

Instructions to attend Prepaid Health Care Advisory Council meeting via Microsoft Teams

Step 1: Download Microsoft Teams from your mobile device or your computer

Installing on iOS

To install the Teams mobile app on your iPhone or iPad:

1. Open the Apple App Store on your iOS device.
2. Tap the Search icon in the store and type Microsoft Teams. Make sure you choose the Microsoft app, as shown.
3. Tap the download link to install the app on your device.
4. Once the app has finished downloading and installing, tap the Open button.

Installing on Android

To install the Teams mobile app on your Android phone or tablet:

1. Open the Google Play Store on your Android device.
2. Tap the Search icon in the store and type Microsoft Teams. Make sure you choose the Microsoft app, as shown.
3. Tap the Install button to install the app on your device.
4. Once the app has finished downloading and installing, tap the Open button.



Microsoft Teams

Hub for teamwork
Microsoft Corporation

#2 in Business
★★★★★ 4.8 + 1.3M Ratings

Free



TIP

If you want to skip signing up for Office 365, you can also sign up for a free account just by downloading the app on your mobile device and then tapping the Sign Up for Free button shown.



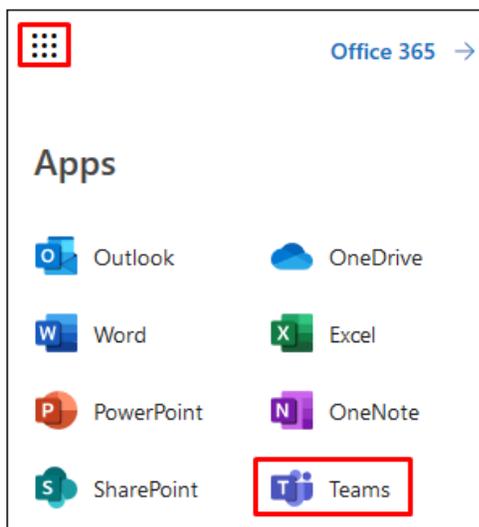
TIP

If you have already signed in to any other Office 365 app on your mobile device, such as Outlook, you can just select that account and Teams will automatically log you in using the credentials that are already cached on the device.

Install Teams on my Windows PC

Before you install [Microsoft Teams](#) on your Windows computer, check if it's already installed. Go to the Start menu and select Microsoft Teams. If Teams is already installed, you're all set! Otherwise, follow the steps below.

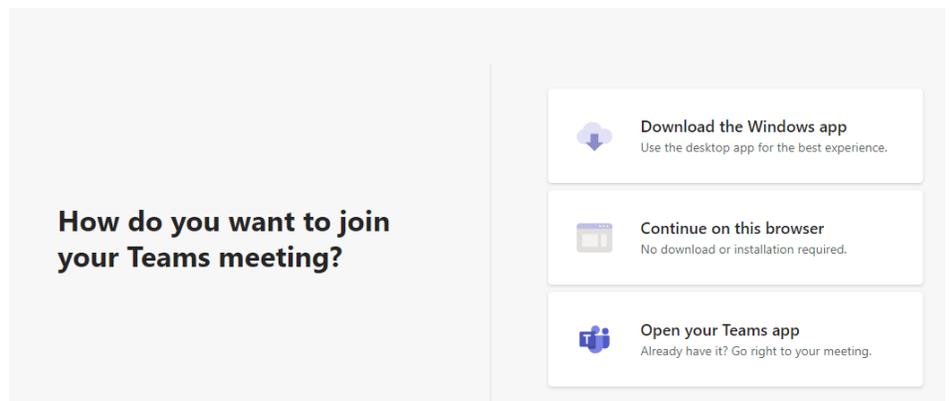
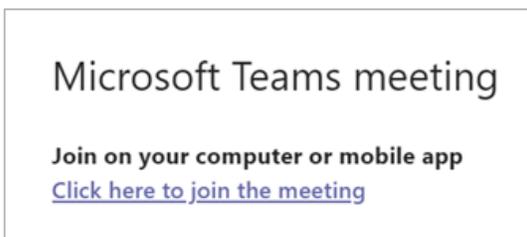
1. Sign in to [Microsoft 365](#). Use your Microsoft 365 email address and password.
2. Select the menu button and choose Teams.
3. Select Get the Windows app.
4. When prompted with the new window, select Save File.
5. Now that you've downloaded Teams, sign in with your Microsoft 365 email address and password.



Step 2: Join the meeting by link or call in feature

Join by link

Select [Click here to join the meeting](#) in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

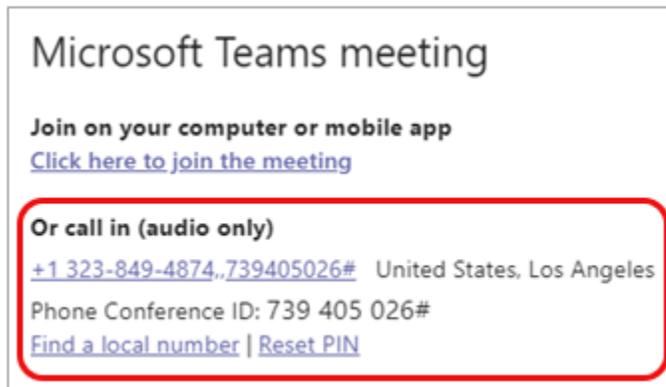


If you don't have a Teams account, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Depending on the organizer's settings, you may join the meeting right away or wait in the lobby where people in the meeting can admit you.

Join by call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, dial the number to join (number is not toll-free, long distance charges may apply)



For a toll-free option:

Click on "Find a local number". You will be redirected to another screen with conference dial in numbers from various countries. This option provides a landline caller with a toll-free number.

Conference Dial-in Numbers

Argentina, Buenos Aires

+54 11 5256-4150

Spanish (Mexico), English (United States), Portuguese (Brazil)

Australia, Sydney

+61 2 8318 0041

English (Australia)

Austria, Vienna

+43 1 205636639

German (Germany), English (United Kingdom), French (France), Italian (Italy)

Belgium, Bruxelles/Brussels

+32 2 895 42 00

Dutch (Netherlands), French (France), German (Germany), English (United Kingdom)

Brazil, São Paulo

+55 11 3181-5390

Portuguese (Brazil), Spanish (Mexico), English (United States)

Step 3: Public comments

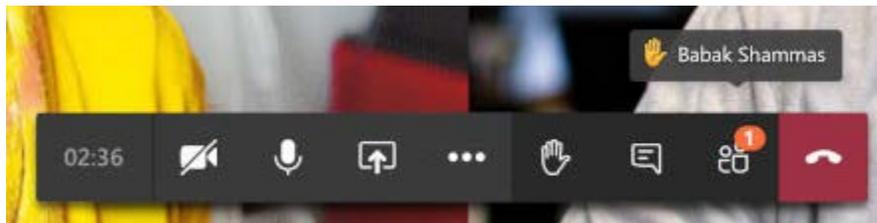
Raise Hand

As the council members progress through the meeting agenda, there will be opportunities for public participants to provide comments on specific agenda items. At this time, you will need to utilize the Raise Hand function in Teams to be acknowledged. The Raise Hand function is available along the bottom menu. If the icon is yellow and says, "Raise Hand", you can select it to signal to the Chairman that you'd like to speak. You will be acknowledged in the order in which your hand has been raised.

Just select Raise your hand in the meeting controls.

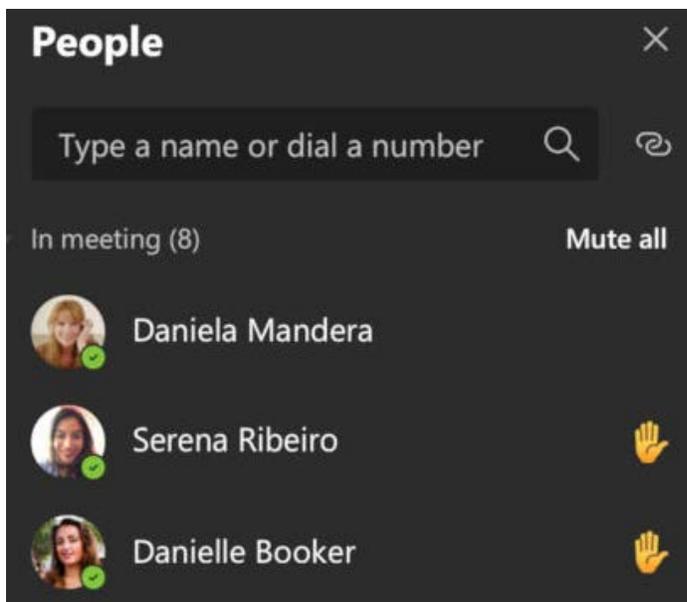


Everyone in the meeting will see that you've got your hand up.



Meeting presenters will also receive a notification that your hand is raised. In meetings where attendees can't unmute themselves, a presenter can then allow you to unmute.

-  Select Show participants to see a list of everyone in attendance. Anyone who's raised their hand will have an icon next to their name. When multiple people raise their hands, they'll be listed in the order in which they raised them.



Unmuting and Presenting Comments

Once you've been acknowledged by the Chairman, a member of the department will notify you that you have been selected to speak. You will need to make sure that your application (either Mobile or Computer) has access to a microphone. The Chairman will ask you to state your name and the organization (if any) you are affiliated with prior to beginning your comment. Each speaker will be allowed 5 minutes to speak. Once the time has elapsed, please mute yourself to avoid any background noise.

Join by mobile/computer

To mute, click on Mute icon. Microphone with no line through signifies the participant is not muted.



To unmute, click on Mute icon. Microphone with a line through signifies the participant is muted.



Join by call in

When dialed into a meeting, users can press *6 to mute/unmute.