

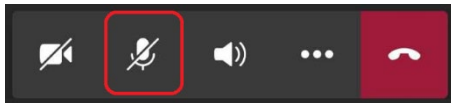
How to Attend a Prehearing Conference

Prehearing Conference attendees will have three options for attending the meeting. You can join using Microsoft Teams (does not require an account) via a computer, laptop, or smartphone or you can dial in using any phone line via the meetings conference call & conference ID number (tolls may apply).

For the best user experience, options 1 and 2 are preferred connection methods. Method 1 and 2 require that your device has a microphone and/or camera. Please note that most [desktop computers](#) do not have built-in cameras or microphones. Most [laptops](#), [smartphones](#), and [tablets](#) will have built-in microphones and cameras.

Option 1: Join Via a Web Browser (*A Microsoft account is not required*)

1. Click on the “Join Microsoft Teams Meeting” link located on the ATC Prehearing Conference Website
2. If prompted to open in the Microsoft Teams desktop application, select the “Join on the web instead” or “Continue on this browser” to launch the meeting in a web browser.
3. Select “Join as a Guest”
4. **When prompted for your name, type in the below information:**
 - a. *Permit # - Attendee Name* (ex. DL0012345 – John Doe or BR0012345 – Jane Doe)**NOTE: If you do not know the permit # please use the business name in its place. If you hold a bartender’s permit and do not know your permit # enter your name.**
5. Select “Join”
6. At this time, you will be placed in a waiting room / queue, until the ATC Prosecutor admits you to the meeting.
7. Once the meeting launches, make sure your device is unmuted:



8. When unmuted you will see the unmute microphone icon. Once you are done with your hearing mute your device by clicking on the unmute microphone icon:

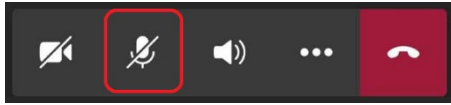


Option 2: Microsoft Teams Desktop or Smartphone Application (*Requires the installation of the free Microsoft Teams Desktop or Smartphone Application. A Microsoft account is not required.*)

[Install on Computer](#)² | [Install on Smartphone](#)³

1. Click on the “Join Microsoft Teams Meeting” link located on the ATC Prehearing Conference Website
2. Choice Windows or Smartphone Application
 - a. On a computer: “Open Microsoft Teams”
 - b. On smartphone: “Open with Teams”
3. Select “Join as a Guest”
4. **When prompted for your name, type in the below information:**
 - a. *Permit # - Attendee Name* (ex. DL0012345 – John Doe or BR0012345 – Jane Doe)**NOTE: If you do not know the permit # please use the business name in its place. If you hold a bartender’s permit and do not know your permit # enter your name.**
5. Select “Join”

6. At this time, you will be placed in a waiting room / queue, until the ATC Prosecutor admits you to the meeting.
7. Once the meeting launches, make sure your device is unmuted:



8. When unmuted you will see the unmute microphone icon. Once you are done with your hearing mute your device by clicking on the unmute microphone icon:



Option 3: Join Via Telephone Toll Line

1. Dial **+1 317-552-1674** (Toll)
2. When prompted enter the conference ID number for the meeting you wish to join, followed by #: **Conference ID: Conference IDs are posted on the ATC Prehearing Conference Website**
3. At this time, you will be placed in a waiting room / queue, until the ATC Prosecutor admits you to the meeting.
4. Once admitted to the hearing you can mute and unmute your phone line by pressing ***67** on your phone's keypad.

References:

1. *Install Microsoft Teams on a computer:* <https://products.office.com/en-us/microsoft-teams/download-app>
2. *Install Microsoft Teams on a Smartphone or Tablet:* <https://pages.email.office.com/GoTo/?r=TeamsMobileApp>