Public Participants - Virtual Commission Meeting Instructions (using Teams software)

If you have not used your computer for several days/weeks: Please be sure to start up your computer/laptop at least a half hour before the meeting in the event there are any pending Microsoft software upgrades. If you accept them during the meeting, you will be bounced out of the Teams software and the meeting itself.

The link to our virtual Commission meeting using Teams software is located on the Land Use Planning Commission website: https://www.maine.gov/dacf/lupc/about/calendar/index.shtml.
- Please click on the link to connect to the virtual Commission meeting or dial in using the number provided on the LUPC website.
- Forwarding the GovDelivery email will break the meeting link – use the meeting link from the original GovDelivery email or directly from the LUPC website.

Windows users - you can join on the web without downloading the Teams software.
- You must use Google Chrome or Microsoft Chromium Edge as your browser.
- Click "Join on the Web Instead" button so you won't be prompted to download the Teams software.
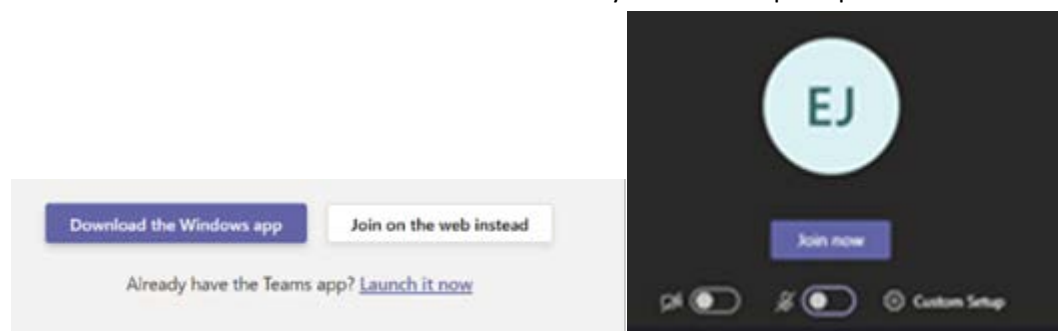
Mobile devices (smart phone/tablet) users - you must download the Teams app.
- The "Join on the web instead" option is not available on mobile devices.

Mac users – you must download the Teams software and use Google Chrome as your browser.
- **To join using the Teams software**, please make sure you download the Teams Windows app at least 30 minutes prior to the beginning of the meeting (Mac users: also leave time to download Google Chrome).
  - Once connected to the meeting, click the **Join now** button.
  - Safari is not compatible with Teams and will not work.

ALL PARTICIPANTS - Please enter your full name (first and last) and affiliation (business or organization) when you join on the web for the meeting.

Phone participants
- **To join using the dial in number,** please dial the number provided on the LUPC website: https://www.maine.gov/dacf/lupc/about/calendar/index.shtml, and enter the conference ID which is also provided.
  - Pressing *6 will unmute your phone for questions or comments.
~ Please identify yourself and your affiliation for our meeting minutes ~
  - Pressing *6 again will mute your phone when you are finished.
All participants – "etiquette" and meeting flow considerations:
- Please mute your incoming notifications on your cell phone or computer.

- Meeting participants will join as "attendees" with microphones muted (by meeting Organizer) until called upon by the chair to speak.
- The presentations will be displayed throughout the meeting.
- Download the agenda from the LUPC website as you normally do; memos will be linked to the agenda as in regular Commission meetings.
- Meeting presentations will also be linked to the agenda for virtual meetings.
- [Hardware requirements for a Teams meeting](#).
- Additional information regarding Microsoft Teams.

General rules and tips

If you haven't done much tele-conferencing, here are some tips. Some of these won't be so critical for this meeting as we'll mostly be looking at the presentations and not at each other.

1. If your computer is plugged into speakers (rather than using the built-in speakers), check that the connection is tightly secured. Loose connections sometimes generate feedback.
2. If you're having trouble, you can always log out and log back in.
3. You may experience latency issues depending on your internet speed and/or provider. Anticipate several seconds delay during staff presentations and/or when Commissioners are speaking.
4. Turning off your video can help with bandwidth limitations.
5. Please locate the floating **toolbar** for the Teams meeting, which you should be able to find by moving your mouse or finger across your screen. The toolbar includes a "show conversation" icon that allows you to type questions and communicate with staff in a meeting chat during the commission meeting. Video and microphones are controlled on this toolbar.
   Screenshots of the toolbar functions are provided below.
   - If your computer does not have a microphone, you will need to communicate with us through the conversation (chat) function on the toolbar.
   - To stop individual chat pop-ups, locate the chat using the left toolbar in Teams (it will be listed as the name of the meeting), click on the 3-dot ellipse on the Chat icon in the vertical toolbar to the left and choose Mute.
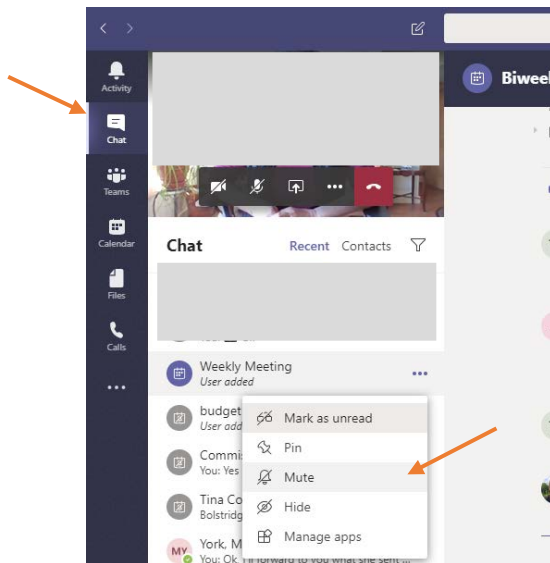

6. We will be recording this meeting to assist with the development of the meeting minutes.
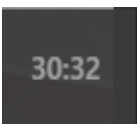
Attendees:

1. If called on by the Chair, you will need to un-mute your microphone before speaking. Please mute when you are done speaking.
2. If participating in the meeting by phone:
    a. Press *6 to unmute and *6 again to mute your phone.
    b. Please identify yourself (first name, last name, affiliation) before you speak.
3. Please use the conversation "chat" function to let us know if you have a question or comment. The conversation will be monitored, and all comments will be sent to the Chair.

Teams meeting toolbar
(located near the bottom of the video display for the meeting. You may need to hover your curser over the bottom of the screen for the toolbar to show.)
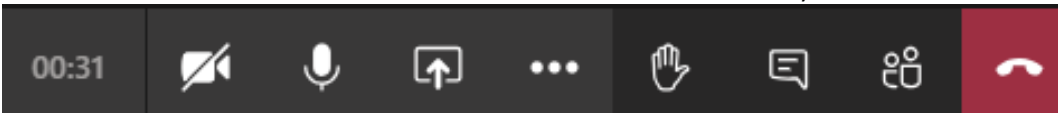
Each button/feature is described below.

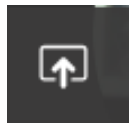 Time counter for the meeting/call.
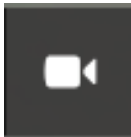
  Video:
Click this to turn-on or turn-off video of you, as will be illustrated to all attendees.
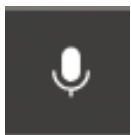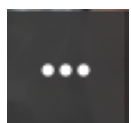
  Audio:
Click this to turn-on or turn-off (mute) your microphone.
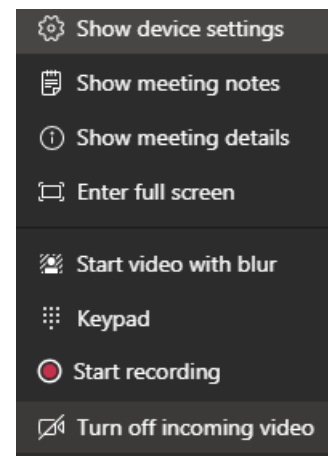* Please be sure to keep your microphone on mute unless you are speaking to meeting attendees.
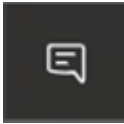
  Share:
Click this button to share information from your computer with other meeting attendees.
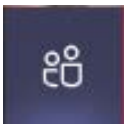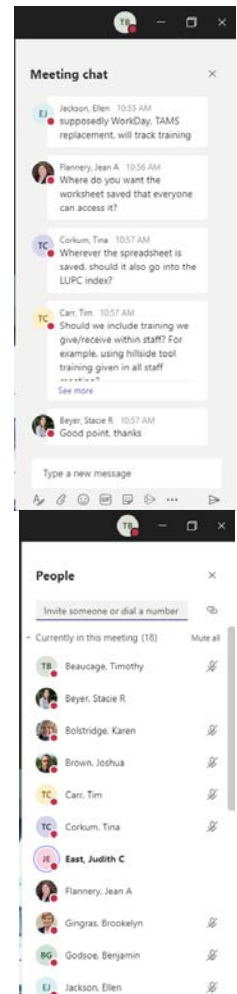
  More Actions:
Click this button to view additional options and actions (as illustrated here →).
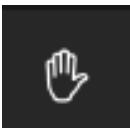
Show/Hide Conversation: Showing the conversation will open an additional window at the right of your screen (as illustrated here →).
This illustrates brief messages or questions posted by meeting attendees.

Show Participants: Click this button to open a window on the right side of your screen that lists each meeting attendee (as illustrated here →).

Hand Raise Feature: This feature allows you to raise and lower your hand if you have a question or comment.

Hang up: Click this button to hang-up and leave the meeting/call.