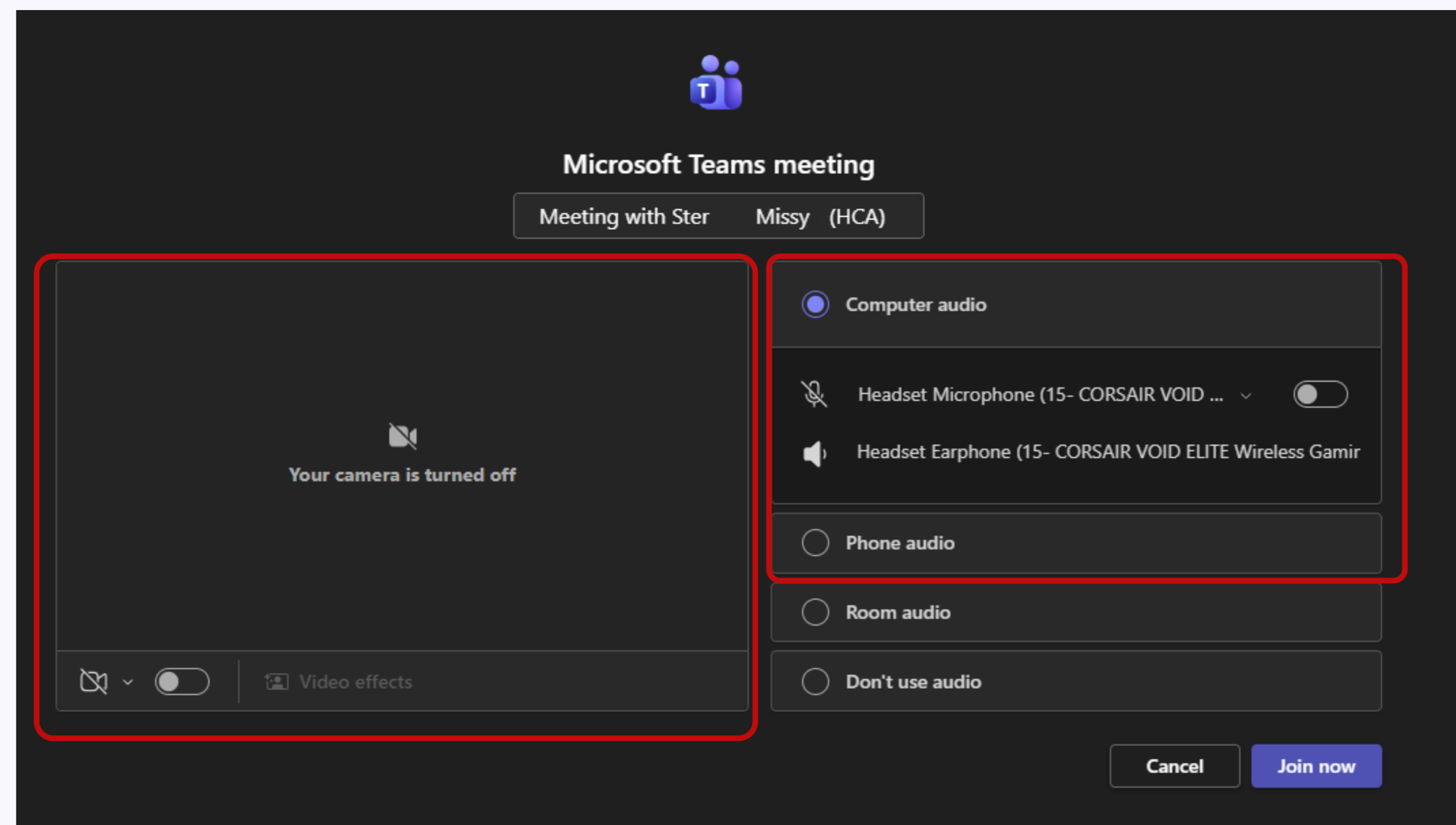


GETTING STARTED

- 1 Open the meeting invitation, review the body. Click the link **Join the meeting now**, or if you have the ability type in the Meeting ID and Passcode manually.



- 2 Before joining:
 - Confirm your audio preferences.
 - Confirm your video preferences.

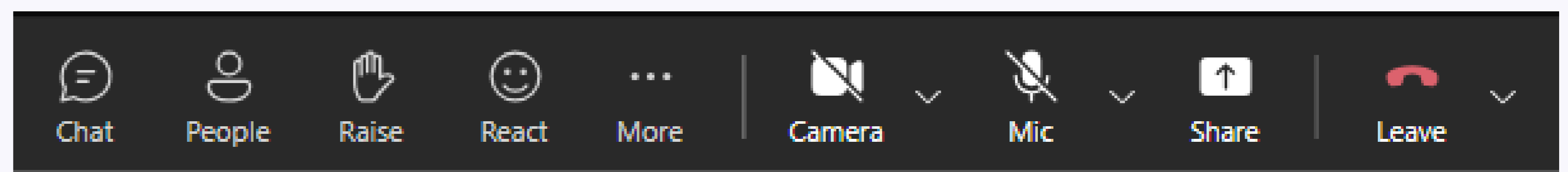


PARTICIPATION & ENGAGEMENT

If you're calling in only, this section does not pertain to you.

- 1 You may be asked to name yourself. If not, the software will use the name of your profile. *Government Employees will display their profile name, visitors and guests who do not have a Teams account will name themselves.*

- 2 Each HCA meeting or webinar is different, take a moment to **review the meeting menu toolbar**. Depending on the settings, this can be found in the upper right-hand corner, or bottom-center of your window.

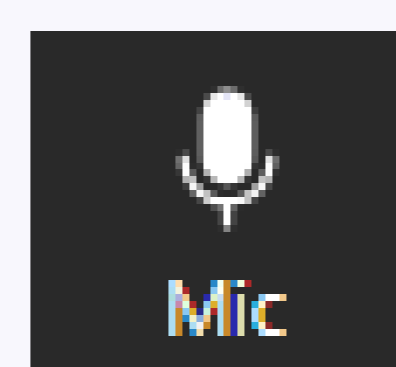


Note: You may have less options than the following visual.

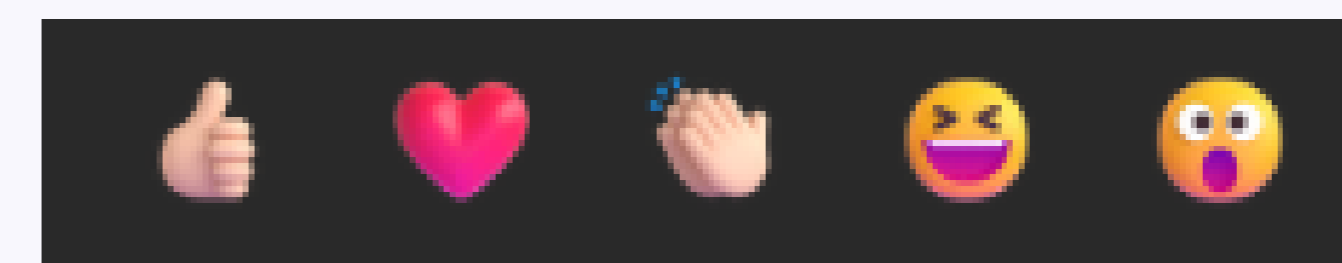
- 3 Primary controls include:

1. Camera | The webcam
2. Mic | The microphone
3. Share | Share screen or content

*When a line is through the camera and mic they are **disabled**. To speak, you will need to "unmute", click the mic button until it is solid*



Unmuted



Muted

- 4 To engage and react:

- Raise | Raise-hand
- React | Reactions, inclusive of "Thumbs-up", "Heart", "Clap", "Laugh", and "Surprise"

LEAVE A MEETING

- 1 When the meeting is done, click the "Leave" option in the meeting menu toolbar. Please ensure you leave completely, and the window is closed.

