

DCTC Meetings: Ground Rules

For all meetings:

- Please plan to participate!
 - Prepare ahead of time
 - Participate in discussions
- Add to, don't repeat

Virtual meetings:

- Start on mute; unmute to speak, or use chat
- Turn on your computer's camera (if available)
- Set aside distractions; avoid multi-tasking

Virtual Meeting How-To Guide

Microsoft Teams:
meeting platform

Sli.do:
live polling

Padlet:
brainstorming/feedback tool

Using Microsoft Teams to join a virtual meeting:

Click the link in the meeting agenda to join the virtual meeting on Microsoft Teams.

Dutchess County Transportation Council

Planning Committee Meeting

Virtual Meeting

[Click here to join the meeting](#)

Call-in Number [+1 516-268-4602](#)

Phone Conference ID: 746 204 846#




Or to join with audio only, use the call-in number.

Join the meeting on your browser (no download required):

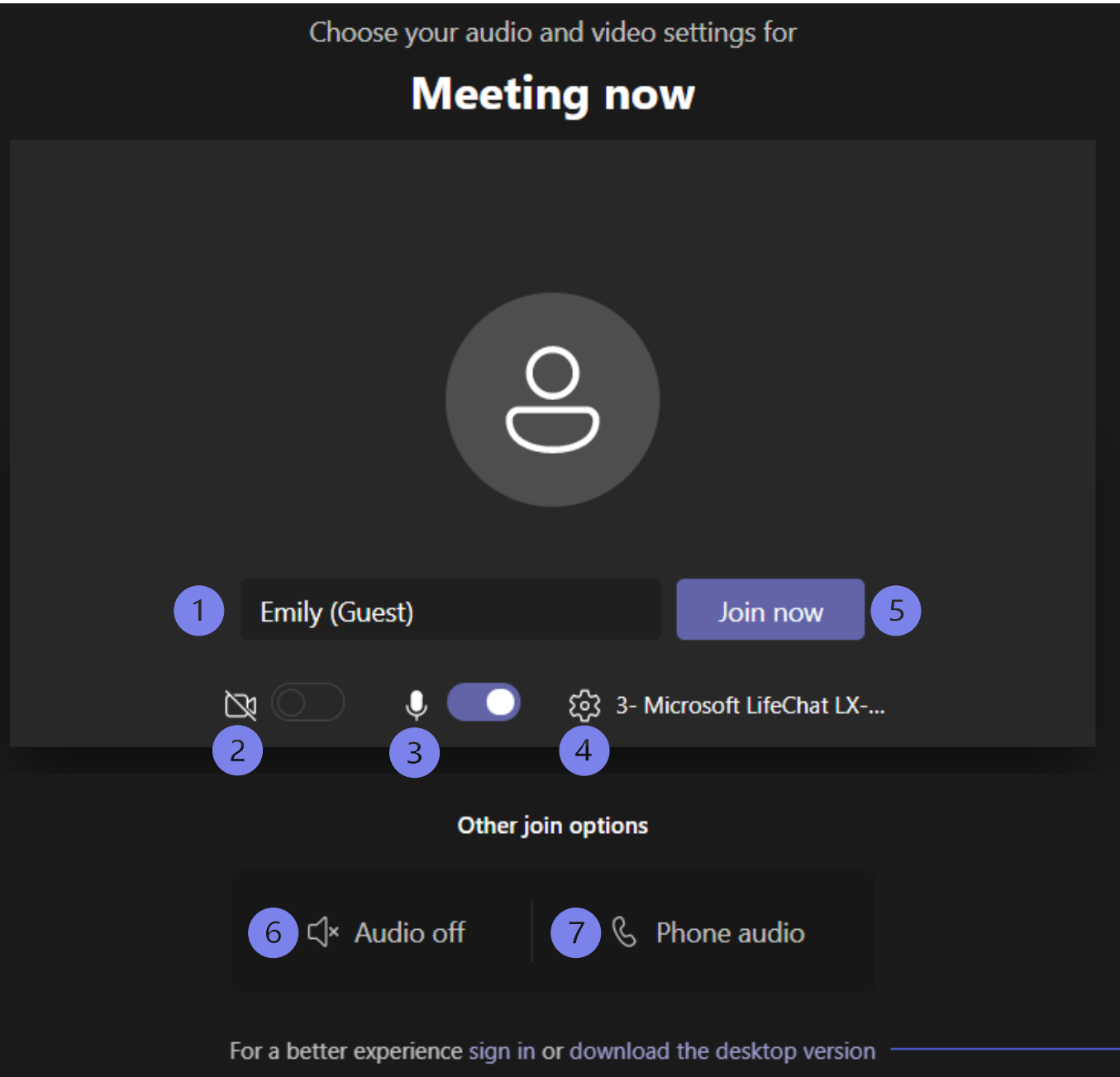


How do you want to join your Teams meeting?



-  **Download Teams (work or school)**
Use the desktop app for the best experience.
-  **Continue on this browser**
No download or installation required.
-  **Open Teams (work or school)**
Already have it? Go right to your meeting.

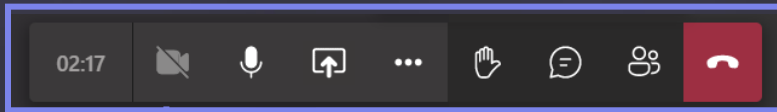
Screen prior to joining a Teams meeting:



- 1 Name**
Enter your name in the box.
- 2 Camera**
Click to toggle the camera on or off.
- 3 Microphone**
Click to toggle the microphone on or off.
- 4 Device Settings**
Select audio device and camera settings to adjust your audio or camera source.
- 5 Join Now**
Click here to join the meeting.
- 6 Audio Off**
Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.
- 7 Phone Audio**
Select this option to join and connect to audio using your desk or mobile phone.

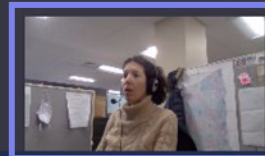
Please ignore these links.

Now you've joined the meeting.



Toolbar

Use this to access features (see next page).



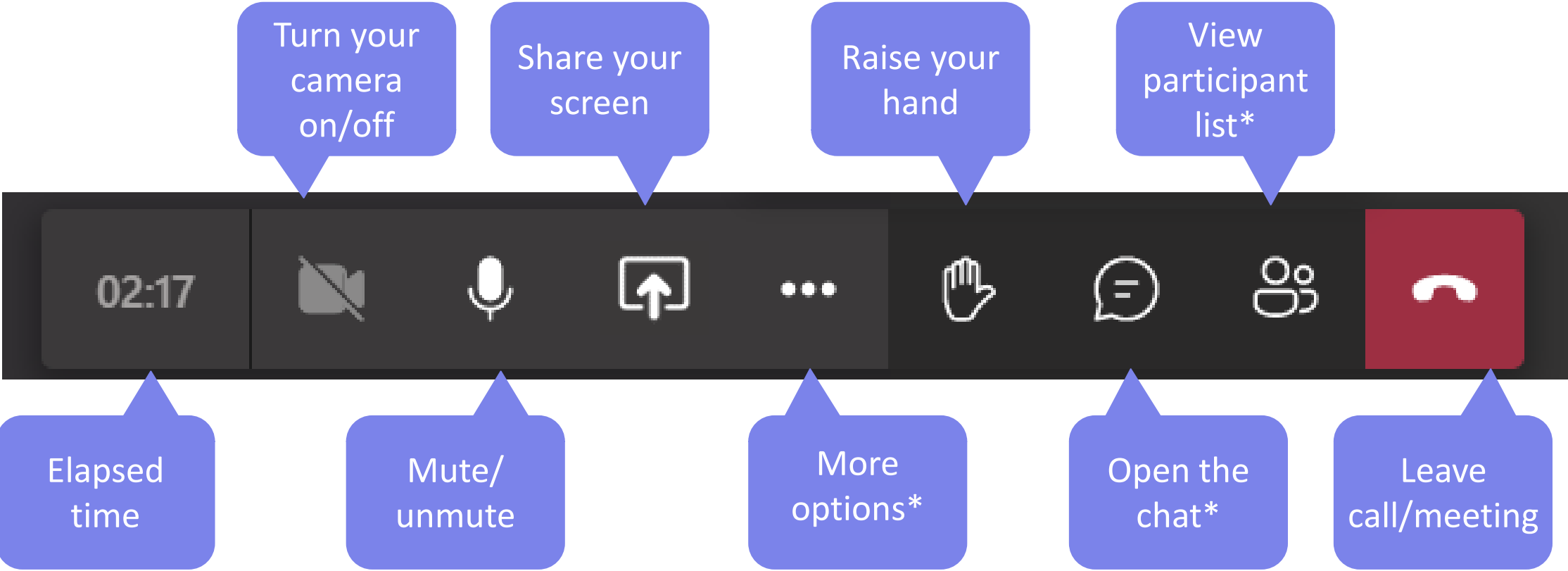
Video Preview

This shows what your video looks like to other users. If you do not enable video, other users will see your initials only.

Attendees and Meeting Content

This screen will show other users' videos or initials. If content (such as a presentation) is being shared, it will also be displayed here.

Using the toolbar:



*see following pages for details

... More options:

- Show device settings
- Show meeting details
- Enter full screen
- Gallery ✓
- Large Gallery (Preview)
- Together Mode (Preview)
- Keypad
- Start recording
- Turn off incoming video

Open audio and video settings

Different view options

Turn off other users' videos to preserve bandwidth

Device settings [X]

Audio and Video

Audio devices

3- Microsoft LifeChat LX-3000 [v]

Speaker

Headset Earphone (3- Microsoft Life... [v]

Microphone

Headset Microphone (3- Microsoft Li... [v]

Camera

Integrated Camera (04f2:b61e) [v]

App Settings

Theme

Default [v]

Open language settings

Select from drop down list

Using the meeting chat:

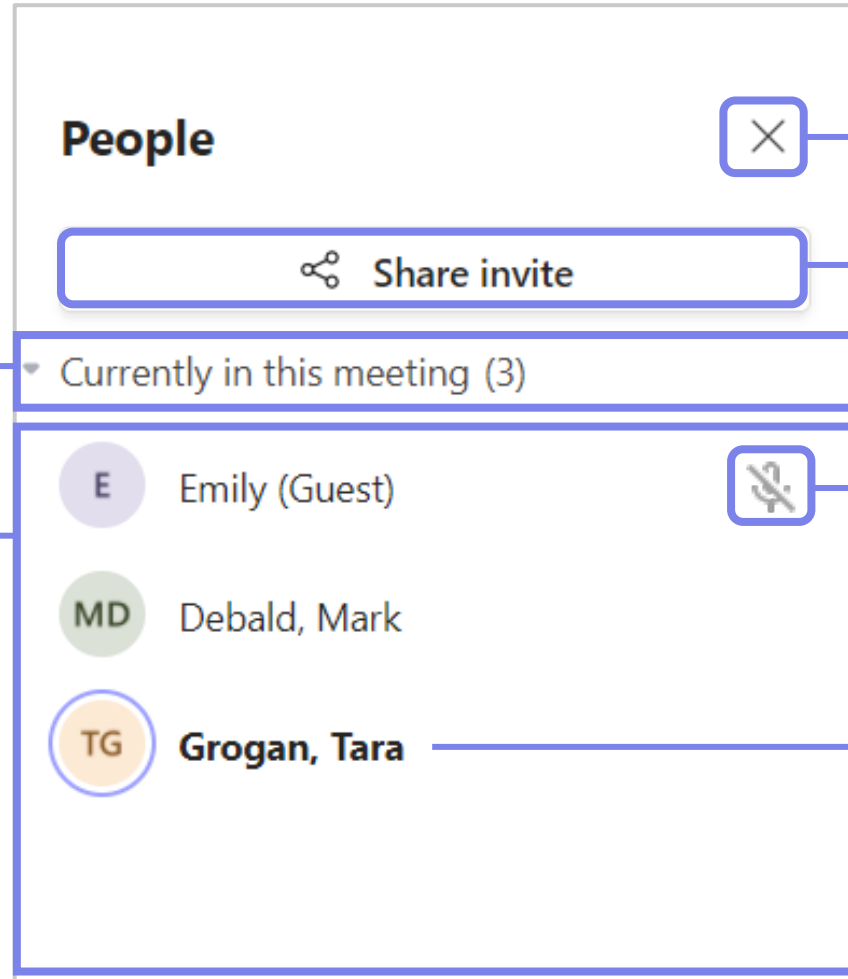
The image shows a meeting chat window with the following elements and annotations:

- Meeting chat**: The title of the chat window.
- Close button**: A square button with an 'X' icon in the top right corner. Annotation: "Click to close the chat box".
- Notification**: A message icon followed by the text "Emily (Guest) has temporarily joined the chat."
- Message area**: A large rectangular area containing a timestamp "2:48 PM" and a message "Hi Tara and Mark!". A blue box highlights this area. Annotation: "New messages appear here".
- Input box**: A text input field with the placeholder text "Type a new message". A blue box highlights this area. Annotation: "Type your message in the box".
- Style options**: A button with a text formatting icon (A with a slash). Annotation: "Click for style options (fonts, bold, italics, etc)".
- Send button**: A button with a paper plane icon. Annotation: "Click to send your message".

Viewing the participant list:

Shows how many people are in the meeting

Meeting participants are listed here, including those who have joined by computer and by phone



The screenshot shows a 'People' panel with a close button (X) in the top right corner. Below the title is a 'Share invite' button with a share icon. A dropdown menu is open, showing 'Currently in this meeting (3)'. The list contains three participants: Emily (Guest) with a muted icon, Debald, Mark, and Grogan, Tara, whose name is bolded. A callout line points to the bolded name.

Click to close the participant box

Click to share a link to the meeting

This shows if your audio or another user's audio is muted

A bolded name indicates who is speaking

Microsoft Teams: Other Tools & Tips



- Join the meeting a few minutes early to work out any issues.
- **Use the web browser version of Teams** – don't try to download the app if you don't have it already (you need a Microsoft account).
- If your computer doesn't have a camera, that's ok. You can still participate.
 - If your computer has a camera, we encourage you to use it, especially when speaking, so we can more easily see who is speaking.
- If you're having connection/bandwidth issues, try turning off your camera/video.
 - You can also leave the meeting and re-join.
- If you can't connect or are having problems with Teams, you can call the phone number associated with the meeting (you'll need the passcode).

Microsoft Teams: Other Tools & Tips



- **Mute:** Please mute yourself when not speaking.
 - Make sure to un-mute when you'd like to speak.
 - If you're on the phone, use *6 to mute or unmute.
- **Chat:** If you prefer not to speak, you can type questions or comments into the 'chat' box. We'll be monitoring it.
- **Raise hand:** Use the 'raise hand' feature if you'd like to speak, and we can call on you. This is useful when multiple people are speaking.
- **Recording:** Most meetings will be recorded and the chat saved for reference.

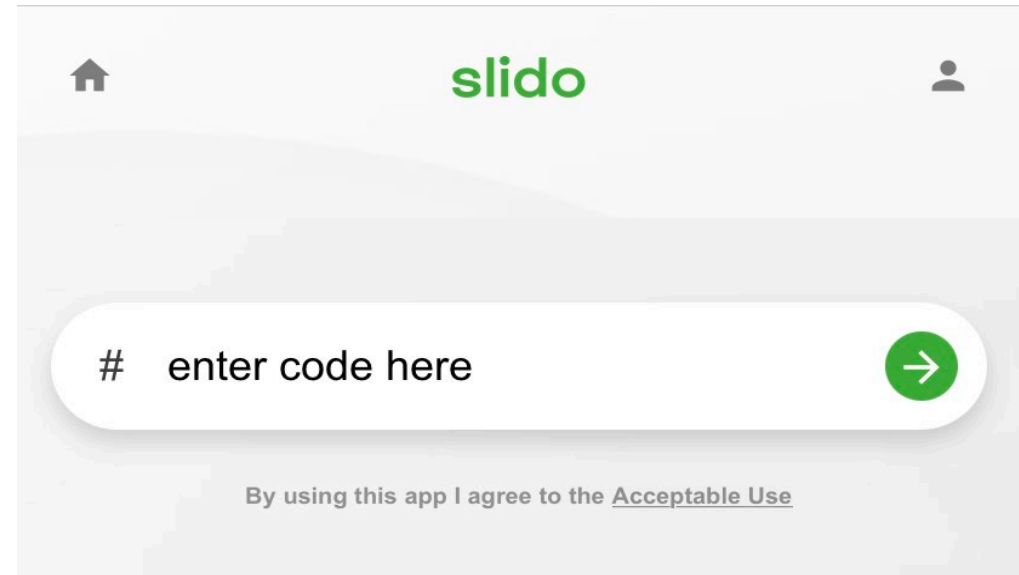
Using Sli.do – a live polling tool

- Join by going to the website:
 - Click the link in the chat
 - Or go to [slido.com](https://www.slido.com)

OR

- Join by scanning the QR code:
 - Open the camera app on a smartphone
 - Focus the camera on the QR code
 - Click the link

If prompted, enter the code: **DCTC82**



(This is what you'll see if you join on a smartphone)

Joining as a participant?

Enter code here



(This is what you'll see if you join on a computer)

Using Sli.do – a live polling tool

- Polls and activities will appear throughout the meeting
- To participate:
 - Select or enter your answer
 - Click **‘Send’**

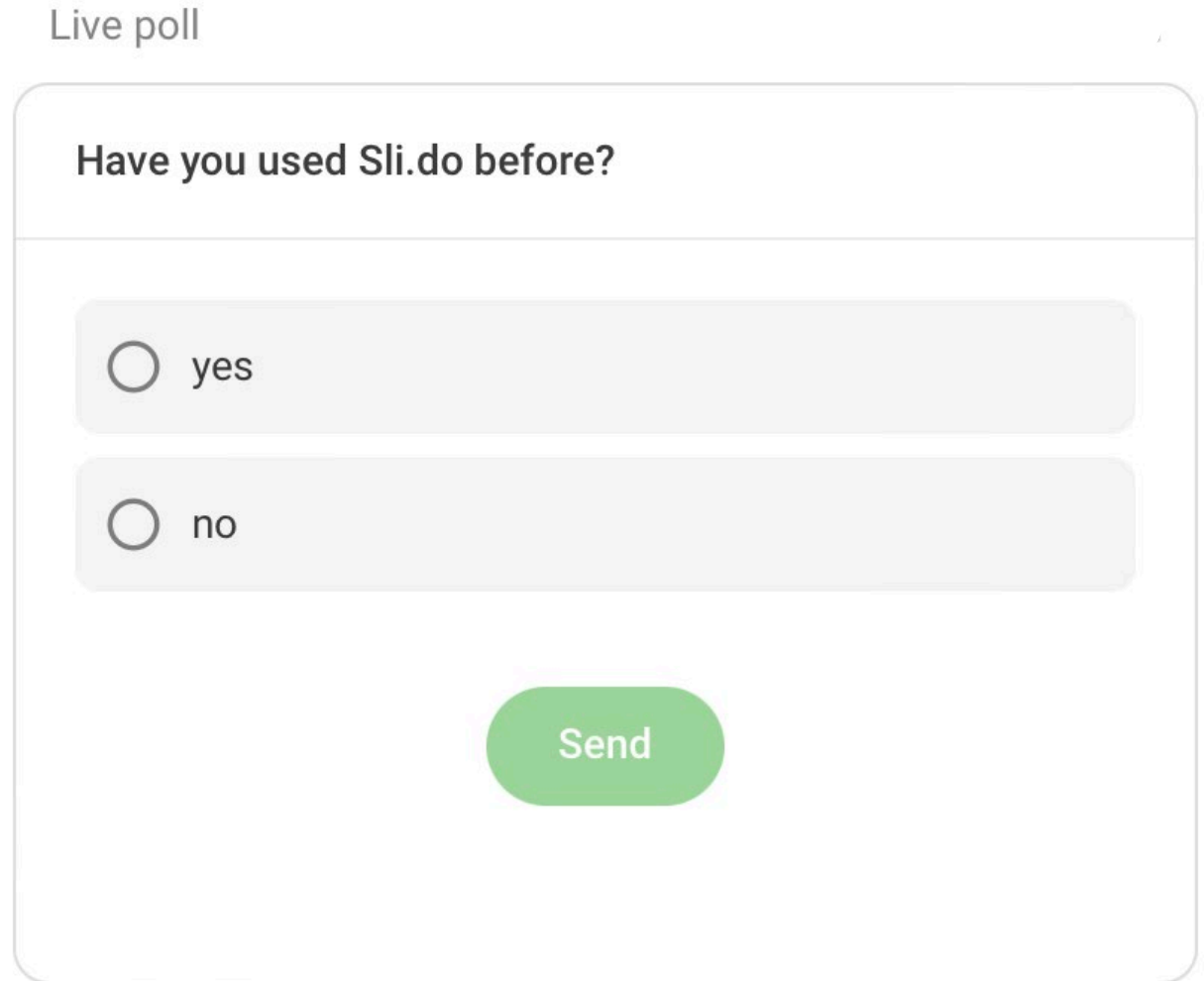
Live poll

Have you used Sli.do before?

yes

no

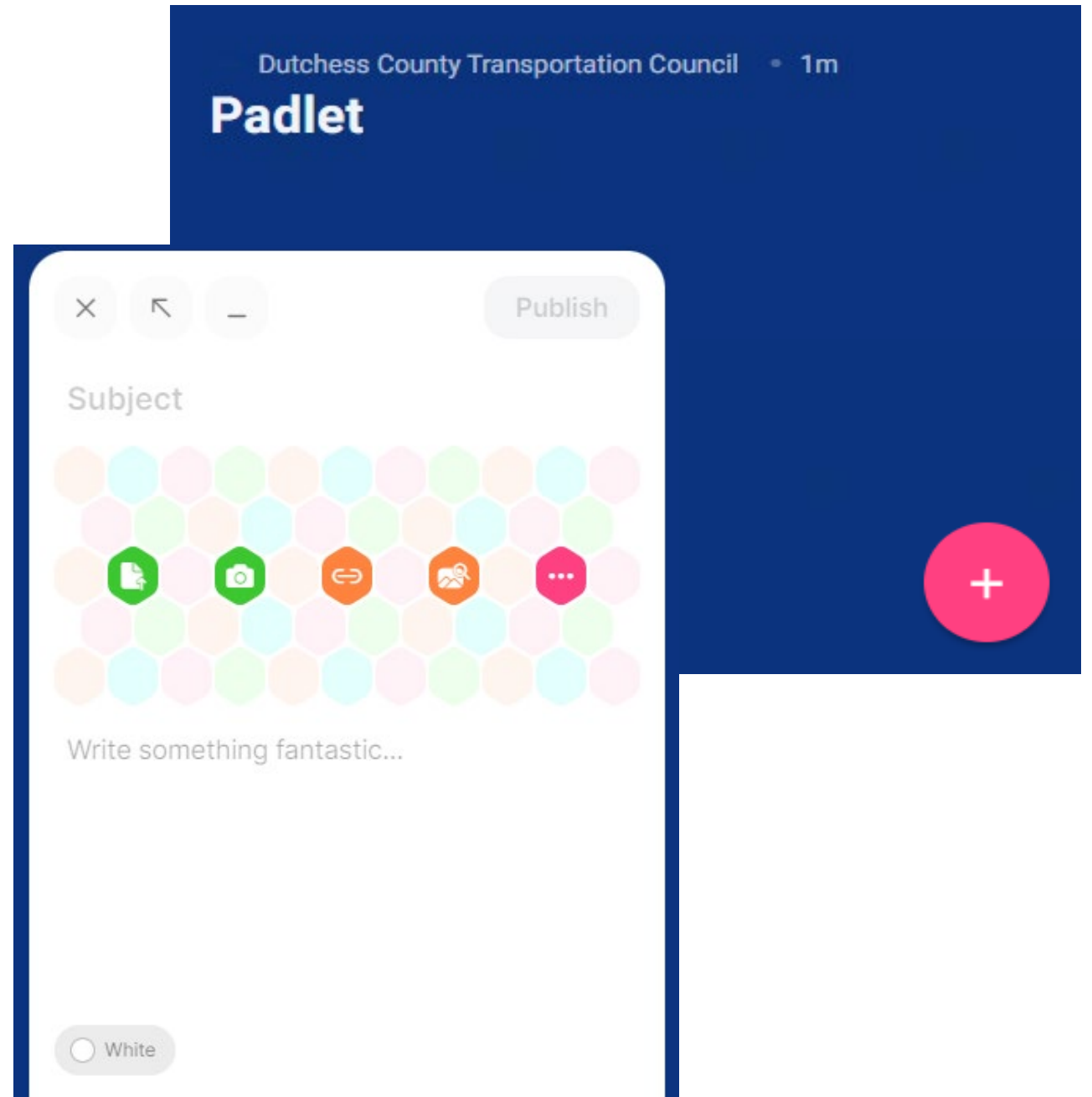
Send



Using Padlet

– a brainstorming & feedback tool

- Join by going to the website:
 - Click the link in the chat
- To add new content:
 - Click the **plus (+)** in the bottom right corner
 - Type your comment
 - Click '**Publish**' when you are ready to post



Still have
questions?

Please reach out to us for help with any of these virtual tools.

We can assist you by phone or email, or we can set up a practice session.

Dutchess County Transportation Council

dctc@dutchessny.gov

(845) 486-3600