

TEAMS TIP SHEET

Joining the Meeting

There are several ways to join - an invitation is one of the easiest.

Microsoft Teams [Need help?](#)
[Join the meeting now](#)
Meeting ID: 218 *** ** *
Passcode: Ac****

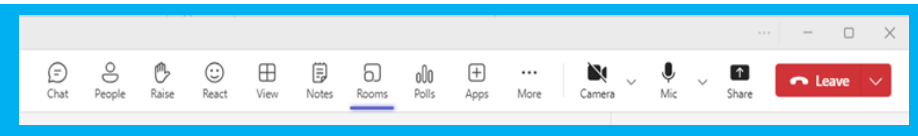
Dial in by phone
[833\) 827-3014](tel:(833)827-3014), [8148****](tel:(814)814-8148) # Canada (Toll-free)
Phone conference ID: 814 *** ** *

Joining online - Click the link in the invitation to join through the Teams app (if installed), or through your web browser. When you click the meeting link, if a box pops up that says, "This site is trying to open Microsoft Teams," please click "Open." If the meeting window does not immediately open, click the "Continue on this browser" button and you should be presented with the meeting window in your browser.






Joining by phone: If you do not have a computer, tablet, or smartphone, you have the option of calling in using the toll-free number and conference ID sent with the meeting link. To join by phone, dial in and then enter the Meeting ID and Passcode.

Frequently Used Tools

Teams toolbar:



The Teams toolbar can be found at the top or bottom of your screen, depending on your device. If the toolbar disappears, click on your screen or hover your cursor over the spot where the toolbar was.

-  = **Mute** and **unmute** yourself, and change microphone settings.
-  = **Start** and **stop your video**, and change background settings.
-  = **Raise** and **lower your hand** when you wish to speak.
-  = **Chat** with hosts and, depending on settings, other participants.
-  = **Leave** the meeting.

Meeting Etiquette

Please note that these guidelines are for everyone.

At the start of the meeting:

1. **Mute on** - this prevents any distracting sounds in your environment from being heard by everyone on the call.
2. **Video on** - having your video on lets people know you're present.
3. **Display name** - set your display name so that attendees and hosts know who you are.

During the meeting:

4. **"Raise hand" to speak** - let others know you want to speak by using **Raise** hand tool. This puts you in a queue. When it is your turn, unmute yourself and lower your hand.
5. **Chat** - the chat is an easy way to communicate and ask questions without interrupting speakers.
6. **Be kind** - treat others the same as you would in an in-person meeting.
7. **Do not speak over top of each other** - if you have raised your hand to speak, please wait your turn. Also, be courteous and keep your comments brief to give way to others waiting to speak.
8. **Body language matters** - using video offers a way to communicate without words. Those who can see your video can see your body language and what's happening around you.

Help from Teams

On the Microsoft **Meetings in Microsoft Teams** web page, you will find online videos, tutorials, and manuals to help you learn Teams.

To learn more, go to: [Meetings in Microsoft Teams - Microsoft Support](#)

ANNUAL MEMBERS

MEETING TIPS

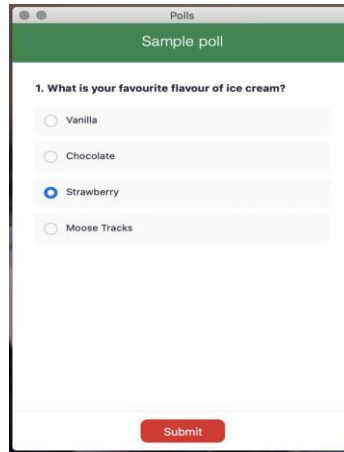
Voting

Voting in virtual meetings presents some challenges. We will rely on three different processes to collect the votes, depending on how you join the meeting.

Digitally: One member on the device

If you have multiple members joining on your device, please see the next option.

If you have just one member on the device, a pop-up window will appear in the Chat column in Teams. You will be able to select the answer that best represents your voting choice. Once you have selected your voting choice, click on Submit to confirm your vote. Once your vote is submitted, the pop-up will close. You will remain in the main meeting while votes are tallied.



Digitally: Multiple members sharing one device

During the meeting, we will ask attendees to indicate if members are sharing a device to join the meeting. When a vote occurs, those who are sharing a device will be placed in a Breakout Room. A moderator will state the motion to each member on your device, and collect each member's vote. Once voting is complete, you will receive a prompt to return you to the main meeting.

Calling in

You will be placed in a Breakout Room. A moderator will state the motion to each member who is on the line, and collect each member's vote. Once voting is complete, you will receive an audio prompt to press # to return to the main meeting.

Tech Support

We will host a 15-minute walkthrough and tutorial **before the meeting begins**. A member of our IT team will be online at 5:15pm, to walk you through the tools used in this meeting.

Sometimes things happen in the moment. If you need tech support once the meeting begins, please use one of the following options:

Chat: Submit your concern in the chat. We will send it to tech support.

Call: 226-314-0812

Housekeeping

Our AMM follows the framework set out in the Ontario Not-for-Profit Corporations Act. The agenda and supporting documents conform with ONCA's AMM legislation.

Holding a virtual Annual Members Meeting does present some challenges. Holding a conversation and voting on motions in a virtual meeting requires changes to how we vote and how we take turns speaking.

1. If you are able to, please **join online**. This will give you access to all of the tools Teams has to offer.
2. The CLGW Board Chair is the meeting facilitator.
3. Only active members, at the time of notice, may join this meeting.
4. A tech support and moderation team will attend to support the meeting. They are not members, and will not be permitted to vote.
5. If you wish to speak, please **raise your virtual hand** or submit your question(s) in the chat.
6. When there is voting on a motion, each member and each director may cast one vote.
7. Please be patient during the voting process as we accommodate all voting members.
8. Audio or visual recording is prohibited. As per an in-person meeting, minutes will be taken.