**From:** Richart, Sasha (SAO)
**To:** Ron Whalen; Orcutt, Karyna (SAO)
**Subject:** SJC Citizen Hotline Debrief - Conservation Land Bank
**Attachments:** image001.png

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Good afternoon Ron,

Thank you for your flexibility in meeting with us virtually! 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.

Please let me know if you have any additional questions!

Kind regards,

Sasha

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Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzVjZGYzZDItZTJiMC00ODE4LTllMWItNTE4NmFhMGEzMDUz%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%223127e107-e737-4fd4-8fc1-b8f2afcd58d6%22%7d>

Meeting ID: 265 527 668 408
Passcode: 6tSK7V

Download Teams <https://www.microsoft.com/en-us/microsoft-teams/download-app> | Join on the web <https://www.microsoft.com/microsoft-teams/join-a-meeting>

Or call in (audio only)

+1 564-999-2000,,963268252# <tel:+15649992000,,963268252#> United States, Olympia

Phone Conference ID: 963 268 252#

Find a local number <https://dialin.teams.microsoft.com/811a9140-4f87-4b3b-b4e5-c0df12d33f3f?id=963268252> | Reset PIN <https://dialin.teams.microsoft.com/usp/pstnconferencing>

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