



OREGON
DEPARTMENT OF
ENERGY

Using Microsoft Teams to Join ODOE Public Meetings

Oregon Department of Energy meetings are held via the online platform Microsoft Teams. Whenever possible, please join the meetings through the Teams app or your web browser, as it will give you more options for participating and viewing materials. A telephone line is available to dial in for those who need it.

Meeting details, including the link and phone number, will be posted on [ODOE's website](#).

You can click the provided meeting link or go to [Microsoft's website](#) and enter the meeting ID and passcode listed.

Clickable link to join online.

Dial the phone number listed and enter the conference ID when prompted.

Sample meeting details

Join Online

Meeting ID: 282 785 412 823 86

Passcode: GX7LQ9m7

Or

Call in: 503-446-4951

Phone conference ID: 480 901 809#

ODOE Webinar Example

Wed, Jul 08, 10:00 AM - 11:00 AM PDT

Registration Information

First name *

Last name *

Email *

☒ I have read and agree to the [Microsoft Event Terms and Conditions](#) *

Register

Cancel

Register (if required)

Some meetings may require you to enter your name and email address to register to attend. If so, you will receive an email confirmation with the link and phone number.



You're registered for ODOE Webinar Example

Hi

Your spot is reserved for this event.

ODOE Webinar Example

Wed, Jul 8, 2026 10:00 AM - 11:00 AM (UTC-07:00) Pacific Time (US & C

We look forward to seeing you!

Sincerely,
Your ODOE Host

Join event

Unable to attend? [Cancel your registration](#)

Join the meeting

Click the join link from the ODOE website (or your registration confirmation email).

If you have the Teams app, the meeting will open there. The app is not required and you can join the meeting through your web browser.

If you have a Teams account, you can log in. If you don't have an account, you may be able to enter your name.

Select your settings before joining

The screenshot shows the 'Join Meeting' dialog box for a meeting titled 'ODOE Webinar Example' on Wednesday, Jul 8, from 10:00 AM to 11:00 AM PDT. The dialog is divided into two main sections. The left section shows a video preview area with the text 'Your camera is turned off' and a camera icon. Below this is a toggle switch for the camera, which is currently turned off. The right section shows audio settings. Under 'Computer audio', there is a dropdown menu for the microphone (currently set to 'Microphone (2- Realtek(R) Audio)') and a dropdown for the speaker (currently set to 'Realtek HD Audio 2nd output (2- Realtek(R) Audio)'). A 'Mute/unmute' toggle switch is located to the right of the microphone dropdown. Below these are options for 'Phone audio', 'Room audio', and 'Don't use audio'. At the bottom right, there are 'Cancel' and 'Join now' buttons. A 'Video effects' link is also visible.

Turn on/off camera

Select your microphone option

Mute/unmute

Click Join Now

You're in the meeting!

The screenshot shows the Microsoft Teams meeting interface. On the left, there is a slide titled 'Oregon Department of ENERGY' with a 'Welcome!' message. On the right, there is a video feed of a red peony flower with the text 'YOU!' overlaid. At the top of the screen, there is a menu bar with various icons for meeting controls.

In most cases, you will be automatically muted and in listen-only mode. In some meetings, you can mute/unmute yourself.

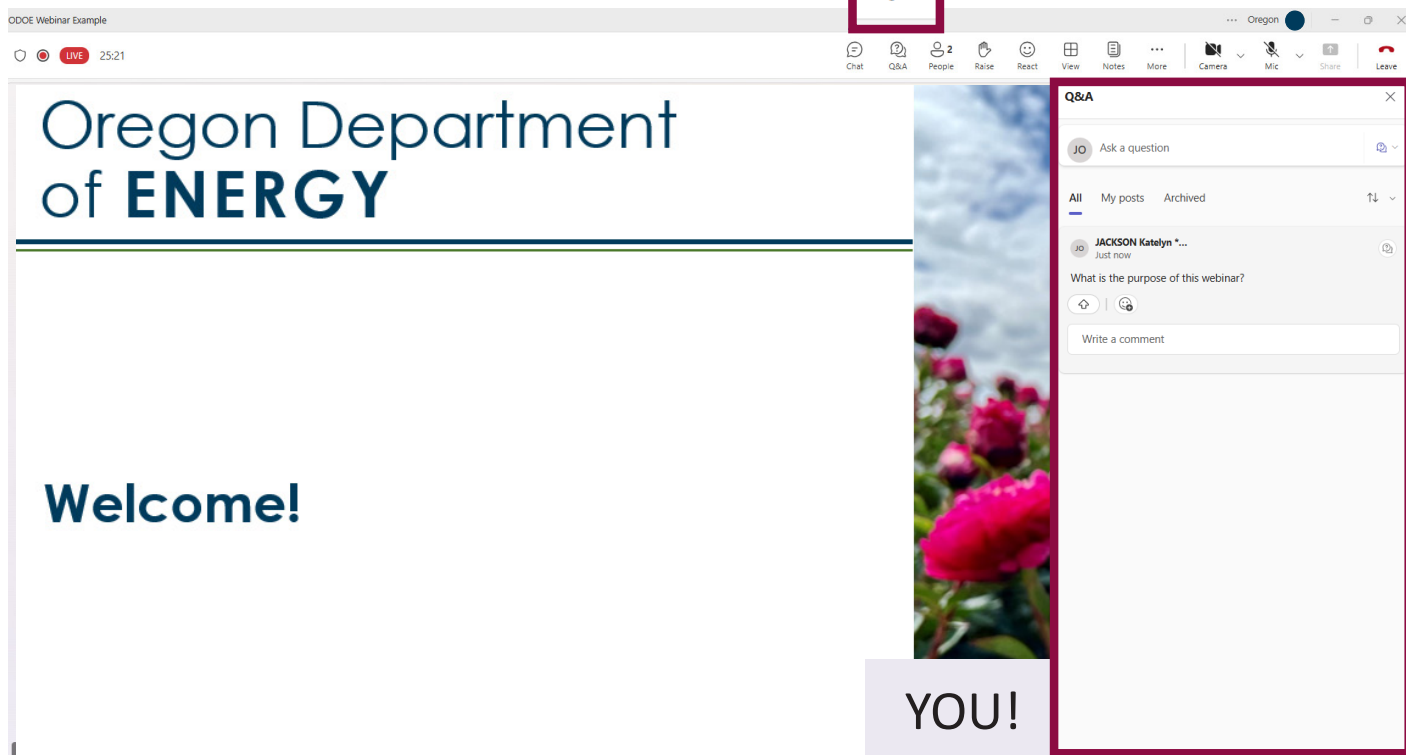
Use the menu bar across the top of the screen to change your settings and interact with the meeting. *Available options may vary based on the meeting.*

The diagram shows the Microsoft Teams meeting toolbar with the following icons and their functions:

- Chat: Chat with meeting participants
- Q&A: Submit a question for the panelists/hosts to answer
- People: See meeting attendees
- Raise: Indicate you would like to speak
- React: Emojis
- View: Change screen layout
- Notes: (Icon for taking notes)
- More: (Icon for more options)
- Camera: Turn on/off camera or audio
- Mic: Turn on/off camera or audio
- Share: (Icon for sharing content)
- Leave: (Icon for leaving the meeting)

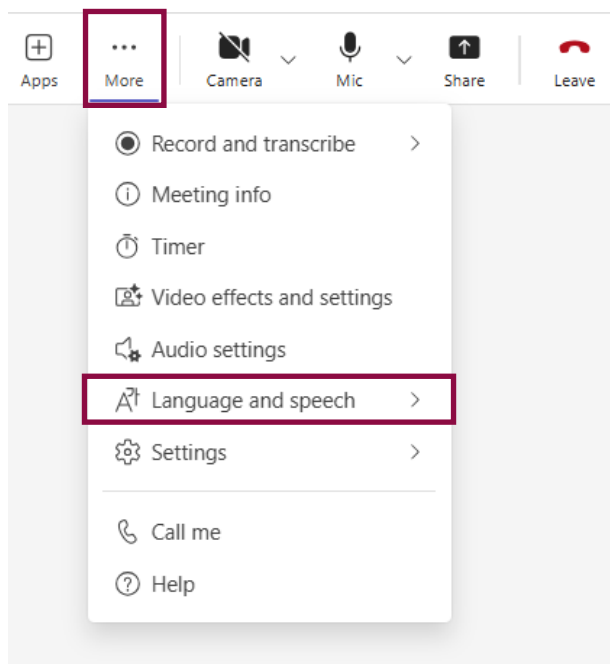
Windows open on the right

Most windows like chat, Q&A, and participants, open in a window on the right side.



Live Captioning

Teams offers live captioning for meetings in English and other languages. From the top menu bar, click "More" and then click "Language and speech."



Having trouble with Teams? Please give us a call at 800-221-8035 or email AskEnergy@energy.oregon.gov.