Go to the Board's main agenda webpage at https://www.cdcr.ca.gov/bph/meeting-agenda. Click on the desired month of the meeting and select "Agenda." The Microsoft Teams meeting link and call-in information will be available on each month's agenda. Please note that the meeting link and call-in information changes each month and also for every separate open session within a month. Example below:
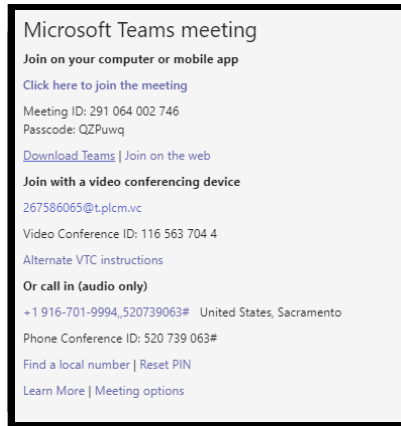

To join the meeting, choose <u>one</u> of the following options:

1. Join with Computer Device (Mac or PC)
2. Join with Mobile Device
3. Or call in-Telephone (audio only)

**ACCESSING TEAMS MEETING – COMPUTER DEVICE (MAC OR PC)**

1. Select the "**Click here to join the meeting**" link from a computer (Mac or PC)
   a. If the participant has Microsoft Teams application (app) installed (no account needed), the participant will receive a popup dialog indicating the meeting is opening in the Teams app. If the meeting does not automatically open, click the "Go to the Teams app" link.
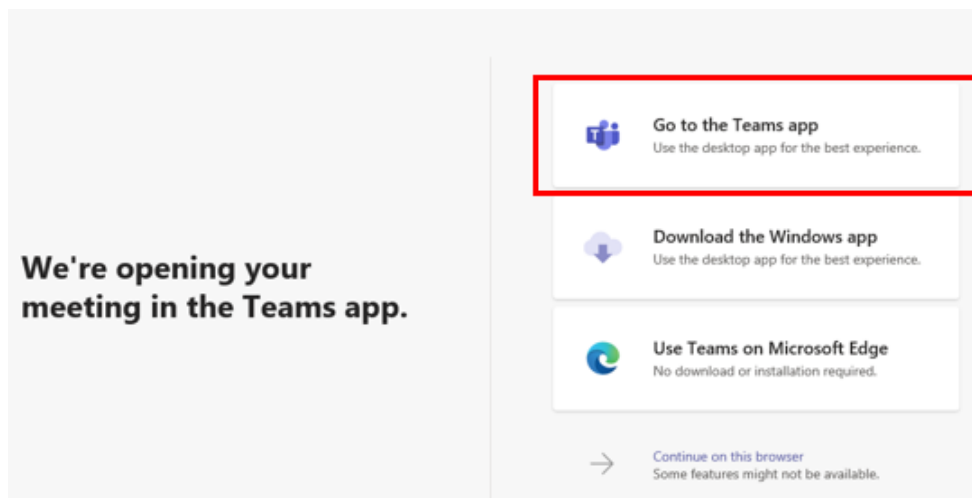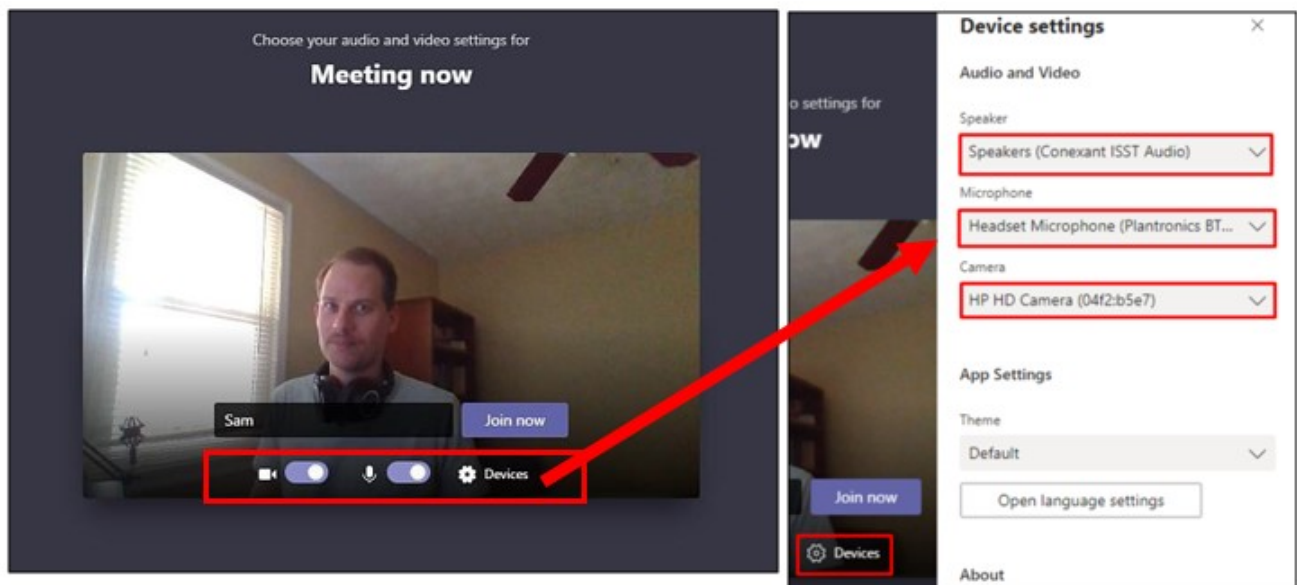
b. If the participant does not have Microsoft Teams, the participant will get a page to download the Windows app or join on the web browser instead (Internet Explorer, Firefox, and Safari are not fully supported with Teams). BPH recommends using Edge or Chrome as the browser for Teams Meetings on a PC. Mac users should downlaod the Teams app for the best experience or use Chrome.
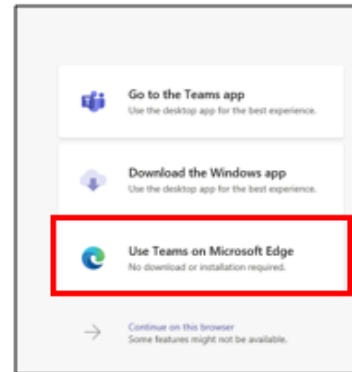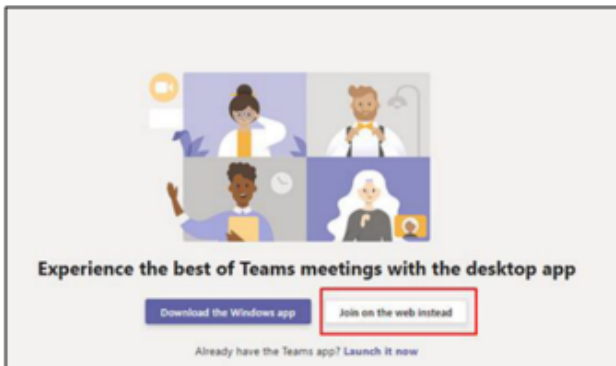

2) A window will appear with a box to enter the participant name and a "**Join now**" button. **Optional**: Participants can click the "**Devices**" button and select which speaker, microphone, and camera to use before joining the proceeding. They may also choose to turn on or off the camera and microphone here.

ACCESSING TEAMS MEETING – MOBILE DEVICE:

1. Click the "Join Microsoft Teams Meeting"

   a. If the participant does not already have the Microsoft Teams app installed, download the Microsoft Teams app from the App Store (IOS) or the Play Store (Android). Participants do not need a Microsoft Teams account to attend a meeting.

2. Once the app is downloaded, the participant will have the option to join as a guest.
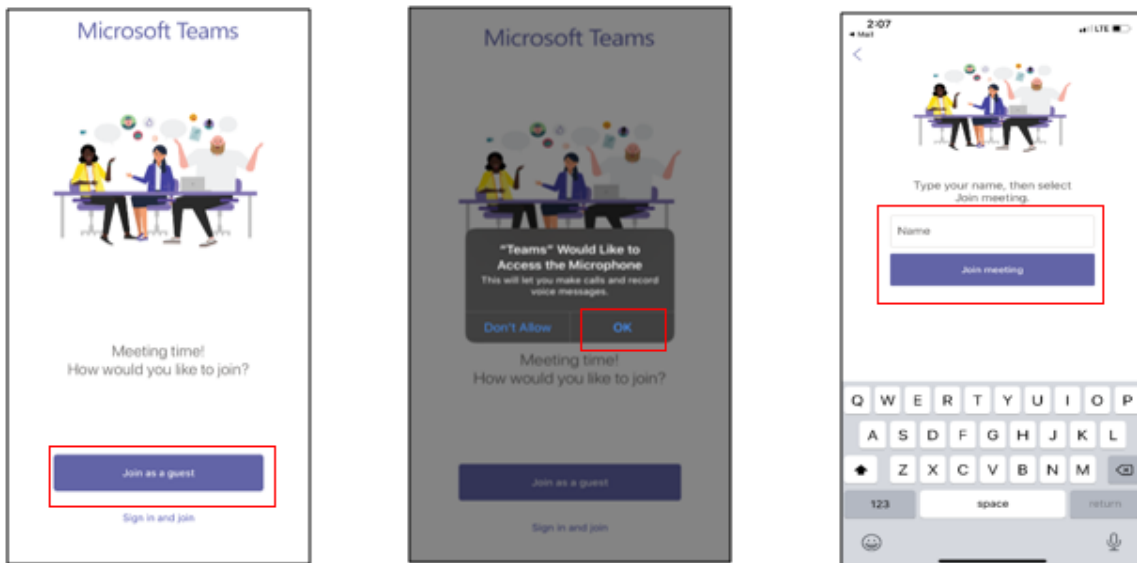
   a. Allow Teams to access the microphone, if prompted
   b. Enter name and select "**Join meeting**"
   c. Once in the meeting, a prompt may appear to allow Teams to access the camera. Click "**OK**" to allow Teams to access the camera and continue to the meeting
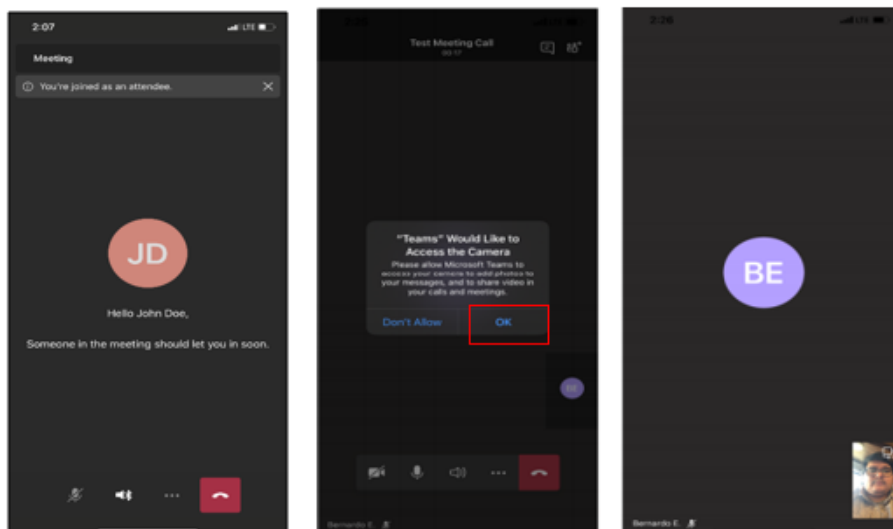
ACCESSING TEAMS MEETING – TELEPHONE (AUDIO ONLY):

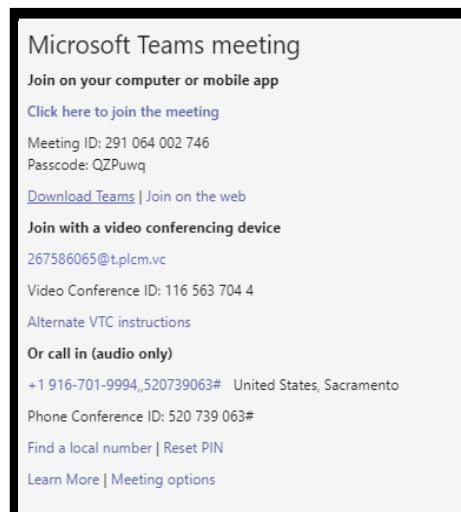1. Call the number listed on the meeting notice on the Board's website under "Or call in (audio only)."
2. Enter the Phone Conference ID when prompted.
   Note: If the participant clicks the telephone number link from a smart phone the conference ID is entered automatically.

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting

Meeting ID: 291 064 002 746
Passcode: QZPuwq

Download Teams | Join on the web

Join with a video conferencing device

267586065@t.plcm.vc

Video Conference ID: 116 563 704 4

Alternate VTC instructions

Or call in (audio only)

+1 916-701-9994,,520739063#   United States, Sacramento

Phone Conference ID: 520 739 063#

Find a local number | Reset PIN

Learn More | Meeting options

3. When asked if the caller is the leader, **DO NOT** push "*" (star)
4. Please keep the telephone muted during the meeting by pressing *6. Press *6 again to unmute.

System Requirements Windows and Mac computers for Microsoft Teams:

HARDWARE REQUIREMENTS FOR TEAMS ON A WINDOWS PC

Component	Requirement
Computer and processor	Minimum 1.6 GHz (or higher), 2 core
Memory	4.0 GB RAM
Hard disk	3.0 GB of available disk space
Display	1024 x 768 screen resolution
Graphics hardware	Windows OS: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update)
Operating system	Windows 10, Windows 8.1, Windows Server 2019, Windows Server 2016
.NET version	Requires .NET 4.5 CLR or later
Video	USB 2.0 video camera
Devices	Standard laptop camera, microphone, and speakers
Video calls and meetings	Requires 2-core processor. For higher video/screen share resolution and frame rate, a 4-core processor or better is recommended. See Hardware decoder and encoder driver recommendations for a list of unsupported decoders and encoders. Joining a meeting using proximity detection in a Microsoft Teams Room requires Bluetooth LE, which requires Bluetooth to be enabled on the client device, and for Windows clients it also requires the 64-bit Teams client. This feature is not available on 32-bit Teams clients.
Teams live events	If you are producing a Teams live event, we recommend using a computer that has a Core i5 Kaby Lake processor, 4.0-GB RAM (or higher), and hardware encoder. See Hardware decoder and encoder driver recommendations for a list of unsupported decoders and encoders.

HARDWARE REQUIREMENTS FOR TEAMS ON A MAC

Requirements:
Intel Core Duo processor
4.0 GB RAM
1.5 GB of available disk space
1280 x 800 or higher resolution
One of the three most recent versions of macOS. You can find the most recent versions of macOS here. For example, when a new version of macOS is released, the new version and the two immediately preceding it become the supported versions.
Compatible webcam
Compatible microphone and speakers, headset with microphone, or equivalent device

HARDWARE REQUIREMENTS FOR TEAMS ON A MAC

Requirements:
• Requires 2-core processor. For higher video/screen share resolution and frame rate, a 4-core processor or better is recommended. • Joining a meeting using proximity detection in a Microsoft Teams Room is not available on macOS.

HARDWARE REQUIREMENTS FOR TEAMS ON A MOBILE DEVICE

You can use Teams on these mobile platforms:
Android: Compatible with Android phones and tablets. Support is limited to the last four major versions of Android. For example, when a new, major version of Android is released, the Android requirement is the new version and the three most recent versions that precede it.
iOS: Compatible with iPhone, iPad, and iPod touch. Support is limited to the two most recent major versions of iOS. For example, when a new, major version of iOS is released, the iOS requirement is the new version and the most recent versions that preceded it. The optional Blur my background video effect on iOS requires an operating system of iOS 12 or later, compatible with the following devices: iPhone 7 or later, iPad 2018 (6th generation) or later, and the iPod touch 2019 (7th generation).