Department of Regulatory and Economic Resources (RER)
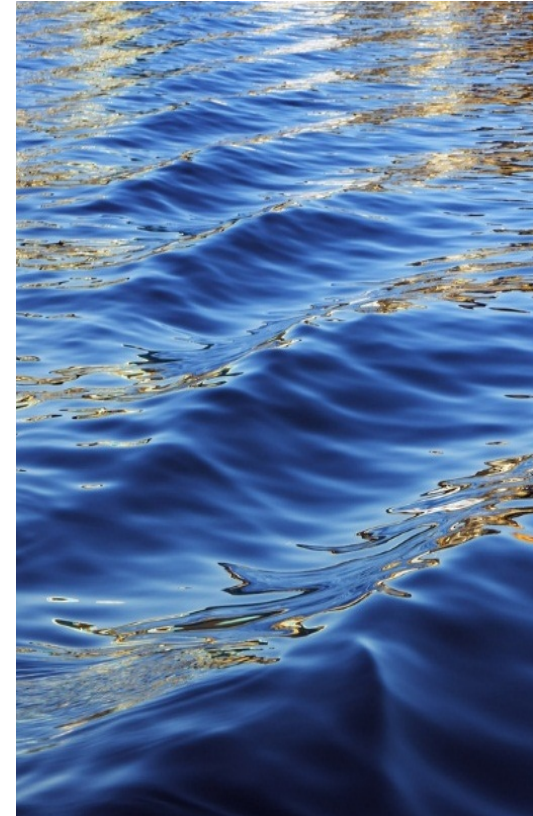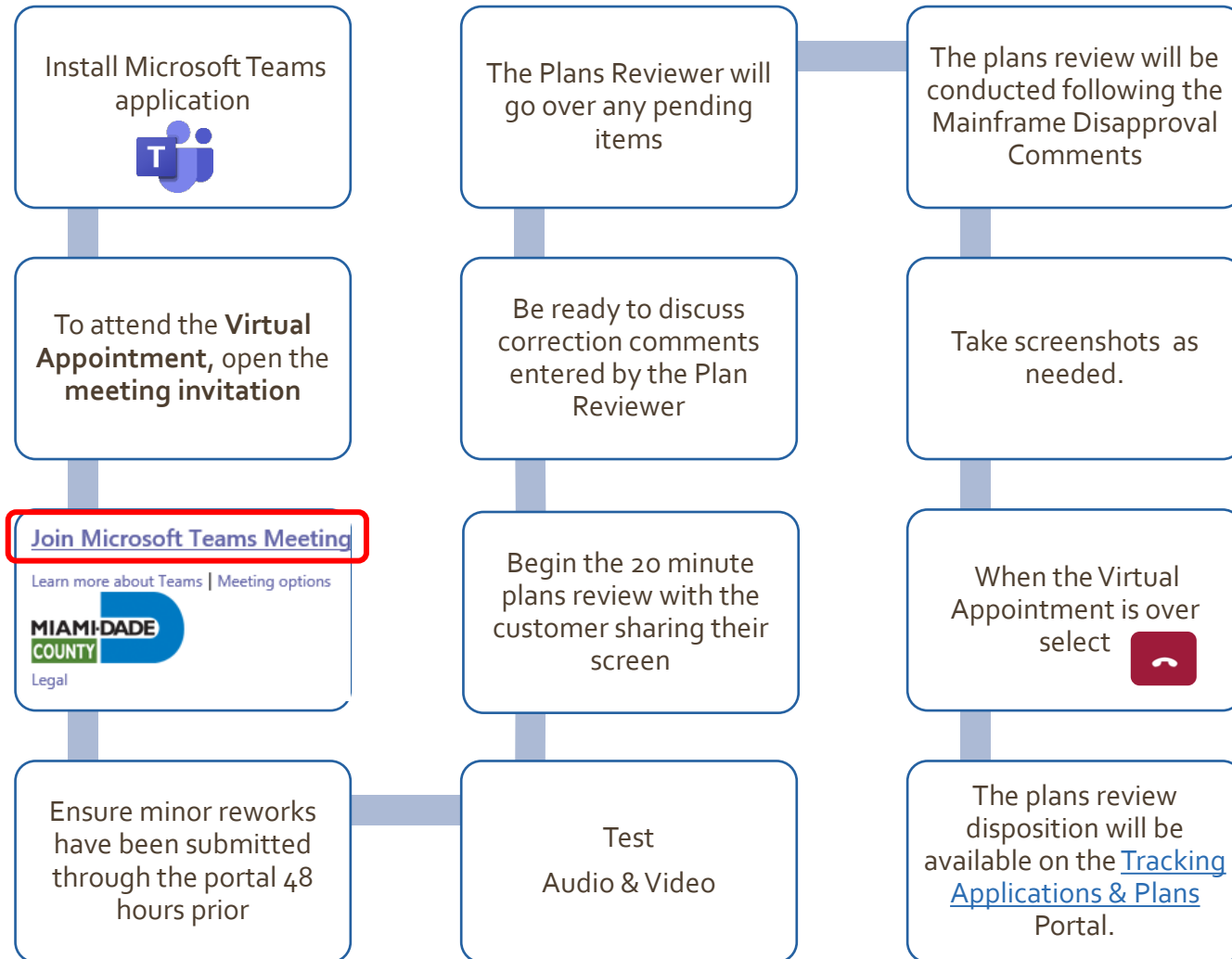
Guide on How to Use Microsoft Teams for Virtual Meetings

MIAMI-DADE COUNTY

Procedures for Virtual Meetings

Install Microsoft Teams application

The Plans Reviewer will go over any pending items

The plans review will be conducted following the Mainframe Disapproval Comments

To attend the **Virtual Appointment,** open the **meeting invitation**

Be ready to discuss correction comments entered by the Plan Reviewer

Take screenshots as needed.

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

MIAMI·DADE COUNTY

Legal

Begin the 20 minute plans review with the customer sharing their screen

When the Virtual Appointment is over select

Ensure minor reworks have been submitted through the portal 48 hours prior

Test
Audio & Video

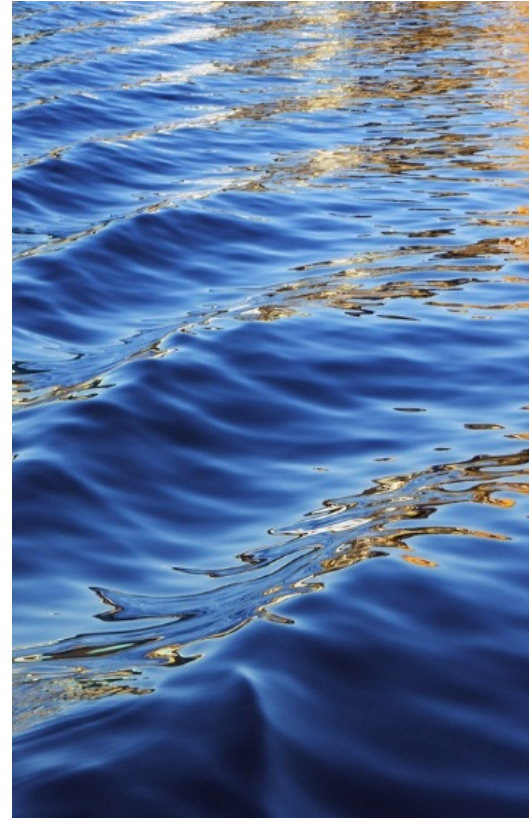The plans review disposition will be available on the Tracking Applications & Plans Portal.

Procedures for Virtual Meetings

➢ The appointment will be performed using Microsoft Teams, please make sure you have the Microsoft Teams App downloaded on your device and familiarize yourself with these Guidelines for using Microsoft Teams.

➢ **Join the meeting 5 minutes prior to the scheduled time.**

➢ At the time of the appointment please ensure you have the following:

  ➢ A broadband internet connection, as well as, audio and microphone capabilities.

  ➢ Familiarize yourself with sharing your screen on Microsoft Teams

  ➢ Be ready to accept a video call.

  ➢ Be prepared to discuss the pending correction comments with the Plans Examiner.

  ➢ Make sure any minor rework being discussed have been uploaded via the submission portal and available before the appointment.

Joining a Microsoft Teams Meeting

Microsoft Teams Desktop

Click "Download for Desktop" to Download Microsoft Teams

Microsoft Teams Desktop

Microsoft

Click here to join the meeting invitation

Open your Email

Microsoft Teams Desktop

Microsoft

Choose your audio and video settings for
Meeting now

John Doe | Join now

PC Mic and Speakers

Enter your full name
and select "Join Now"

Other join options

Audio off | Phone audio
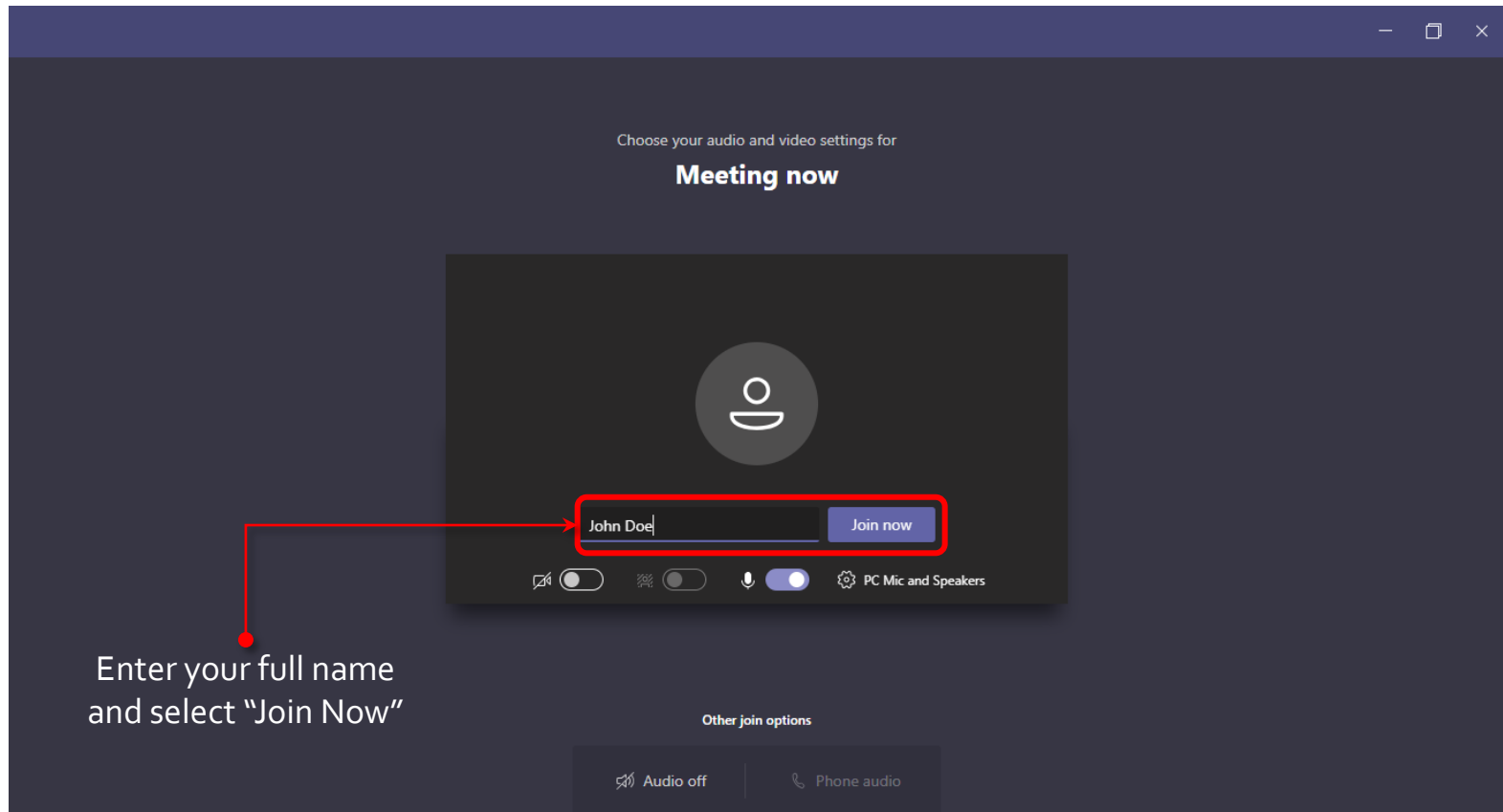
Join as a Guest

Microsoft Teams Desktop

Microsoft

Close

Someone in the meeting should let you in soon
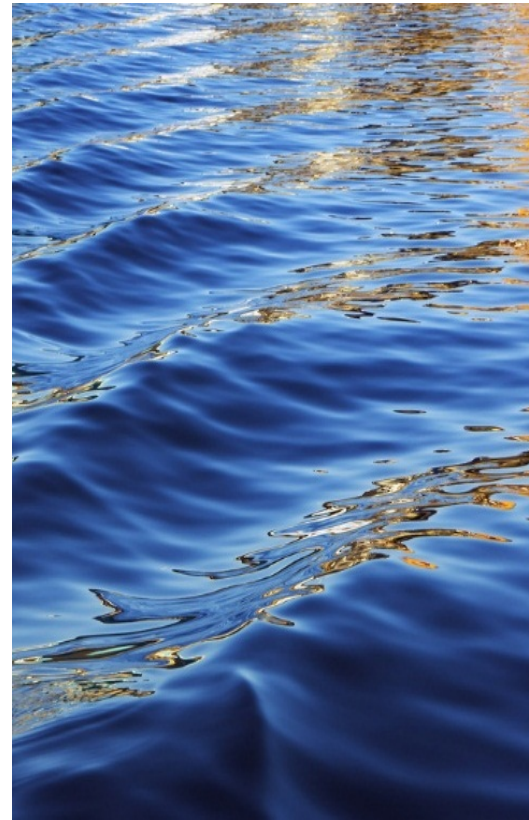
PC Mic and Speakers
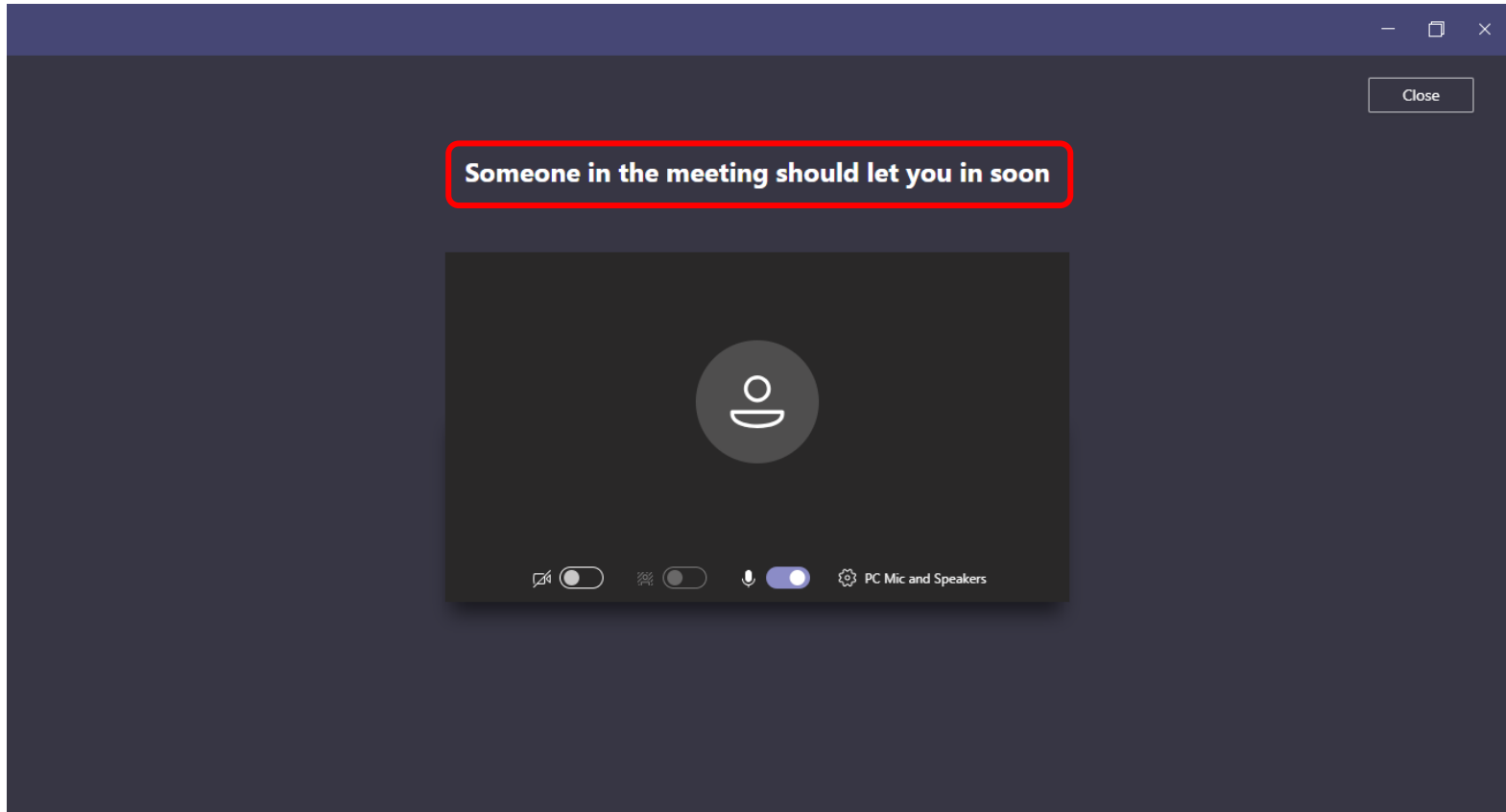
Wait in the Lobby

Meeting/Call Screen

Microsoft Teams Desktop

Sharing your Screen

Microsoft

Mute/Unmute

Click on the Share Button
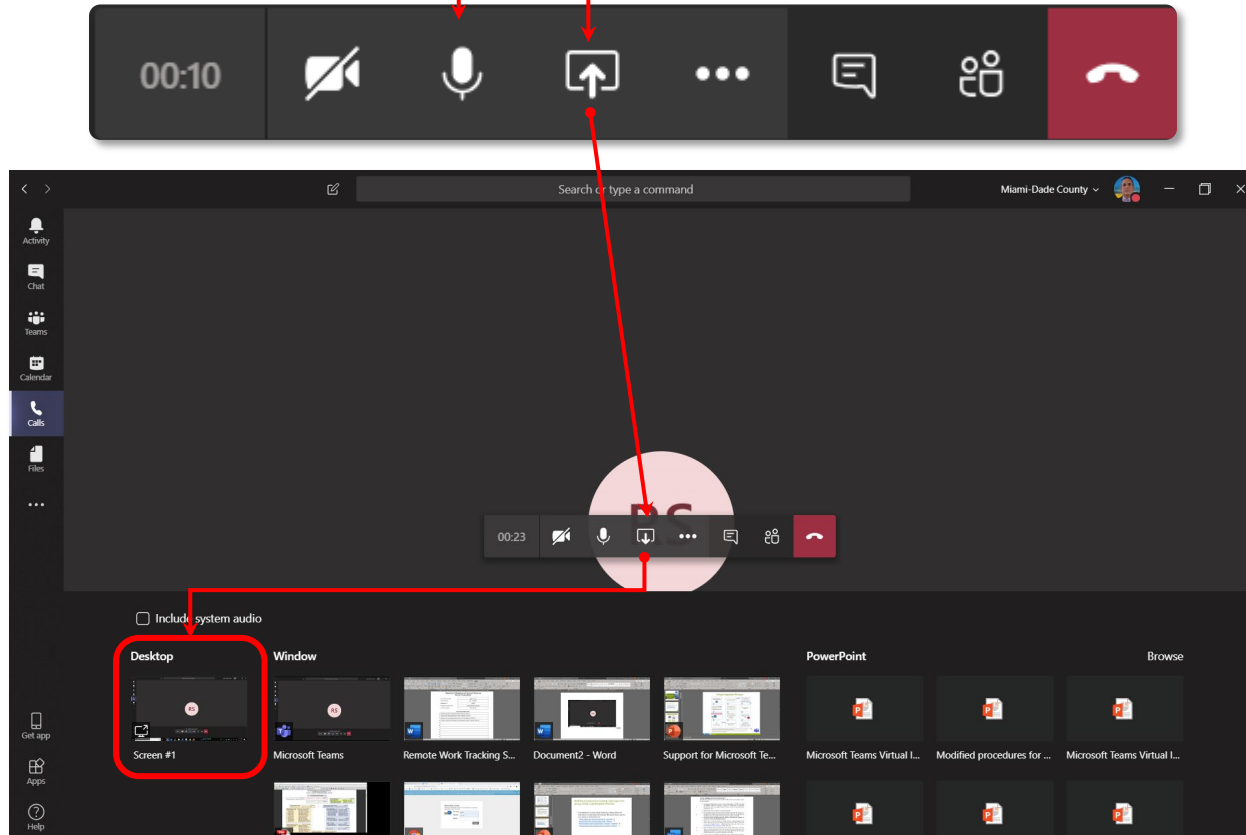
Microsoft Teams Desktop

Microsoft

Click on the Conversation Icon

Hang-up