Teams Usage for Public Hearings
To join a Teams meeting you can:

- Follow the meeting link from the public hearing notice/website (https://www.tn.gov/environment/ppo-public-participation.html), or
- Join by phone

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**Upcoming Public Hearings & Meetings:**

Each hearing or meeting listed below has a direct link to the online meeting. Details on how to connect are included in the public notice document. People who attend the hearing/meeting by phone and who are not able to register online will be given the opportunity to confirm their participation during the hearing. Your participation is appreciated.

<table>
<thead>
<tr>
<th>Hearing Date</th>
<th>Time</th>
<th>Site</th>
<th>Public Notice</th>
<th>Online:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 23, 2021</td>
<td>5:00PM (CDT)</td>
<td>Proposed permit for limestone quarry and processing facility (PUBLIC NOTICE)</td>
<td><a href="#">TN0070661-PN</a></td>
<td>Teams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Also in person at Erin City Hall, 15 Hill Street, Erin, TN 37061</td>
<td></td>
<td></td>
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<tr>
<td>June 29, 2021</td>
<td>5:00PM (CDT)</td>
<td>General NPDES Permit for Storm Water Discharges Associated with Construction Activity</td>
<td><a href="#">TNR100000-PN</a></td>
<td>Teams</td>
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<tr>
<td></td>
<td></td>
<td>Also in person at 312 Rosa L Parks Ave, Nashville, TN 37243 - Multi-Media Room</td>
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<td></td>
</tr>
</tbody>
</table>
Joining by Computer

- Clicking the direct link will bring you to the below website. You may choose any option, but you can join the meeting without downloading the program by clicking “Continue on this browser”.

Click here if you do not have the Teams program on your computer.
Joining by Computer (Continued)

- Click “Allow” for the use of microphone if you wish to speak during the meeting/hearing.
- If you cannot enable your microphone or do not have a microphone, proceed to the next step to instead use a phone for audio.

Click here to allow use of your computer microphone
Joining by Computer (Continued)

- If you do not have a computer microphone, click “Phone audio” at the bottom of the page and follow the prompts.

Click here to use your phone for audio
After you have set up your audio connection, click **Join now** to enter meeting.
Joining by Phone Instead of Computer

- The call-in number is provided within the public notice document.
- To access the meeting, dial the call-in number and then enter the meeting ID number, followed by the # sign.
- You will be muted upon entry to the meeting in order to reduce background noise. To unmute yourself, press *6.

Information regarding how to join by computer will be posted to the following website:

Join by phone: 1-629-209-4396
Phone Conference ID: 305 485 091#

If you have difficulty connecting to the hearing, please call:

NOTE: Number and Conference ID will be unique for each meeting.
Options within the Meeting

- Below are options available to use during the Teams meeting. These will be displayed either in the top right corner or the lower center of the screen.
  - Note: Some options may be disabled by the host.

- Go to chat box (can be used for asking questions during meetings)
- Raise hand
- Mute/unmute microphone
- Leave meeting. Note that you can re-enter meeting later.
How to Speak

• To reduce background noise, participants will be muted upon joining the meeting.

• For phone calls: you will be able to mute and un-mute yourself by pressing *6.

• For computers: you can talk using the computer’s microphone and speaker system and using the microphone button on the Teams application.
  – If your computer does not have a microphone and speaker system, you may view the materials on the computer but use your phone for audio.
At designated times, participants will be given the opportunity to ask questions or provide comments. During this time you may un-mute your device to speak. Please re-mute yourself after speaking.

- The host can also mute and un-mute participants.
- Phone users can mute/unmute by pressing *6

If participants are disruptive, you may be re-muted by the host or removed from the meeting. You may still provide written comment to TDEC until the close of the public comment period.

A line through the microphone symbol means you are muted.

Absence of a line means you are NOT muted.