HOW TO JOIN THE LIVE MEETING

1. Go to the project website and click the link "Join the live meeting here"

   You can also call in by dialing **+1 612-276-6670** and input the Conference ID when prompted. This option will allow you to listen to the live event.

   <u>Conference ID</u>
   984 231 313#

   If you are unable to participate in the live meeting, we will post a recording of the presentation and a summary of the questions to the project website following the event.
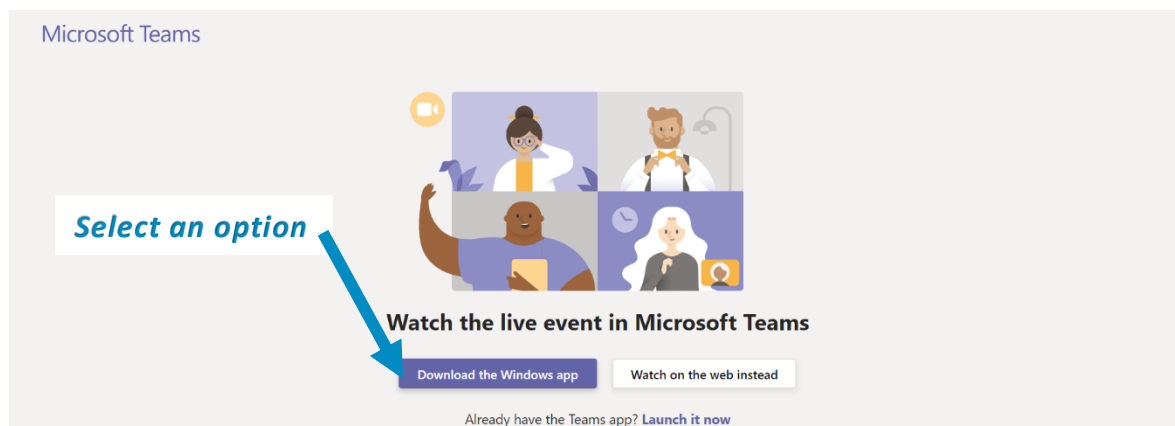
2. Click "Watch on the Web Instead"

   After clicking the meeting link, your window will show two options. You can access the Microsoft Teams live event through the Microsoft Teams application on your computer OR through a web browser by clicking "Watch on the web instead." *If you do not want to download the Microsoft Teams application on your computer or do not have a Teams account, click "Watch on the web instead."*

   Note: For best results, use Firefox, Chrome, or Microsoft Edge as the web browser. If you experience issues accessing the platform, you may need to update your mobile device or computer application. You will need to enable third-party cookies in your browser to view the live event.

   For a mobile device: In order to view the live event on your mobile device, you will need to download the free Microsoft Teams app. Once the app is downloaded, you can sign-in with a Microsoft account or join anonymously. If you do not want to download the app, you can call in by dialing **+1 612-276-6670** and input the Conference ID when prompted.
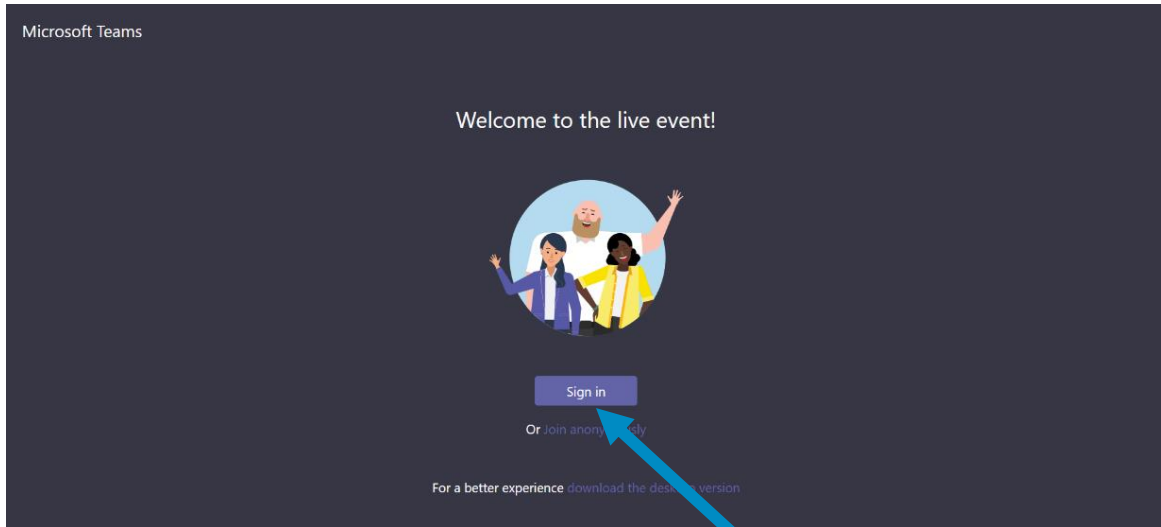
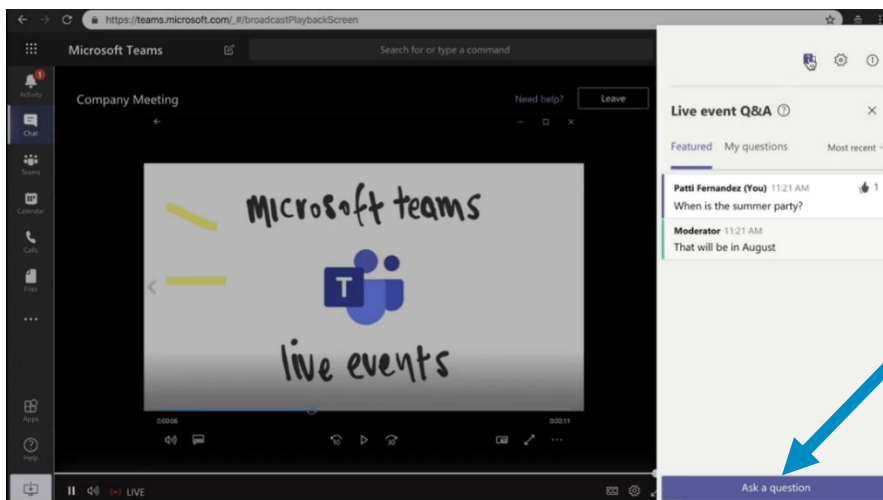   <u>Conference ID</u>
   984 231 313#

3. Choose "Sign in" or "Join Anonymously" (if you do not have an account)

If you don't have a Microsoft Teams account, select "join anonymously." If you join anonymously, you may still provide your name if you ask a question. If you have an account, you can sign-in.

Select an option

HOW TO ASK A QUESTION

4. Click the "Ask a question" button in the lower right corner

The Q&A function will open during the presentation. You can submit a question to the project team by clicking on the "Ask a question" button in the lower right corner of the window. Your question will remain private (only the moderator will see) until the moderator makes it public. Then it will appear in the "Featured" tab. You can choose to enter your name or post anonymously by checking the box next to "Post as anonymous"

Click "Ask a question"

5. Exit the event by closing the browser window

You may pause the event at any time by pressing the pause button in the lower left corner of the screen. If you wish to exit the meeting, close the browser window or the application you are using.

For more information and resources, visit the [Microsoft Office support page](). If you have other questions or concerns with the virtual meeting, please contact: **Amy Barnstorff, Associate Transportation Planner, at** [amy.barnstorff@minneapolismn.gov]()