



# Attending a City Council Meeting in Microsoft Teams



There are multiple ways to join an online Microsoft Teams meeting through the Teams app or Teams on the web using a desktop computer, laptop, or mobile device. Need help joining a Teams meeting? Visit the [Microsoft Support webpage](#) for more information.

As an **Attendee** joining online through Microsoft Teams, you can view and listen to the meeting online, but your microphone is disabled, and you cannot share content. If you have submitted an online [Speaker/Comment Card](#) and selected the “**I will be attending the meeting virtually to personally comment**” option on your card, the Meeting Organizer will allow you to unmute your microphone in Teams when your name is called by the Mayor to speak at the appropriate time.

## Joining an Online Microsoft Teams Meeting

Public member who wants to attend the Council Meeting virtually, but does not want to speak

1. Click on the **Council Meeting Virtual Attendance** button located on the [Council Meeting Information webpage](#) approximately 30 minutes before the meeting is scheduled to start. The Teams Meeting link is also displayed on the first page of the [Meeting's Agenda](#).

### Virtual Attendance over Microsoft Teams

Members of the public who would like to attend Council meetings virtually in real time can select the button below approximately 30 minutes prior to the meeting start time, or can visit the link on the [Meeting's Agenda](#).



Public member who wants to speak in the City Council Meeting virtually

1. If you would like to speak in the Teams meeting, click on the **Speaker/Comment Card** button to submit a card by 2 p.m. the day of the meeting – make sure to select the first option “**I will be attending the meeting virtually to personally comment**” on the form.



Please select an option: \*

- I will be attending the meeting virtually to personally comment
- I will be attending the meeting physically in the Council Chambers and would like to speak in-person
- Provide my written comments to Council prior to the meeting for their review

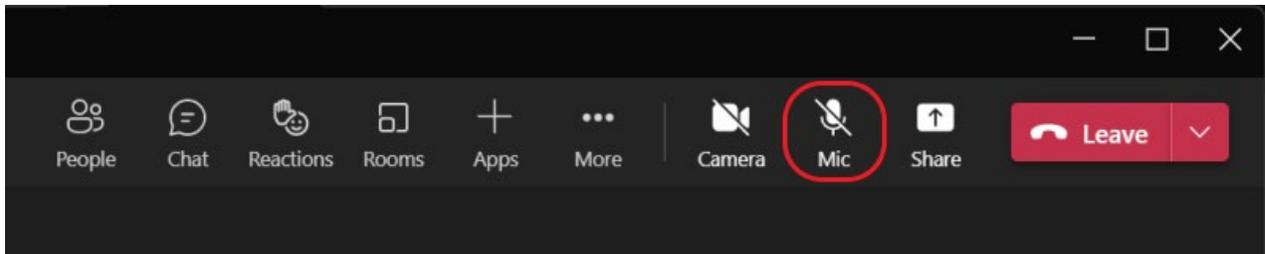
2. Click on the **Council Meeting Virtual Attendance** button located on the [Council Meeting Information webpage](#) approximately 30 minutes before the meeting is scheduled to start. The Teams Meeting link is also displayed on the first page of the [Meeting's Agenda](#).

### Virtual Attendance over Microsoft Teams

Members of the public who would like to attend Council meetings virtually in real time can select the button below approximately 30 minutes prior to the meeting start time, or can visit the link on the [Meeting's Agenda](#).



3. When it is your turn to speak, the Mayor will call your name. When you are notified that your microphone has been enabled, you can turn it on by selecting **Mic**  in meeting controls at the upper-right area of your screen. This will unmute yourself so that you can begin speaking and be heard by everyone.



4. You will have up to three (3) minutes to address the Mayor and Council. Once you are finished speaking, the Meeting Organizer will disable your microphone again. Visit the [Microsoft Support webpage](#) to learn more about unmuting your mic in a Teams meeting.

The HAND-RAISE function in Microsoft Teams is NOT moderated during the live City Council meeting. You may email [councilcommunicator@tempe.gov](mailto:councilcommunicator@tempe.gov) to reach the Mayor and Council outside of the meeting process, attend a live meeting, OR submit an electronic speaker card at least two hours in advance of the meeting at [www.tempe.gov/clerk](http://www.tempe.gov/clerk).