



Welcome to the online public meeting!

Due to COVID-19, all City of Saskatoon public engagement will be conducted virtually for the time being.

The City has adopted Microsoft Teams as a tool for online engagement. The following is meant to be a quick guide to getting started in Teams if you are not already familiar with the platform.

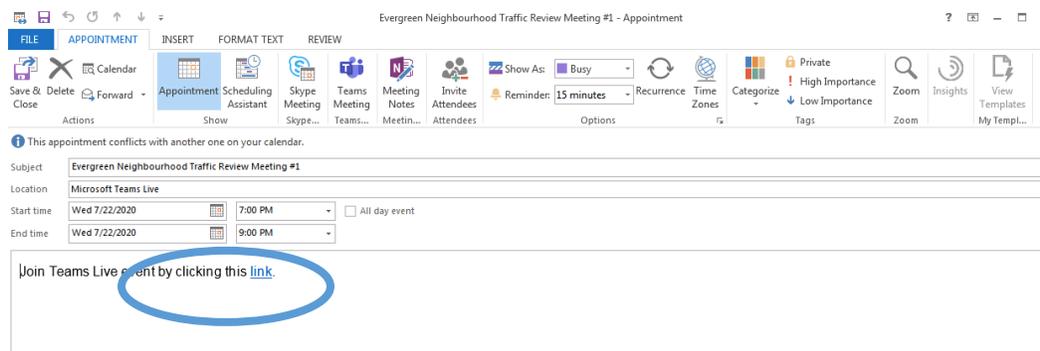
There are also a number of great training videos available on [the Microsoft Training website](#) if you would like to find out more about all the options and possibilities available with Microsoft Teams.

MICROSOFT LOGIN

Although you may have a Microsoft Login, we recommend that you join the meeting anonymously to help ensure your privacy.

Joining a Teams meeting (from calendar invite or Engage page link)

From the calendar invite, click on the link provided.



From the Engage page, select **Microsoft Teams meeting link**. Below is an example of where you would see the link on an Engage page.

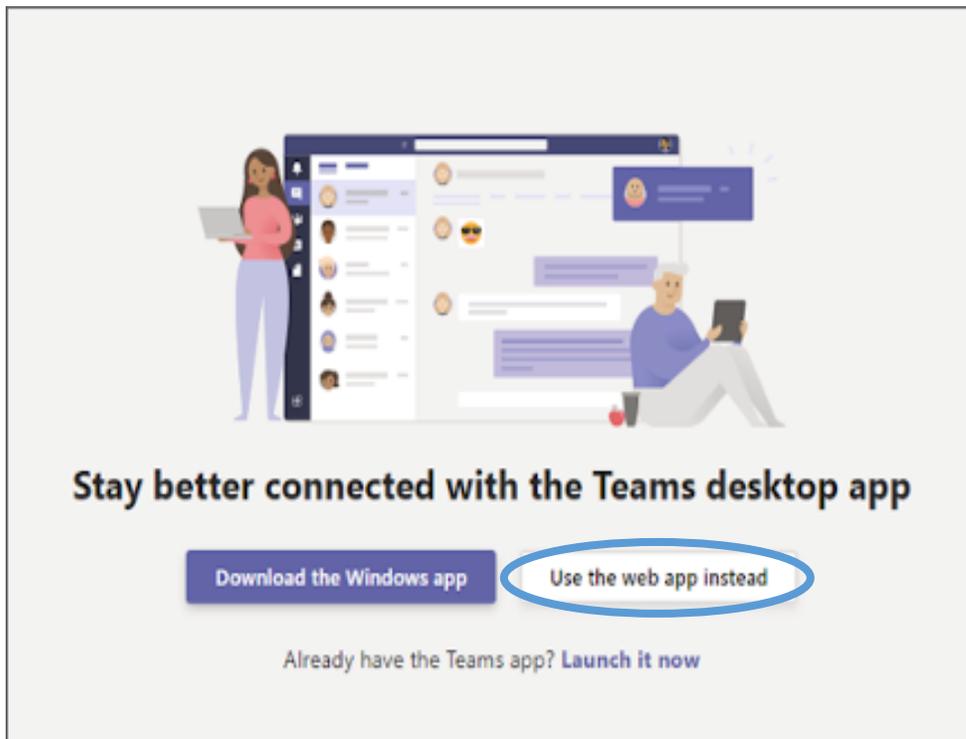
Online Public Meeting

Each project or development application will have its own Engage Page where project details, background information and timelines are identified. Each Public Information Meeting will take place through a Microsoft Teams live event and will include an opening presentation followed by a question and answer period. The meetings will be recorded and posted to the Engage Page following the event. In order to protect your privacy, you are asked to join the event anonymously or by using your initials only.

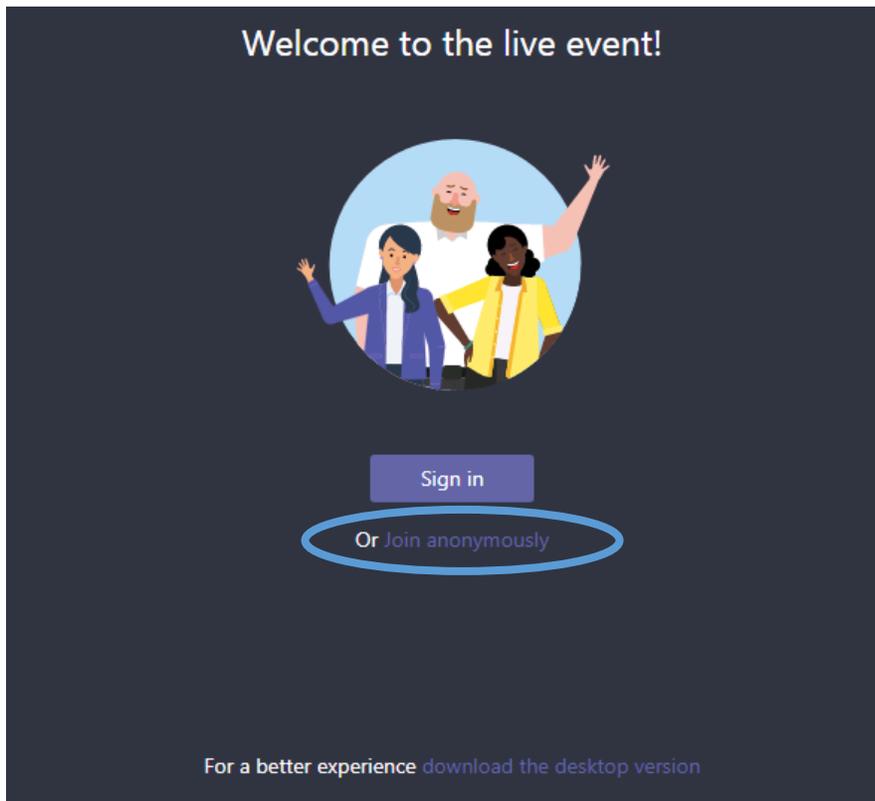
[Microsoft Teams meeting link](#)

Please log in 10 minutes in advance to help ensure the meeting is able to start on time and review any project information in advance of the meeting.

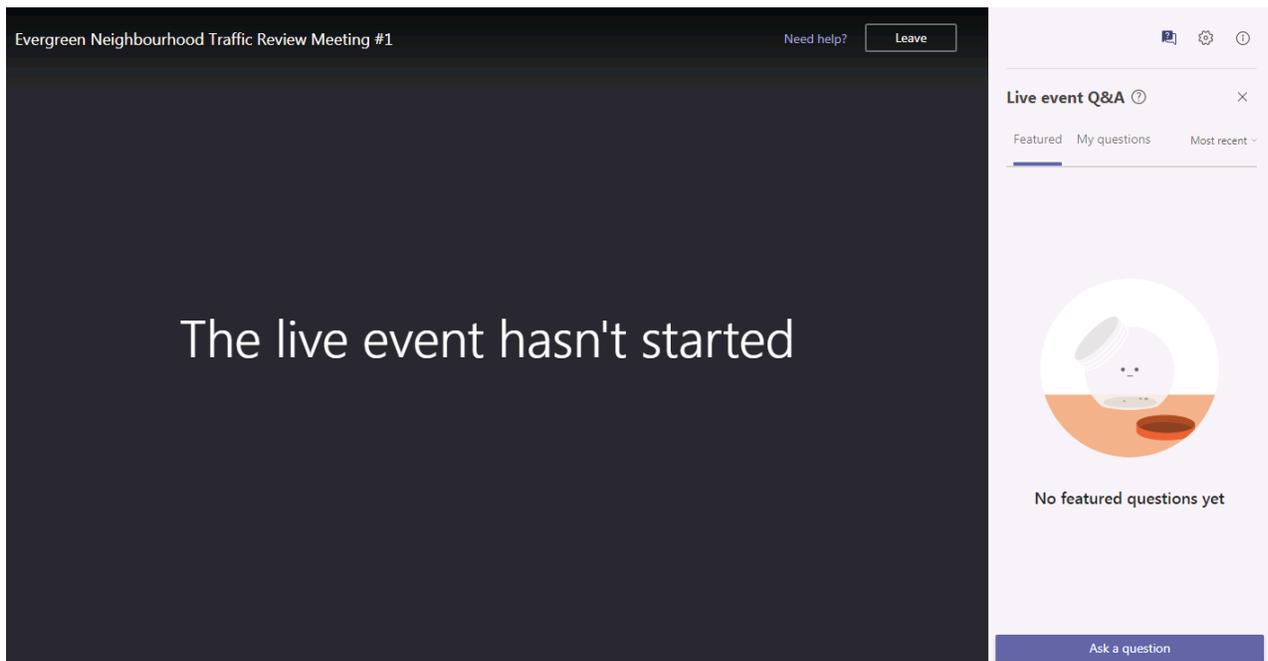
You'll be prompted to download the Teams desktop app or use the web app instead. Click on **use the web app instead**.



You'll be prompted to Sign in or Join anonymously. Click on **Join anonymously**.



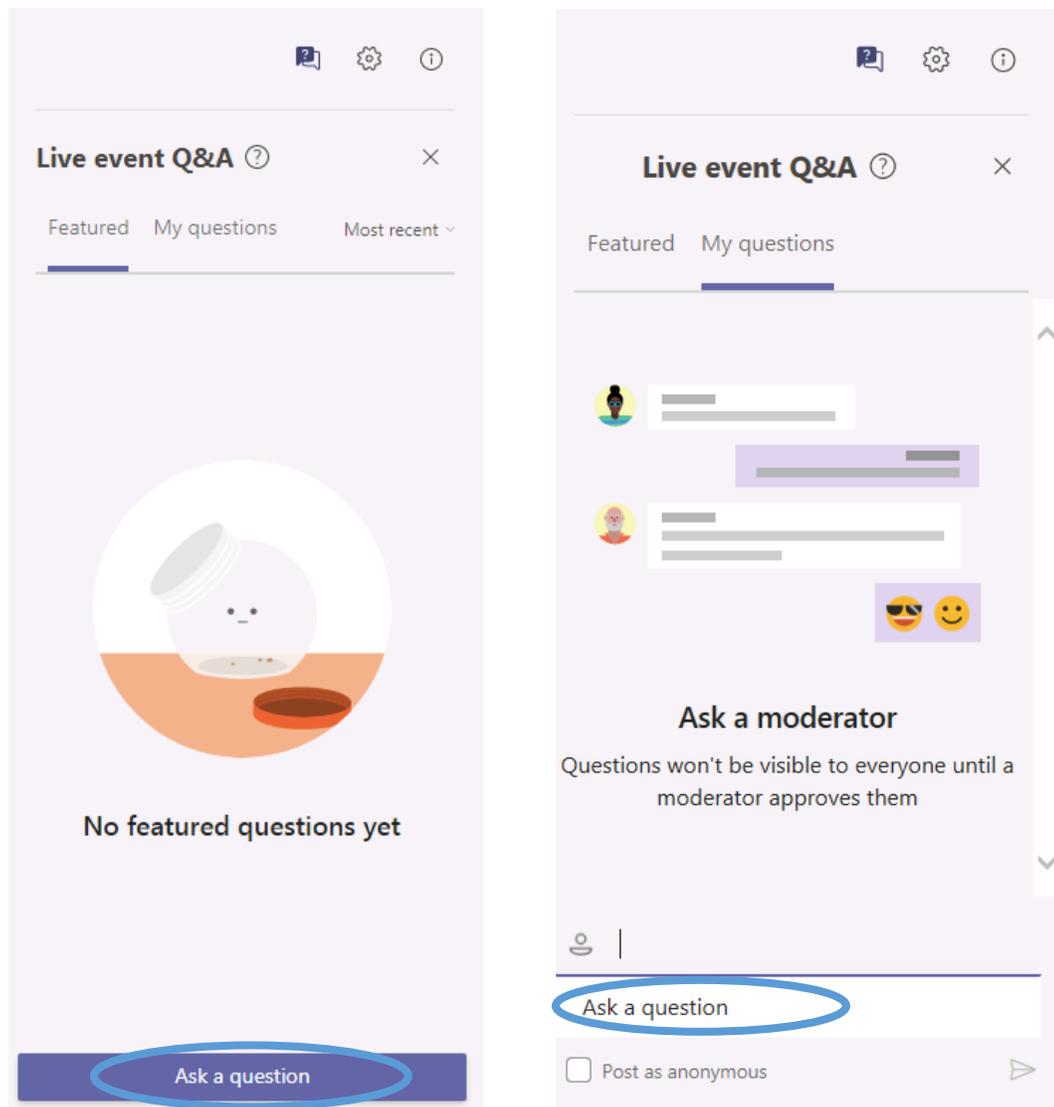
You will see the following screen until the meeting begins.



Once in the meeting

Once you join the meeting you will have the option to submit questions through the Live event Q&A. Questions submitted by all participants will be published in the Featured tab. If you'd like to submit a question or comment, click on **Ask a question**. It will then take you to the **My questions** tab, where you can type a question into the Ask a question box.

Participants are expected to ask questions, make comments and behave in a manner that is respectful to all participants in the meeting.



Additional information is available at the [Microsoft Support website](#).

If you run into any connectivity problems during the meeting, please leave the meeting and return, or try refreshing your web browser page.

If you have any additional questions after the meeting, please submit your comments by phone or email.

We will also be posting a recording of the meeting on the Engage page so you can review the discussion.