

Prepare for a video appointment

In order to participate in a video appointment, you are required to have the following:

Computer requirements:

1. A strong and reliable internet connection capable of communicating through Microsoft Teams without lag.
Note that meeting may be changed to a telephone meeting if poor video or sound is experienced.
2. A microphone, speaker, and monitor of sufficient size to view any shared documents for the device that will be used to connect through Teams.
3. The confirmation email of the appointment containing the link to the Teams meeting.

Document requirements:

4. Documents to share. Prepare and upload your documents as described below.

Documents required for appointments made for pre-application questions:

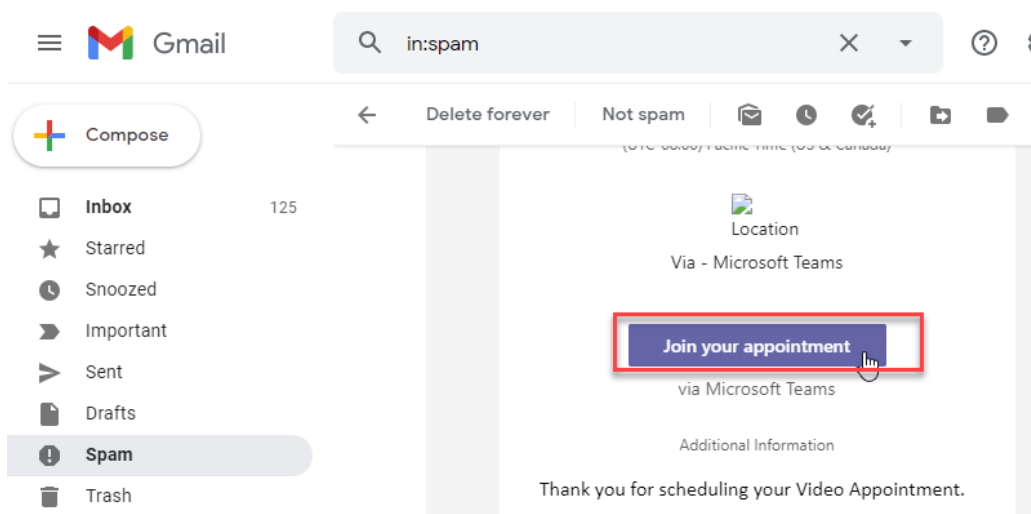
1. Plans to share. In the appointment confirmation email you will receive a link to a website where you can fill out a form and upload pdf documents for the meeting. Please upload the documents prior to the meeting to maximize the time available for questions. County staff will share their screen and can view any pre-uploaded meeting document during the meeting.

If you do not have a confirmation email, please check your Spam or Junk folder.

Joining via a mobile device or tablet: download the Microsoft Teams app prior to your video appointment. Join the meeting by clicking on “Join your appointment” button in the confirmed: Video Appointment email you received.

Joining from a pc or laptop: for a better user experience, we highly recommend that you install Microsoft Teams on your device prior to the meeting. Installing the app results in better video quality and allows for the use of many of the Teams features not otherwise available when connecting through the web. To install the app, when clicking on the “Join your appointment” button, you will have an option to download the desktop version, click on the link.

Joining via the web: Click on “Join your appointment” button in the confirmed: Video Appointment email you received.



Click allow for teams.microsoft.com to use your camera and microphone

