

Live Streaming Guide to DENR Meetings

Please visit <http://denr.sd.gov/boards/schedule.aspx> to get started. Any meeting for which live streaming is available will have a “Listen Live” link. The live stream is audio only with the option to view a meeting agenda on your computer with the current agenda item under discussion highlighted. Your two listening options are as follows:

Option 1. Listen and Look at Meeting Agenda Using a Computer.

REQUIREMENTS. A computer with internet access and equipped with speakers and a microphone (or webcam with a built-in microphone). To use the Microsoft Skype for Business Web App, the computer needs to run, at a minimum, Windows XP or Mac OS X 10.7 with a compatible web browser. A list of compatible web browsers is [available here](#).

IMPORTANT! Most new computers have the needed hardware by having speakers and a built-in microphone. However, an older desktop or laptop computer without a microphone can be made to work by inserting any device with a 1/8 inch connector (e.g. headphones, ear buds, etc.) into the computer’s microphone jack.

Insert connector  into computer jack like this  or labeled with this  symbol.

Illustration If prompted by the computer after inserting the connector, select “mic in” or “microphone.”

1. If your computer does not have a microphone, follow the above illustration or connect a webcam with a built-in microphone, then visit <http://denr.sd.gov/boards/schedule.aspx> and select the “Listen Live” link for the meeting of interest.
2. If your computer does not have Microsoft Skype for Business installed, follow the prompt from your web browser to install the Web App plug-in for your browser. This is a one-time installation.
 - Enter guest name where indicated.
 - Check the box to “Install Skype for Business Web App plug-in.”
 - Click “Join the meeting.”
 - Finish plug-in installation and make sure your speaker volume is turned up.
3. If joining the meeting fails make sure your web browser is compatible and that your computer has a microphone (see above illustration for work-around to mimic having a microphone).
4. To leave the meeting either close your browser or click “Exit Meeting.”

Additional Guidance. More detailed help installing the Skype for Business Web App plug-in (formerly called Microsoft Lync) is [available here](#).

Option 2. Listen Using a Phone.

1. Visit <http://denr.sd.gov/boards/schedule.aspx> and locate the meeting of interest.
2. Call the toll free number and enter the meeting code to join the meeting.
3. This call allows you to listen only. If you are a party to an item on the agenda and wish to speak via phone, please make arrangements at least a day in advance by calling (605) 773-3352.
4. If you are no longer actively listening, please end the phone call -- you can rejoin by calling again.

Note. If using a mobile phone, you will be using your minutes!