

# *Winding Creek Homeowners Association, Inc.*

## **“Online” Meetings**

### **How to Participate**

As we continue to leverage the capabilities of our **Microsoft 365** tool suite, we have added a Microsoft Teams compatible Dial-In Phone Number as an option to participate in our online “virtual” **Winding Creek HOA Board Meetings** by phone.

By using this capability, meeting attendance, an audio recording and a textual transcription are all automatically generated including information on **ALL** participants. This will make compliance with the State Law requirements for meeting documentation much more efficient.

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“**Online**” is the preferred way to participate through the use of a desktop computer , a laptop or a tablet with an Internet connection, by clicking on the **Attend via an Internet Browser** [\\*\\*\\* link \\*\\*\\*](#) which is available within the electronic version of the **Meeting Notice and Agenda**.

By using this method, you will be able to see any documents, spreadsheets, images or other materials presented during the meeting.

To **Raise Your Hand** (if you wish to speak on the current agenda item) click on



Raise

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If you choose to “**Dial in by phone**”, you will need to call the number and enter the Conference ID that is also listed within the Meeting Notice and Agenda as

### **Attend by Telephone**

**Dial-in number:** 469-965-2602

**Phone conference ID:** 999 999 999 # (this ID will change for each meeting)

When you dial-in, you will hear the MS Teams “*virtual assistant*” say:

“Welcome to the Audio Conferencing Center.

Please enter a Conference ID followed by the # symbol.”

After entering the **Phone conference ID**, you will get additional instructions from the MS Teams “*virtual assistant*” on how to proceed with Joining the Meeting, Raising Your Hand and Unmuting your microphone.