SETTING UP YOUR MEETING

1) **Setting Up Your Meeting**
   a. The meeting invite must be sent ***from the EC employee***, to the external customer
   b. EC staff should not accept invitations from their customers
      i. This is important as the meeting organizer is given increased control and functionalities, past what is approved for external customers

2) **Pre-Meeting Information**
   a. When scheduling a meeting with an outside customer included in the invite, please insert the following:

MEETING PREPARATION AND HELPFUL NOTES:

- There will be an opportunity to share your screen and/or desktop. In preparation for this, please ensure all private documents/browsers are closed prior to our meeting. In addition, please ensure your desktop background is business appropriate and doesn't display images or text you do not wish to share.
- The meeting will have optional video, you are free to opt in or out of the use of your camera.
- If you have accessibility concerns, please let us know prior to our meeting and we will determine our best approach for the most productive and helpful outcome.
- If you do not have MS Teams on your personal device- *no problem!*
  - You will have the option to join via your Browser or by Downloading an App, specifically for accessing the meeting.
  - You may also call in to the meeting on your phone by utilizing the dial in information included in the invite.