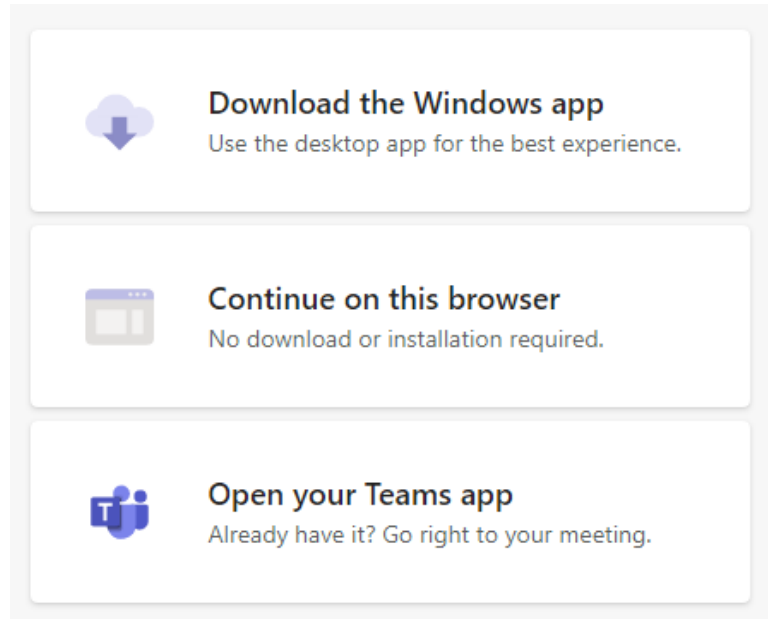


How to Participate in a Public Meeting Using Microsoft Teams

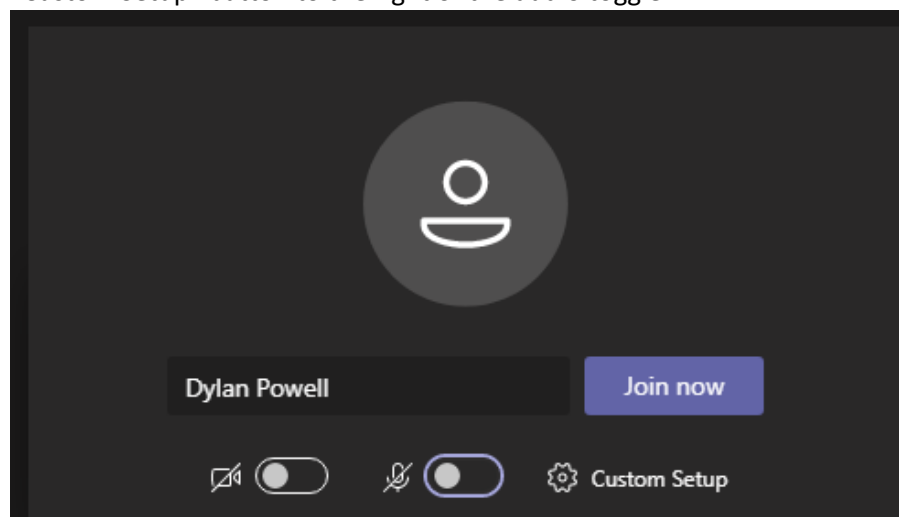


Join via the Web — Desktop Computer

1. Click on the Microsoft Teams link provided on the [Participate in Council Meetings](#) page.
2. Choose one of the methods available to join the meeting. We recommend using the “Continue on this browser” option.



3. Enter your first and last name in the “Enter Name” textbox.
4. Choose the audio and video settings you would like to use to join the meeting.
 - a. To be courteous to others in the meeting please join with your audio muted.
 - b. Note that you can change which audio and video devices are being used by pressing the “Custom Setup” button to the right of the audio toggle.



How to Participate in a Public Meeting Using Microsoft Teams



5. Enter the meeting by pressing “Join Now.”
 - a. If it isn’t already, your audio will be muted by the moderator upon entry and you will be marked as an attendee. You will only be able to unmute yourself if you use the raise your hand feature (see below) in Teams and are asked to speak.
6. You will be admitted to the meeting shortly after by the meeting’s moderator. Hold tight, as it may take a moment for us to get to you.

Join via Mobile Phone

Before you start: Download the Microsoft Teams app so it’s ready to go when you want to join a meeting. It can be found on the Play Store for Android or App Store on iOS.

You do not need an account to sign into the app—it just needs to be installed on your mobile device.

1. Tap on the Microsoft Teams link provided on the Participate in Council Meetings page.
 - a. If you have not already downloaded the Microsoft Teams app, you will be prompted to do this now.
2. Tap on the “Join meeting” button after the Teams app launches.
3. Enter your first and last name in the textbox below “Type your name, then select Join meeting”
4. Tap the “Join Meeting” button.
5. You may be prompted to let the App use your microphone and/or camera. You will have to do so in order to participate.
6. You will then be admitted shortly after to the meeting by the meeting’s moderator. Hold tight, as it may take a moment for us to get to you.

Join via Telephone

1. Dial the Teams Audio Conference number.
 - a. This number will be available at <https://www.terrace.ca/meeting-participation>
2. Enter the meeting ID.
 - a. The meeting ID can also be found at <https://www.terrace.ca/meeting-participation>
3. Once you get admitted to the meeting, you can press * 6 to mute or unmute yourself.

Important note about calling in via telephone:

You may call in to listen OR to participate, but please note there is no way for you to indicate which you are doing. Therefore, we will be adding everyone who calls in to the speakers list. If you don’t wish to speak, when your phone number is prompted, simply unmute yourself to decline the invitation to speak (see “How You Will Know It’s Your Turn to Speak” below).

How to Participate in a Public Meeting Using Microsoft Teams

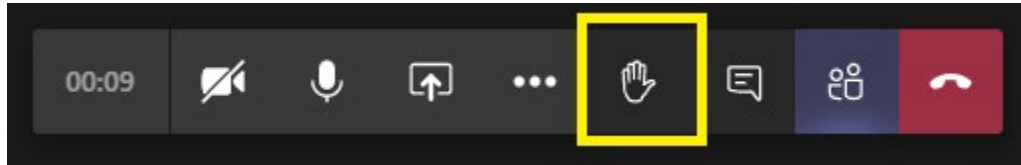


Raise Your Hand to Request to Speak in the Meeting

This is how you will let the moderator know you would like to speak.

On the Web

1. Mouse over the main video in the Teams app to show the meeting options.
2. Press the “Raise hand” icon highlighted below.



On Mobile

1. Tap the screen to show the meeting options.
2. Tap the “...” option.
3. Choose the “Raise hand” icon.

How You Will Know It’s Your Turn to Speak

On the Web—Desktop or Mobile

- Please listen for the prompt from the Mayor or another official to “raise your hand” using the instructions above.
- You will be added to a speakers list.
- Wait for your name to be called, then press the Microphone button to unmute yourself.
- When you are done speaking, please mute yourself again.

On the Phone

- Please listen for the prompt from the Mayor or another official indicating it is time to hear from public participants.
- Your phone number will automatically be added to a speakers list.
- Wait for your phone number to be called, then press * 6 to unmute yourself.
 - You are welcome to listen to the meeting via phone even if you are not interested in speaking—when your phone number is called, simply unmute yourself and say that you are just listening in, then mute yourself once more.
- When you are done speaking, press * 6 to mute yourself again.