



Department of
**Environment &
Conservation**

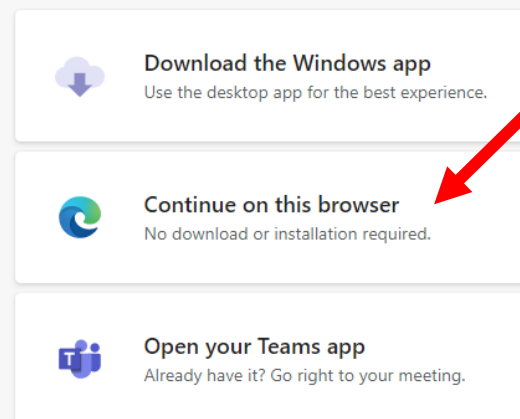
Teams Usage for Public Hearings

Joining by Computer

- Clicking the direct link will bring you to the below website. You may choose any option, but you can join the meeting without downloading the program by clicking “Continue on this browser”.

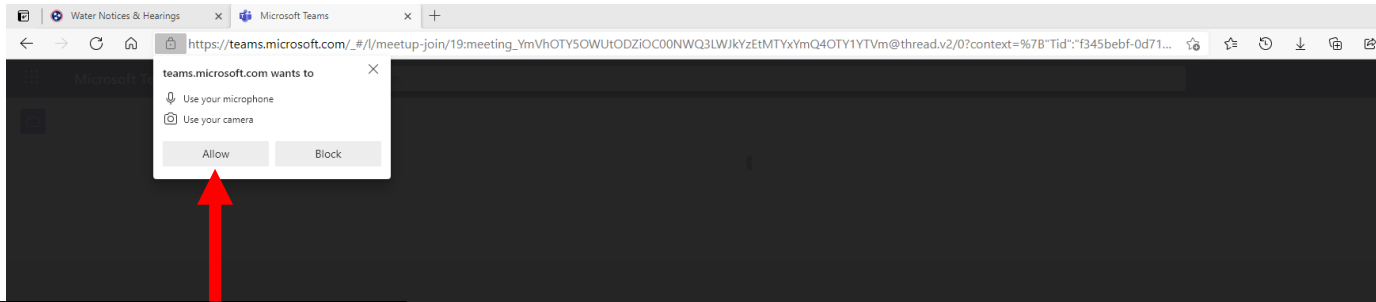
Click **Open Microsoft Teams** if you see a message from your browser. If not, choose how to join the meeting.

Click here if you do not have the Teams program on your computer



Joining by Computer (Continued)

- Click “Allow” for the use of microphone if you wish to speak during the meeting/hearing.
- If you cannot enable your microphone or do not have a microphone, proceed to the next step to instead use a phone for audio.



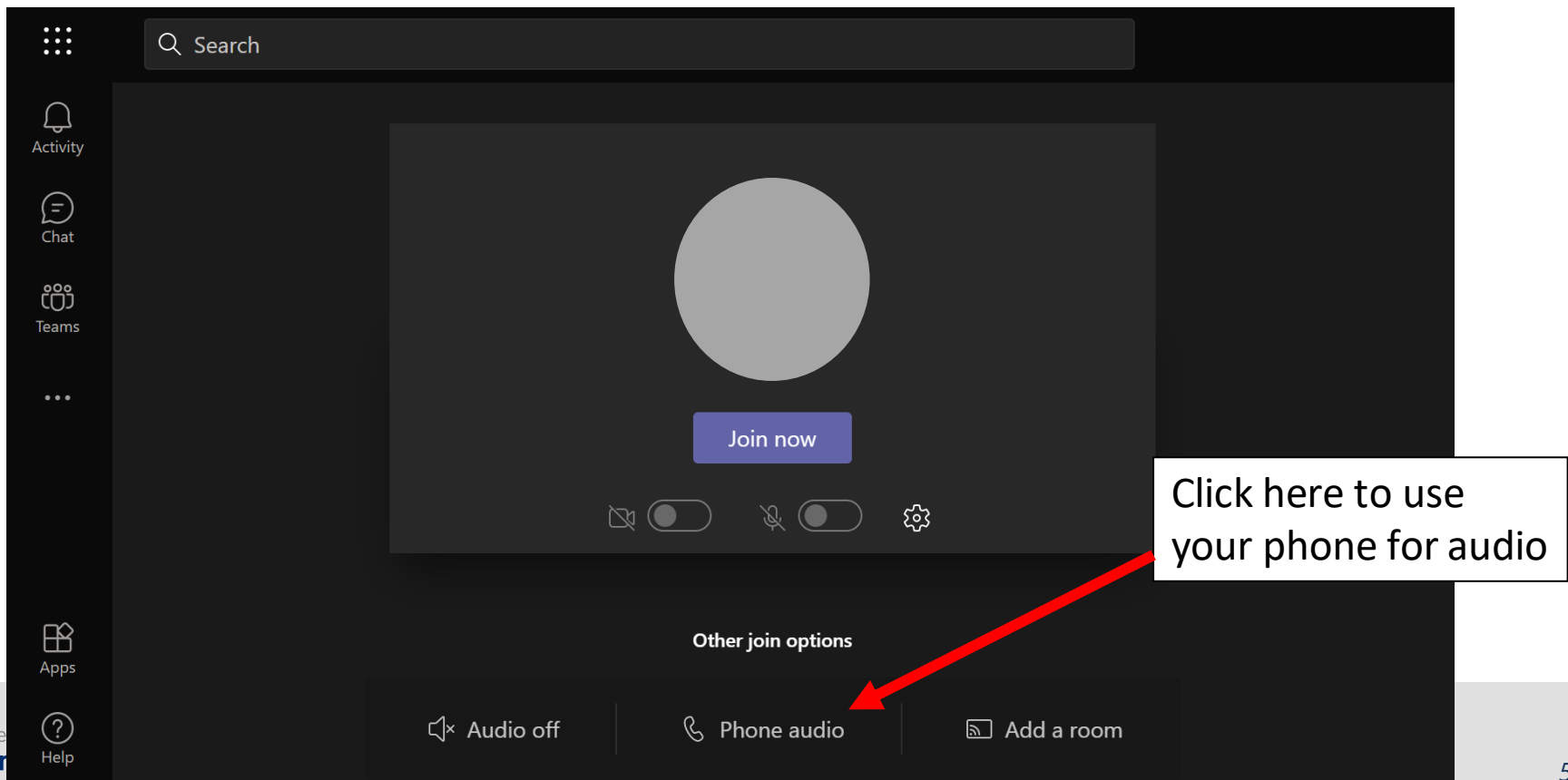
Click here to allow use of your computer microphone

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

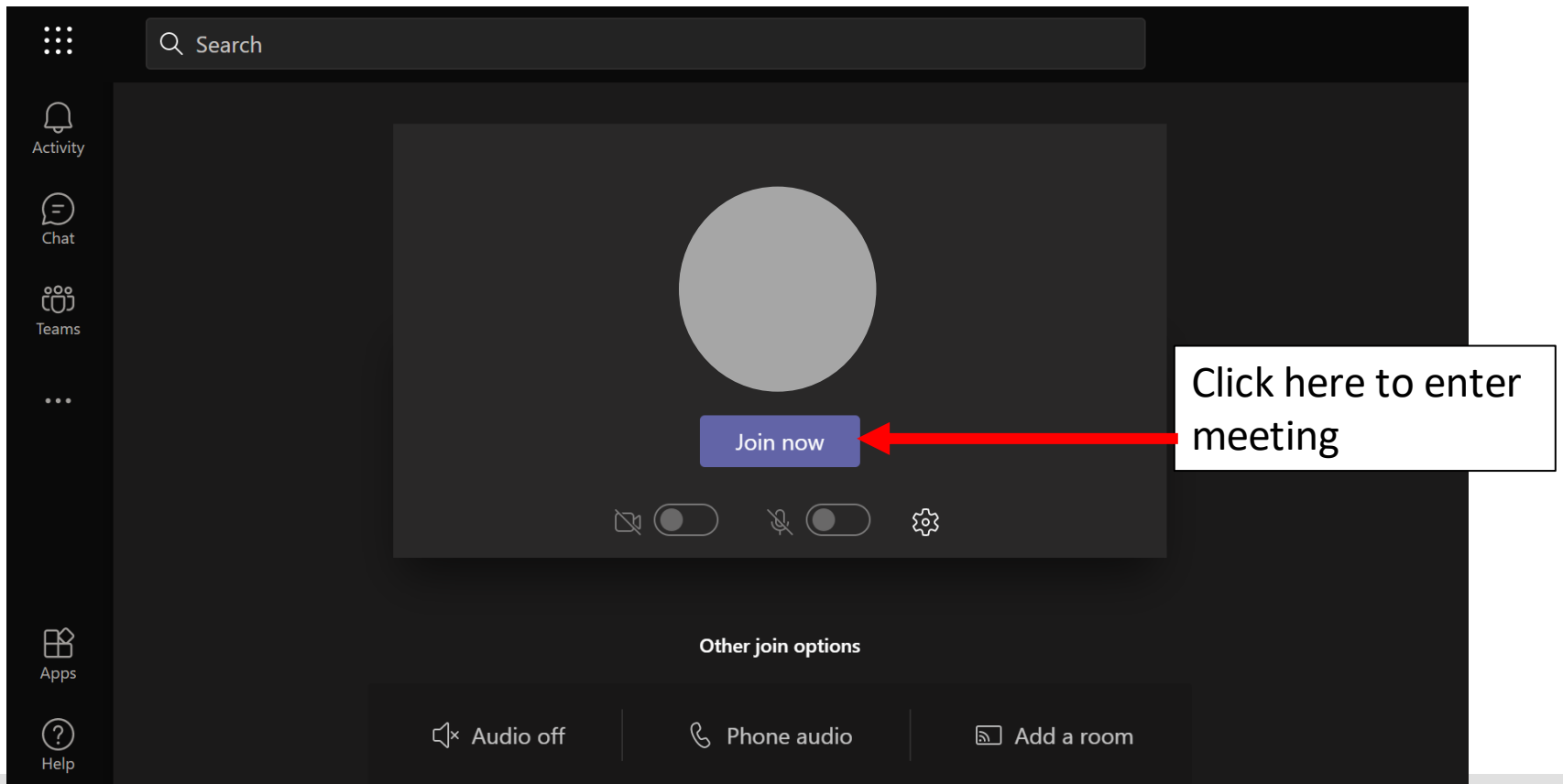
Joining by Computer (Continued)

- If you do not have a computer microphone, click “Phone audio” at the bottom of the page and follow the prompts.



Join by Computer (Continued)

- After you have set up your audio connection, click **Join now** to enter meeting



Joining by Phone Instead of Computer

- The call-in number is provided within the public notice document.
- To access the meeting, dial the call-in number and then enter the meeting ID number, followed by the # sign.
- You will be muted upon entry to the meeting in order to reduce background noise. To unmute yourself, press *6.

Information regarding how to join by computer will be posted to the following website:

<https://www.tn.gov/environment/ppo-public-participation/ppo-public-participation/ppo-water.html>

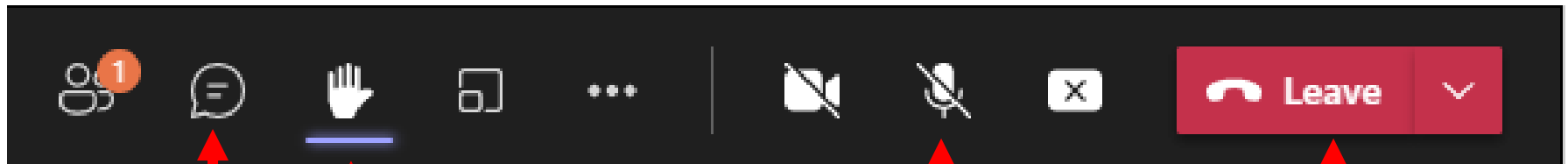
Join by phone: 1-629-209-4396

Phone Conference ID: 305 485 091#

If you have difficulty connecting to the hearing, please call:

Options within the Meeting

- Below are options available to use during the Teams meeting. These will be displayed either in the top right corner or the lower center of the screen.
 - Note: Some options may be disabled by the host.




Go to chat box (can be used for asking questions during meetings)

Raise hand

Mute/unmute microphone

Leave meeting. Note that you can re-enter meeting later.

How to Speak

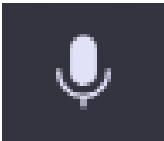
- To reduce background noise, participants will be muted upon joining the meeting.
- For phone calls: you will be able to mute and un-mute yourself by pressing ***6**.
- For computers: you can talk using the computer's microphone and speaker system and using the microphone button on the Teams application. 
 - If your computer does not have a microphone and speaker system, you may view the materials on the computer but use your phone for audio.

Etiquette

- At designated times, participants will be given the opportunity to ask questions or provide comments. During this time you may un-mute your device to speak. Please re-mute yourself after speaking.
 - The host can also mute and un-mute participants.
 - Phone users can mute/unmute by pressing *6
- If participants are disruptive, you may be re-muted by the host or removed from the meeting. You may still provide written comment to TDEC until the close of the public comment period.



A line through the microphone symbol means you are muted.



Absence of a line means you are NOT muted.