



Microsoft Teams®

Quick Reference Card

City of Kelowna Public Hearing Jan 2021

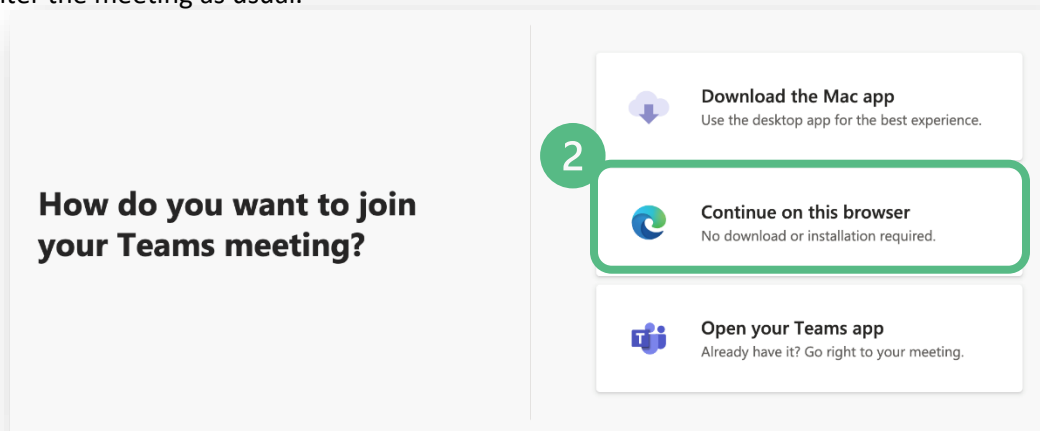
Join the Public Hearing

From your Computer

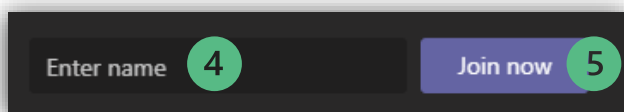
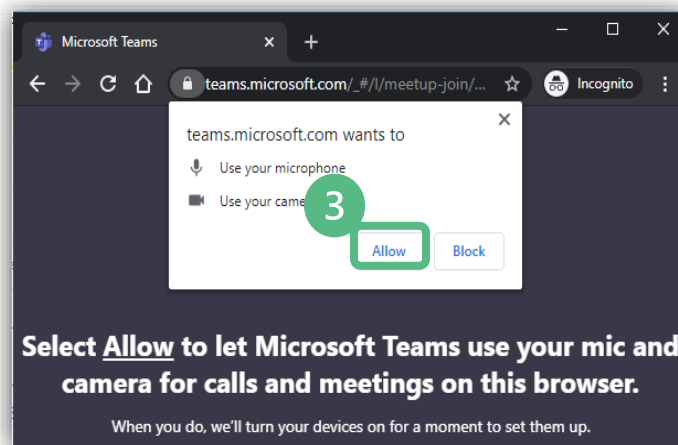
WARNING To get the full Teams Meeting experience you will need to install Microsoft Teams or use a fully supported browser like [Microsoft Edge](#), [Google Chrome](#) or [Internet Explorer](#). Get the free Microsoft Teams application [here](#).

- 1 From [kelowna.ca/council](#), click the **Participate in the Public Hearing** button and click **Join Microsoft Teams Meeting**.
- 2 Select **Continue on this browser**.

NOTE if you already have the Teams Desktop app, the meeting will open there automatically, and you can enter the meeting as usual.



- 3 Select **Allow** when you are asked to use your microphone and camera to be able to participate in the meeting with your video and audio.

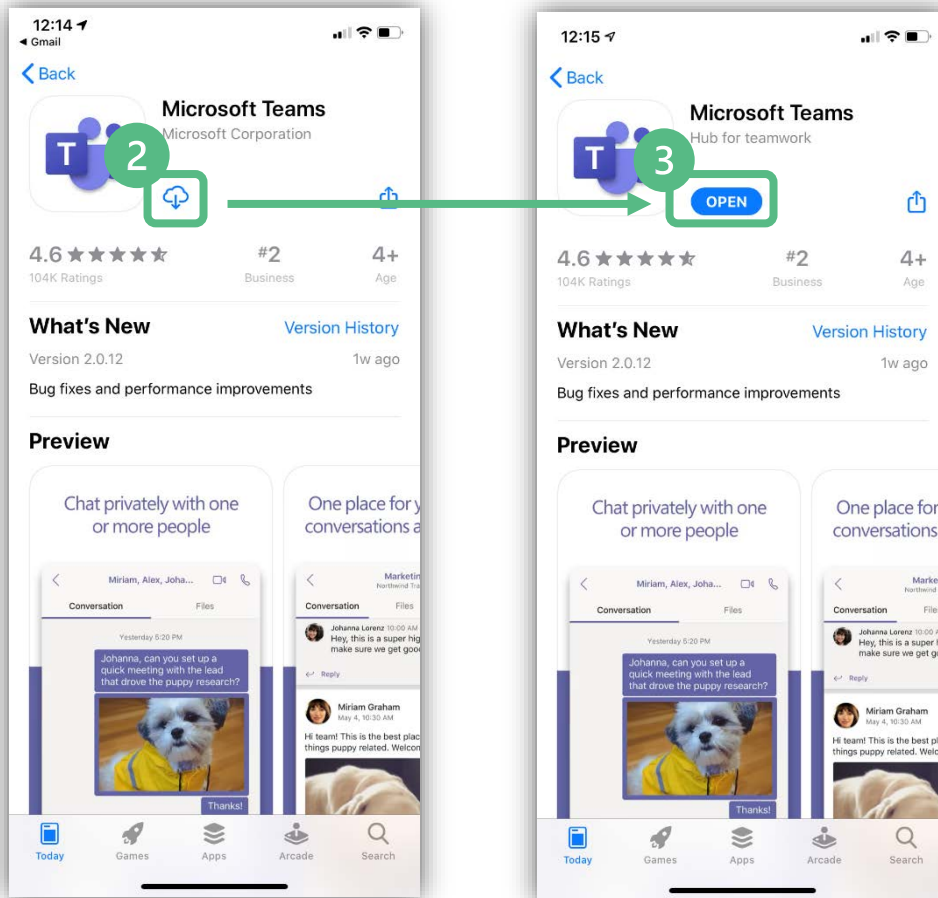


- 4 Enter your first and last name.
- 5 Select **Join Now**. Welcome to the Public Hearing!

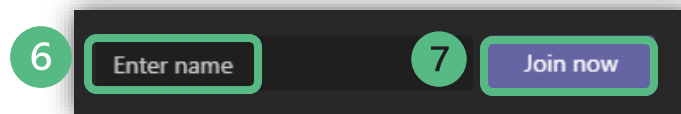
From your mobile device or tablet

To join the Public Hearing from your mobile device or tablet, you will need to download the mobile application.

- 1 Go to the App Store or Google Play store and search for Microsoft Teams.
- 2 Click on the **download icon** to start the install.
- 3 It will show the **Open** button when it is finished.



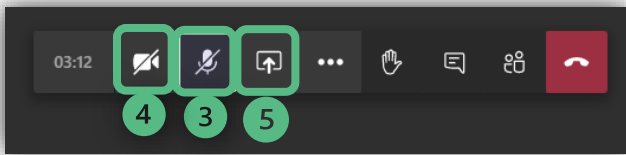
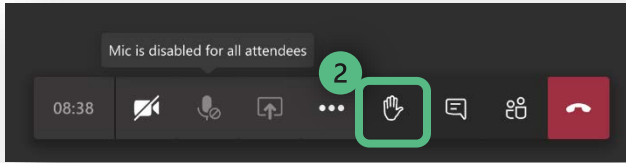
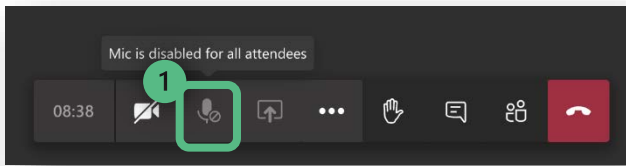
- 4 From kelowna.ca/council, click the **Participate in the Public Hearing** button.
- 5 The Public Hearing will open automatically in the Teams mobile application.
- 6 Join as a guest and enter your first and last name.
- 7 Select **Join Now**. Welcome to the Public Hearing!



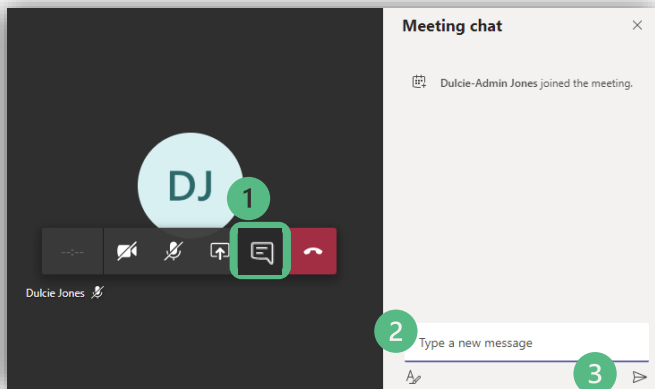
TIP Change the layout to landscape by holding your device horizontally so the display is larger.

Participate in the Public Hearing

Raise your Hand Feature to speak



- 1 To reduce background noise and create a civil, productive meeting environment, your microphone will be automatically muted. **You cannot unmute yourself** without permission from the moderator.
- 2 To indicate you want to speak, you should click the **raise hand icon**. This will put you in a virtual line to speak.
- 3 The moderator will call on you and give you permission to unmute. Once called on, your mute button will become activated and you can unmute yourself.
- 4 We encourage you to turn on your video when speaking by clicking the **video icon**.
- 5 You can also share a presentation, image or file from your screen by clicking the **share icon**.



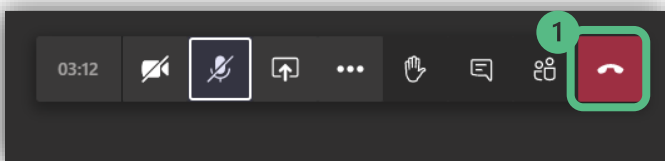
- 1 Have a question about the meeting proceedings or how to participate in Teams? Click the chat icon to open the chat window.
- 2 Type your question into the text box.
- 3 Hit enter or click the **Send icon**.

A moderator will acknowledge your question when appropriate.

NOTE Council members will not see your questions in the chat and your question will be visible to everyone in the public hearing with your display name.

End

Leave the Meeting



- 1 To leave the Public Hearing click on the **red phone icon**.