

Public Meeting Microsoft Teams Instructions

TEAMS USER TIPS

The following tips are provided to help you have the best possible experience. Following these recommendations helps ensure a good quality meeting.

1. **For optimal results, please download the Microsoft Teams app prior to the meeting.** If you must access the meeting via browser, please use Microsoft Edge.
2. Use a headset or AirPods to listen to the meeting and make sure you have a working microphone. This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side.
3. When possible, connect to the Internet with a physical cable connection, not just Wi-Fi. This will give you much greater speed and service.
4. A laptop or desktop is preferred over a Smartphone or tablet.
5. Don't be outside. Wind and background noise makes your device's microphone adjust and your voice may sound muffled.
6. Don't have several programs running while using Teams. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Teams session.

HOW TO MAKE A PUBLIC COMMENT VIA TEAMS

1. Click on the meeting link and select Register. After entering the requested information, you will receive the link to enter the meeting via email from Microsoft Teams. When it is time for the meeting, click Join Event. Please download the Microsoft Teams app prior to the meeting so you can then join on the Teams app for the best results.

Town of Palm Beach

You're registered for Test

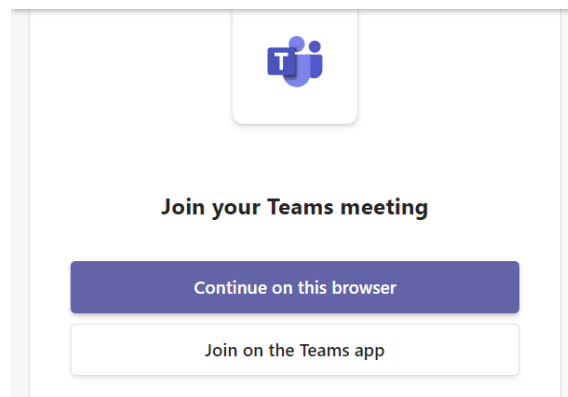
Hi Jess,

Your seat is reserved for:

Test
8/31/2023 11:00 AM—11:30 AM (UTC-04:00) Eastern Time (US & Canada)

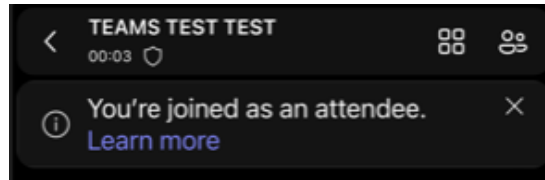
See you soon!

Join event

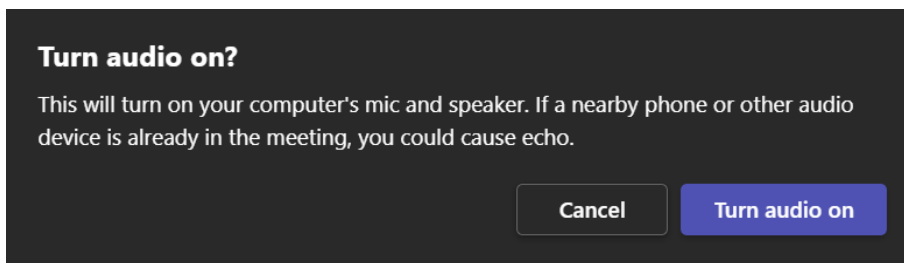


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2. After entering the meeting, you will receive a notification that you have joined as an attendee.

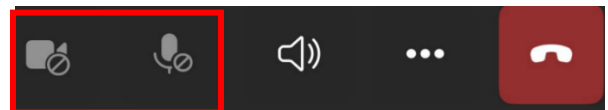


3. Ensure your audio is turned on. This icon  is displayed when the audio is not on. Hover over this icon and select **Turn audio on** as shown below.

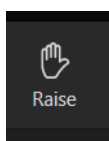


4. The microphone and camera are disabled until the moderator allows unmuting. Note: This meeting does not allow video by attendees.

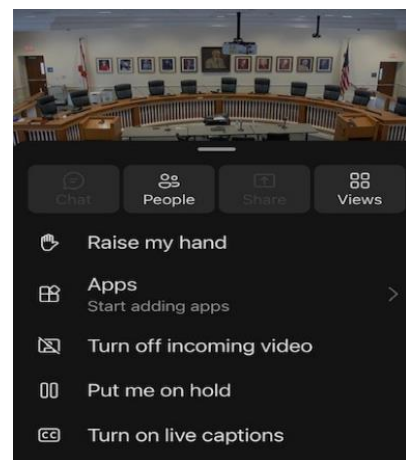
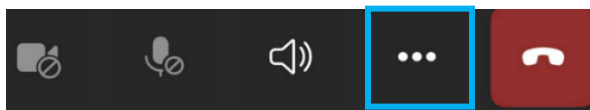
Your mic and camera are disabled



5. To request to speak on an agenda item, select the **Raise** hand button in the upper right of the screen on desktop or the three dots button then select the Raise my hand button on mobile device.

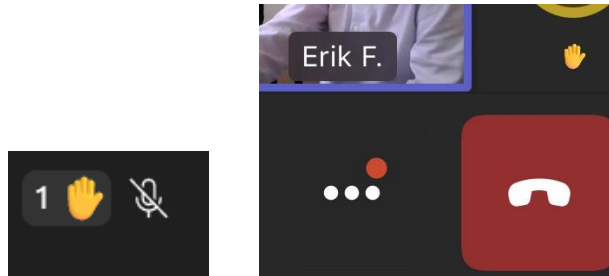


or

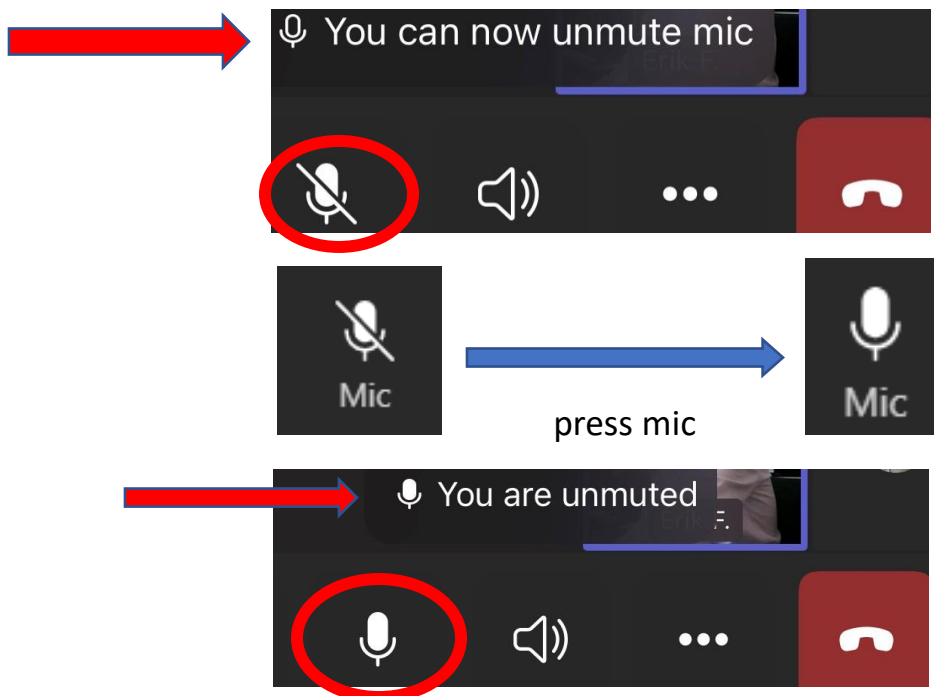


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6. Selecting **Raise my hand** will notify the moderator you are in queue to make a public comment. A hand-raised icon will appear next to your name.



7. The moderator will let you know when it is your turn to speak by calling your name and asking you to unmute your microphone by selecting the unmute Mic icon below. Additionally, a notice **'You can now unmute mic'** will appear on your screen.



8. Once unmuted, you are now audible in the Chambers and Teams meeting.
9. Please begin by providing your name and address for the record and begin your three-minute public comment.

Thank you for participating. Any questions, please call (561) 838-5410

Meeting access is available on desktop and mobile devices.