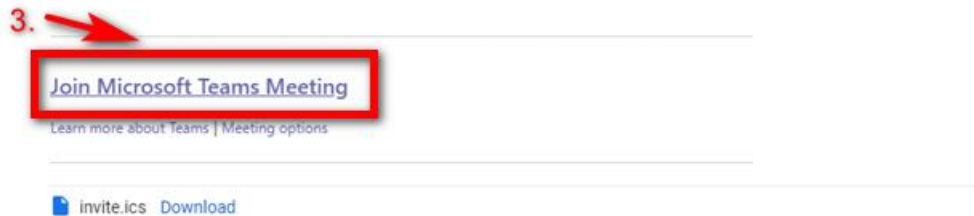
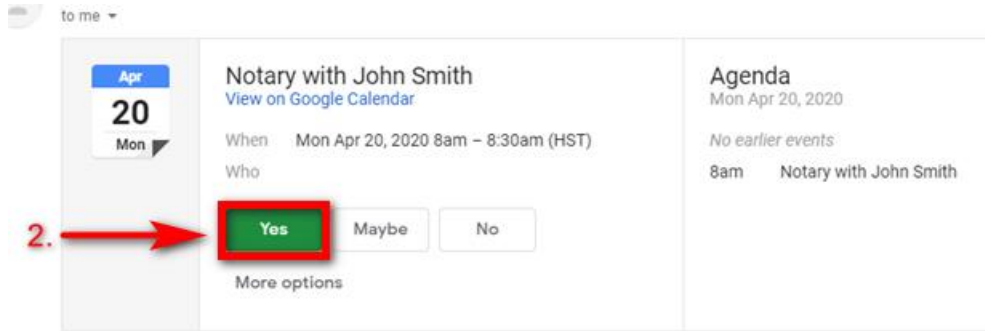
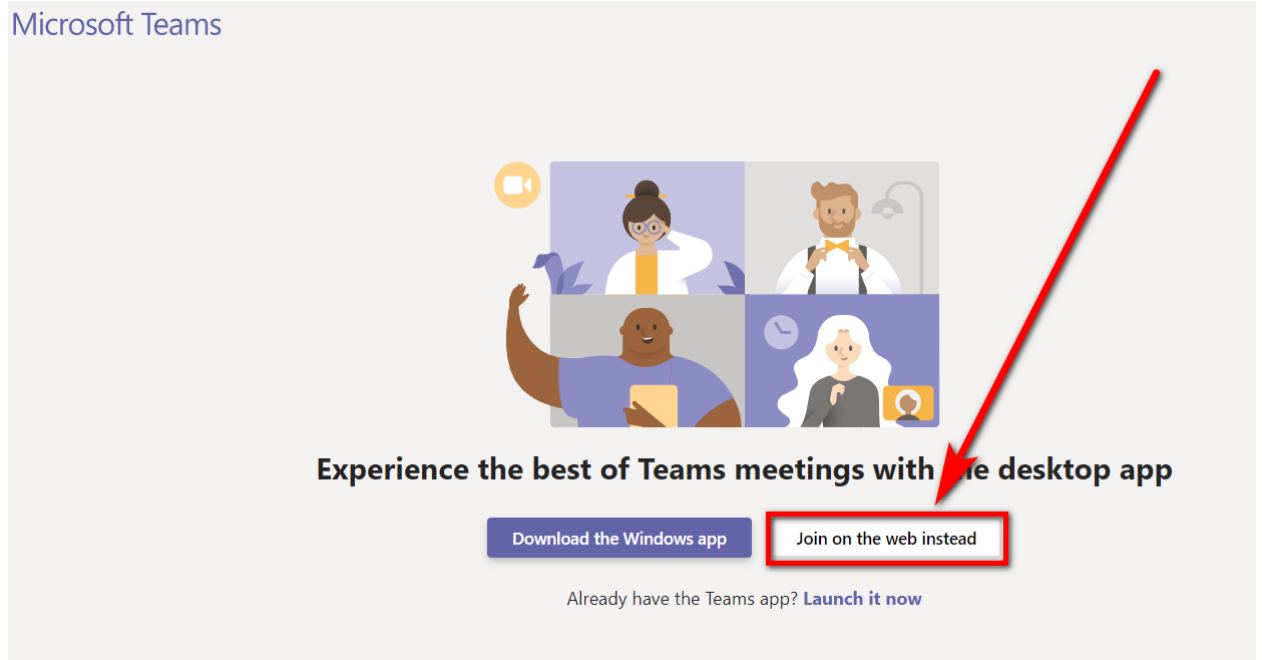


Member Virtual Notary – MS Teams

1. Member to check email to see calendar invite to virtual meeting.
2. Click “Yes” to accept the meeting
3. Day/time of notary - Click on “Join Microsoft Teams Meeting”

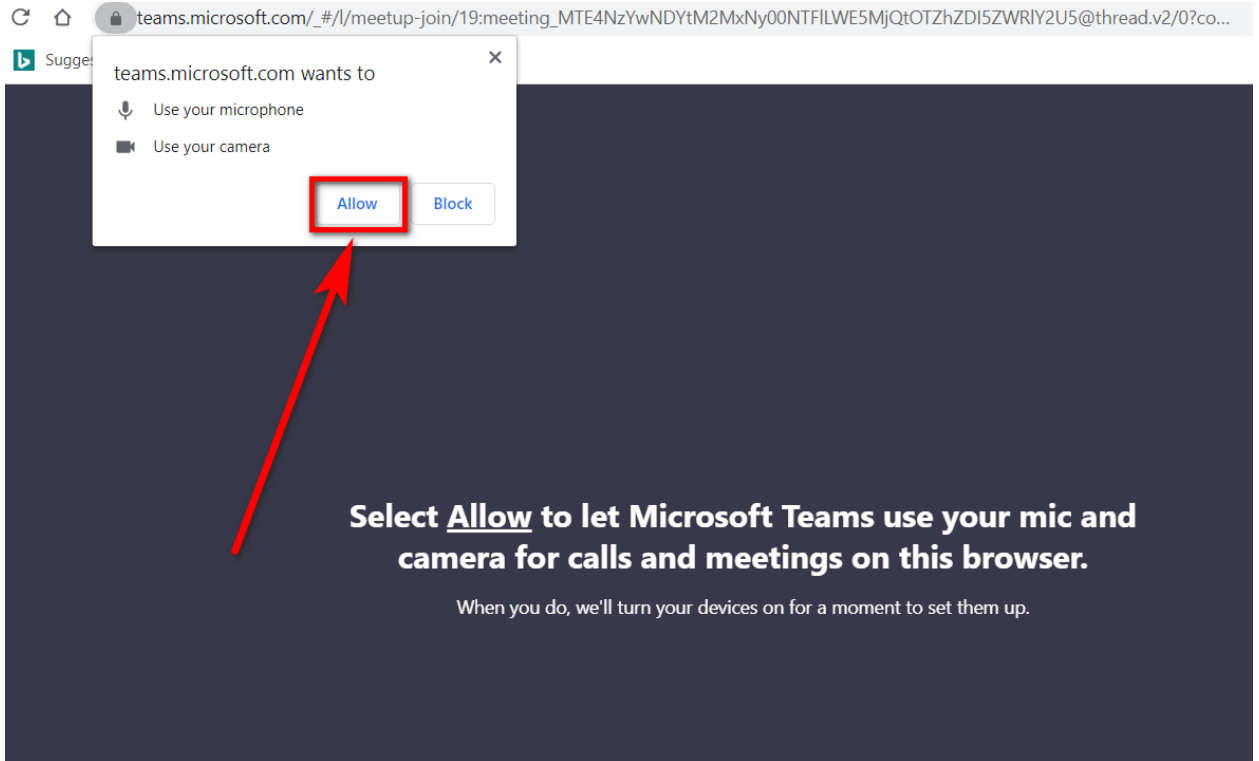


4. Click on “Join on the web instead”



5. Allow Teams to use Microphone

Member Virtual Notary – MS Teams



The image shows a browser window displaying a Microsoft Teams meeting page. A permission dialog box is open, asking for access to the microphone and camera. The 'Allow' button is highlighted with a red box, and a red arrow points to it from the instructional text below.

teams.microsoft.com/_#/meetup-join/19:meeting_MTE4NzYwNDYtM2MxNy00NTFILWE5MjQtOTZhZDI5ZWRIY2U5@thread.v2/0?co...

teams.microsoft.com wants to

- Use your microphone
- Use your camera

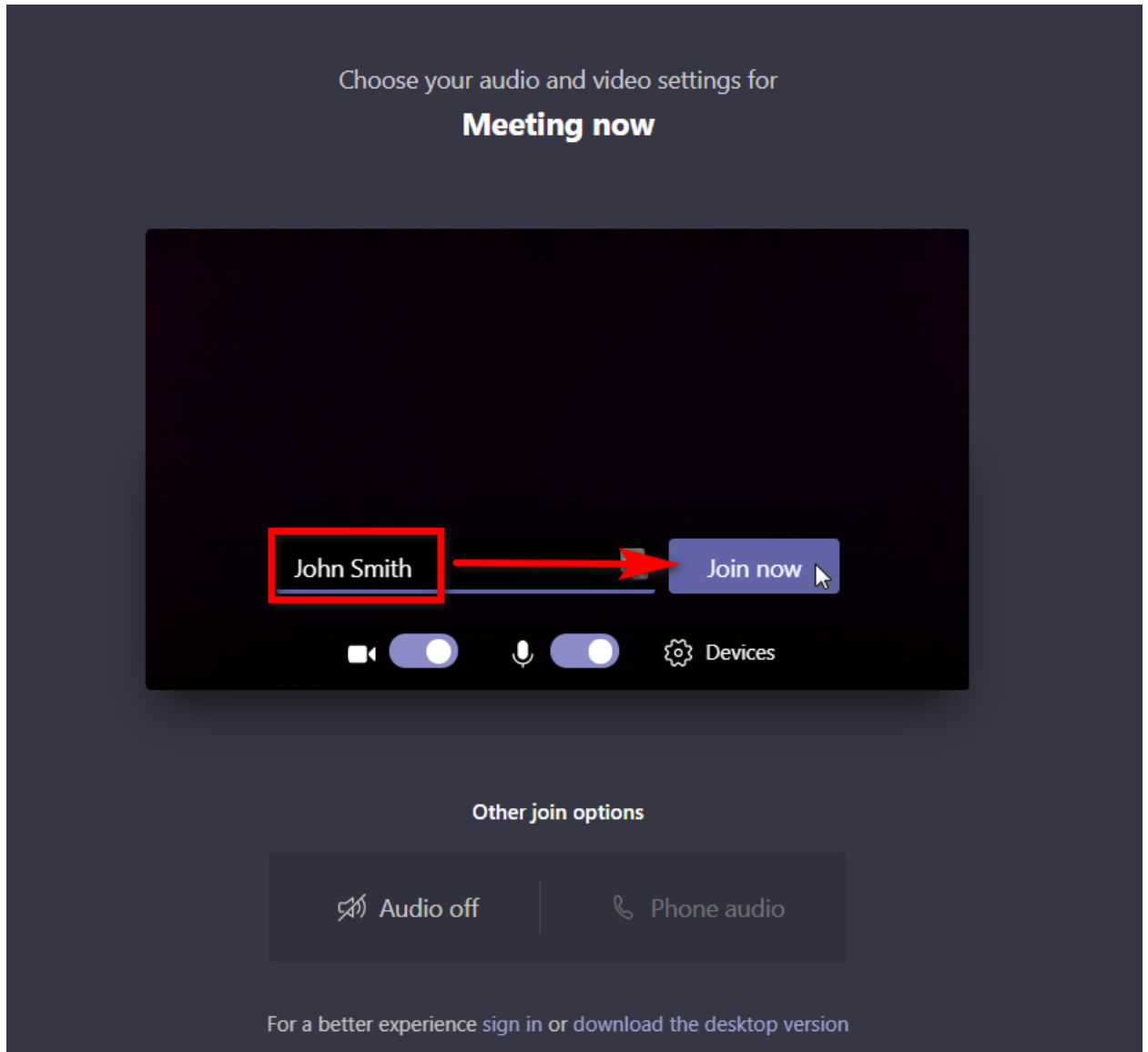
Allow **Block**

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

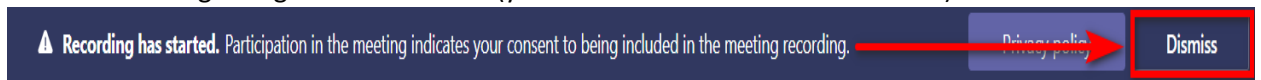
When you do, we'll turn your devices on for a moment to set them up.

Member Virtual Notary – MS Teams

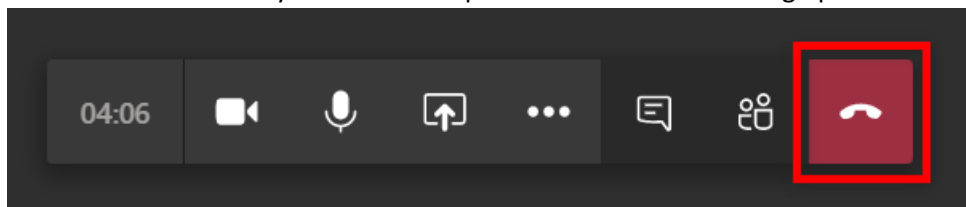
6. Enter Name and click on “Join now”



7. Meeting will be recorded and saved as required from the Emergency Proclamation Rules from the Governor regarding virtual notaries. (you will see this notice on the screen)



8. After the Virtual Notary session is completed click on the red hang up button



Member Virtual Notary – MS Teams

9. Please email or fax you document to the Notary staff today. (per State of Hawaii rules, the document must be received the same day as the virtual notary)
10. Notary Staff will notarize the document fax/email document and electronically send the document back to you
11. If you would like the original document notarized (not required)
 - a. “The notary public may repeat notarization of the original signed document as of the date of execution provided the notary public receives such original signed document together with the electronically notarized copy within 60 days after the date of execution.” (Executive Order 20-02)