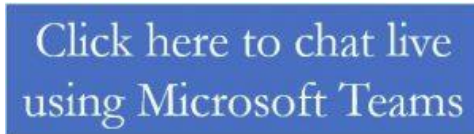
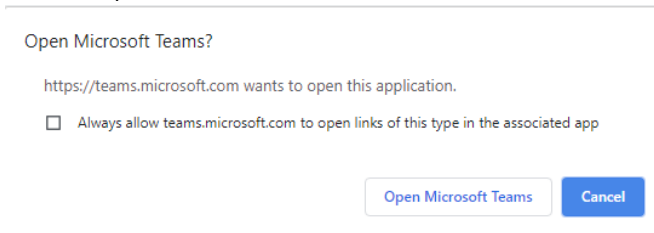


## Accessing Vendor Teams Calls

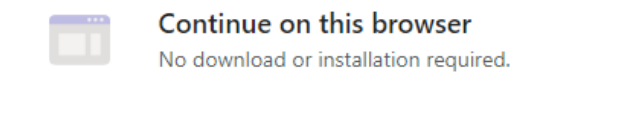
1. Click the chat button on the vendor page.



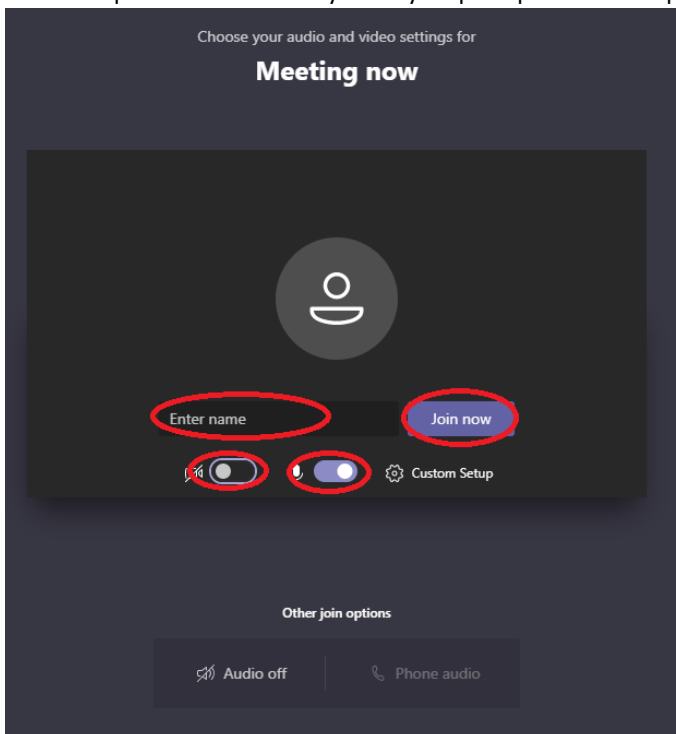
2. If Microsoft Teams is already installed on the computer then the following message will popup. If you wish to use your already installed Teams app, click the Open Microsoft Teams button. Click Cancel for browser options.



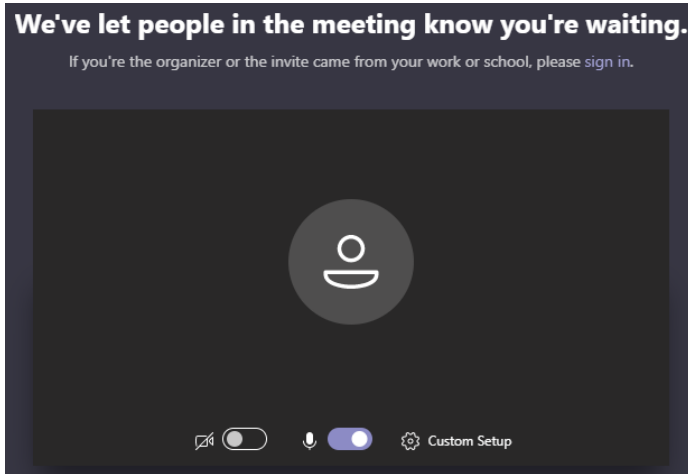
3. If Microsoft Teams is not installed or you do not wish to use it, click the Continue on this browser button.



4. Type in Full Name, verify camera and microphone is turned on and click the Join Now button. When video and microphone are selected you may be prompted to allow permissions, select allow.



5. You will be placed in a waiting room and the vendor will be informed of your request. You will be admitted to the room shortly.



6. When you are ready to disconnect press the red phone button.

