



NEVADA REAL ESTATE DIVISION

Office of the Ombudsman for Owners in
Common-Interest Communities and
Condominium Hotels

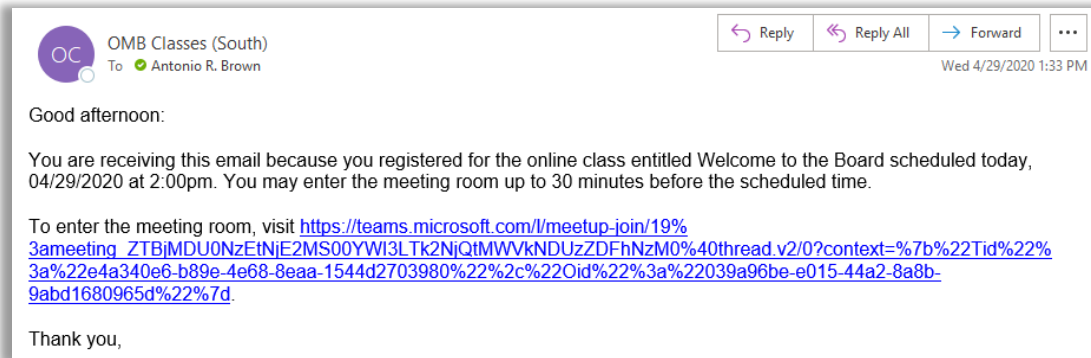


Joining an Ombudsman Video Class (Microsoft Teams Meeting) in 5 Steps:

Please see additional notes & tips on the next page.

Step 1

You will be emailed a hyperlink on the scheduled day of the class that you registered for (be sure to check your spam/junk email folder if you are not seeing the email). If you do not register online, you will not receive an email with the hyperlink. Click the hyperlink to join.



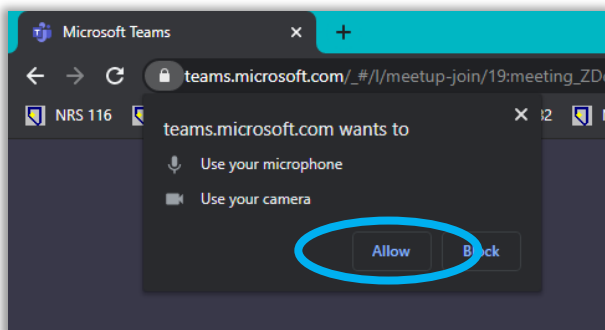
Step 2

After clicking the link, you will be taken to a page where you can choose to either join on the web or download the desktop version of the Microsoft Teams application. If you already have the Teams application and an account, the meeting will open there automatically. You can also install the Teams app on your smartphone or tablet.

If you do not have a Teams account, you have the option to enter your name to join the meeting as a guest after clicking on "Join on the web instead." If you do have a Teams account, select sign in to join with access to the meeting chat and more.

Step 3

Determine whether you would like to be able to use your microphone and camera while in the class (you can turn them off later). If you do, you will need to click "Allow" or "Yes" when the prompt arises on your web browser if you are joining online without the Teams desktop application.



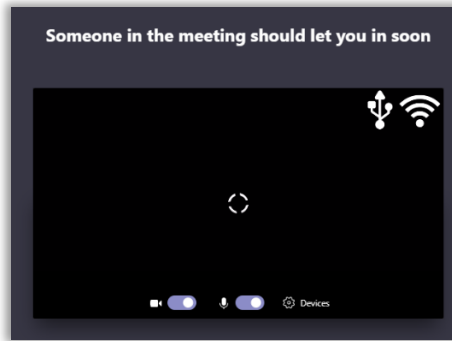
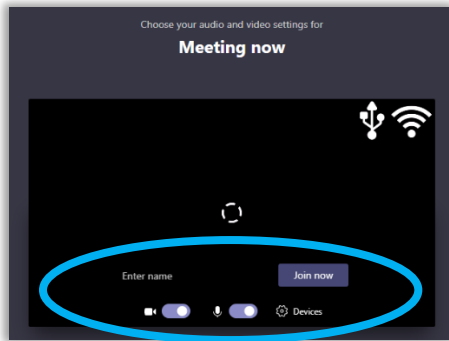
As seen in Google Chrome

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

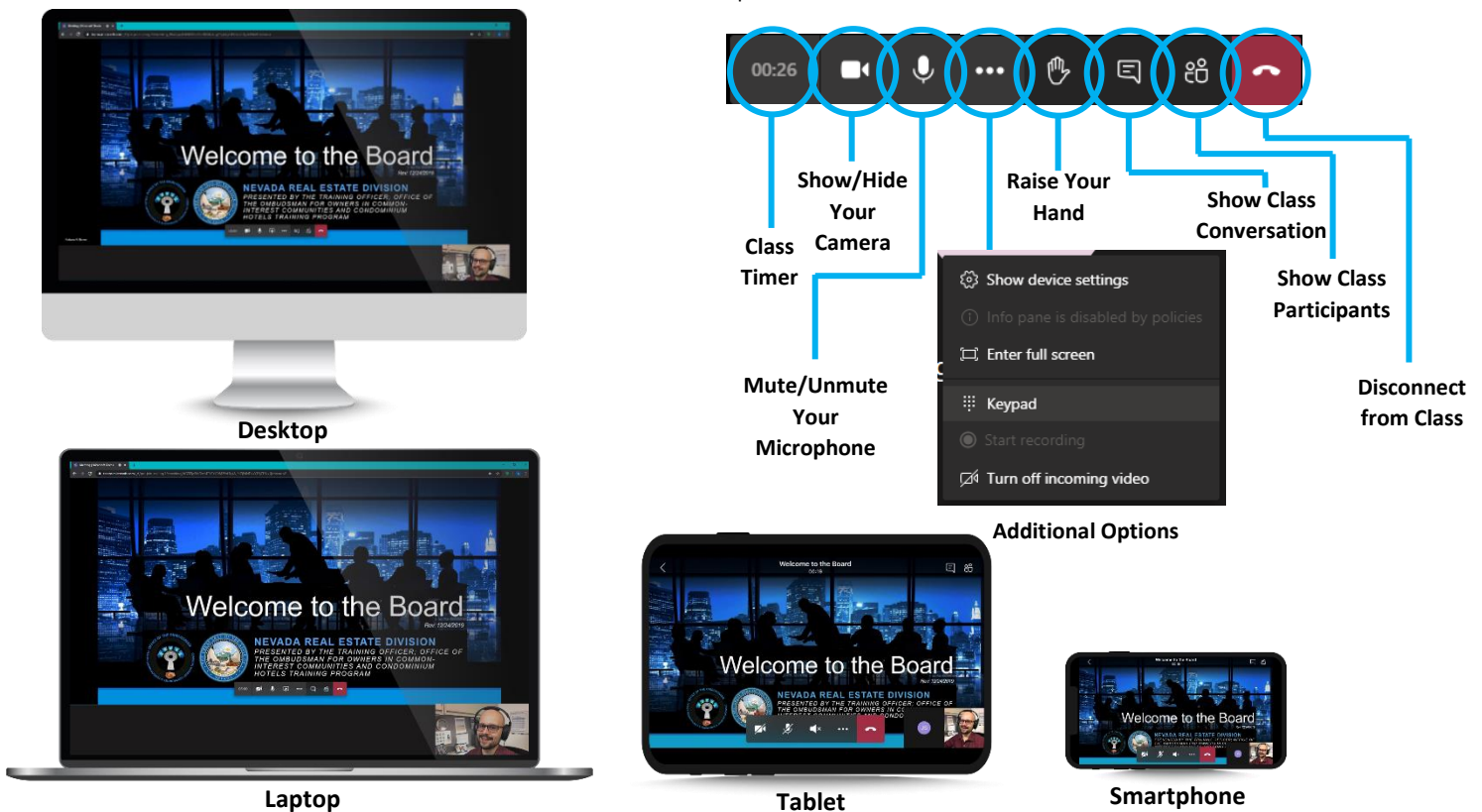
Step 4

If using your web browser to connect as a guest, enter your first and last name, select whether you want your camera and/or microphone on, and click “Join now.” You will then be admitted to the class/meeting lobby and will be moved into the class/meeting by the training facilitator at the appropriate time.



Step 5

Once admitted into the class/meeting, you will see the presentation, instructor and a tool bar when you hover over the video feed. The features of the tool bar are explained below.



Additional Notes & Tips:

- Attendees arriving more than 15 minutes after the scheduled start time will not receive a certificate of attendance.
- If joining the class with a **smartphone or tablet**, you will have the best experience if you create a free Microsoft Teams account and install the free app ahead of time.
- **Google Chrome** is the best web browser to use if joining through the web as a guest without an account.
- Review the provided netiquette guide for information on expected conduct and behavior during the online class.
- If you have a CenturyLink email account, adjust your spam settings to make them less restrictive, otherwise CenturyLink will permanently block all emails from our agency. When this happens, we have no way of notifying/contacting you.