

Zoom to Teams migration

Dear CVTA Board and Committee Members,

We're making a change to streamline our technology and improve collaboration. Beginning in March, we'll be transitioning from Zoom Webinar to Microsoft Teams Webinar for our organization's webinars and large-scale meetings.

What does this mean for you:

- Webinar invitations will be in the Agenda Packet with a Teams link instead of Zoom.
- You'll click the Teams link to register for the webinar.
- You will be able to join via desktop app, web browser, or mobile. **You do not need to have a Microsoft account to join.**
- Features like Q&A, polling, screen share, and chat will still be available.
- Recordings will be livestreamed to the PlanRVA YouTube page.

***If you need to leave during the meeting, please click leave meeting instead of End Event. It is located in the top right corner of the meeting window.**

If you have any questions, please reach out to Sidd Kumar at skumar@planrva.org

We will provide additional guidance and support resources as we make this transition to ensure everyone feels comfortable with the new platform.