

Guide to participation in EQB meetings using Microsoft Teams

If you have any questions or technical difficulties regarding the Board meeting or Microsoft Teams, please contact Environmental Quality Board (EQB) staff at (651) 757-2877.

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Connecting to Teams

Option 1: Join on the day of the meeting, via computer

Join the meeting by clicking on the Teams meeting link provided on the [Environmental Quality Board website](#) or public meeting notification you received via email.

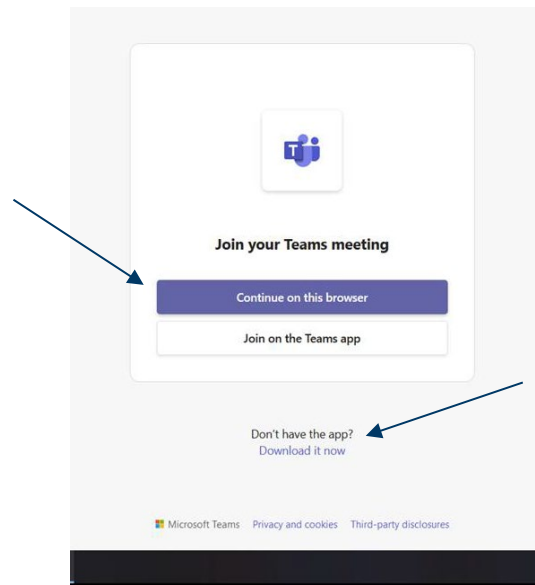
Option 2: Join on the day of the meeting, audio only

If you want to join the meeting by phone only, use the call-in number and phone conference ID provided on the [Environmental Quality Board website](#) or public meeting notification you received via email.

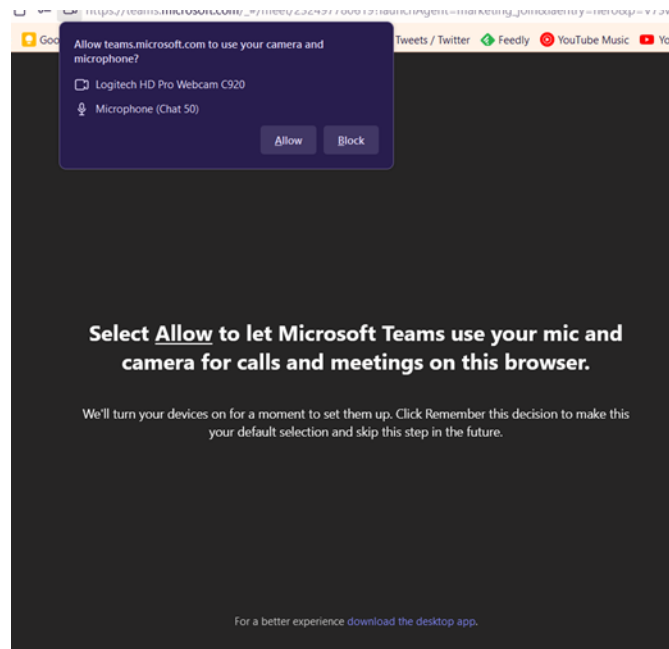
Option 3: Pre-register

You may pre-register by using a registration link on the board meeting page. If you pre-registered you should have received an email with the meeting link, along with an option to save the meeting on your calendar. Join by clicking on the link in the email or calendar invite.

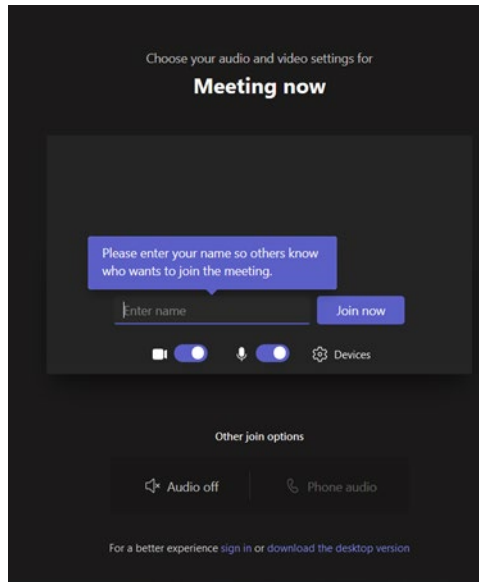
Follow the prompts to either connect via your web browser or join via the Teams app. If you have not used Teams before, you may want to download the Teams app. The download typically does not take long, but be sure to budget time in advance to connect to the meeting.



Step 4: Configure your Audio and Video Connection. The default for Teams is to connect via your computer audio and video. If you are connecting for the first time via web browser, you may need to allow Teams to access your microphone and camera.



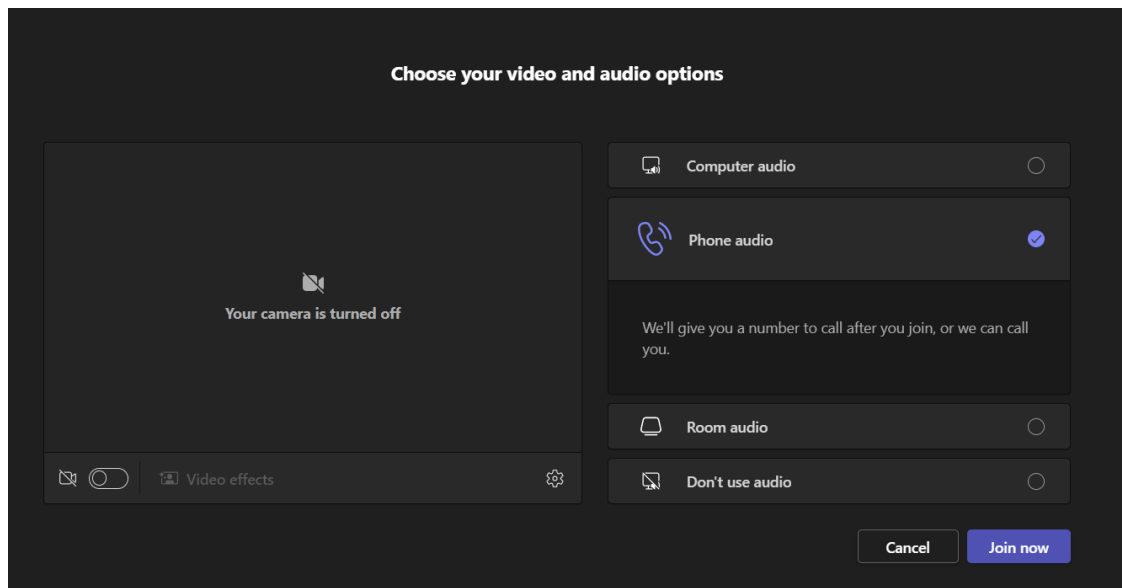
After allowing the audio and video, you will then be prompted to enter your name and join your meeting.



Note: Although you have option to enable or disable your audio and video, you will be muted upon entry to the meeting and video will be disabled. Members of the public participating in public comment will be unmuted at the appropriate time by staff.

If you are a presenter (Board member, presenter, or staff member), you will be able to mute and unmute your microphone.

If you are unable to join the audio via your computer, you can choose “phone audio” and select to either receive a call-in number or to provide a phone number where you can be reached.



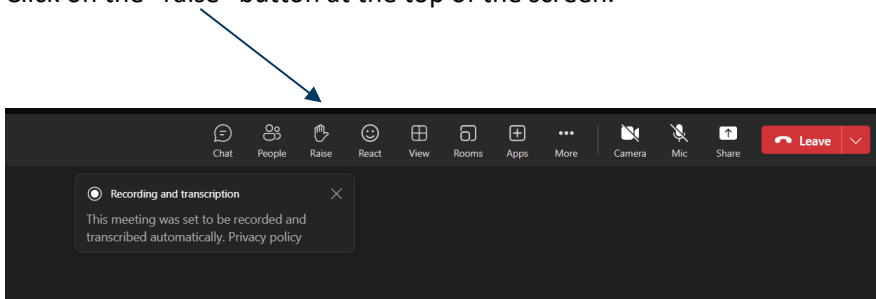
Participating in public comment

Oral (spoken) comment

If you wish to speak during a public comment period, please use the “raise hand” feature in Teams when prompted by the Chair. Alternatively, you can email info.eqb@state.mn.us to let the Board know you’d like to make public comment.

How to raise your hand in Teams using your computer

Click on the “raise” button at the top of the screen.



How to raise your hand in Teams using your phone

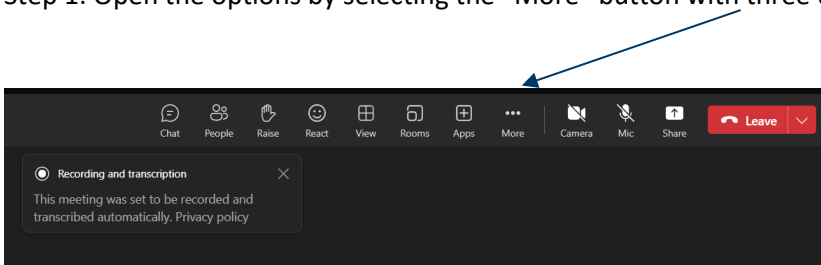
If you are connected by phone to the meeting via audio-only, you can dial *5 to raise or lower your hand.

Troubleshooting your Connection

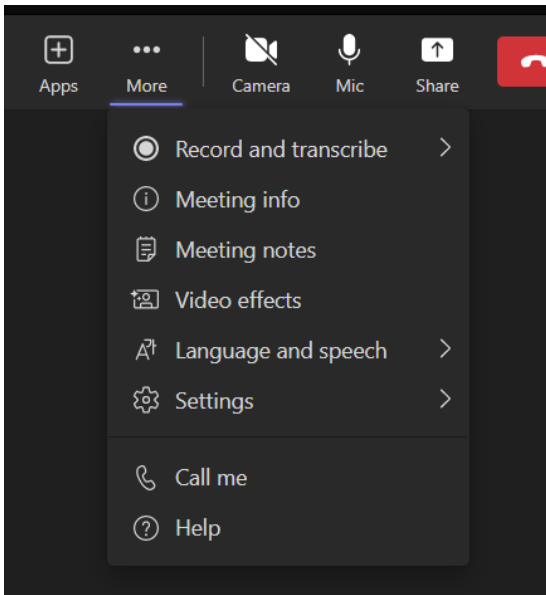
If you have any questions or technical difficulties regarding the Board meeting or Teams, please contact EQB staff at 651-757-2877 or email info.EQB@state.mn.us.

Having trouble with hearing or speaking? Try joining by phone.

Step 1: Open the options by selecting the “More” button with three dots.



Step 2: Select “Call me” from the menu



Step 3: Either enter your phone number and the system will call you or choose “dial-in manually” to get a number you can call.

