



Ionia County Administration
Chad Shaw, County Administrator
Courthouse, 101 West Main Street, Ionia, MI 48846
616.527.5300 Fax: 616.527.5380
cshaw@ioniacounty.org

Board of Commissioners meetings will now be held using Microsoft Teams instead of Zoom.
This change does not affect the public's ability to attend meetings remotely.

What You Need to Know

No Microsoft account required

No software download required when joining from a computer

Toll-free phone call-in option available

Joining a Teams meeting is very similar to joining a Zoom meeting

How to Join a Meeting

Join Online (Computer or Laptop)

Click the meeting link listed on the agenda or website.
When prompted, select "Continue on this browser."
Enter your name and join the meeting.

Supported browsers: Microsoft Edge, Google Chrome, Safari.

Join by Phone (No Internet Required)

Dial the toll-free phone number listed on the agenda.
Enter the conference ID when prompted.

Do I Need to Download Microsoft Teams?

No. Downloading the Teams app is optional.
Computer users can join directly in their web browser.
Mobile device users may be prompted to install the app; if you prefer not to, you may join by phone instead.

Do I Need a Microsoft Account?

No. The public joins as a guest.
Online participants will be asked to enter their name.
Phone callers may appear as "Caller" and may be asked to state their name before speaking.



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How This Compares to Zoom

Like Zoom, Teams allows:

Guest access

Browser-based joining

Phone dial-in

The primary difference is the meeting link name, not the process.