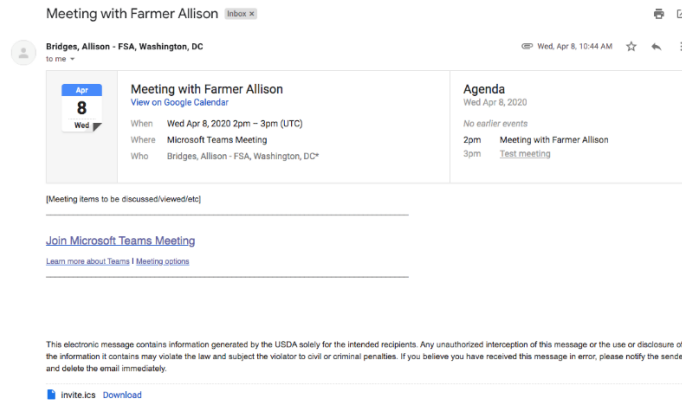


How to Use Microsoft Teams to Meet with USDA Service Center Staff

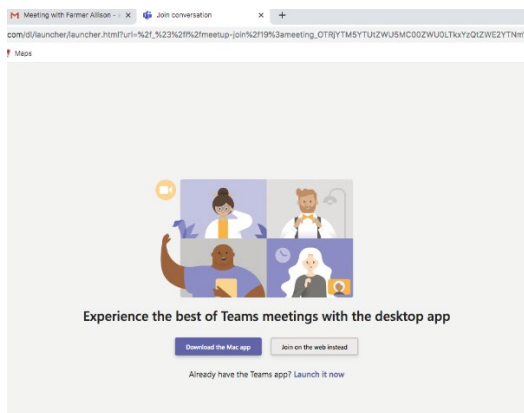
Producer instructions to join the meeting (desktop/laptop)

1. Check your inbox for the Teams Meeting email invite.



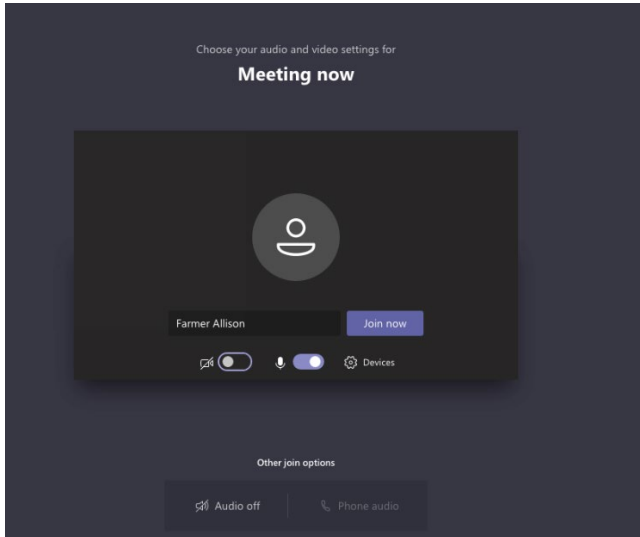
2. Open the email and click on “Join Microsoft Teams Meeting”.

3. This will take you to a website and ask you to sign in or join as a guest.



4. You will need to join the meeting as a guest.

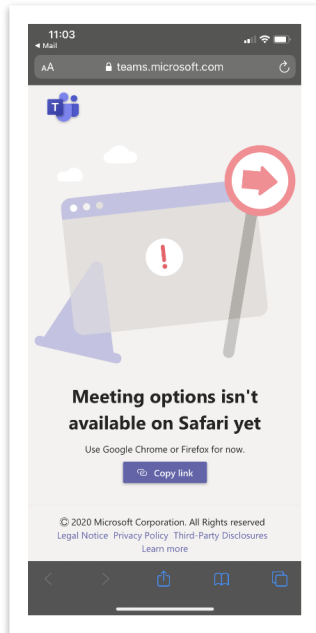
5. Enter your name and click join or just press enter.
(see picture below).



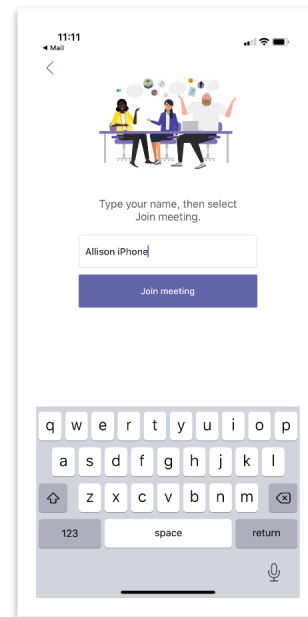
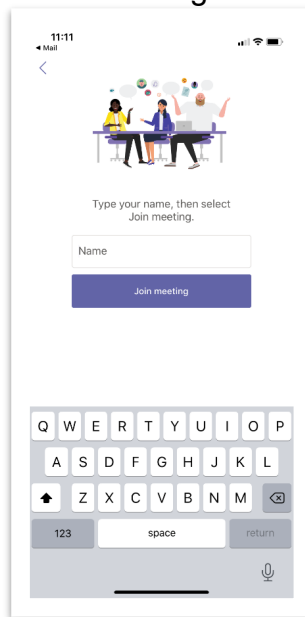
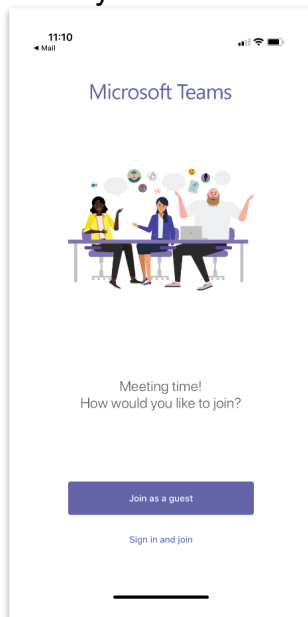
6. Please wait for USDA staff to allow entry to the meeting.
7. On the screen shown above, you have options to turn on audio and video. Please turn on your audio, and video, if desired, before joining the meeting. Also ensure that your computer speaker is unmuted.
8. At the end of the meeting, click the red icon to hang up.

Producer instructions to join the meeting (mobile phone)

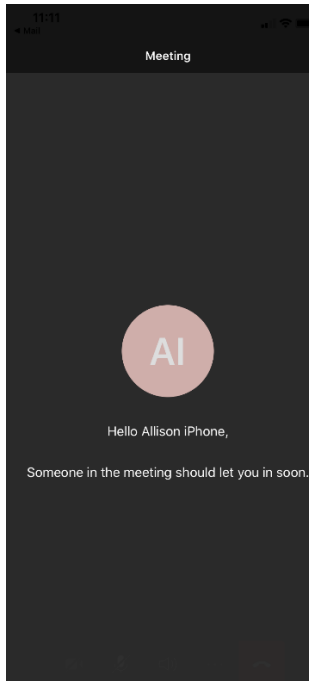
1. You will need to download the Microsoft Teams app to your mobile device but you will ***not*** need to create a Microsoft account. Once the app has downloaded, you can exit and return to regular home screen on your phone.
 - **NOTE:** If the app is not downloaded, you will see the following error on a mobile phone internet browser (example below is an iPhone):



2. Check your inbox for the email meeting invite.
3. Open the email and click on “Join Microsoft Teams Meeting”.
4. This will automatically populate the app to open the Teams Meeting and allow you to enter your name and then “Join Meeting.”



5. Please wait for USDA staff to allow entry to the meeting.



6. Once you enter the meeting, you have options to turn on audio and video. Please remember to turn on your audio, and video, if desired.

7. At the end of the meeting, click the red icon to hang up and then confirm the exit.

