



## **USING MICROSOFT TEAMS TO ATTEND PLCB PUBLIC BOARD MEETINGS**

While people wishing to comment on items appearing on a meeting agenda are encouraged to attend that meeting in person, public meetings of the Pennsylvania Liquor Control Board (PLCB) are also broadcast over Microsoft Teams, which can be accessed online and by phone.

### **Using Teams Online**

The Teams meeting link will only be active shortly before and shortly after a public meeting. [Click on the link](#) and join the meeting.

If you wish to comment, make your intentions known in the Teams chat window before the start of the meeting – type your name, location, and issue you wish to comment on. If you wish to comment using your computer or smartphone, you must have an active microphone. Web-based cameras are not required.

All incoming lines are muted until speakers are recognized by the Chairman. Once your line is unmuted, you might have to unmute your microphone before you can be heard.

During the meeting, if the Chairman asks for comment regarding the non-renewal of a specific license and you wish to speak, use the Raise Hand function (found under Reactions) and wait until you are recognized.

### **Using Microsoft Teams by Telephone**

Participants may also participate in the Teams meeting via the telephone by calling 267.332.8737 and entering the following code: 240 679 670.

In order to be recognized and make a comment, telephone participants must press \* then 5, then wait to be recognized and unmuted before offering a comment. Once you are recognized, follow the prompts on your phone so you can be heard.