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| **From:** | Richart, Sasha (SAO) |
| **To:** | Ron Whalen |
| **Subject:** | Conservation Land Bank Meeting Link Confirmation |
| **Date:** | Wednesday, October 11, 2023 8:50:00 AM |
| **Attachments:** | image001.png<br>image002.png |

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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!

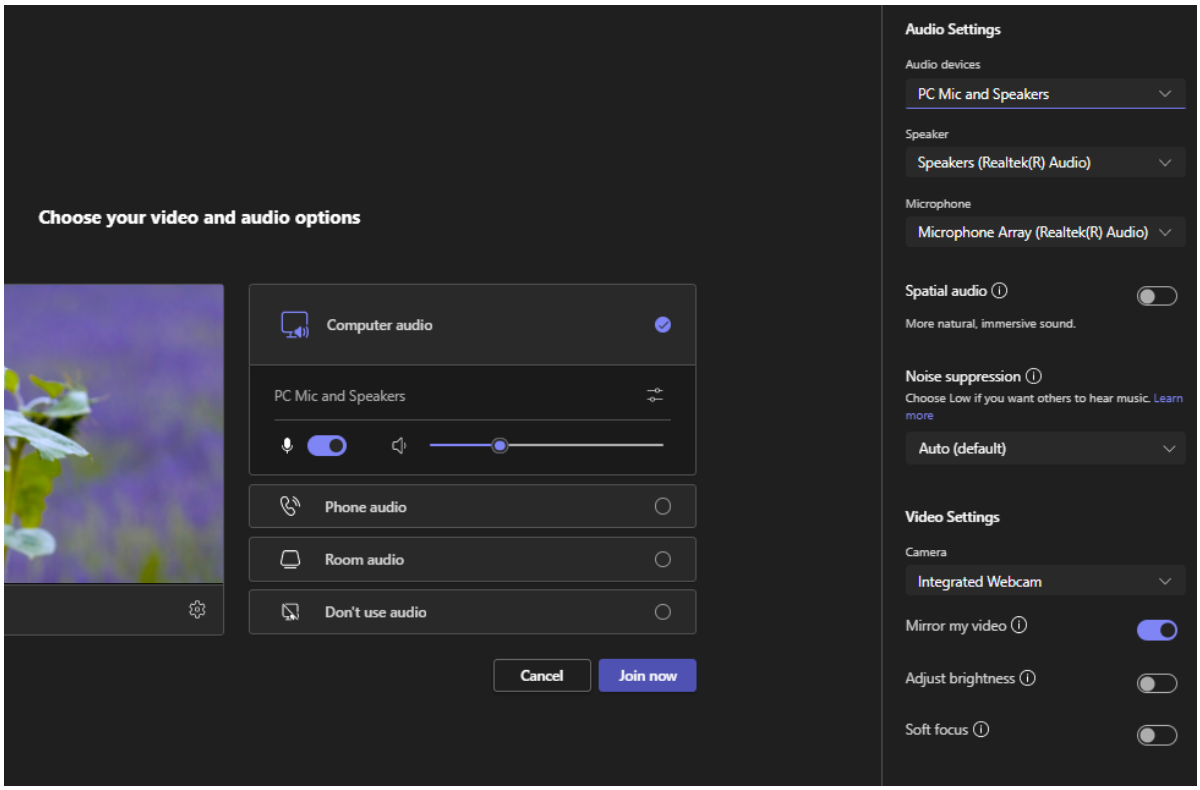
- Sasha

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:

- You can download the application ahead of time, or join directly from a browser
    - If joining from a browser, please click "Allow" when the application requests access to your microphone and speakers or headphones.
    - 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.
- It can be helpful to join the meeting a few minutes before the meeting to set-up to ensure time for any troubleshooting
- 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.

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




- 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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Pronouns: She, Her, Hers