



Cowtown Vettes June Membership Meeting – VIRTUAL via *Microsoft Teams*

Your CTV Officers & Chairpersons felt that we need the June meeting to handle some necessary business. Due to Covid-19 & the lack of a physical meeting room, it has been decided to host this meeting *VIRTUAL* instead of in person.

We will be utilizing [Microsoft Teams Video Conferencing](#) solution to host this virtual membership meeting. Several of us utilize this platform for work and I'm sure you have seen the commercials on TV. Some of our meetings at work have hosted as many as 229+ attendees.

For those that might not be familiar with this solution, it allows us to share content on the screen, see each other's faces (if you have a video camera) and to discuss topics like we are in the same room. Cowtown's Elected Officers have been utilizing this capability for our Board Meetings for a couple of months now.

What devices are supported to attend the virtual meeting?

Note: You do NOT have to download an application – you can just use your browser

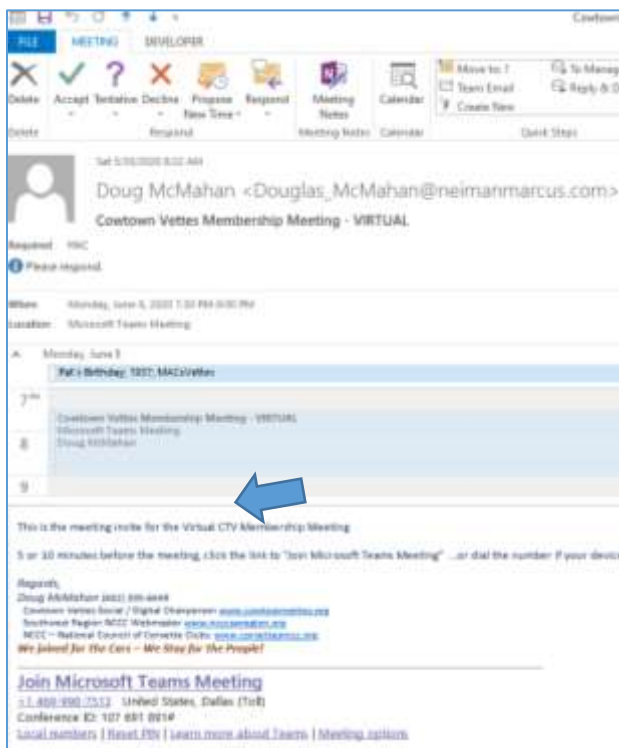
- Join via [personal computer](#) (Laptop or desktop) with audio (speakers & microphone) and preferably a video camera. If your computer does not have a microphone, you can join on your phone for talking and your computer to see content and others in the meeting
- Join via [mobile device](#) (smartphone or tablet) all of which should have audio & video ;) ...*unless you are still using a flip phone ;)*

A few virtual-meeting etiquette notes:

- Please mute your microphone, unless you need to talk to everyone; especially if someone else is in the room with you
- You can un-mute to join the discussion or make comments
- You can also ask questions via the "Chat" feature.
- Do not have two open microphones in the same room (computer & cell phone, 2 computers, etc.) – causes feedback.

How do I connect when it is time for the meeting?

- You will receive an email with a meeting invite from Doug McMahan (from his work email). The meeting invite will be similar to what is shown below. You can **Accept** the invite and it will add it to your calendar.





Cowtown Vettes June Membership Meeting – VIRTUAL via *Microsoft Teams*

- On June 8th, about 5-10 minutes before the meeting time, select the “Join Microsoft Teams Meeting” link in the invite. Please sign in using your real name. You are welcome to join the call early so we can start promptly at 7:30pm.
- Once joined, you will see folks in the meeting – some may have their video turned on (as shown below).



- The Teams menu bar (shown above) is how you control your video, microphone (mute) and other features. The list of people in the meeting is obtained by clicking the people icon to the left of the red hang-up button.
- We can share information (instead of handouts) – one example shown below of the agenda



If you have any concerns or technical questions, please contact [Doug McMahan](#) (CTV Board & Social/Digital Chairperson)

Thank you for giving this trying this option during these uncertain and different times.

We look forward to your attendance and participation on June 8th.

Regards,
CTV Elected Officers