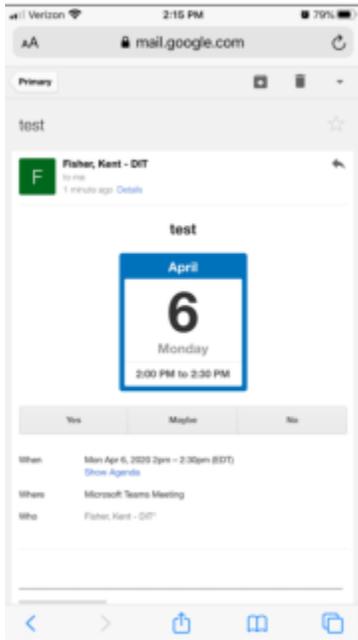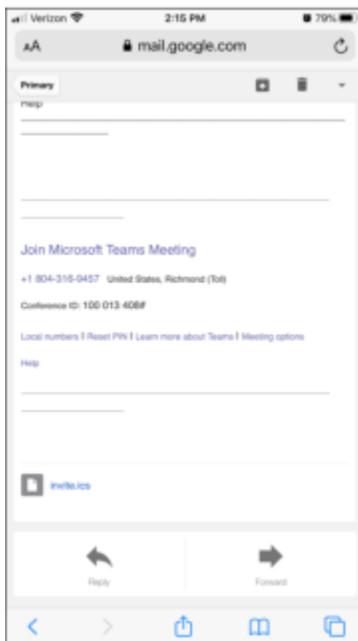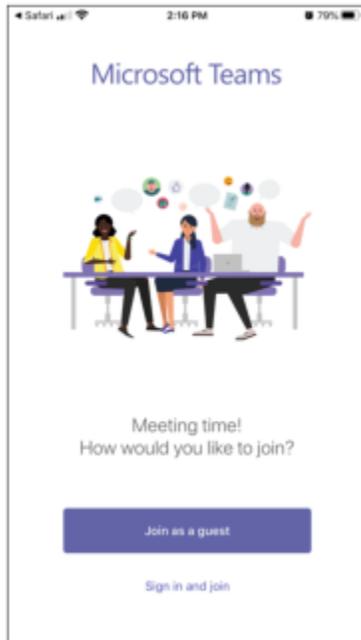You will receive an Teams Invite.   Cick on yes to accept meeting.
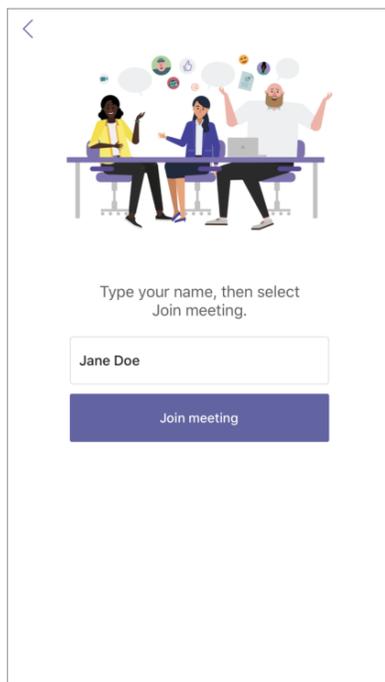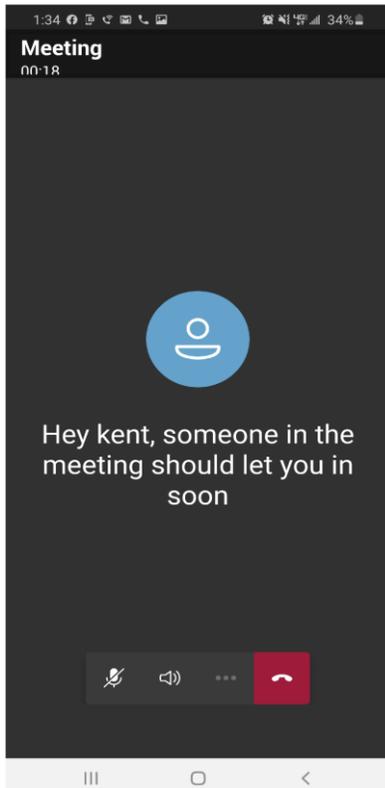

Click on "Join Teams Meeting"

Click on "Join as a Guest"

Enter Name of Meeting Attendee and click on Join Meeting

You are now in the Teams Meeting Lobby. When the City of Richmond Staff who organized the Teams meeting starts the meeting, they will enable meeting access.

Once in the meeting. Enable your Microphone and Camera. Switch Camera to rear facing view. This will allow the City of Richmond Staff to perform Virtual Inspection using the camera on your device. The name of the City of Richmond Employee who organized the meeting will appear in the bottom of your screen.
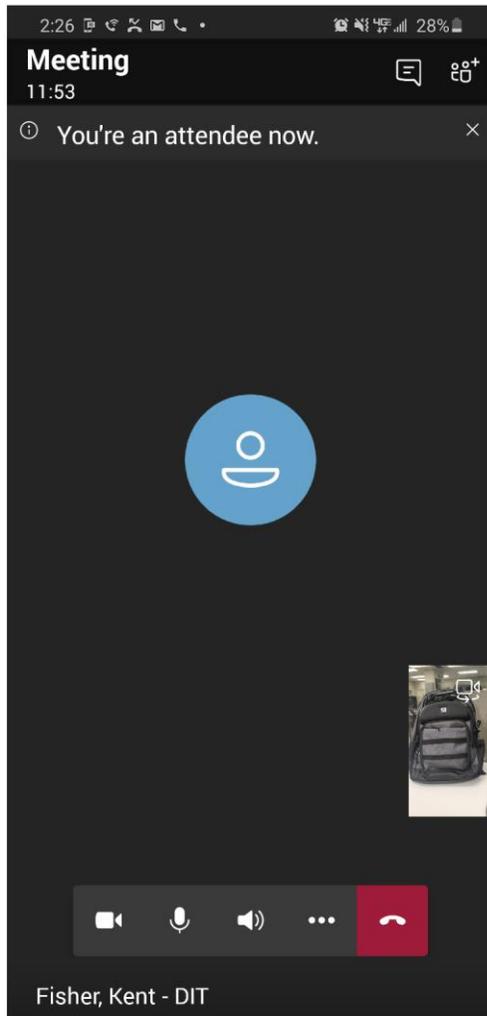
At the end of the meeting be sure to click on the Red phone icon to end the call.