

Clay County Virtual Public Meeting Guide



Planning
Commission
September 15,
2020 7:00 pm

[Click here to Join the meeting!](#) 

Phone Number: +1 (651) 964-6938
Conference ID: 159 552 900#

*Please be sure to have your microphone muted unless you are speaking to the Commission. You can manage your audio settings on the computer or press *6 to mute and unmute if dialed in on the phone.

1 Access meeting video feed and meeting audio through your computer

OPTION 1

- Click the link above to join the meeting
- Choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.



*Please note this option is best if you have both a microphone and a camera that allows you to speak and hear the meeting. No need to use the dial in number with this option. Be sure your camera and audio are switched to on when joining the meeting!

2 Access meeting video feed and meeting audio through your tablet or smart phone

OPTION 2

- Download the Microsoft Teams App on your device
- Click the link above to join the meeting
- The app will be prompted to open and you will join the meeting either as a Guest or by logging into your Teams account (if you have one).



3 Access meeting video feed through your computer and meeting audio through your phone

OPTION 3

- Follow the steps from 1 (above)
- When joining the meeting, choose the option to dial in with your phone audio
- Use your phone to dial the conference line number displayed on the screen



*Please note this option is best if your computer does not have microphone/audio capability, but you wish to view the meeting content on your computer and dial into the meeting on your phone to hear and speak

4 Access meeting audio through your phone (no visual capabilities)

OPTION 4

- If you're unable to use the Teams app or Teams on the web, you can join the meeting simply by calling the phone number above
- After calling the number, enter the conference ID when prompted

