



# Information Bulletin

## Guide to Accessing STEAC Meetings Via MS Teams

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### OVERVIEW

Participants may join a Statewide Training and Education Advisory Committee (STEAC) meeting by using Microsoft Teams, either through a computer, mobile device, or by phone. As there are limitations to phone participation, participants are encouraged to join the meeting via the Teams interface whenever possible. Public comments can be submitted to the Committee via audio or through the Teams chat interface for those participating through the Teams meeting. All participants are encouraged to allow enough time to sign into the meeting before its scheduled start time.

A Microsoft account is not required to join a STEAC meeting. Participants can join as a guest by entering a name when prompted.

### ACCESSING THE MEETING BY PHONE

If access to a computer, tablet, or smartphone is limited, you may still participate in the STEAC meeting by phone using the dial-in number and conference ID provided in the Agenda and meeting invite.

Participants who choose to access the meeting by phone will only be able to provide verbal public comment(s) but will not be able to view meeting slides, other presented materials, or the chat. Materials may be accessed on the STEAC website: <https://osfm.fire.ca.gov/boards-committees/statewide-training-education-advisory-committee-steac>. **Always remember to mute your phone unless speaking during public comment periods.**

### ACCESSING THE MEETING BY TEAMS (WEB BROWSER OR DESKTOP APP)

Participating via computer can be done through a web browser or the Teams desktop app. Both options join the meeting the same way, and neither requires a Microsoft account to attend as a guest.

#### Logging In

1. From your device, click the join link provided in the STEAC agenda or meeting invite.
2. If prompted, choose to continue on the web browser or open the Teams desktop app if you already have it installed.
3. Enter your name when prompted, then select Join now. You do not need to sign in or create an account to join as a guest.

#### Controls

1. Upon entering the meeting, locate the meeting controls bar at the top or bottom of your screen.



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2. Confirm your microphone is muted by checking the Mic icon (a line through the icon indicates you are muted).
3. To view other attendees, select People to open the participant list on the right side of your screen.
4. To send or view written comments, select Chat to open the chat panel.
5. If you have a question or would like to speak, select Raise Hand to notify the chair, and wait for your name to be called. In current versions of Teams, Raise Hand is grouped under the Reactions icon.
6. To temporarily unmute while speaking, you can hold Ctrl + Spacebar (Windows) or Option + Spacebar (Mac) to talk, and release to mute again. This shortcut may need to be turned on first under Settings > Privacy > Keyboard shortcut to unmute.

### **ACCESSING THE MEETING VIA THE TEAMS MOBILE APP (ANDROID AND IOS)**

#### **Logging In**

1. From your mobile device, tap the join link provided in the STEAC agenda or meeting invite.
2. If the Teams app is not already installed, you will be prompted to download it from the App Store or Google Play. There is no browser option for joining on mobile; the app is required.
3. Once the app is open, tap Join as a guest, enter your name, and tap Join meeting. An account is not required.

#### **Controls**

1. Tap the screen to display the meeting controls if they are not already visible.
2. Tap the Mic icon at the bottom of the screen to mute or unmute yourself.
3. Tap More (•••) to access additional options, including Raise Hand and meeting settings.
4. To view or send chat messages, tap Chat near the top of the screen.

### **HOW TO PARTICIPATE DURING THE PUBLIC COMMENT PERIODS VIA CHAT:**

The chat feature is designed to facilitate comments and feedback. Written public comments will be read by staff when the chair asks for public comment. The meeting organizer will share all comments with STEAC.

#### **Teams Desktop or Web**

1. While in the meeting, select Chat in the meeting controls.
2. This opens the chat panel on the right side of your screen. Type your message in the box at the bottom and press Enter to send.



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3. New chat messages will appear as a preview, and the Chat icon will indicate unread messages.

### Teams Mobile App

1. While in the meeting, tap the screen to show the meeting controls.
2. Tap Chat near the top of the screen.
3. Type your message in the text box and tap Send.
4. New messages will appear at the top of the chat screen; tap Chat again at any time to view the full conversation.

### Additional Resources

Visit the Microsoft Teams support site for additional information at:

<https://support.microsoft.com/teams>

Join a test meeting to familiarize yourself with Teams at:

<https://teams.microsoft.com/meetingOptions>