

MICROSOFT LIVE EVENTS PUBLIC ACCESS QUICK START

The public can access a virtual public meeting by finding the link to the meeting on the same page as the calendar event for that meeting:

- Go to www.meridenct.gov.
- Scroll down to the calendar section.
- Find the date/time of the meeting you are interested in viewing.
- Click on the link to the meeting and click again on the link to the virtual meeting, as illustrated below.

City of Meriden Home Page calendar

The screenshot shows the City of Meriden Home Page calendar for the week of April 5, 2020, to April 11, 2020. The calendar lists several events:

- City Council Meeting 6:30 PM
- Flood Control Implementation Agency 8:00 AM
- Human Services Committee 5:30 PM
- Board of Education Meeting 6:00 PM
- CANCELLED-Zoning Board of Appeals 6:30 PM

A blue arrow points from a box labeled "Click on a meeting" to the "City Council Meeting 6:30 PM" event. Below the calendar, a detailed view of the "City Council Meeting" is shown, including the date and time (Monday, April 6; 6:30 PM), the location (Room 206, Council Chambers, City Hall, 142 East Main Street, Meriden, CT), and a link to the meeting: <https://meridencityct.documents-on-demand.com/>. A blue arrow points from a box labeled "Click on this link" to the meeting link. Below the meeting details, there is a link that says "Click here to join virtual public meeting".

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Microsoft Teams



Watch the live event in Microsoft Teams

We recommend clicking “Watch on the web instead”

Download the Windows app

Watch on the web instead

Already have the Teams app? [Launch it now](#)

Welcome to the live event!



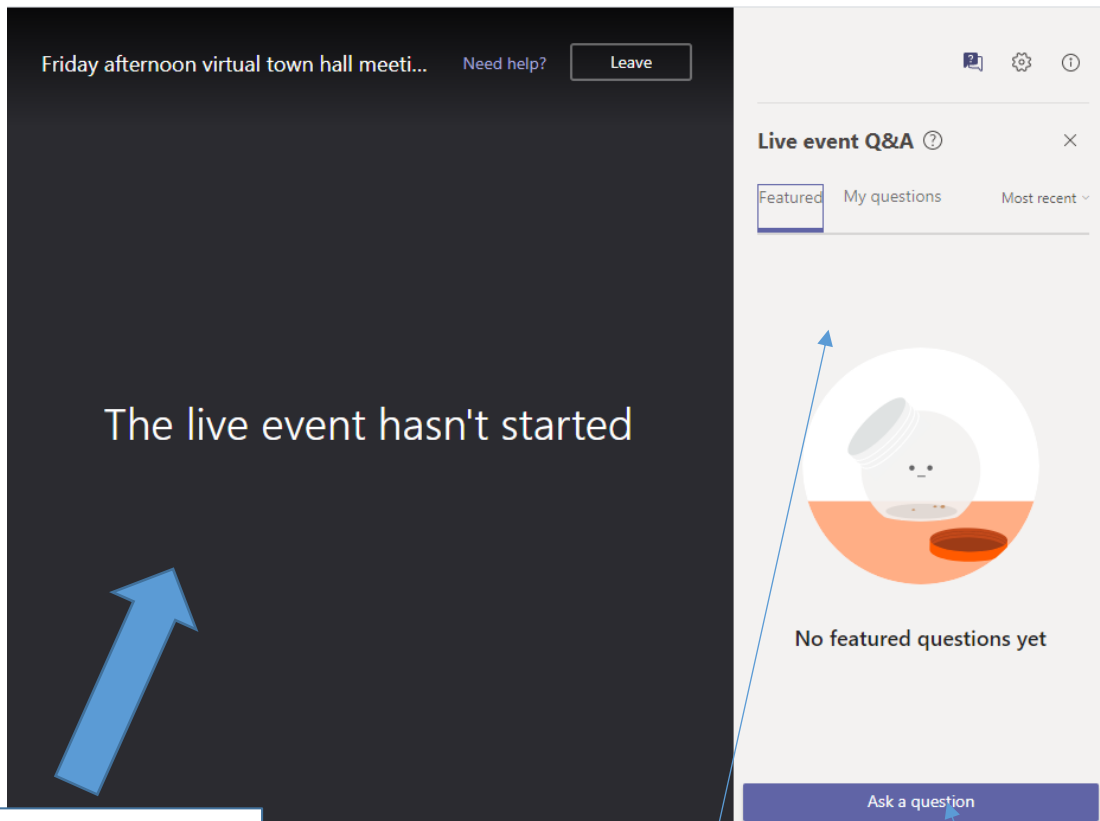
Sign in

Or [Join anonymously](#)

Next, you will be offered a chance to “Sign in” or to “Join anonymously.” If you have a Microsoft Account (ie you have Xbox) you can login. Otherwise, click “Join anonymously.” The experience will be the same either way.

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Virtual Public Meeting web page



As you can see, we joined early and this meeting hasn't started yet. Once the meeting starts, this area will display the streaming live video of the meeting

This area is for the public to make comments. The moderator has the ability to disable this feature until the public session has begun.

Click here to post a public comment

Summary of Steps to join a City of Meriden Public Virtual Meeting

- Click on the link to the meeting provided on calendar event for the meeting you wish to attend
- You will be directed to a Microsoft Teams web page.
- Click on "Watch on the Web."
- To provide comment and ask questions, point your browser at the Q&A section when the moderator makes it available.

