

# Planning Commission Meetings in Teams

There are two ways to join the Planning Commission meeting in Teams either using the WEB App or by downloading the Teams App. The best experience will be by downloading and using the Teams App.

## **JOIN VIA WEB APP**

This will only work if you are using Google Chrome or Microsoft Edge as your browser. If you join using the web app you do not need to download the Teams App or have a Microsoft account. If you are using Safari or FireFox web browsers, it will not be fully functional. If you are using Safari or Firefox as a default browser, when you click on the link you will get an error message. You can either switch to Edge or Chrome or download the Teams App.

### ***CHROME OR EDGE ARE YOUR DEFAULT BROWSER:***

1. Click to Join the meeting, and it will take you to the screen. Select “continue with this browser”.
2. Do not forget to check your camera and microphone. Please mute yourself upon entering the meeting.

### ***DIFFERENT BROWSER IS DEFAULT BROWSER***

1. When Chrome or Edge are not your default browser, download the google chrome browser to your device:

<https://support.google.com/chrome/answer/95346?co=GENIE.Platform%3DDesktop&hl=enoogle>

2. Open the meeting invite, highlight the “click here to join the meeting” and right click to get a menu – select “copy hyperlink”

...appointment. To help you create one on your calendar:

**Send**

Title **Test**

**Required**

**Optional**

Start time **Mon 11/23/2020** **4:30 PM**  All day

End time **Mon 11/23/2020** **4:45 PM**  **Make Recurring**

Location **Microsoft Teams Meeting**

**Join on your computer or mobile app**

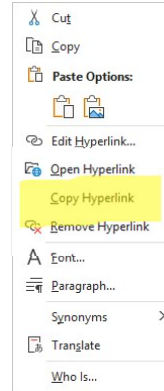
**[Click here to join the meeting](#)**

**Or call in (audio only)**

**[+1 360-726-3293](tel:+13607263293), [126226806#](tel:+126226806) United St**

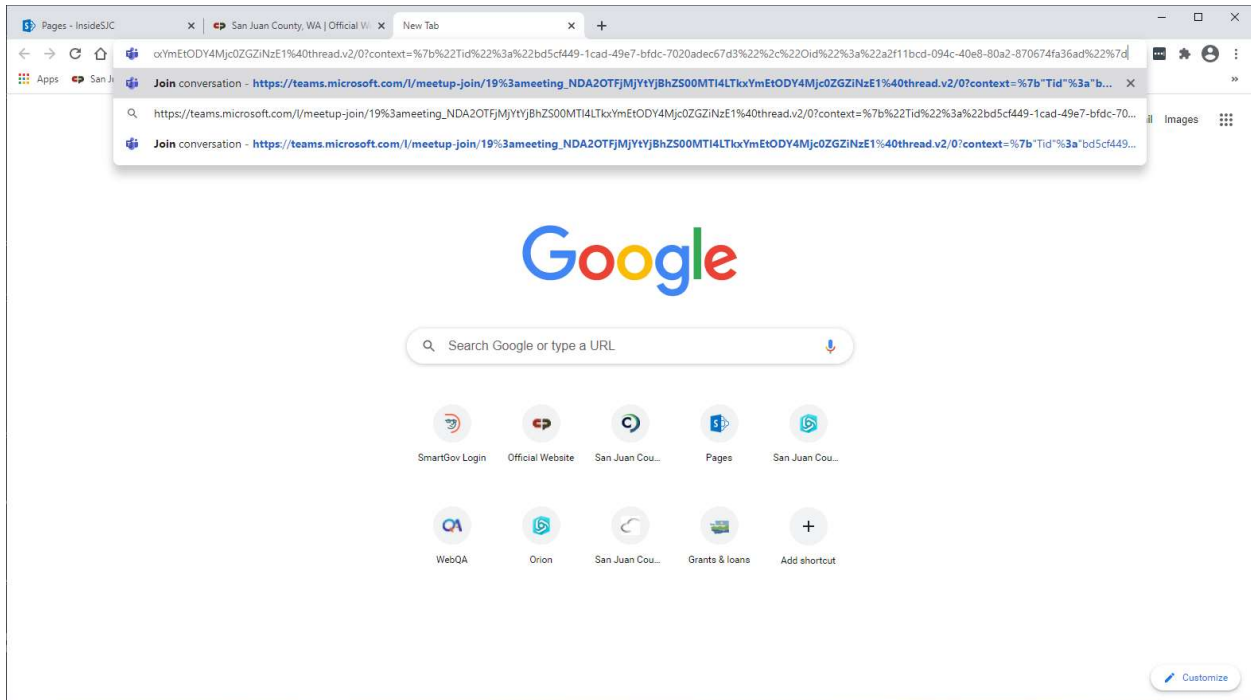
**Phone Conference ID: 126 226 806#**

**[Find a local number](#) | [Reset PIN](#)**






**[Learn More](#) | [Meeting options](#)**

3. Open the Chrome browser and copy and paste the meeting invite link into it, return and select “continue with this browser”





## How do you want to join your Teams meeting?

-  **Download the Windows app**  
Use the desktop app for the best experience.
-  **Continue on this browser**  
No download or installation required.
-  **Open your Teams app**  
Already have it? Go right to your meeting.

## **JOIN VIA TEAMS APPLICATION**

### **IT IS BEST TO DOWNLOAD THE TEAMS APP BEFORE TRYING TO JOIN THE MEETING!!!**

1. **FIND OR CREATE YOUR MICROSOFT ACCOUNT INFORMATION.** In order to download the Teams App, you will need to have a Microsoft account. Many people already have a Microsoft account – if you are using a Hotmail or outlook.com email address, have Office 365 or Outlook, chances are that you have one. If not, use this link to create one. If you have forgotten your Microsoft account information, take a moment and use the “forgot password” function.

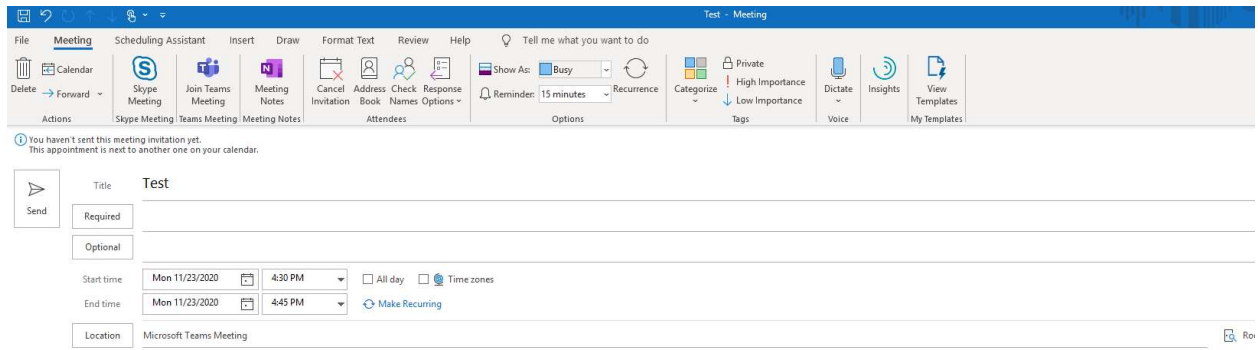
**Link to Microsoft account log-in/create:** <https://support.microsoft.com/en-us/account-billing/how-to-create-a-new-microsoft-account-a84675c3-3e9e-17cf-2911-3d56b15c0aaf>

2. **DOWNLOAD THE TEAMS APP.** During the download process you will be prompted to log-in to your Microsoft account.

If you have a MAC or apple product read through the following instructions prior to downloading:  
<https://www.lifewire.com/install-and-set-up-microsoft-teams-for-mac-5071035>

**Link to the Team App download site for both MAC OS and Microsoft OS:**  
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

3. **JOIN THE MEETING.** You will receive a Teams meeting invitation with links to join the meeting from the Planning Commission Secretary, Lynda Guernsey. To join the meeting, you just click the “join the meeting” link in the meeting invitation. You can also click the link that says “Join the meeting” from the agenda.



## Microsoft Teams meeting

### Join on your computer or mobile app

[Click here to join the meeting](#)

### Or call in (audio only)

[+1 360-726-3293,,126226806#](#) United States, Seattle

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