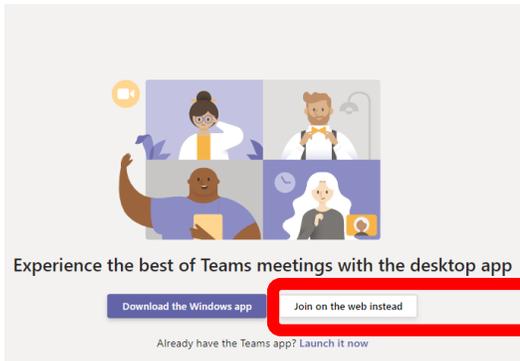


How to join a
Boulder County
Microsoft Teams Virtual Meeting
or Hearing

Computer System Requirements (if joining by computer)

- If using Windows - use either Chrome or Edge, or desktop app: <https://products.office.com/en-us/microsoft-teams/download-app>
- If using Mac - use Chrome, or desktop app
- If using mobile device (phone or iPad) - use app

****NOTE – Internet Explorer and Safari are NOT supported browsers for Microsoft Teams Web App**



Join the Teams Meeting Using your Computer

Note – you must have at least a microphone to participate via computer

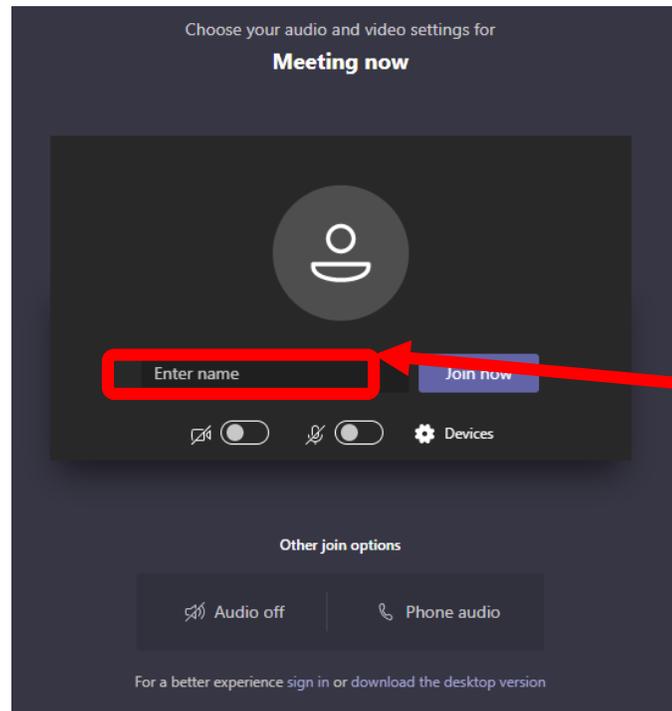
1. Click the link to the virtual public hearing to join via video from your computer.

2. If you don't have Microsoft Teams installed, select "Join on the Web Instead"

3. If you have installed the Teams Desktop Client, you can join that way.

3. Please do not join anonymously. Identify yourself with your first and last name and address "John Smith – 123 Bluebird Lane"

4. You will then be placed in the Teams Lobby. The moderators will admit prior to the meeting starting.



Join the Teams Meeting Using your Phone

1. Dial the phone number 720-400-7859.

2. Enter on your phone the Conference ID

- You will need to mute yourself upon entering the meeting by hitting *6. The system will let you know once you are on mute.
- To mute and unmute yourself– hit *6. This is especially important when it is your turn to provide public comment for any docket items (you will be called upon by the Chair).
- Please join the meeting in plenty of time for the docket you are interested in (see agenda for timing of all items on the agenda) so that you don't miss the opportunity to speak during the meeting.

[Join Microsoft Teams Meeting](#)

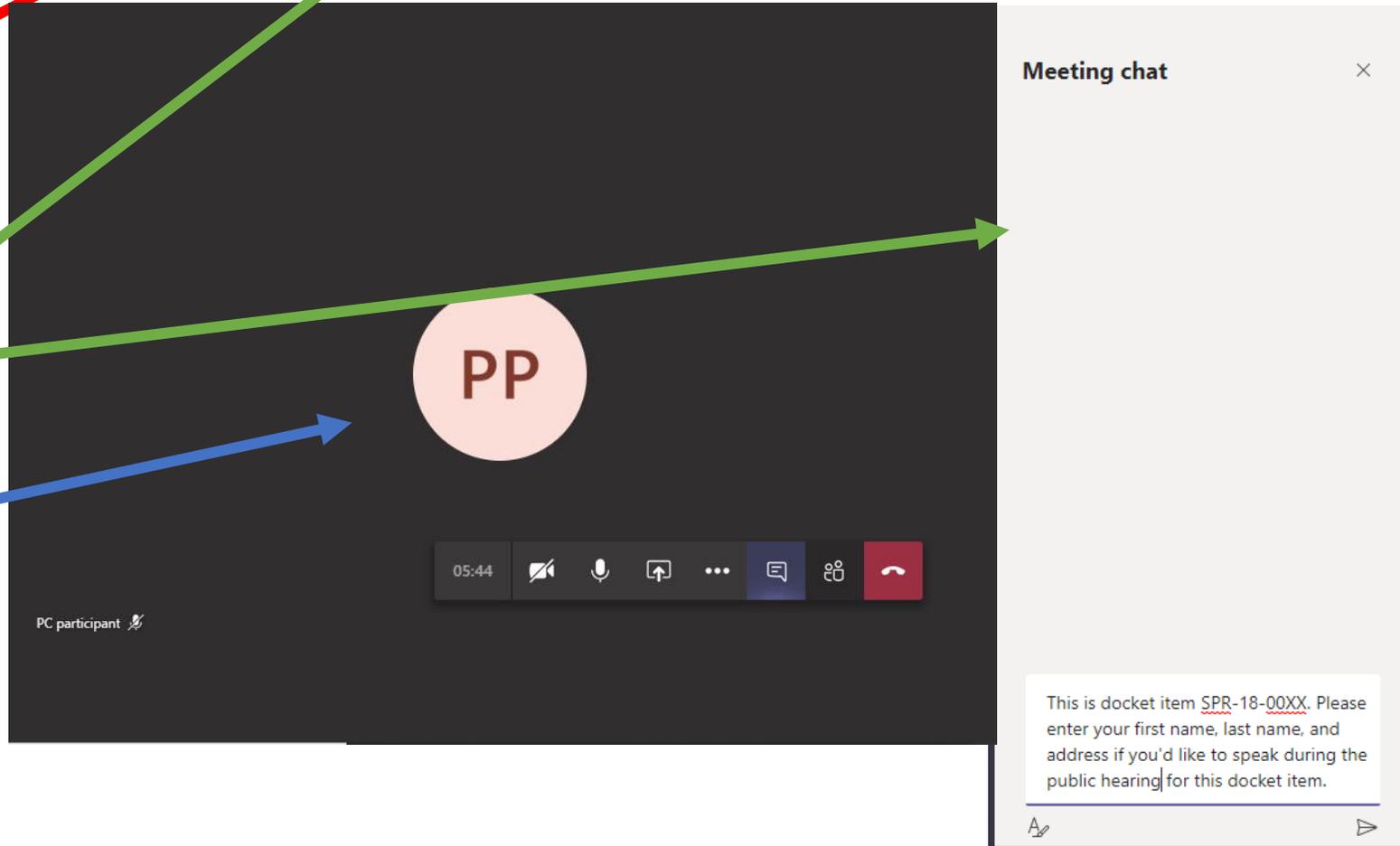
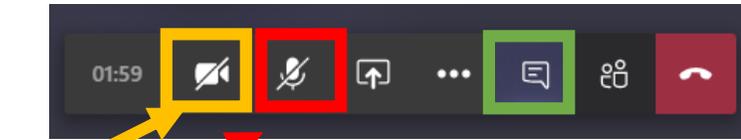
+1 720-400-7859 United States, Denver (Toll)

Conference ID: 123 456 789#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

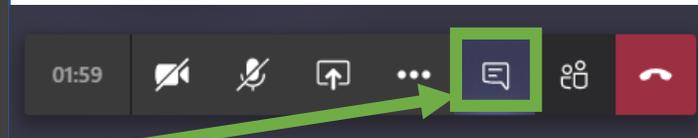
The Teams Interface

- “Video” button
- “Mute” button – please remain on mute unless you are speaking
- Chat button and chat area that is displayed . This is where you will sign-up to speak for a docket.
- Video stream area



To Sign up to Speak During the Hearing

- After those who signed up in advance have spoken, Chair will call for those who want to speak for each docket item. At that time, **press the Chat button if you are using your computer.**
- For computer users, the Chat box will then appear on the right of your screen. This is where you will sign-up to speak for a docket. Enter your first name, last name, address, and docket for which you'd like to speak in the chat area that is displayed . **Example:** "John Smith, signing up for Docket SU-20-0100".
- **If using your phone, unmute yourself (*6) and state your desire to speak.**
- Wait to speak until the Chair has called your name.



Things to remember

- **Please complete the Wufoo form** located on the board homepage – called “Sign Up to Attend or Speak at the Hearing on XXXXXX Date” to receive the information on how to join the meeting.
- **Each person has 3 minutes to speak** during the public hearing portions of each docket. You will be timed .
- **Identify yourself before speaking. Speak slowly and clearly.** There is a slight delay for phone vs. audio participants.
- **Please remember that you are being recorded while speaking during your 3-minutes and that audio/video and chat will be part of the permanent public record.** All participating can see and hear you if your audio and video are enabled. You can disable your video and audio until it is your turn by clicking the video camera icon and microphone icons at the bottom of your screen (see previous slide).