



State of Oregon
Department of
Environmental
Quality

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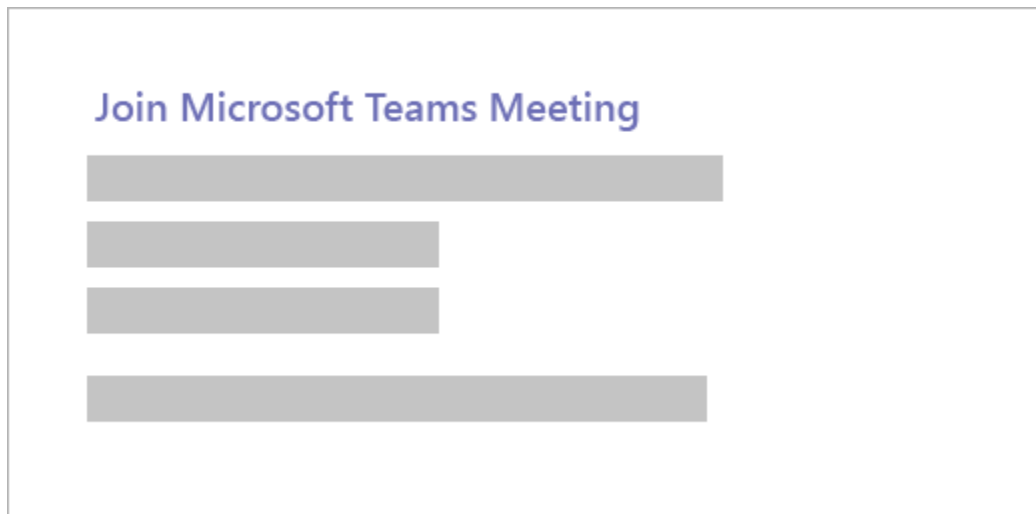
How to Join DEQ Online Meetings

How to Join a Meeting Without a Teams Account

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

Note: Some meetings don't allow people to join as guests.

1. Go to the meeting invite and select Join Microsoft Teams Meeting.



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

Joining the Teleconference

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, just dial the number to join.

[Redacted]

+1 323-849-4874 United States, Los Angeles (Toll)

(866) 679-9995 (Toll-free)

Conference ID: 000 000 00#

Local numbers

[Redacted]

How to Use Zoom

Getting Started with Zoom

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our [Download Center](#). [Learn more about downloading Zoom.](#)

How to I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client](#).

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using authentication profiles, then the participant will need a Zoom account to access the meeting. [Learn more about joining a Zoom meeting.](#)

Joining a Meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting.](#)

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not

be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.