



# Microsoft Teams Test Session

Presenter:

Kate Lautens

Communications Advisor, City of Terrace

[klautens@terrace.ca](mailto:klautens@terrace.ca)

Assisted by:

Steve Purita

Information Technology Technician, City of Terrace

[spurita@terrace.ca](mailto:spurita@terrace.ca)

# Purpose

- Feel comfortable with Microsoft Teams!
  - We want you to feel comfortable joining the City of Terrace Mayor, Council, and staff during Council Meetings.



# Your starting point


- **[terrace.ca/participate](https://terrace.ca/participate)**
  - Detailed instructions on connecting to Teams
  - Links to further reading
  - Teams links for all upcoming meetings



# Step 1: Join a meeting (success!)

- The instructions at [terrace.ca/participate](https://terrace.ca/participate) explain this in detail


## How to Participate in a Public Meeting Using Microsoft Teams





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### 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.

 **Download the Windows app**  
Use the desktop app for the best experience.

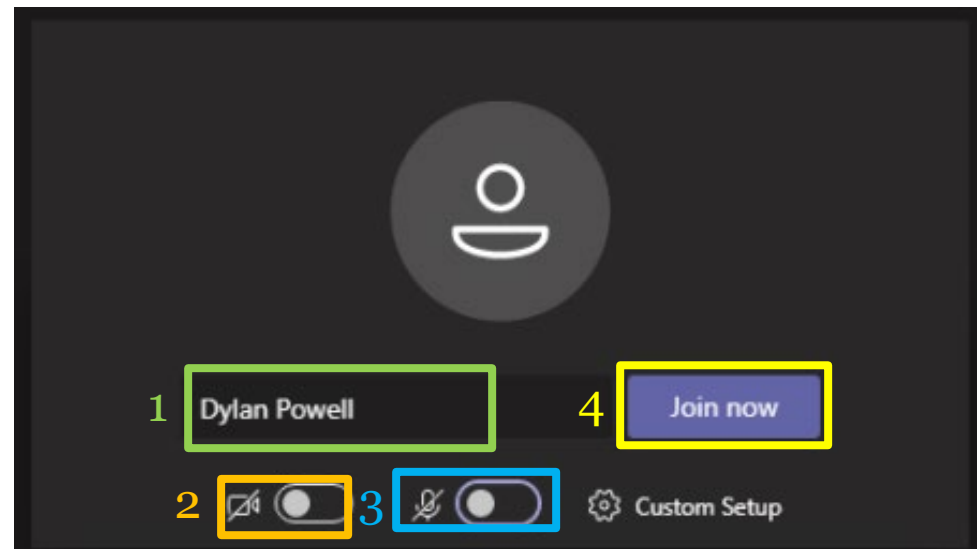
 **Continue on this browser**  
No download or installation required.

 **Open your Teams app**  
Already have it? Go right to your meeting.

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.

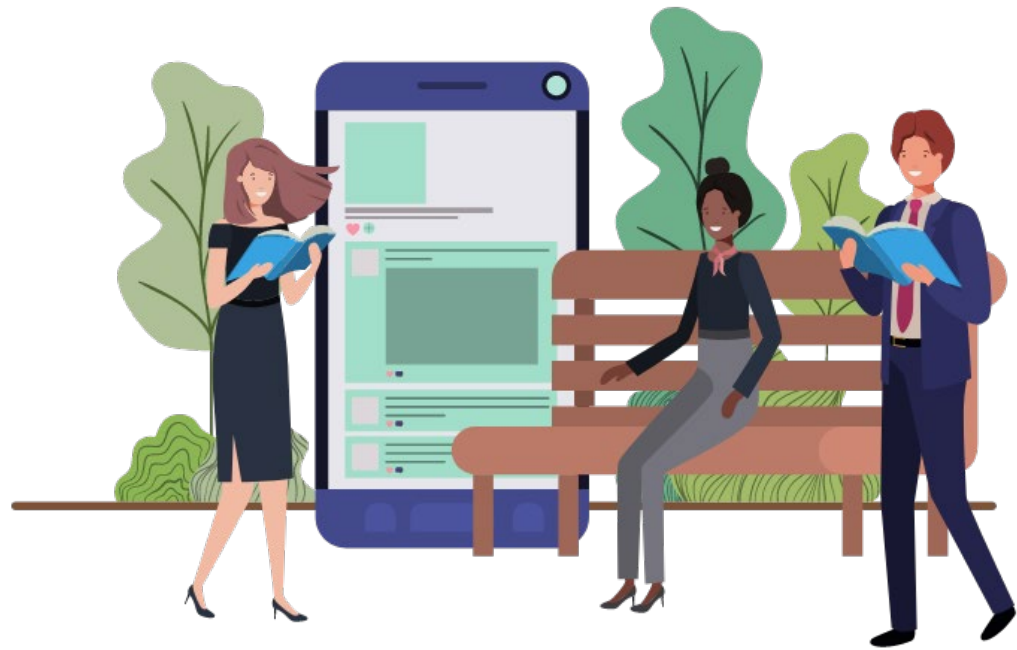
## Step 2: Enter your name + choose settings

- Recommended:
  1. Enter your full name
  2. Camera can be on or off (your preference)
  3. Turn your microphone off
  4. Join now



# Step 3: Hang out in the “waiting room”

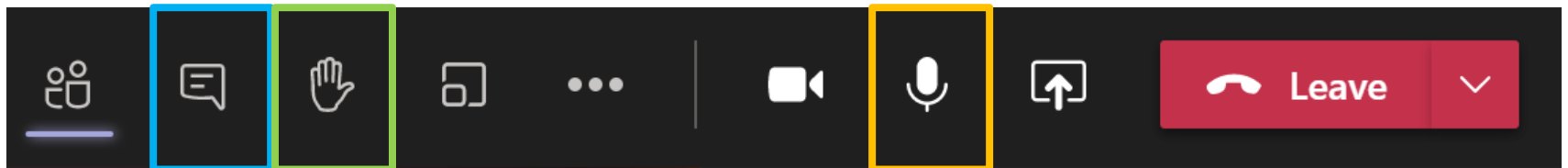
- We’ll be right with you!



# Step 4: Take part!

- Chat
- Raise Hand
- Mute/Unmute

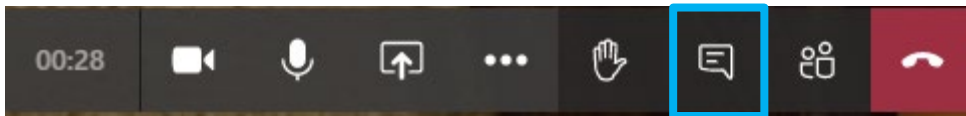
The layout may be different on your device, but you're looking for these 3 icons:



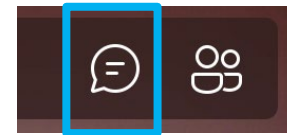
# What you need to know

- Chat

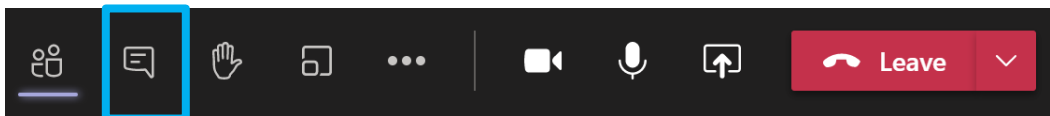
Through your browser (move mouse over video window to see this menu):



iPhone (should be similar on Android phones):  
Tap the screen + look to the top right:



Microsoft Teams App:

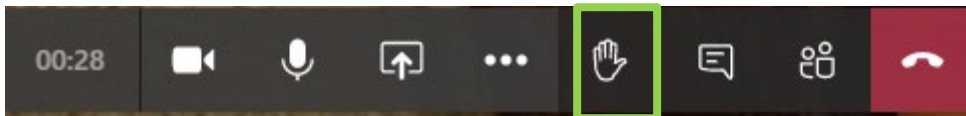




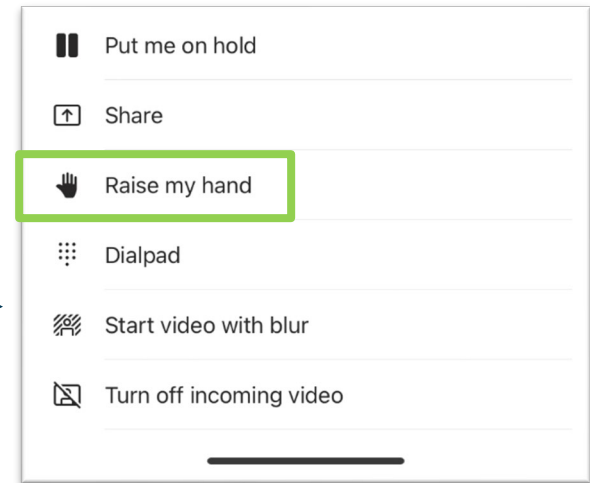
# What you need to know

- Raise hand

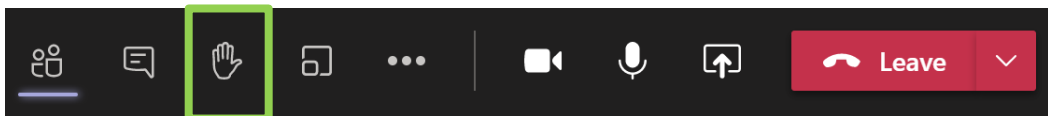
Through your browser:



iPhone:



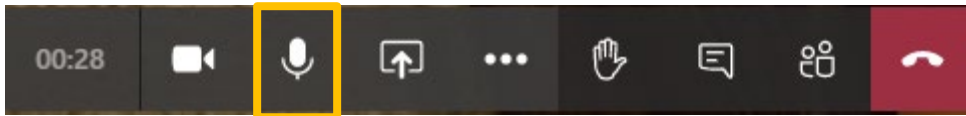
Microsoft Teams App:



# What you need to know

- Mute/unmute

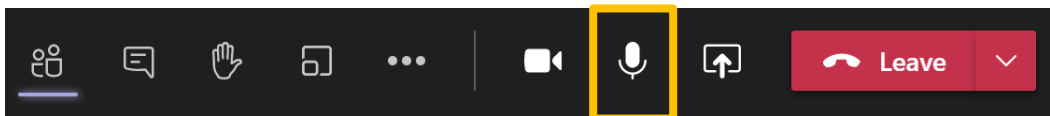
Through your browser:



iPhone:



Microsoft Teams App:



# Thank you!

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