

How to Join MHOA Board Meetings Using Microsoft Teams

A Simple Guide for MHOA Residents

We understand that some residents are more familiar and comfortable with Zoom. However, our management company, **MAY Management**, has advised the MHOA Board to use **Microsoft Teams** for our board meetings.

The good news is that **you do not need to be a Microsoft Teams expert, and you do not need a Microsoft Teams account to join a meeting in most cases.** You can join from a computer, tablet, or smartphone by simply clicking the meeting link provided with the meeting notice.

We have prepared the following instructions to make joining as easy as possible.

What Is Microsoft Teams?

Microsoft Teams is an online meeting program similar to Zoom. It allows residents to attend MHOA board meetings from home or anywhere with an internet connection. With Teams, you can:

- See and hear the meeting.
- Hear the Board's discussions.
- See presentations or documents that are shared.
- Participate when the Board opens the meeting for resident comments.
- Join using a computer, tablet, or smartphone.

You do not need to know how to use Teams in advance. Just follow the steps below.

OPTION 1 — Join From Your Computer

This is generally the easiest option if you have a desktop computer or laptop.

Step 1 — Find the Meeting Invitation

Before the meeting, you will receive the MHOA meeting notice or email.

Look for a section that says something similar to:

"Join Microsoft Teams Meeting"

There will be a meeting link underneath it.

Step 2 — Click the Meeting Link

When it is time for the meeting, click the **Join Microsoft Teams Meeting** link.

A webpage should open.

You may see an option asking how you would like to join.

Step 3 — Choose "Continue on this browser"

If you do not already have Microsoft Teams installed, look for an option such as:

"Continue on this browser"

or

"Join on the web instead."

Choose that option.

You generally do **not** need to download the Teams program just to attend the meeting.

Step 4 — Enter Your Name

Teams may ask you to enter your name.

Enter your name so the Board and other meeting participants know who is attending.

For example:

John Smith — Unit 204

Step 5 — Check Your Camera and Microphone

Before joining, Teams will show you a preview screen.

You will see controls for your:

- Camera
- Microphone
- Speakers

If you do not want other people to see you, **turn your camera off**.

We recommend keeping your **microphone muted** when you first join.

Step 6 — Click "Join Now"

When you are ready, click:

JOIN NOW

You will then enter the meeting.

That's it!

OPTION 2 — Join From Your Smartphone or Tablet

You can also attend an MHOA meeting using an iPhone, iPad, Android phone, or Android tablet.

Step 1 — Open the Meeting Invitation

Open the email or meeting notice you received from the MHOA.

Find the **Microsoft Teams meeting link**.

Step 2 — Tap the Meeting Link

Tap the link that says something similar to:

Join Microsoft Teams Meeting

Your device may ask you to open Microsoft Teams.

If you already have the Teams app, it may open automatically.

If you do not have the app, you may be given an option to continue through your web browser or to download the Teams app.

Step 3 — Enter Your Name

If prompted, enter your name.

For example:

Jane Smith — Unit 105

Step 4 — Check Your Microphone

Before entering the meeting, make sure your microphone is **muted**.

This is especially important when attending from a phone because background noises can easily be heard by everyone in the meeting.

Step 5 — Tap "Join"

Tap:

JOIN

You will enter the meeting.

IMPORTANT — Please Keep Your Microphone Muted

When you join the meeting, please keep your microphone **muted** unless you are specifically asked to speak.

A microphone that is not muted can allow everyone in the meeting to hear:

- Conversations in your home
- Television
- Dogs barking
- Phone calls
- Background noise
- Other household activity

Keeping your microphone muted helps everyone hear the Board meeting clearly.

How do I know if I am muted?

Look for the **microphone icon**.

If the microphone has a line through it, you are muted.

If you are called upon to speak, you can click the microphone button to unmute yourself.

After speaking, please mute yourself again.

What If I Don't Want My Camera On?

That's perfectly fine.

You can participate in the meeting without showing your video.

Simply turn the **camera icon off** before joining the meeting.

You will still be able to hear the meeting.

What If Teams Asks Me to Sign In?

Don't worry.

Depending on the meeting settings and the device you are using, Teams may give you several choices.

If you see an option to **join through your browser without signing in**, select that option.

If Teams requires you to use the Teams application, follow the instructions shown on your screen.

If you already have a Microsoft account or use Microsoft services such as Outlook, you may already have an account that can be used with Teams.

What If I Have Never Used Microsoft Teams Before?

That's okay!

Teams works much like Zoom once you are inside the meeting.

The most important things to remember are:

- 1. Click the meeting link.**
- 2. Enter your name if requested.**
- 3. Keep your microphone muted.**
- 4. Turn your camera on or off as you prefer.**
- 5. Click "Join Now."**

You do not need to be a computer expert to attend.

What If I Accidentally Join With My Microphone On?

Don't panic.

Simply click the **microphone icon** to mute yourself.

If you are unsure whether you are muted, look at the microphone symbol on your screen.

If you are still having trouble, you can leave the meeting and rejoin using the same meeting link.

What If I Cannot Hear Anything?

First, check the volume on your computer, phone, or tablet.

Then make sure your device is not connected to another Bluetooth speaker or headset that you are not using.

If you are using a computer, check that the correct speaker is selected.

If you still cannot hear the meeting, leave Teams and click the meeting link again to rejoin.

What If Nobody Can Hear Me?

First, look at the microphone icon.

If it has a line through it, you are muted.

Click the microphone icon to unmute yourself.

If that does not work, check whether your computer or phone has its microphone turned off.

What If I Have Trouble Joining?

If you are having difficulty, don't get frustrated.

Technology can occasionally be confusing, especially when using a program for the first time.

Try these simple steps:

1. Close the Teams window.
2. Click the meeting link again.
3. Try joining through your internet browser.
4. Make sure your device is connected to the internet.
5. Make sure your device volume is turned up.
6. Make sure your microphone is not muted if you need to speak.

If you continue to have problems, please contact the appropriate MHOA/management contact for assistance before the meeting whenever possible.

A Few Helpful Tips Before the Meeting

To make your experience easier, we recommend:

- Join **5–10 minutes early** the first time you use Teams.
- Use a reliable Wi-Fi or internet connection.
- Find a quiet place to attend the meeting.
- Keep your microphone muted when you are not speaking.
- Have your meeting notice available so you can easily find the Teams link.
- If possible, use headphones or earbuds to reduce background noise and echo.
- Make sure your computer, phone, or tablet has enough battery.

The Most Important Thing to Remember

You do **not** need to become an expert in Microsoft Teams to attend an MHOA board meeting.

Think of Teams simply as the new way we are connecting to the meeting online.

Just remember these five steps:

- 1. Find the Teams meeting link.**
- 2. Click the link at meeting time.**
- 3. Enter your name if requested.**
- 4. Keep your microphone muted.**
- 5. Click "Join Now."**

That's all you need to do.

We Appreciate Your Patience

We understand that some residents have preferred using Zoom and that changing to a different meeting platform can take some getting used to.

The MHOA Board appreciates everyone's patience as we transition to Microsoft Teams based on the guidance provided by **MAY Management**.

Our goal is simply to make sure residents have a convenient way to attend board meetings and stay informed about what is happening within our community.

We hope these instructions make joining the meetings easier for everyone.

We look forward to seeing you at the next MHOA Board Meeting!