SQUAMISH - LILLOOET
REGIONAL DISTRICT

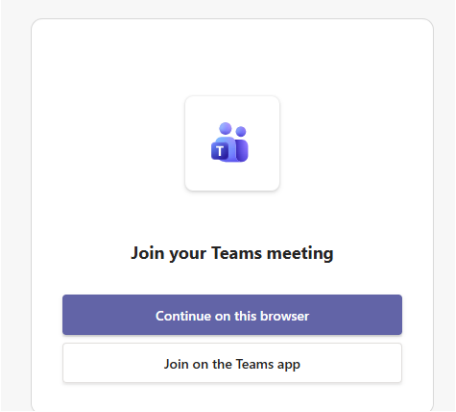
Virtual Townhall "How To"

Tips for "joining" an SLRD Townhall Virtually

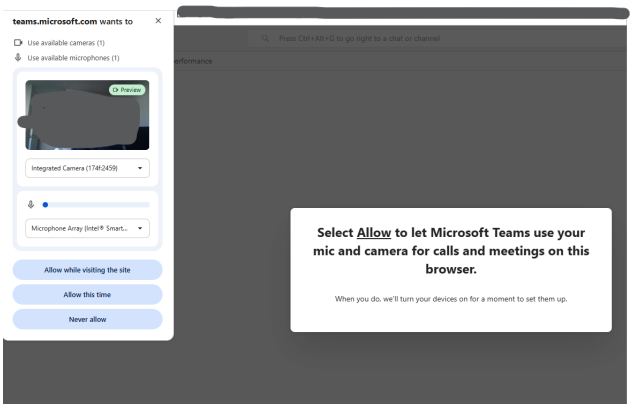
1. Open the meeting invite link in a web browser like Edge or Chrome.

   Date: Tuesday, June 2, 2026
   Time: 4:30 p.m. to 6:00 p.m.
   Microsoft Teams - Join the meeting
   Meeting ID: 231 209 742 745 320
   Passcode: Pg7xJ9iE
   Dial in by phone: +1 437-703-1516
   Phone conference ID: 128 952 630#

2. There is no need to download the Teams app if you don't have it on your computer already – simply "Continue on this browser" to get into the meeting.



3. Allow permissions: When prompted, allow Teams to access your mic and camera. If you don't allow permissions, you will not be able to enable your mic or camera to ask questions.



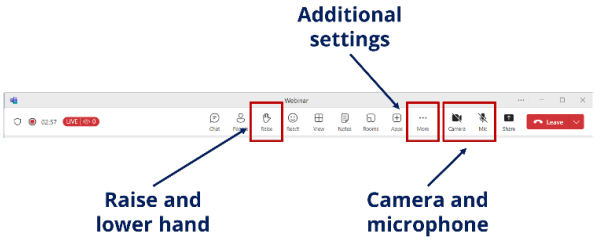
4. Join the meeting: Click "Join now" to enter the meeting.

5. Stay muted: Your microphone will be muted when you join, and it's polite to stay muted until you are called upon to speak.

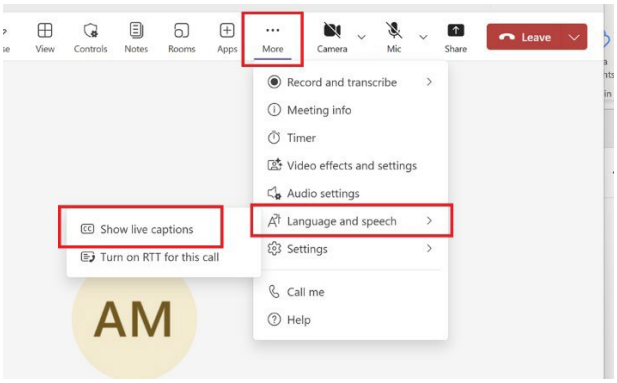
6. Troubleshoot audio/video: If you have problems, try leaving and rejoining. You can also access device settings during the meeting from the "More / …" button (three dot icon).

Tips for "participating" with the Teams app or web browser:

- If you are joining from the Teams app or a web browser, you will see this banner at the top of the webinar screen. Yours may or may not have all of these features visible.



- To raise your hand during the Q&A, click the "Raise" button with the hand icon.
- To turn your camera and microphone on or off during the Q&A, click the "Camera" and "Mic" buttons.
- To access additional device settings such as audio controls or live captioning, press the "More / …" button.
    - To turn on live captions click the "More / …" button > "Language and Speech" option and > select "Show live captions".



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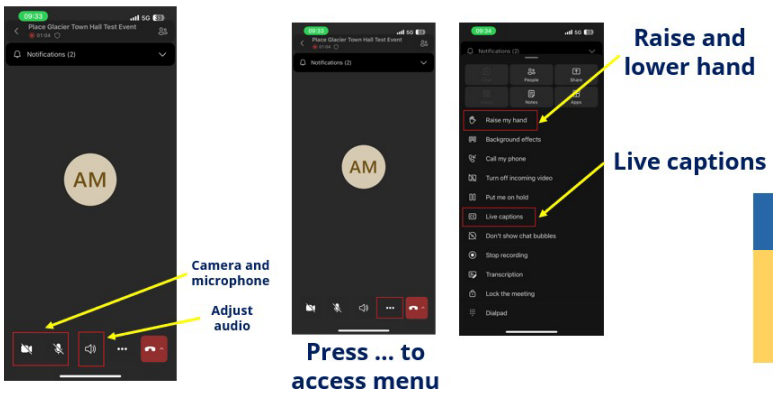
Tips for "participating" on the MS Teams mobile phone app:

- To access more features, press the "More / …" button
- From here, you can turn your camera and microphone on and off, turn on captions, change your audio settings, and raise and lower your hand by pressing the hand button



In-meeting menu options for those directly dialling in by phone:

Phone Number: 1 437-703-1516
Phone conference ID: 128 952 630#

Tips for participating through phone call:

- Play a description of the menu options that are available during a meeting: *1
- Raises or lowers your hand: *5
- Mutes or unmutes your microphone: *6

Troubleshooting

- Check your audio settings by clicking the "More /…" button > "Audio settings" to adjust the volume and ensure the correct speaker is selected.
- Try leaving the meeting and re-joining.
- If these tips don't work and you still can't turn on your mic or camera at all you may have forgotten to allow permissions for Teams to access them when you first joined the meeting. Exit out of the meeting and click on the link again to re-join, this time allowing permissions so you can participate in the meeting.