New Hampshire Department of
BUSINESS AND ECONOMIC AFFAIRS

NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)
SPRING 2023 PLANNING & ZONING CONFERENCE
SATURDAY, MAY 11, 2024 FROM 8:45 AM TO 3:30 PM

TEAMS WEBINAR USER

Thank you for registering to attend a conference session through NHOPD 2024 Planning and Zoning Conference. The webinar will be presented through Microsoft Teams. If you are unfamiliar with using Teams, this quick guide will assist you.

Your Webinar Invite and Login Information

All registered attendees will receive an email a day before the webinar date. This email will contain a link to join the webinar. Below is an example of what that information will look like. Simply click on the "Click here to join the meeting" link. If you prefer or need to call in, please call the phone number and you will be prompted to enter the Phone Conference ID number followed by #.

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 603-931-4944,,XXXXXXXXX#   United States, Concord

Phone Conference ID: XXX XXX XXX#

Find a local number | Reset PIN

Learn More | Meeting options

For Attendees Only Calling In

For those attendees who will only be calling in and not accessing the webinar through a web browser or the Team app, please call in using the phone number and Phone Conference ID (see example at left). The presentation slides will be posted on NH OPD Planning and Zoning Training page the day before the webinar, which can be downloaded. The webinar organizer will mute all participants during the presentation. At the start of the question and answer session, the webinar organizer will unmute the phone lines for call in attendees to ask questions.

Accessing Teams

After clicking on the link to join the webinar, a box will appear depending on whether you already have the Teams app downloaded or not. The top box will appear for those who do not have the app downloaded and will have three options: Download the Windows app, Continue on this browser, Open your Teams app.

<u>Please note:</u> If the Download the Windows app is selected, please allow a minute or so for the app to download and to open Teams.
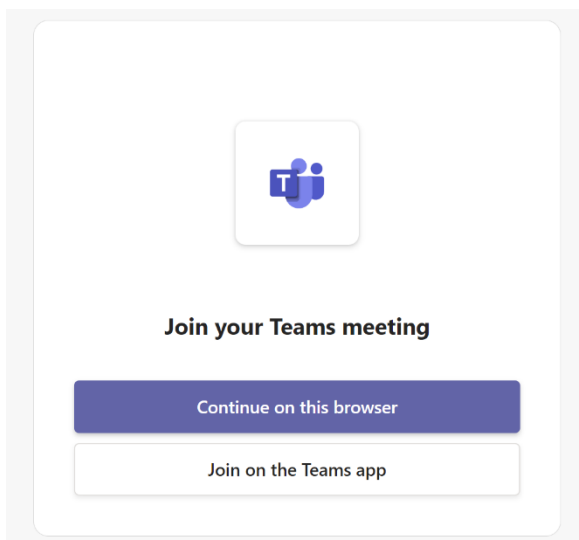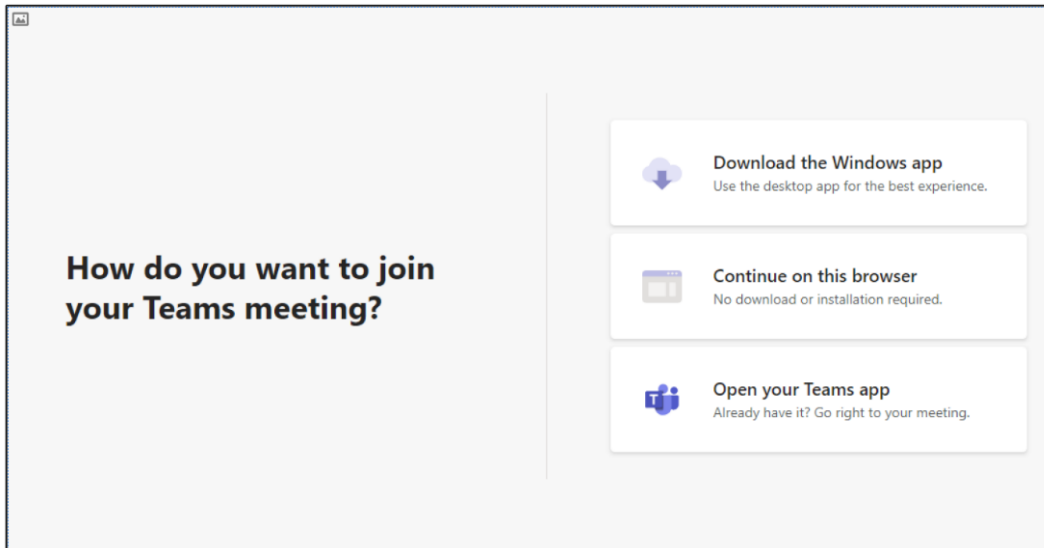
If you already have the Teams app, you may see the box on the left with only two options to proceed, either on the browser or via the Teams app.
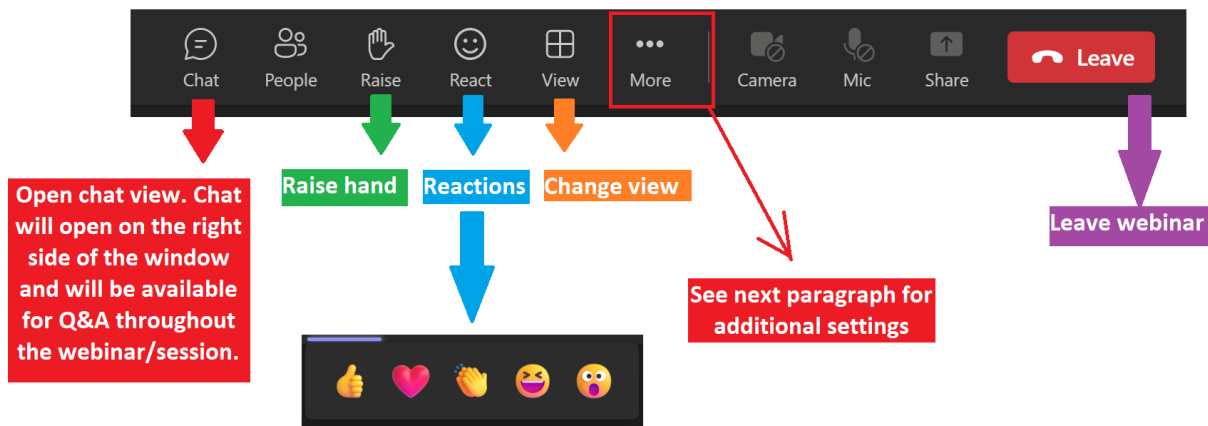
After the option to open Teams is selected, another box will appear (as shown to the side). Please enter your name in the box "Type your name." Your camera and mic will be switched off when you are an attendee of a webinar.
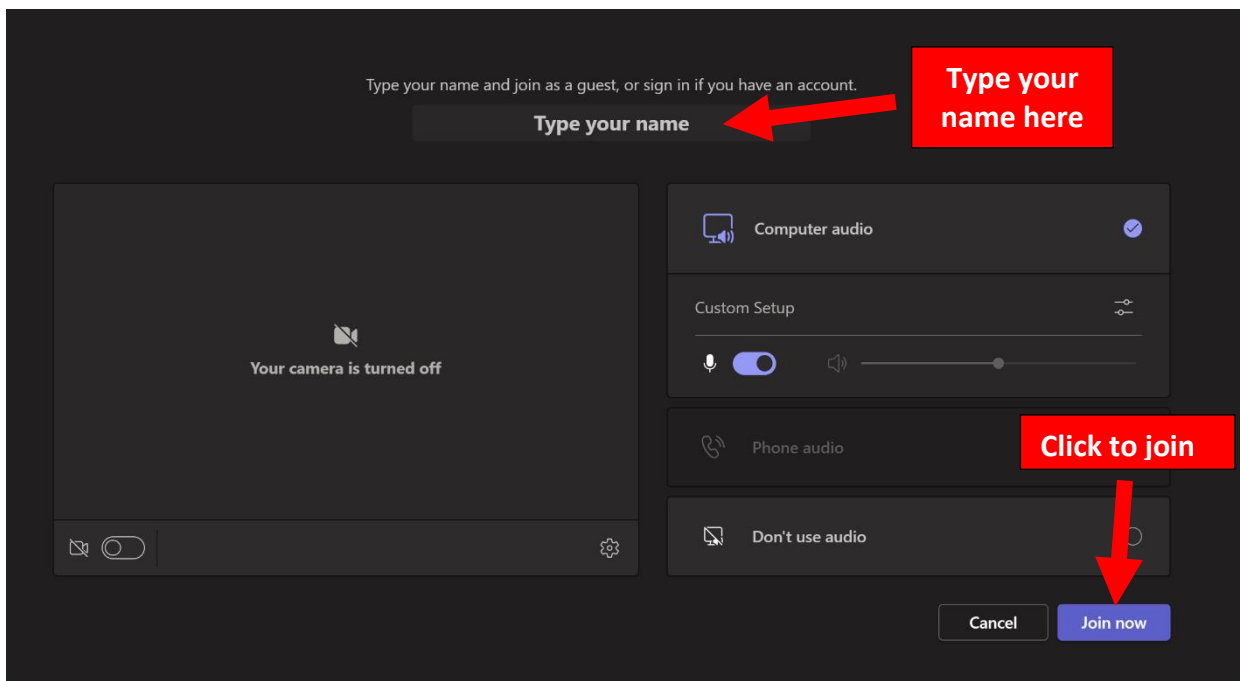
During the Webinar

While in a Teams, attendees will see the control bar near the top of their screen. You may need to move your mouse around the screen to activate the bar. See below what attendees can do with the control bar features. Mics and cameras will be turned off for all attendees.

Chat | People | Raise | React | View | More | Camera | Mic | Share | Leave

Open chat view. Chat will open on the right side of the window and will be available for Q&A throughout the webinar/session.

Raise hand

Reactions

Change view

See next paragraph for additional settings

Leave webinar

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Chat will be available to the participants throughout the webinar/session for asking questions. Your camera and mic will be disabled for the duration of the webinar/session. During the Q&A sessions we will allow those who have a question to unmute themselves when they raise their hand.

Additional settings available through the … (More) icon.

To Access Additional Options:
Click on the 3 dots (…) and a box of options will open (as shown)
Device settings – provides options to set or change your audio or video settings.
Meeting info – provides the webinar call in information.
Turn off incoming video – provides option to turn off incoming video from others. If you choose this option, it only impacts your viewing and not other attendee's viewing.