

## Tucson Electric Power

May 20, 2020 Integrated Resource Planning Public meeting

Time: 9:00 a.m. Tucson Time PDT

This meeting will be held through the Skype for Business application

### Ways to Join the Call:

#### Phone (Traditional Telephone)

1. Dial the number [\(844\) 837-5962](tel:8448375962)
2. A recorded voice will ask for a "Conference ID followed by a #" : Enter: **42128905#**
3. Wait to be connected. This line will be available all day long.

With this method, you will not be able to see the slides that will be presented. Prior to the meeting, those slides will be posted to the website

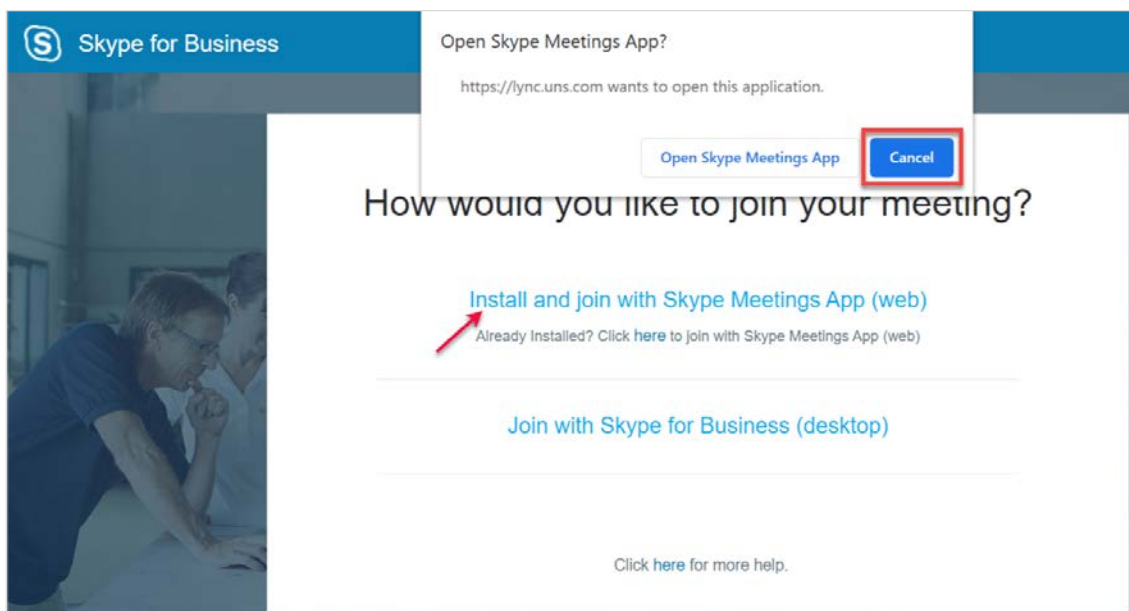
<https://www.tep.com/resource-planning/>

**Important:** To prevent echoes and feedback sounds, use only one audio connection. If you choose to connect by phone, first disconnect or mute the audio connection on your device.

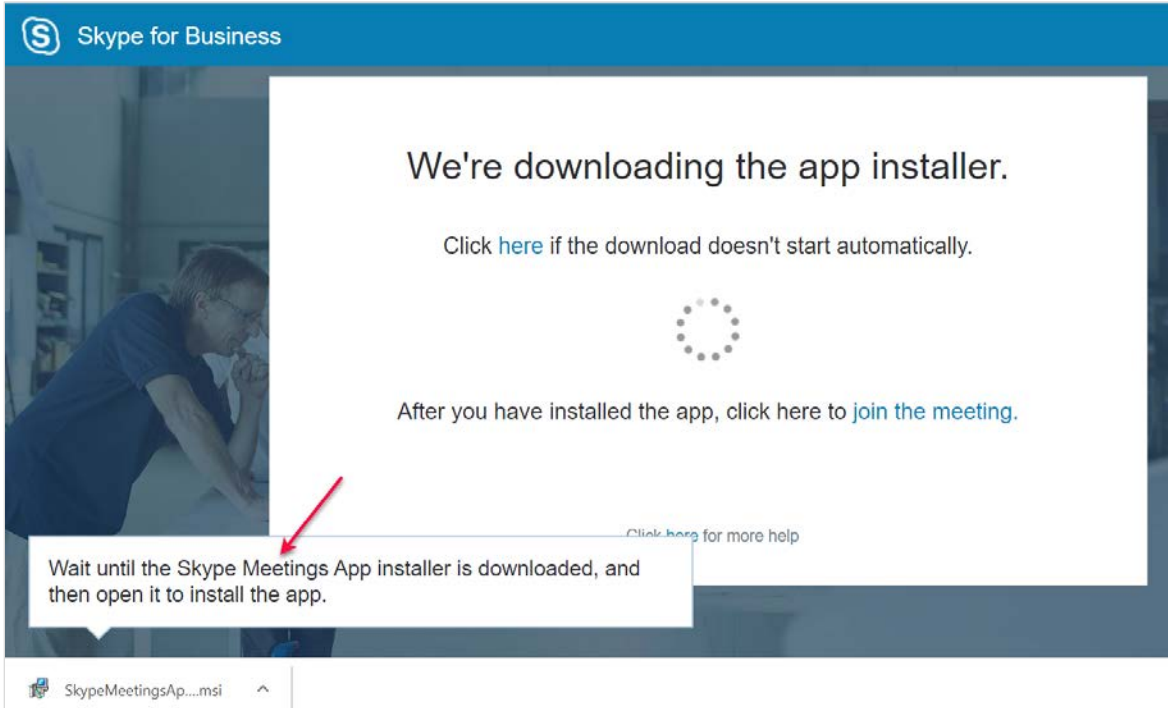
#### Web App (PC or Mac)

You can join a Skype meeting in your web browser. *(The screen shots are from a PC.)*

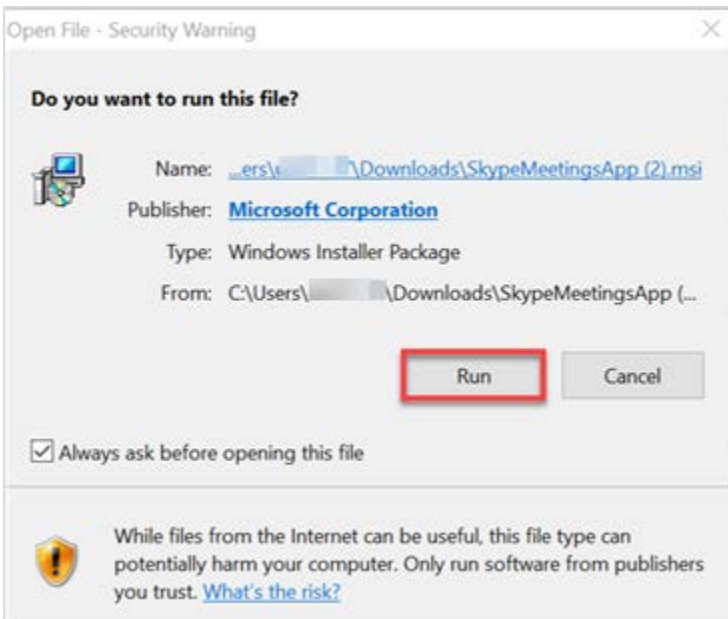
1. In the web browser, click the link, the Skype symbol in the e-mail to join
2. If you get a popup asking if you want to open a Skype app, click **Cancel**  
Click on **Install and join with Skype Meetings App (web)**



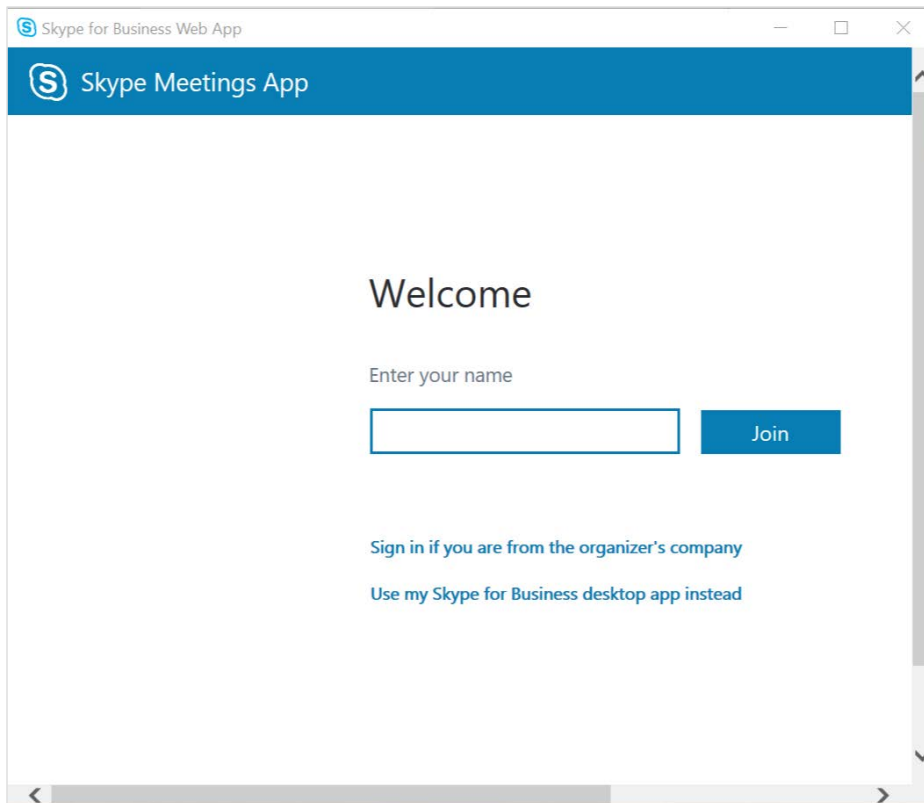
3. Once the download has completed, click the installer



4. Click the **Run** button



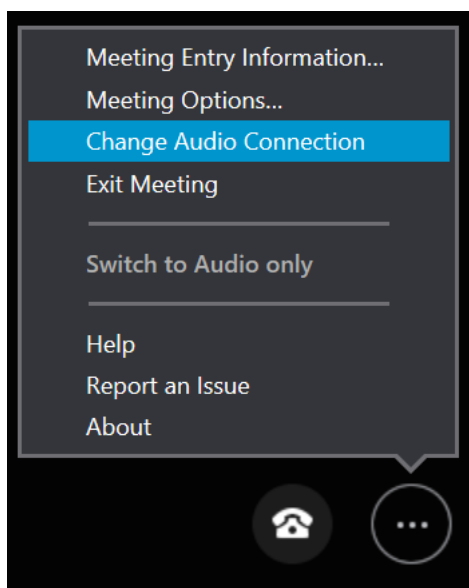
5. Enter **your name** in the field and click **Join**



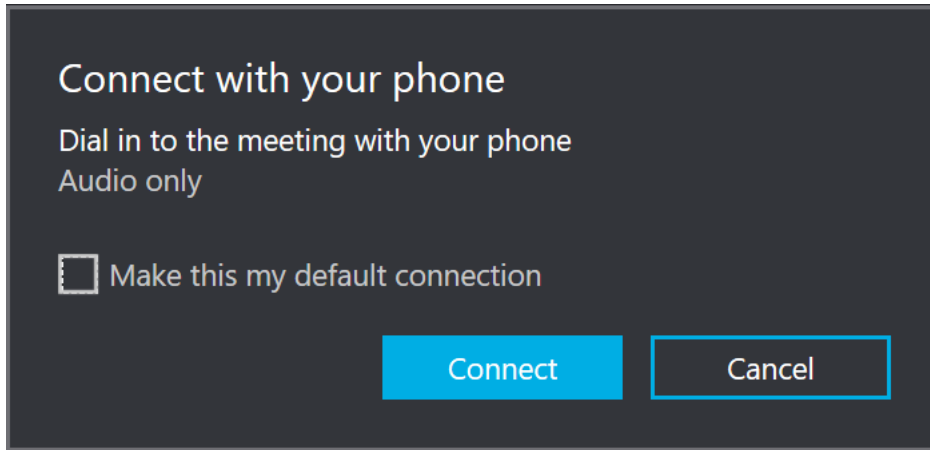
6. A bar will appear across the bottom of the screen with information related to the audio.

**Note:** If the Skype for Business app detects a microphone on your device (common with laptops and tablets), it will automatically use that mic for the meeting. Follow the steps below to change your audio connection.

7. To make changes to your audio connection click the button with **3 dots** and click **Change Audio Connection**



8. Click **Connect** to view the dial-in instructions



**TEP recommends use of a quality headset for all Audio Connections.**

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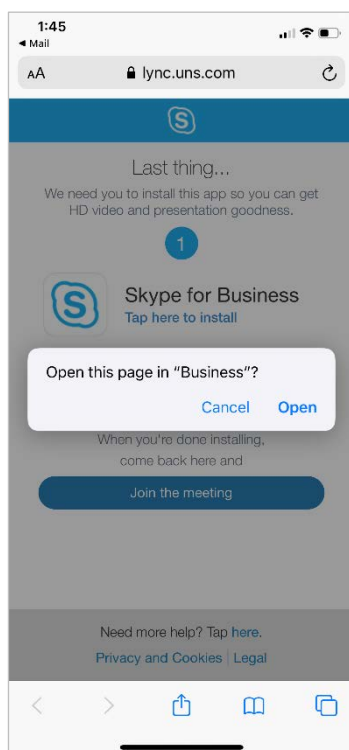
## Mobile App

You can install the free **Skype for Business** app on your smart phone to attend Skype meetings as a guest with both video and audio capabilities.

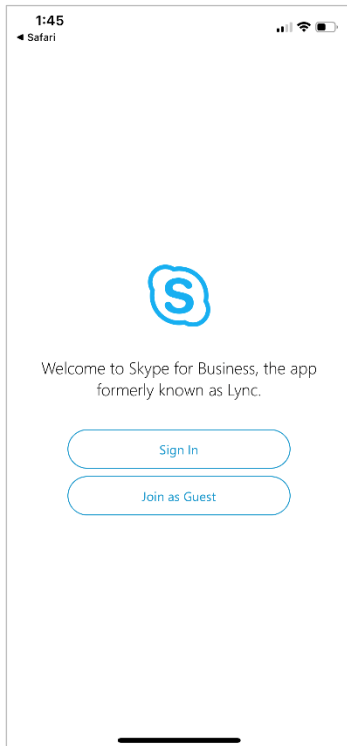


### iPhone steps

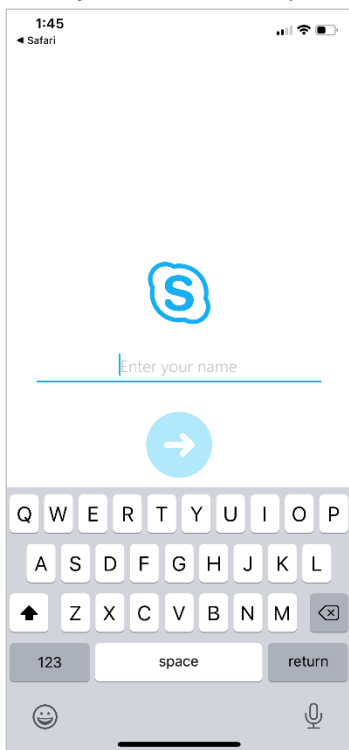
1. Install the app and respond to the notification and privacy related popups
2. Click on the **Join Skype Meeting** link you received
3. Click **Open** in the popup



#### 4. Tap **Join as Guest**



#### 5. Enter **your name** and tap Enter or the blue arrow



**Note:** If you are trying to join on an iPad, you will need to copy and paste the meeting link into the Google Chrome browser. That will redirect to the Skype for Business app.