Instructions for joining open Committee of Council meetings on Microsoft Teams Webinar

Follow these steps to register for and join an open Committee of Council meeting using Microsoft Teams Webinar:

1. Find the Registration Link:

Visit the specific Committee's webpage on whistler.ca to locate the registration link for the Microsoft Teams Webinar.

2. Complete the Registration Form:

Click the registration link, which will direct you to the registration form. Fill in the required fields, including your first name, last name, and email address.

3. Submit the Registration:

Once the registration form is complete, click the "Register" button to submit it.

4. Check Your Email:

After registering, check your email for a confirmation message. This email will contain a link to join the webinar.

5. Join the Webinar:

At the scheduled meeting time, open the confirmation email and prepare to join the webinar. You have three options for joining:

   a. **Via Web Browser (PC or Mobile):**
      Join directly through your web browser without needing to install the Teams app. Click the link in your email and, if prompted, select "Continue in browser."
   b. **Microsoft Teams on PC:**

      If you prefer using the Microsoft Teams app on your PC, you can join the meeting through the app. If you haven't installed it yet, you can download it for free from the Microsoft website or app store. Teams is available for Windows and macOS.

   c. **Microsoft Teams on Mobile:**

      You can also join from your mobile device by downloading the Microsoft Teams app through the Google Play Store or Apple App Store.

      Once you join the webinar, you may be placed in a waiting room until the host starts the session.

WHISTLER

Please note: During the webinar, your microphone and camera will be turned off. You will be able to watch and listen to the meeting, but participation or input will not be enabled.

6. Exit the Webinar:

When the meeting concludes, you can leave by clicking the "Hang up" button or closing the application or browser window.

Troubleshooting:

If you encounter any technical issues, please contact us at corporate@whistler.ca. While we cannot provide immediate technical support, we will do our best to respond to your request within 24 hours.