CORRIDOR MOBILITY PROGRAM
VIRTUAL PLATFORM TRAINING

City of Austin
Wednesday, April 21, 2021

AGENDA

WELCOME/MEETING OBJECTIVE

IN-DEPTH LOOK: MICROSOFT TEAMS

ALTERNATE PLATFORMS

SURVEY & QUESTIONS
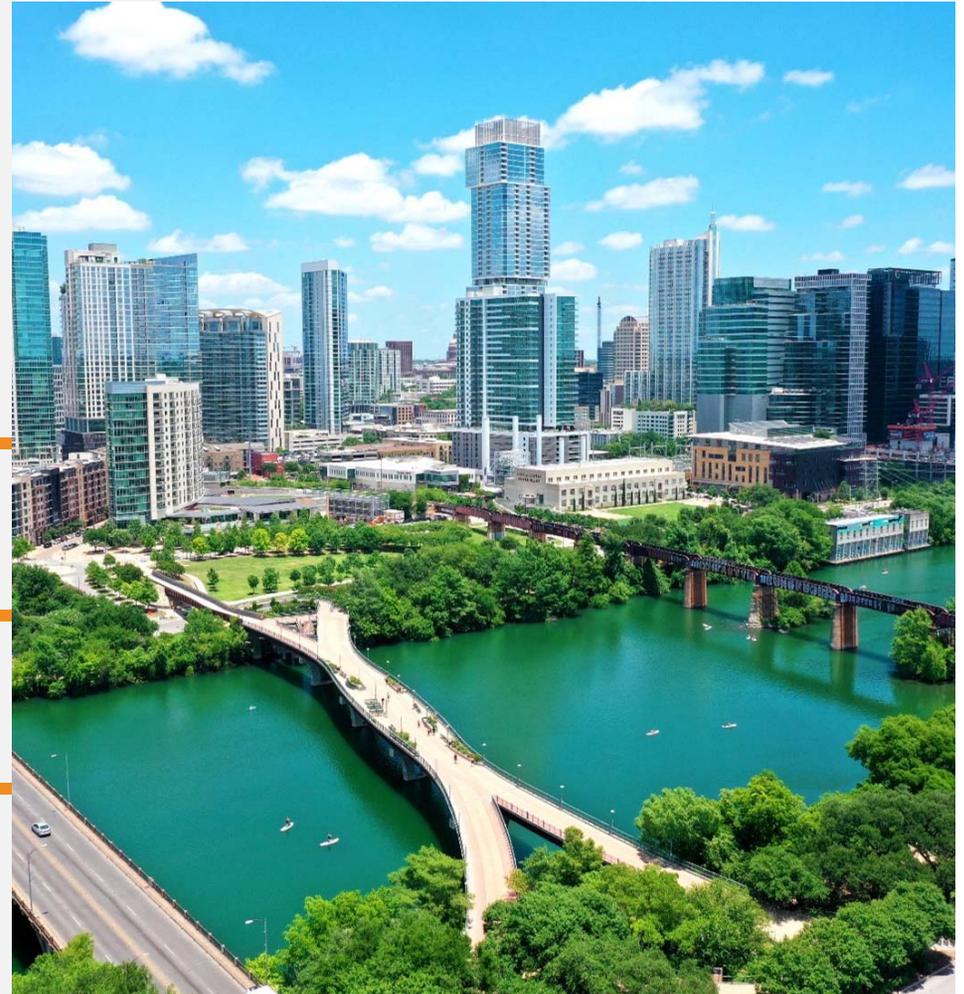
INTRODUCTIONS

City of Austin Corridor Program Office:

Dea Crichton, Public Information & Communications Manager

Tania Ortega, Public Information Specialist, Sr.

City of Austin Capital Contracting Office:

Michael Williams, Procurement Supervisor, Construction Services Division

Sarah Torchin, Public Information Specialist, Support Services

City of Austin Small & Minority Business Resources Department:

Blender Hill, Public Information Specialist, Sr.

Corridor Program Outreach Consultant:

Arika Haynes, Haynes-Eaglin-Waters, LLC

OBJECTIVE

COVID has changed the way business is conducted. In response to a request from our valued stakeholder group, this training is offered to provide an instructional and interactive opportunity to learn more about virtual platforms used by the City of Austin with a focused look on Microsoft Teams.

CITY OF AUSTIN VIRTUAL PLATFORMS

Microsoft Teams/Teams Live

Primary platform for the Corridor Program Office (CPO) and Capital Contracting Office (CCO)

WebEx

Primary platform for City Hall and official City of Austin Public meetings

Zoom

Primary platform for special community outreach events

(unique functionality)

MICROSOFT TEAMS & TEAMS LIVE

Teams & Teams Live Overview

Presenter: Michael Williams (CCO)

MICROSOFT TEAMS

Joining a Teams Meetings

How to join a Microsoft Teams meeting | Microsoft

Click here: https://www.youtube.com/watch?v=tfqcIjc3g94

TEAMS TOOL BAR
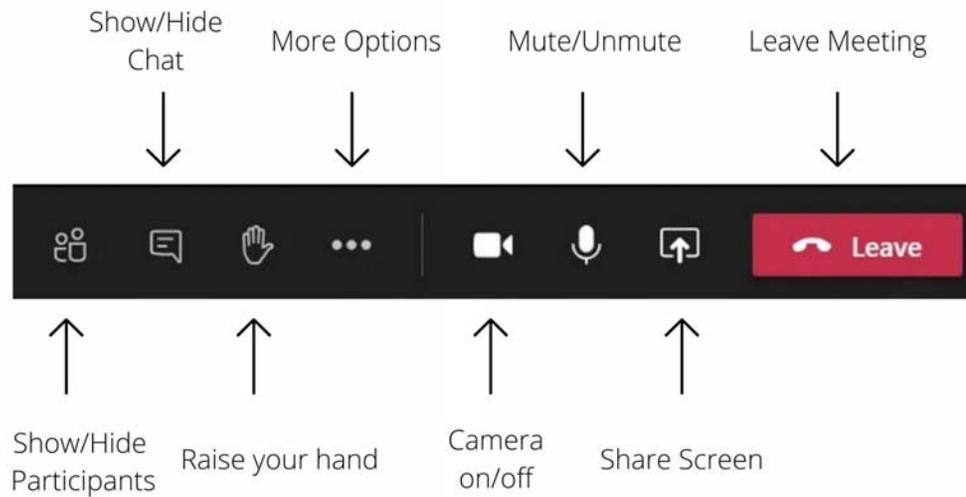
FUNCTIONS/INTERACTIONS

MEETING ETIQUETTE: BE MINDFUL OF AUDIO/VISUAL CONTROLS; MUTE IF NOT SPEAKING

VISUAL: CAMERA ENABLING/DISABLING
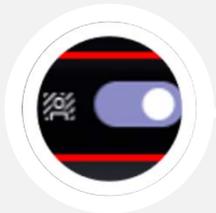
VISUAL: CHANGING YOUR BACKGROUND

AUDIO: MICROPHONE MUTE/UNMUTE

FUNCTIONS/INTERACTIONS

SCREEN SHARE

SHOW/ADD PARTICIPANTS

"RAISE YOUR HAND"

CHAT

RECORDING

Start/Stop Recording

Locate 3 dots on tool bar to start and stop recording

Participants will see a red recording icon on the screen that indicates if a meeting is being recorded.
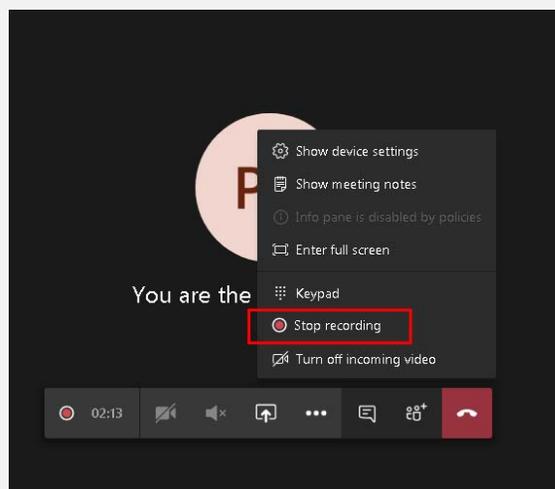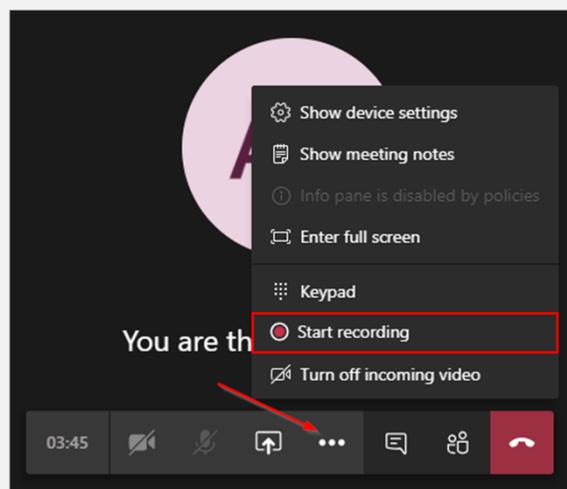
ACCESS RECORDED MEETINGS

To View Your Recording

Go to the meeting Chat

To access your recorded meeting once the recording is finished, click onto your chat window and the recording will be the last message received once the meeting has concluded.

You will also receive an email notification to announce that your recording is ready for view or download
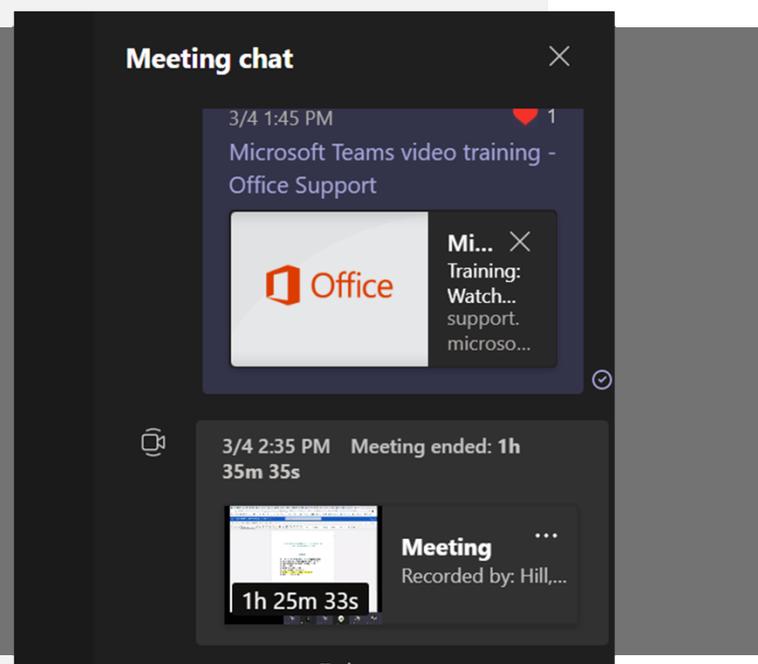
TEAMS VS TEAMS LIVE

Differences (as an attendee):

	Teams	vs.	*Teams Live*
Capacity:	250		10,000
Duration:	24 hours		4 Hours
Visual:	Can share camera		Cannot share camera
Audio:	Can speak		Cannot speak or unmute
Chat:	Yes		Q&A Section
Screen Share:	Yes		No
Delay:	No (real time)		15-60 second delay
Recording:	Manual activation		Auto-record once "Live"

ACCESS RECORDED TEAMS LIVE MEETINGS

To View A Previously Recorded Live Event

You can review a previously recorded live event by accessing your meeting invitation or by finding the link that is in a body of a document

1) Locate your original link via calendar invitation or email

2) Click on "Join Live Event" again
  - The recorded meeting should relaunch and auto-play

Microsoft Teams

Join live event

Join as producer or presenter when it's time for the live event.
Do not forward this invite to the attendees.

Local numbers | Reset PIN
Producer help | Presenter help | Learn more

Manage live event resources

CAPITAL CONTRACTING OFFICE
FACEBOOK PAGE

City of Austin Capital Contracting Office

@CapitalContractingOffice · Public & Government Service

Send Message

Home   Videos   Photos   About   More ▾   Like   🔍   ...

Scan Me

Follow/Like The Capital Contracting Office on Facebook to view released solicitations
Facebook.com/capitalcontractingoffice

WEBEX

WebEx: Brief Overview

Presenter: Sarah Torchin

CITY OF AUSTIN | CORRIDOR PROGRAM OFFICE

WEBEX EVENTS

- **Easy join button in the email invite**
- **Clear Password**
- **Clear call-in numbers**

Host: Sarah Torchin (sarah.torchin@austintexas.gov)
Event number (access code): 187 237 8963
Event password: C1PPA

Thursday, March 18, 2021 1:30 pm, Central Daylight Time (Chicago, GMT-05:00)

Join event

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and

enter the access code.

+1-408-418-9388 United States Toll

1-844-992-4726 United States Toll Free

Global call in numbers | Toll free dialing restrictions

CORRIDOR PROGRAM OFFICE

WEBEX

Functionality of WebEx

- It can be used it as registration as well as event hosting

- You can allow attendees to speak and share

- You can change the host and/or make someone a presenter within the event or before the event.
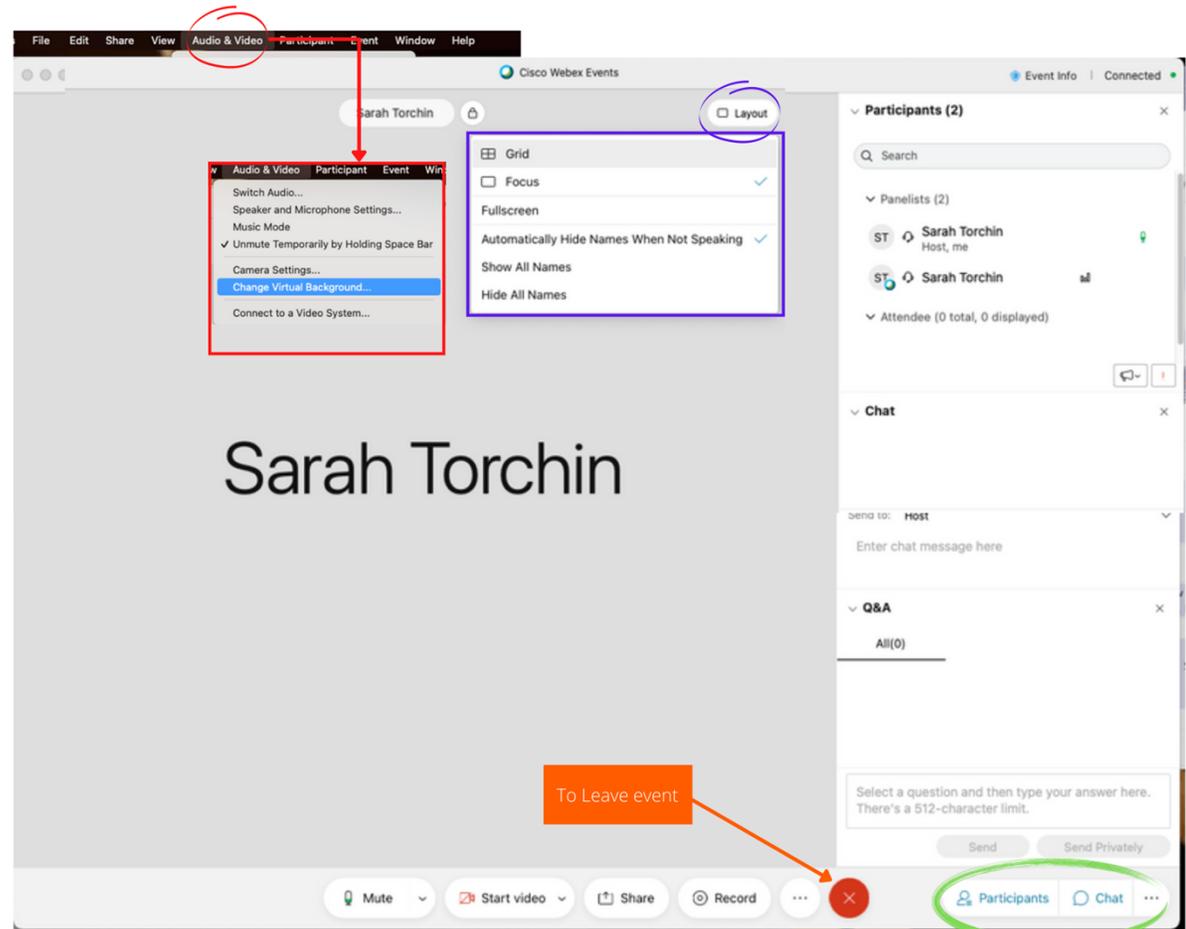
WEBEX LIVE VIEW

WebEx: Brief Overview

Presenter: Sarah Torchin

ZOOM

Zoom: Brief Overview

Presenter: Tania Ortega

ZOOM
Basic Functions of Zoom

- Zoom is a free video conferencing application that can be accessed through your phone or on a desktop

- Participants can watch the presentation with or without their camera on and can ask questions in the chat during a meeting

- It allows for up to 100 participants

- Some additional pay features allow for breakout rooms and an interpretation feature

- The City of Austin is currently using the interpretation feature to provide real time interpretation in multiple languages

ZOOM
Basic Layout and Features

- Zoom meetings can be open to the public or you can provide a password to enter the room.

- Once you are in the room you can turn on your video or audio on the bottom left

- The middle buttons also allow you to invite others to the meeting, look at the participant list, share your screen, chat, raise your hand and choose how you see the room layout

- Security features can be enabled to limit the access attendees have

Zoom "Cheat Sheet"

ZOOM LIVE VIEW

Zoom: Brief Overview

Presenter: Tania Ortega

THANK YOU

Survey (QR Code) + Q&A

Please submit additional questions to:
Corridors@austintexas.gov
SMBR@austintexas.gov

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