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

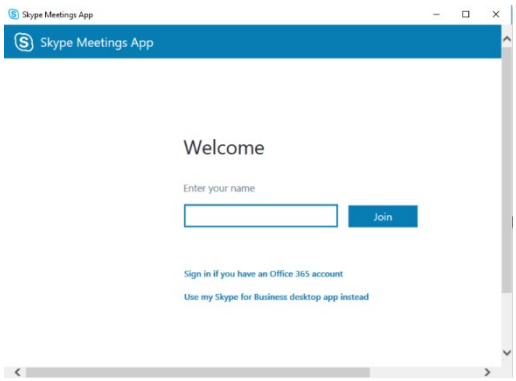
- Trouble Joining? Try the Skype Web App at https://meet.lync.com/usepa/balent.jean/YY4J1H5R?sl=1

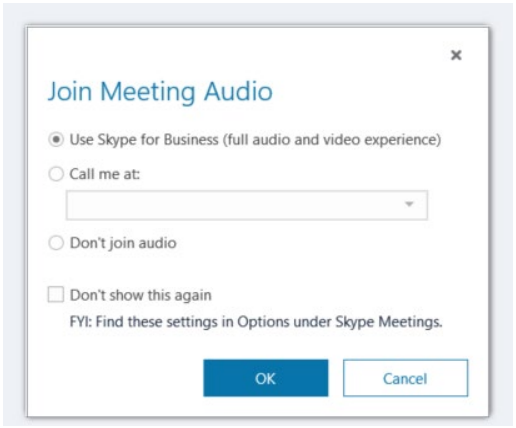
Audio is available online by default or you may join by phone: +1 (202) 991-0477, conference code: 7880828

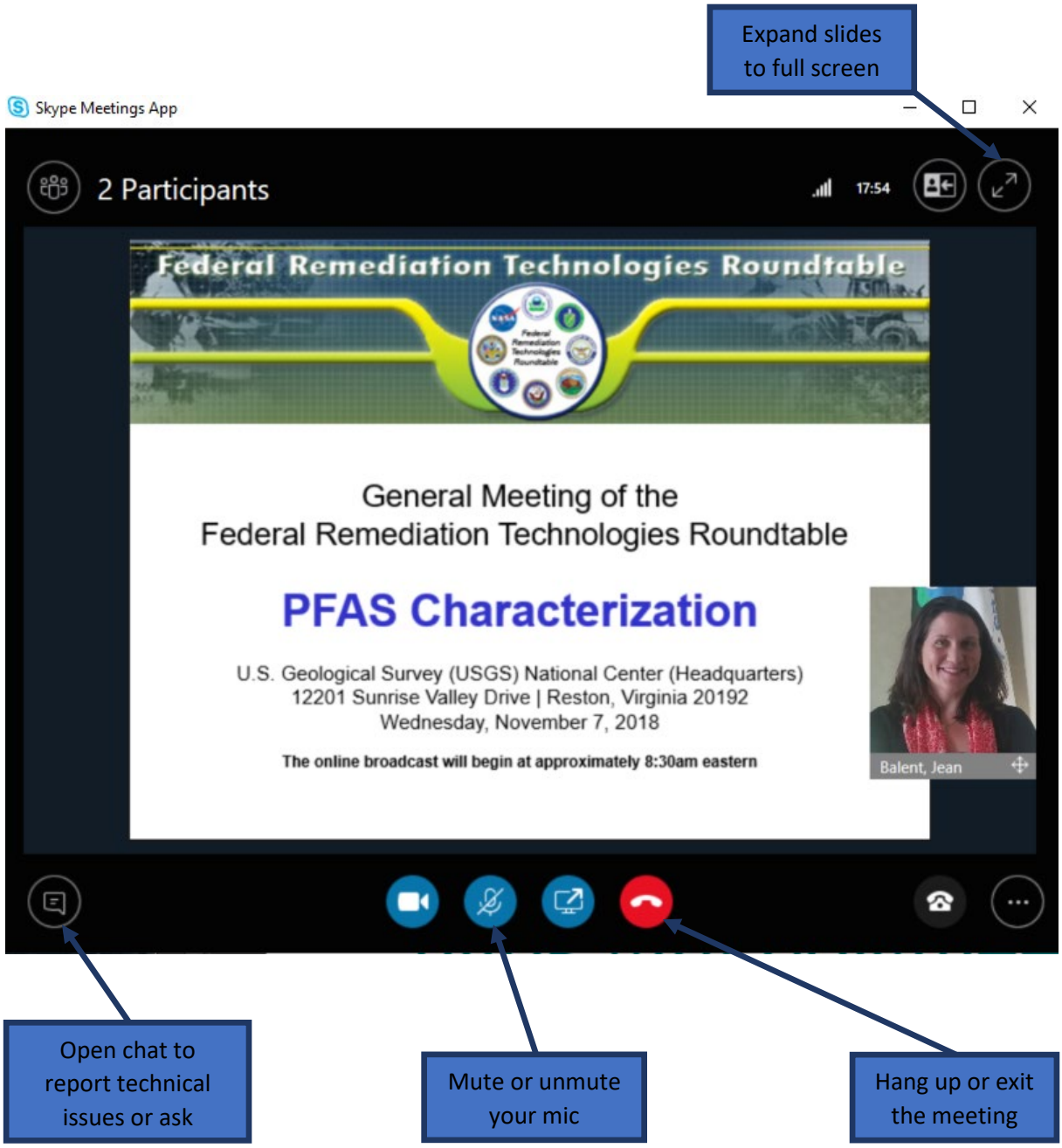
- Need a local dial in number? Look one up online (scroll to bottom of list for US numbers) at https://dialin.lync.com/556a4b78-4afd-4fe6-b721-1d903e8cdaa6

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