



1. Sign into your Mason Consolidated Schools email and accept the Meeting Request. It will automatically remind you the time of the meeting when you are signed into your Mason email.
2. Note the call-in number: 989-341-3819 and unique Conference ID if you planned on joining the audio by phone (the conference ID below is simply an example...please see your meeting request for you specific meeting):

Join Microsoft Teams Meeting

+1 989-341-3819 United States, Saginaw (Toll) |

Conference ID: 471 344 972#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

3. If you do not have an unlimited mobile calling plan or want to experience the video too, you can join the meeting by either clicking on the “Join Microsoft Teams Meeting” link located in the meeting request or on your Mason Outlook Calendar with a Windows PC, Mac, Chromebook, Linux computer, or Smart Phone. Even if your browser doesn’t fully support Teams you can join the meeting and experience the audio and video by clicking on “Join in the browser instead.”

Your browser doesn't fully support Teams meetings.

For the best meeting experience, use the Teams app or join in Microsoft Edge

[Get the Teams app](#) [Join in Microsoft Edge](#)

[Join in this browser instead](#)

4. Additional Training on how to use Microsoft Teams to its fullest potential can be found here: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
5. If you have any questions please contact Jason Burt through the ticketing system: helpdesk@eriemason.k12.mi.us or 734-506-8488 or <https://helpdesk.eriemason.k12.mi.us/>