**From:** Richart, Sasha (SAO)
**To:** Ron Whalen
**Subject:** RE: Conservation Land Bank Meeting Link Confirmation
**Date:** Wednesday, October 11, 2023 9:24:00 AM
**Attachments:** image001.png
image002.png

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Hi Ron,

If your laptop has a camera built into it, then it should be accessible through the drop down at the bottom of the settings menu on the right hand of your screen under "video settings"

If you're on a desktop computer, you would need to likely plug in a web-cam and select from that same menu once it has set itself up. Most webcams these days are "plug and play," meaning they download all of the drivers they need automatically and are working within a couple minutes of receiving power from your computer.

Sasha Richart
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We're on social! Follow us on Facebook, Twitter and LinkedIn.

Pronouns: She, Her, Hers

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**From:** Ron Whalen <whaleeoni@gmail.com>
**Sent:** Wednesday, October 11, 2023 9:20 AM
**To:** Richart, Sasha (SAO) <sasha.richart@sao.wa.gov>
**Subject:** Re: Conservation Land Bank Meeting Link Confirmation

External Email

I've logged in to the meeting and see it says no camera. I've never hooked up a camera and have no idea how to.

On 10/11/2023 8:55 AM, Ron Whalen wrote:

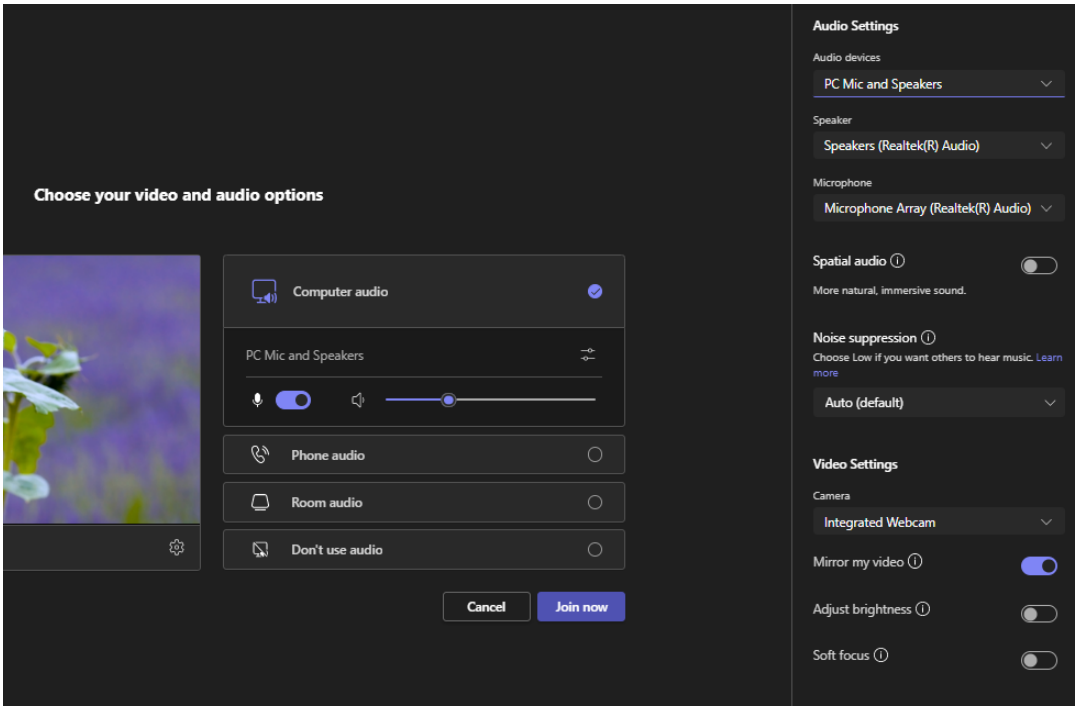
> I remember the meeting time and will try to tune in. I'm not sure of the resources as I'm just not adept at doing the online meeting thing. Ron
>
> On 10/11/2023 8:50 AM, Richart, Sasha (SAO) wrote:
>
> > Good morning Ron,
> >
> > I just wanted to ensure that my invitation wasn't potentially lost in transit, and that you had both the meeting link and the resources available ahead of our scheduled time this morning.
> >
> > Thank you and we're looking forwarding to meeting with you soon!
> >
> > 1. Sasha
> >
> >
> >
> > At the bottom of this message, you will find the link to join the meeting.
> >
> > The process to join the meeting is pretty streamlined to joined in 2023! As you requested, here's a couple of tips that could help troubleshoot any issues with the meeting:
> > 1. You can download the application ahead of time, or join directly from a browser
> > 1. If joining from a browser, please click "Allow" when the application requests access to

your microphone and speakers or headphones.

2. The browser and application both automatically detect the system default microphone and speakers, so please ensure that any peripherals are plugged in and functioning before launching the meeting.

2. It can be helpful to join the meeting a few minutes before the meeting to set-up to ensure time for any troubleshooting
3. If Teams fails, there is a call-in (audio only) connection link provided, which serves as essentially a conference call from your telephone. We lose the valuable face-to-face connection, however, this allows us to still hear each other.

4. When joining from the pre-downloaded application, you will be greeted with the following menu:




5. From here you can select the devices you would like to use to join the meeting with, if different than your system defaults. This also serves as a way to test your set-up prior to joining the meeting.

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# Microsoft Teams meeting

**Join on your computer, mobile app or room device**
Click here to join the meeting
Meeting ID: 265 527 668 408
Passcode: 6tSK7V
Download Teams | Join on the web
**Or call in (audio only)**
+1 564-999-2000,,963268252# United States, Olympia
Phone Conference ID: 963 268 252#
Find a local number | Reset PIN
Learn More | Meeting options

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