

Waterfront Toronto – Quayside Q&A Session

How to join the meeting and participate

On the date of the meeting, click on the link provided in the email sent via Eventbrite prior to the Q&A session.



Joining on your computer:

Click the link in your email

You will see up to three options:

- Go to the Teams App (if you have it installed, this may happen automatically)
- Download the Windows or Mac app
- “Continue on this browser” or “Join on the web instead”

Join using your internet browser, click ‘Continue on this browser’ or ‘Join on the web instead’.

Join using the Teams App, click “Go to the Teams App” and the App will start up. If you do not have the App already installed, follow the instructions on the screen to install the Microsoft Teams app on your computer. After it is installed, you will be able to join the meeting.

Select your audio and video settings and enter your name. Please note, your name will be seen by other meeting participants. Then click ‘Join Now’



Joining on your mobile device:

Click the link in your email, the Teams App will start up, and you will be admitted into the meeting

- If you do not already have the Teams App installed, you will be redirected to your device’s App Store. Install the Microsoft Teams App. After it is installed, you will be able to join the meeting. You will have the option to create an account or continue as a guest.



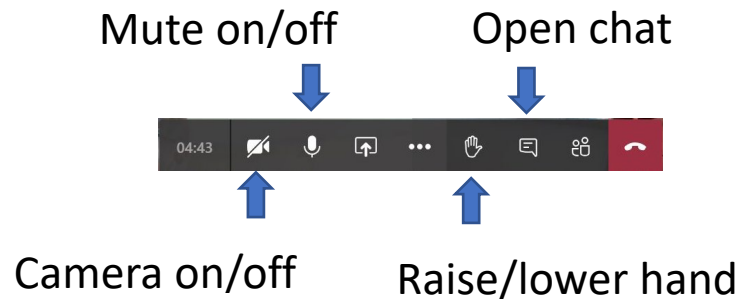
Joining on a phone (*without access to internet*)

- Call the number provided in the email (local and toll-free numbers provided)
- Enter the Conference ID provided in the email
- You will be prompted to say your name, and then placed into the meeting
- To mute or un-mute yourself, press *6

Once you have joined:

For those joining from their computer or from the Microsoft Teams App, you will be able to see and hear the project team, other participants and presentations.

Your screen will feature a toolbar that looks something like this:

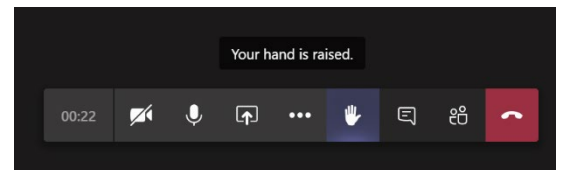


Before you join

- Turn your camera off
- Click the microphone icon to mute yourself
- Use the chat window to note any issues and we'll try to help

To ask a question or make a comment

- Raise your hand by clicking the hand icon
- The moderator will call on you to speak
- Un-mute yourself and make your comment
- Please remember to lower your hand after your question by clicking the hand icon again.



Questions and Comments over the phone

- We will open the floor to your questions/comments once all hands are down
- Remember to mute or un-mute yourself by pressing *6
 - Do not use the mute function built into your phone

Troubleshooting

We encourage participants who are unfamiliar with this platform to log on 5 minutes before the event start to make sure there are no issues with participating.