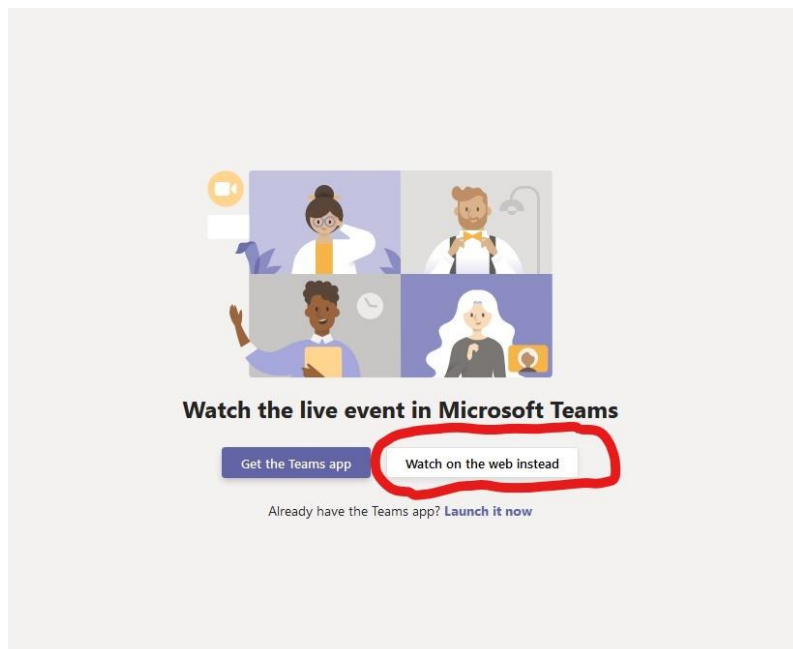
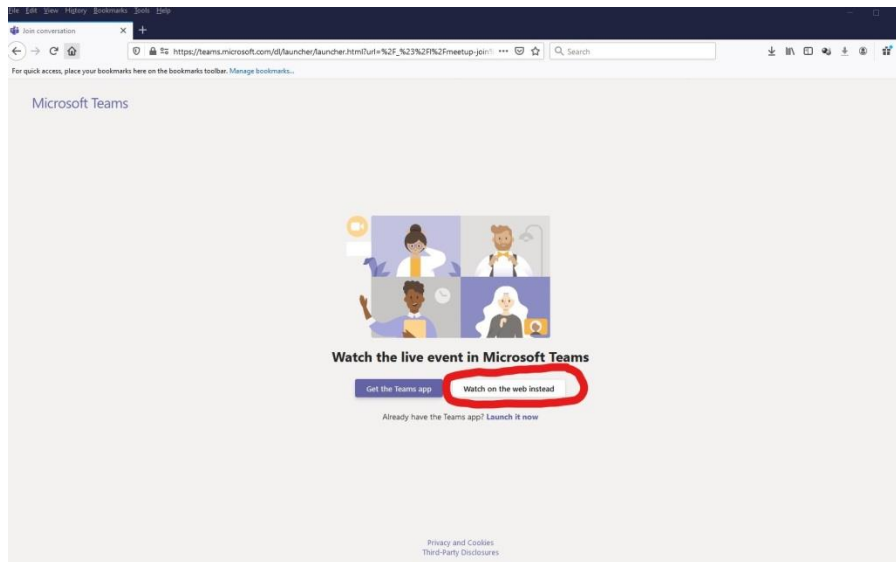


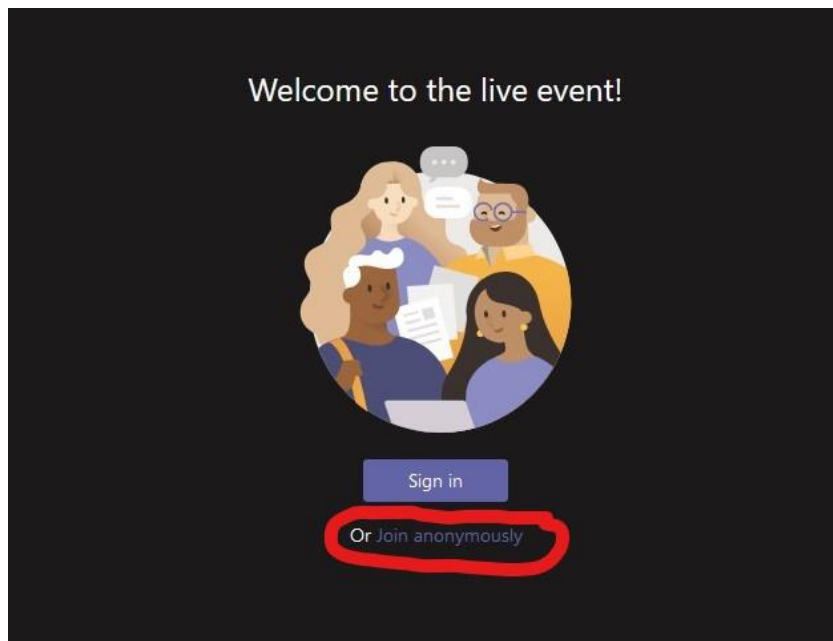
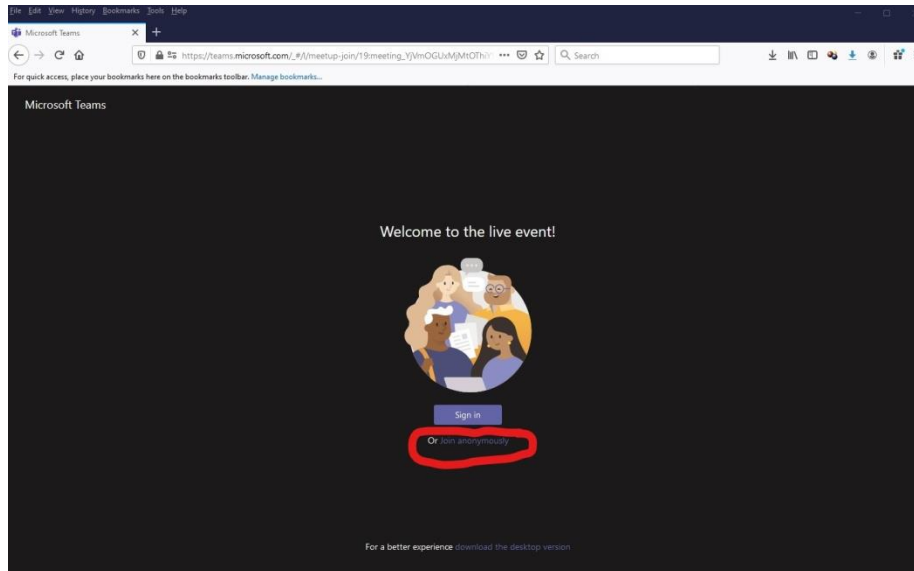
How to Join a BCPL Board Meeting on Teams

Teams works best in Edge or Chrome. It does not work in Internet Explorer, on Tablets, or Mobile devices.

1. Click on the live event link sent to you in your email.
2. A website similar to the one below will open. You may be prompted to download the MS Teams app or launch the app (if it is already installed on your computer). Close those prompts and then click on "Watch on the web instead"

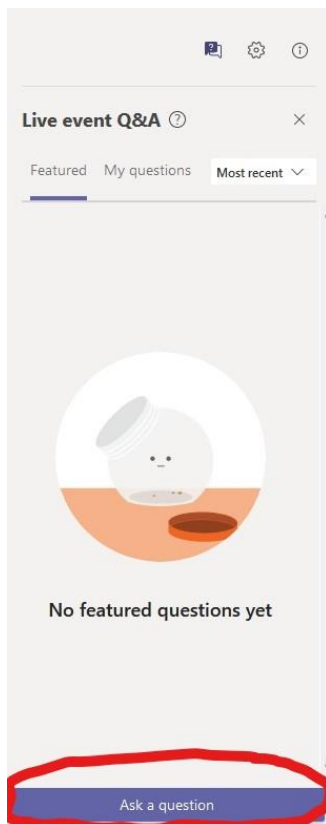
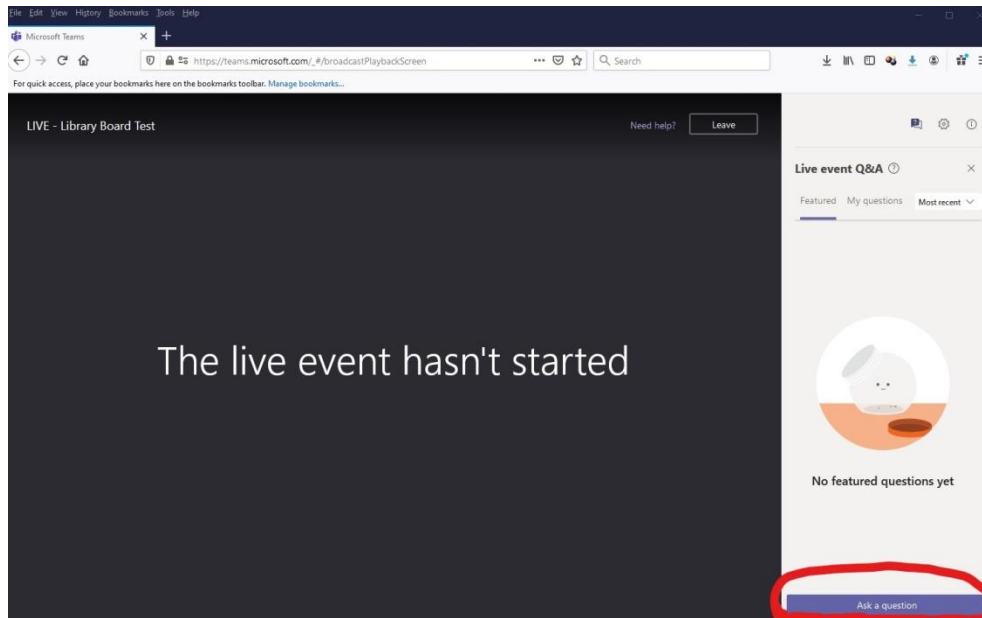


3. Next you will get a screen that looks like the one below. Click on “Join anonymously”.

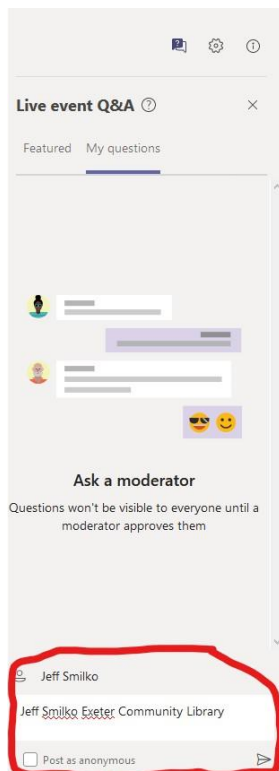
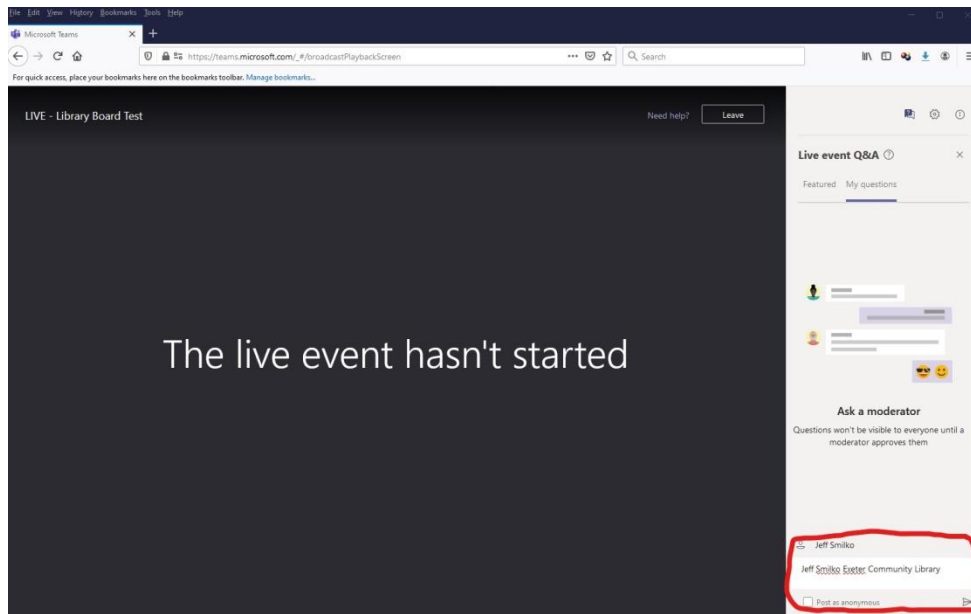


4. Now you have joined the meeting and should see a screen similar to the one below.

5. **In order to be added to the attendance list you must register yourself.** In order to do that, click on the "Ask a question" button in the bottom right hand corner.



6. Once you click “Ask a question” the screen in the right hand corner will change to “Your name (optional)” and “Ask a question”. Enter your name where it says “Your name (optional)” and then enter your name again and your associated library where it says “Ask a question” and then click enter. Make sure the “Post as anonymous” box is unchecked. The pictures below show the proper format.



7. If you have completed the steps properly you should see your name and associated library under the "Live event Q&A" on the right hand side of the screen as shown below.

