

CORRIDOR MOBILITY PROGRAM VIRTUAL PLATFORM TRAINING

City of Austin

Wednesday, April 21, 2021



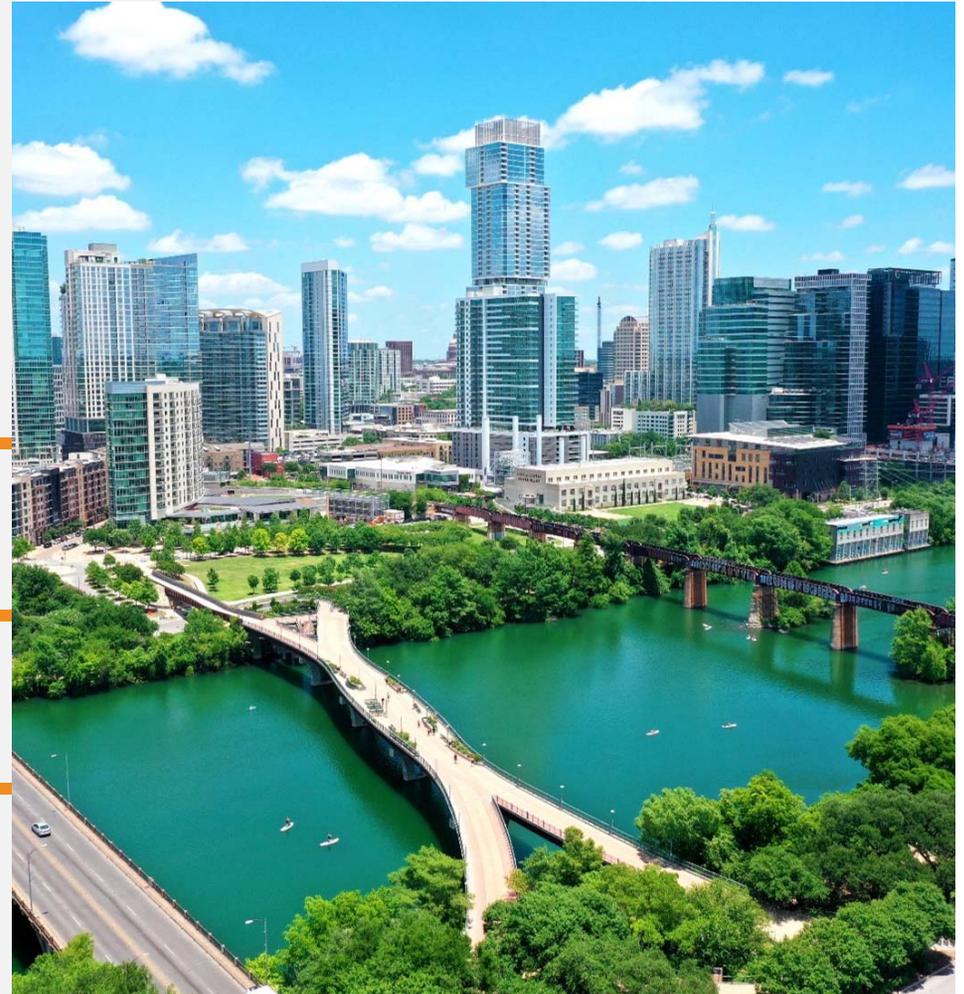
AGENDA

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

An aerial photograph of Austin, Texas, showing the city skyline with several tall skyscrapers, a bridge over a river, and green trees. The image is partially obscured by a dark grey semi-transparent rectangle containing text.

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)



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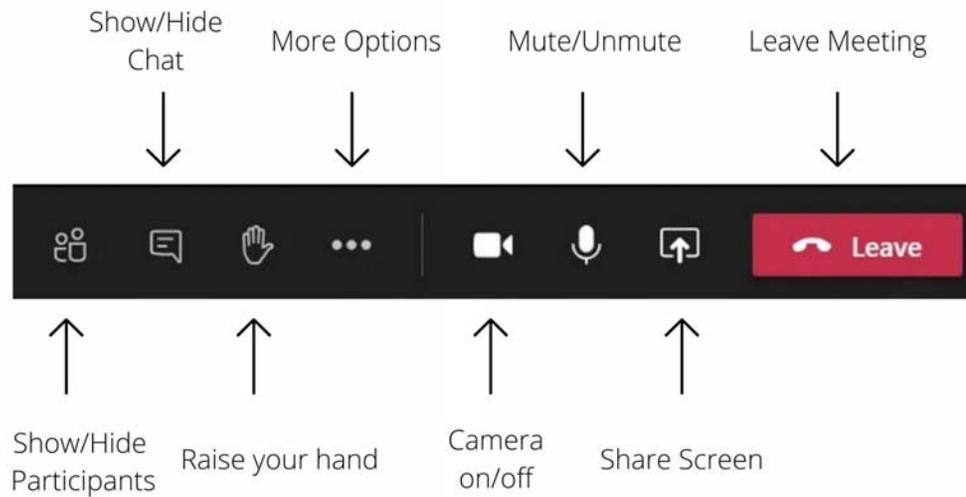
MICROSOFT TEAMS

Joining a Teams Meetings



Click here: <https://www.youtube.com/watch?v=tfqcljc3g94>

TEAMS TOOL BAR



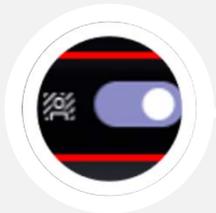
FUNCTIONS/INTERACTIONS



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



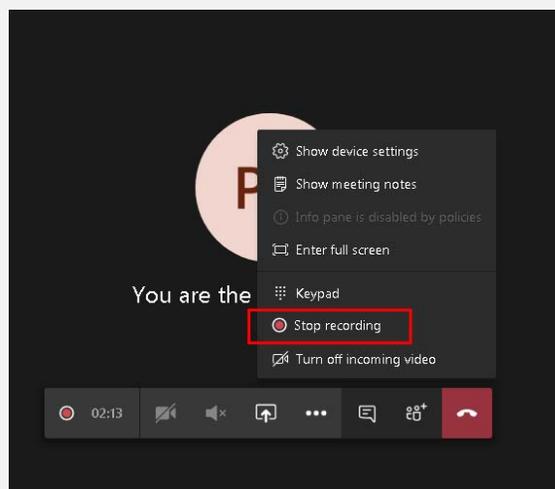
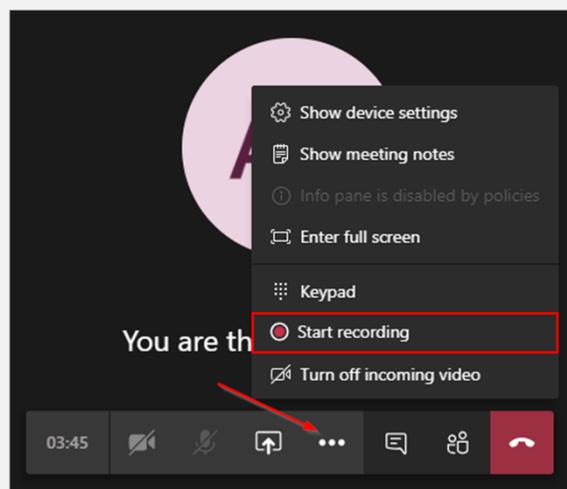


RECORDING

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.





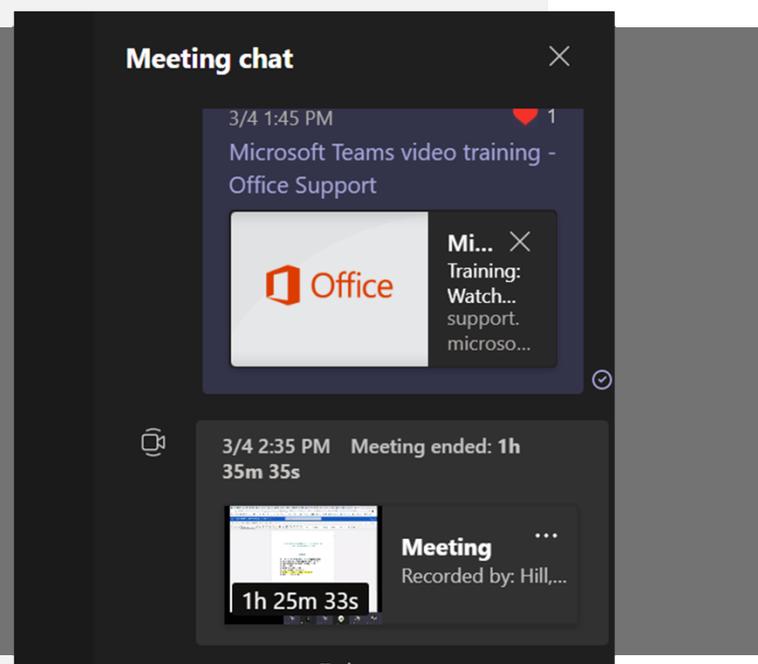
ACCESS RECORDED MEETINGS

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):

	<u>Teams</u>	vs.	<u>Teams Live</u>
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



Follow/Like The Capital Contracting Office on Facebook to view released solicitations
[Facebook.com/capitalcontractingoffice](https://www.facebook.com/capitalcontractingoffice)



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WEBEX

WebEx: Brief Overview

Presenter: Sarah Torchin

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](#)

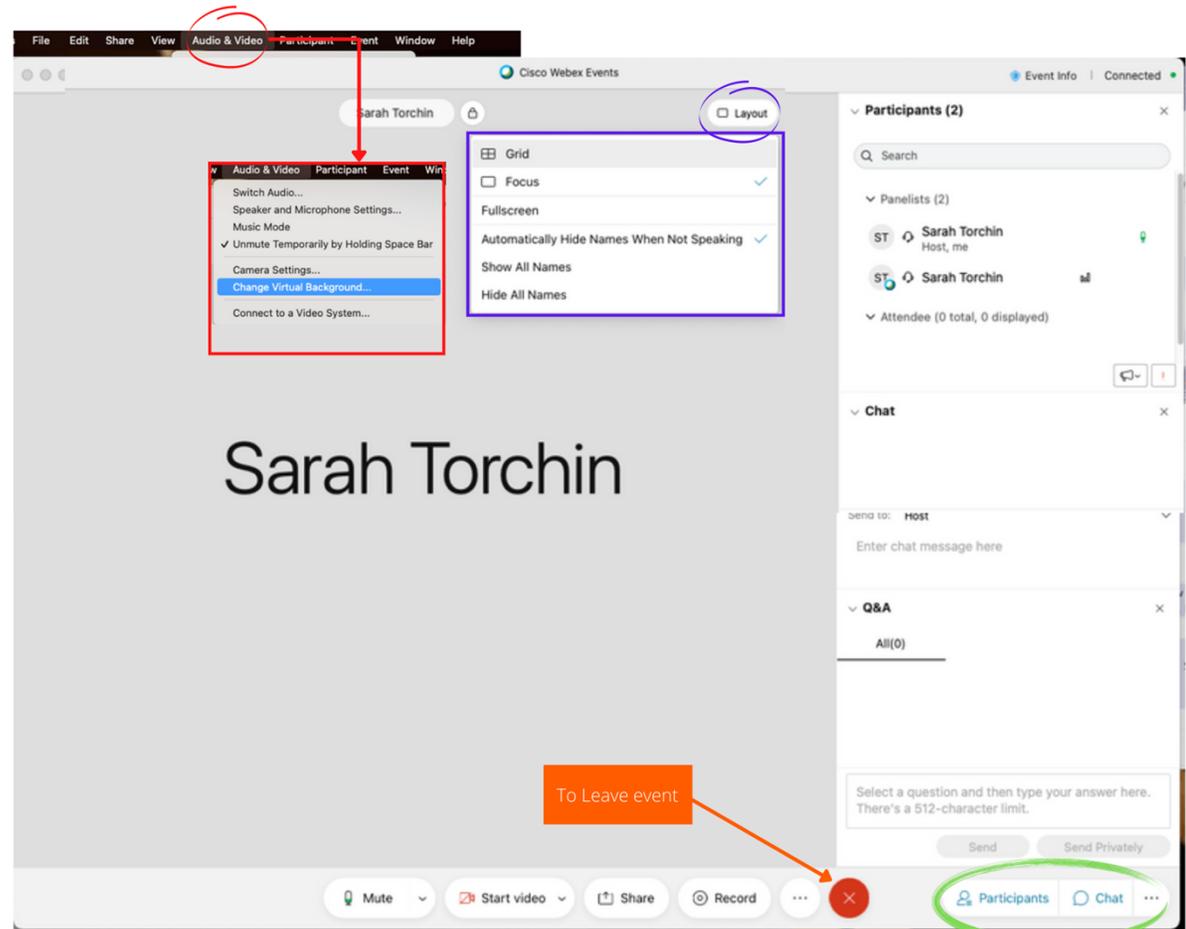


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WEBEX

Functionality of WebEx

- It can be used 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.



To Leave event

Opens Participant list, chat, and Q&A panels



WEBEX LIVE VIEW

WebEx: Brief Overview

Presenter: Sarah Torchin



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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

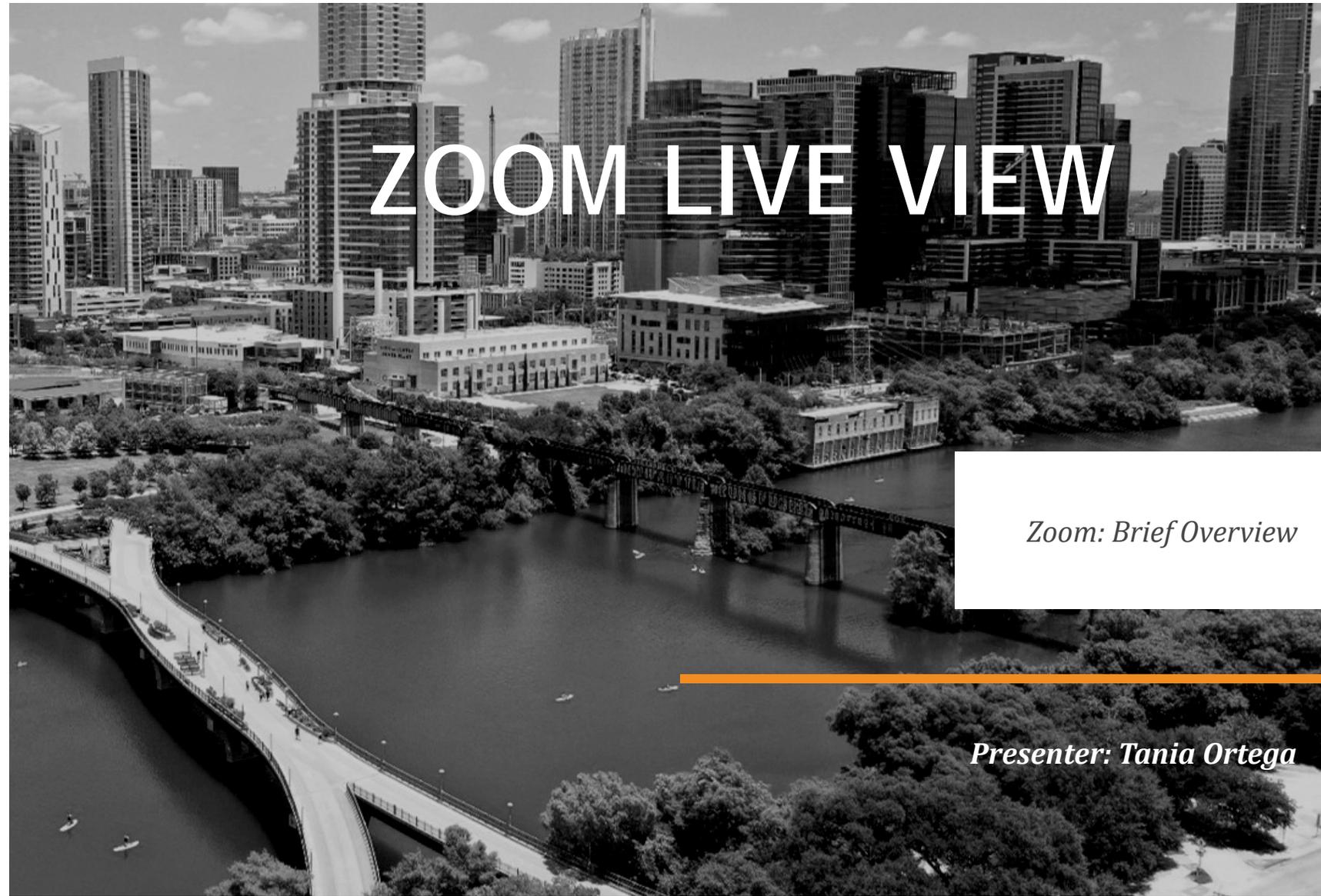
Basic Layout and Features

- 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"

The screenshot shows a Zoom meeting in progress with two participants. The interface includes a top status bar with recording and break-out messages, a main video area, a bottom control bar, and a right-hand sidebar with participant list, chat, and meeting controls. Callouts provide detailed instructions for each element.

- Recording:** We will be recording the session
- Break Out:** Messages might pop up during Break Outs
- Viewing:** Switch between "Gallery View" and "Speaker View"
- Participants:** View participants
- Hand:** Raise hand to ask question
- Discovery:** Other things to discover
- Chat:** "Chat" window for questions and saying hello
- Chat:** Chat with "Everyone" or with specific people
- Unmute:** "Unmute" to speak, "Mute" at all other times to help with sound quality
- Video:** If you need a break, or don't want to be seen (bad hair day?) you can "Stop Video"
- Chat:** Click to view the "Chat" window
- Recording:** Only hosts can record
- Screen:** Click if you are invited to share your screen
- Break Out:** During Break Outs this message will let you know your time is ending soon. You will automatically be moved back into the main room. (No need to click the blue button unless you really need to leave)
- Private:** This is a private session, please do not invite others in - tx!
- Participant:** Open "Participant" window



ZOOM LIVE VIEW

Zoom: Brief Overview

Presenter: Tania Ortega



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THANK YOU

Survey (QR Code) + Q&A



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



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