DIRECTIONS for USING MS TEAMS

You will receive an e-mail reminder for the webinar an hour before the scheduled start time. Click on the link in the reminder 15 minutes before the scheduled start time.

CURRENT OFFICE 365 USERS

If you are a Microsoft 365 user and are signing-in from a work-related device, you will be prompted for your credentials (your sign-in information for your e-mail account) and taken to MS Teams.

SIGNING-IN WITH YOUR PERSONAL DEVICEs

If you are signing in from a personal device, you may be asked to download the Teams app or given the option to join via your web browser depending on the type of device you are using. Choose **"join on the web instead"** if it is an option**.**
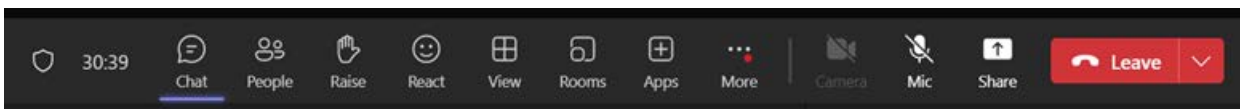
In either case, you will be taken to the meeting space and asked to provide your name.

Once in the meeting waiting room, click on the "Join Meeting" button to join the webinar. Enter your full First and Last name if you are prompted to enter a name.
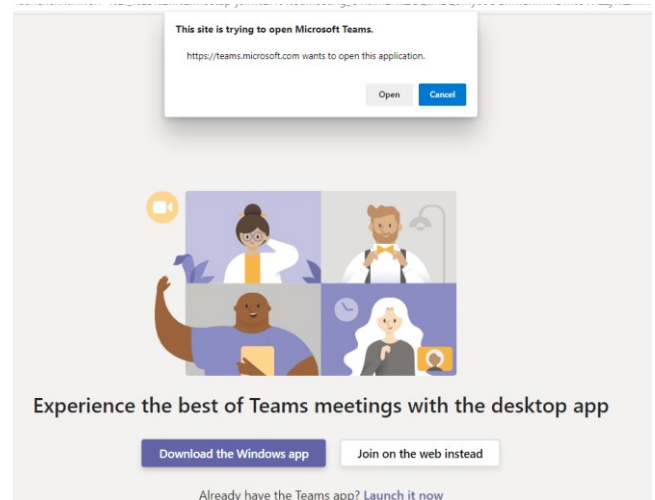
USING CONVERSATION

Once in the webinar space your camera and microphone will be turned off.

If you have a question:

- Click on the Chat Button
- A side panel will open.
- Enter your question.
- Click on the > Send arrow.

Depending on the presentation, your question may not immediately be answered but will be read for all participants to hear by the moderator when time allows. You can also send a follow-up question to sfersconnect@sfgov.org