

# FRTR Meeting Remote Participation Instructions

Wednesday, November 7, 2018 from 8:00 AM to 4:30 PM eastern

Meeting agenda and materials can be accessed at <https://frtr.gov/meetings.htm>



Join Skype Meeting: <https://meet.lync.com/usepa/balent.jean/YY4J1H5R>

- Trouble Joining? Try the Skype Web App at <https://meet.lync.com/usepa/balent.jean/YY4J1H5R?sl=1>



Audio is available online by default or you may join by phone: +1 (202) 991-0477, conference code: 7880828

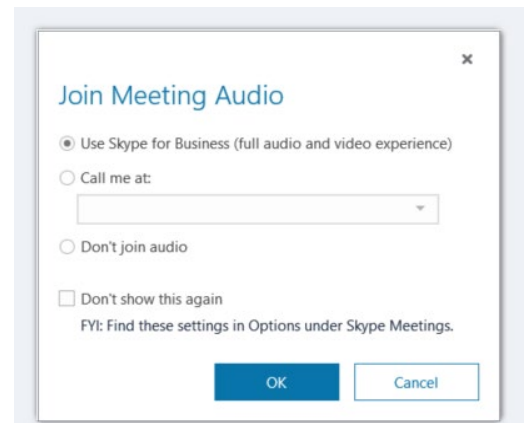
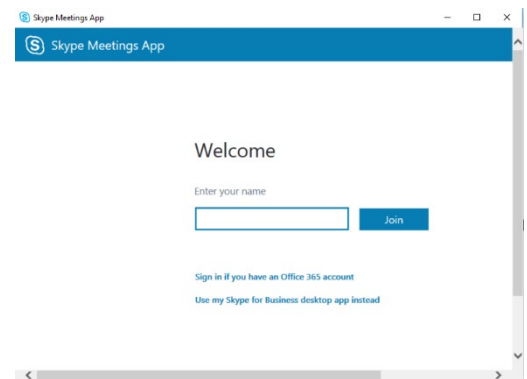
- Need a local dial in number? Look one up online (scroll to bottom of list for US numbers) at <https://dialin.lync.com/556a4b78-4afd-4fe6-b721-1d903e8cdaa6>

## Step by Step Instructions

1. Open the Skype Meeting URL shown above.
2. Follow your browser's instructions for installing Skype Meetings App. For example, in Internet Explorer, select **Run** when you see the alert at the bottom of the browser window.
3. On the Skype Meetings App sign-in page, enter your name, and select **Join**.
4. If prompted, select the appropriate method to listen:
  - Skype for Business – select this option to listen to audio online using your computer speakers or headphones
  - Call me at – select this option to have the online meeting call you for phone audio. You will be prompted to enter a phone number where you can be reached; Skype will call you at this location to listen to audio by phone
  - Don't join audio – select this option if you plan to join via the teleconference option listed above

Need more help with Skype? Visit

<https://support.office.com/en-us/article/skype-meetings-app-help-skype-for-business-web-app-e08370be-2fbb-4ce9-9a90-c84d92cc4cab?ui=en-US&rs=en-US&ad=US&ver=15&O365=1>



# Skype Meeting Interface

The image shows a screenshot of the Skype Meetings App interface. At the top, the title bar reads "Skype Meetings App" and "2 Participants". The main content area displays a slide titled "Federal Remediation Technologies Roundtable" with a subtitle "General Meeting of the Federal Remediation Technologies Roundtable" and a main heading "PFAS Characterization". The slide also lists the location: "U.S. Geological Survey (USGS) National Center (Headquarters) 12201 Sunrise Valley Drive | Reston, Virginia 20192" and the date: "Wednesday, November 7, 2018". A note at the bottom of the slide states: "The online broadcast will begin at approximately 8:30am eastern". A small video thumbnail of a participant named "Balent, Jean" is visible on the right side of the slide. The bottom of the interface features a control bar with icons for chat, video, mute, screen share, and hang up. Three blue callout boxes with arrows point to these icons: "Open chat to report technical issues or ask" points to the chat icon, "Mute or unmute your mic" points to the mute icon, and "Hang up or exit the meeting" points to the hang up icon. Another callout box at the top right, "Expand slides to full screen", points to the expand icon in the top right corner of the meeting window.

Expand slides to full screen

Skype Meetings App

2 Participants

17:54

Federal Remediation Technologies Roundtable

General Meeting of the  
Federal Remediation Technologies Roundtable

**PFAS Characterization**

U.S. Geological Survey (USGS) National Center (Headquarters)  
12201 Sunrise Valley Drive | Reston, Virginia 20192  
Wednesday, November 7, 2018

The online broadcast will begin at approximately 8:30am eastern

Balent, Jean

Open chat to report technical issues or ask

Mute or unmute your mic

Hang up or exit the meeting