

Compliance Bulletin

Assessment Conferences Remotely via Microsoft Teams application

The purpose of this compliance bulletin is to provide instruction and guidance on how to participate in assessment conferences remotely using Microsoft Teams (Teams). The Division of Mining and Reclamation (DMR) will be conducting all assessment conferences remotely due to the COVID-19 pandemic and the continued need for social distancing.



How do I get notified of my Assessment Conference?

The assessment officer will continue to schedule conferences as required by §38-2-20.6. A notice will still be posted in the appropriate DEP regional office. However, an invitation will be emailed to the participants.

Email Invitation example: This is what you will see in the body of your emailed invitation.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

How do I join a Teams meeting and what software/applications do I need?

Desktop: Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

Mobile Device: Select **Join Microsoft Teams Meeting** in the meeting invite to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it.

Additional information on how to join a Teams meeting can be found in your meeting invite by selecting "Learn more about Teams". It is highly recommended you select this link prior to your conference to become familiar with the process.

To view a training video for DMR Assessment Conferences via Teams go to:

[DMR - Assessment Conferences via Teams Power Point](#)

For more information on meetings in Microsoft Teams click here: [Meetings in Teams](#)