

Instructions for Joining the Central City Tunnel Virtual Public Meeting

HOW TO JOIN A MICROSOFT TEAMS LIVE EVENT

1. Go to the meeting invite and select the link “Join live event”

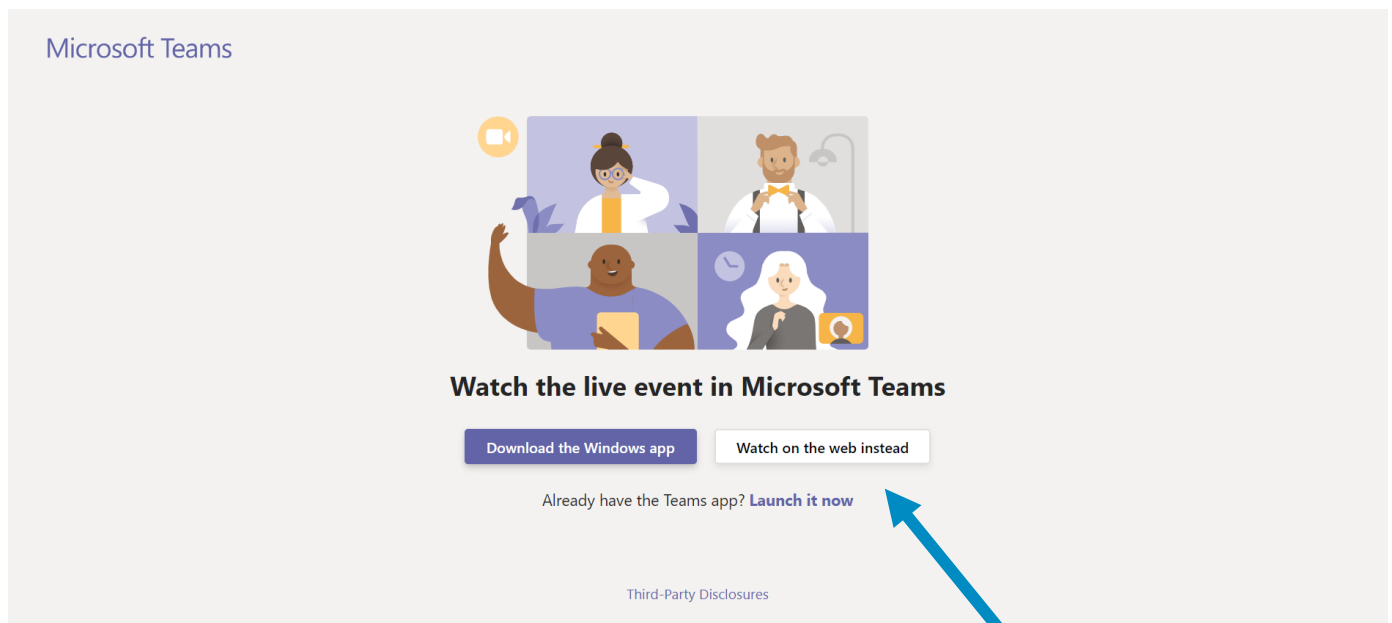
Click [this link](#) to join the virtual open house live with your computer or mobile device. If you are unable to participate, we will post the recorded presentation to the project website following the event.

2. Click “Watch on the Web Instead”

After clicking the event invite 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.”*

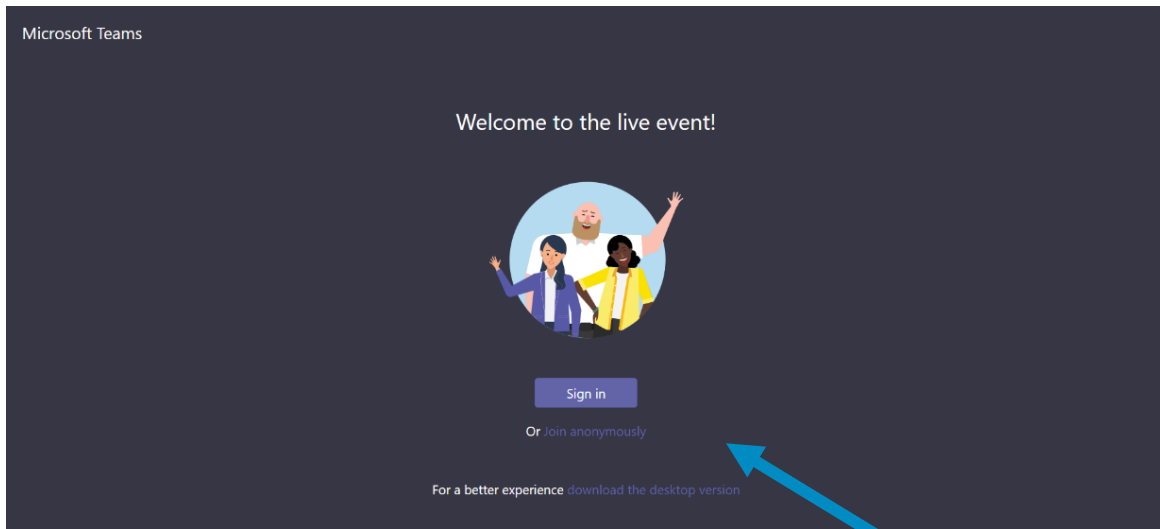
Note: For the web browser use Firefox, Chrome or Microsoft Edge for the best results. If you experience issues accessing the platform you may need to update your mobile device or computer application. You will need to enable third-party cookies in your browser to view the live event.

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.



Select an option

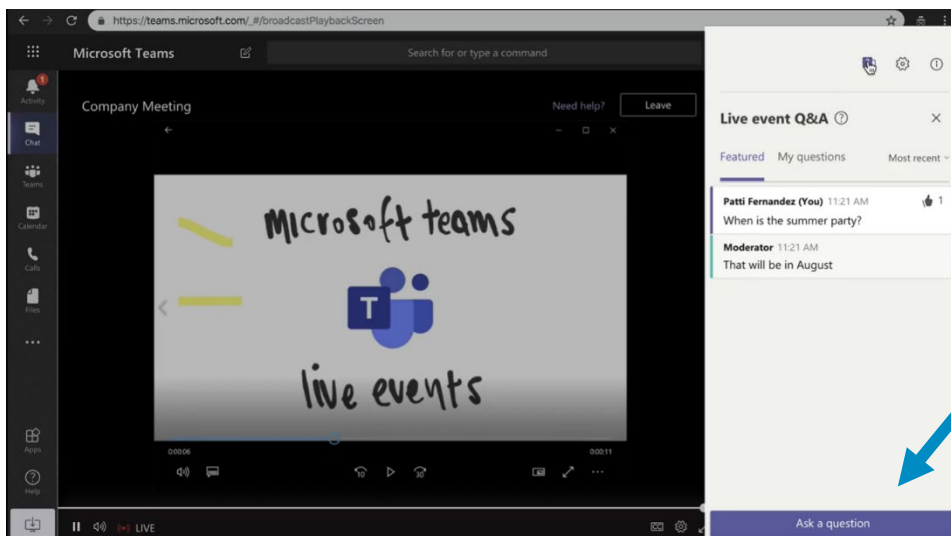
3. Choose “Join Anonymously” (you do not need an account with this option) or “Sign in”
If you don’t have a Microsoft Teams account, select “join anonymously.” If you join anonymously, you may still provide your name if you ask a question. If you have an account, you can sign-in.



Select an option

HOW TO ASK A QUESTION

4. Click the “Ask a question” button in the lower right corner
Once you’ve joined the meeting, click on the “Ask a question” button in the lower right corner of the window to submit a question to the project team at any point during the presentation. 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. You can watch the event after it is over by clicking the original meeting invite link.

For more information and resources, visit the [Microsoft Office support page](#). If you have other questions or concerns, please contact:

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