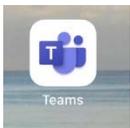




## SEPTEMBER 16, 2020 PLANNING COMMISSION MEETING PARTICIPANT INSTRUCTIONS

Questions and Public Comment will be accepted through the “video” or “Chat” feature in Microsoft Teams or by emailing [clerk@auburnhills.org](mailto:clerk@auburnhills.org) ahead of and during the meeting. Written comments and questions will be read aloud at the meeting.



Prior to the meeting, you will need to download the Microsoft Teams App on your smartphone or tablet. Microsoft Teams is free. You do not need to register or create an account in order to participate in the meeting.

If you do not have a smartphone and wish to participate using a laptop or desktop computer, please follow the instructions below, then skip to page 3.

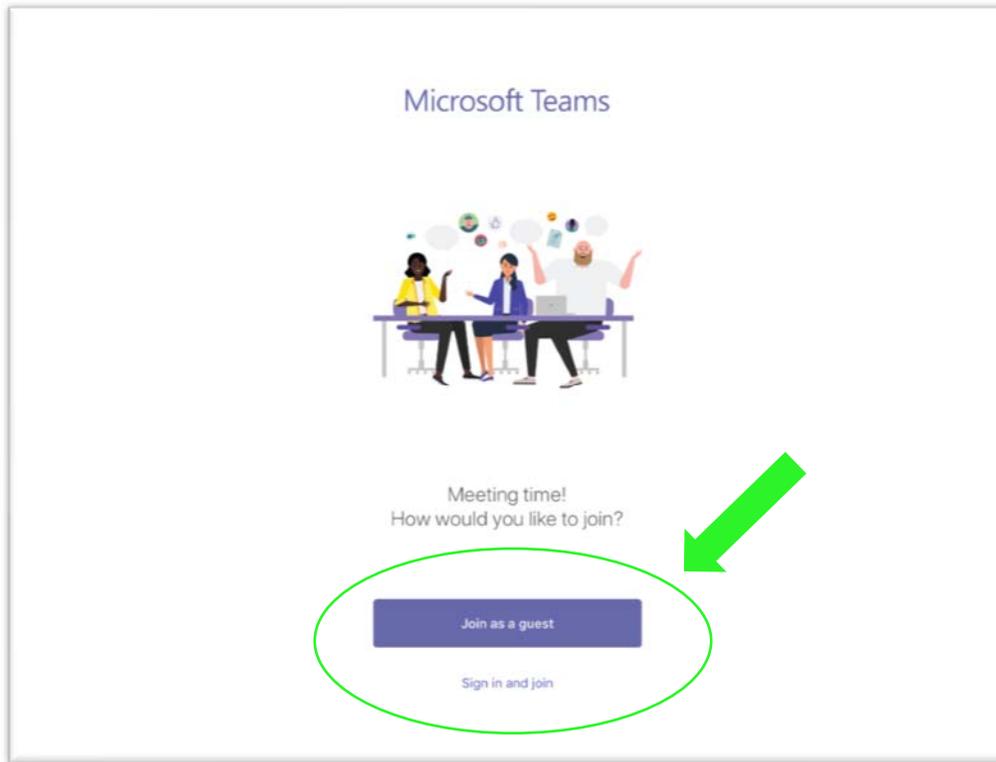
Members of the public wishing to participate in the virtual meeting may do so by using the following link to “Join the Meeting” <https://bit.ly/AH-Sept16-PC> or by viewing the City Calendar on the website and clicking on the September 16<sup>th</sup> Planning Commission Virtual Meeting event.

The screenshot shows the Auburn Hills website with a calendar for September 2020. A pop-up window displays the details for the 'City Council Virtual Meeting' on September 16, 2020, at 07:00 pm. The event location is 'virtual meeting through Microsoft Teams software'. The details section includes links to participate in the meeting (<https://bit.ly/AH-Sept16-PC>), to view the agenda ([www.auburnhills.org/councilagendas](http://www.auburnhills.org/councilagendas)), and to view the Electronic Meeting Notice ([View Instructions on how to participate in the meeting](#)). The event was updated on Friday, May 15, 2020, at 08:32:51 am.

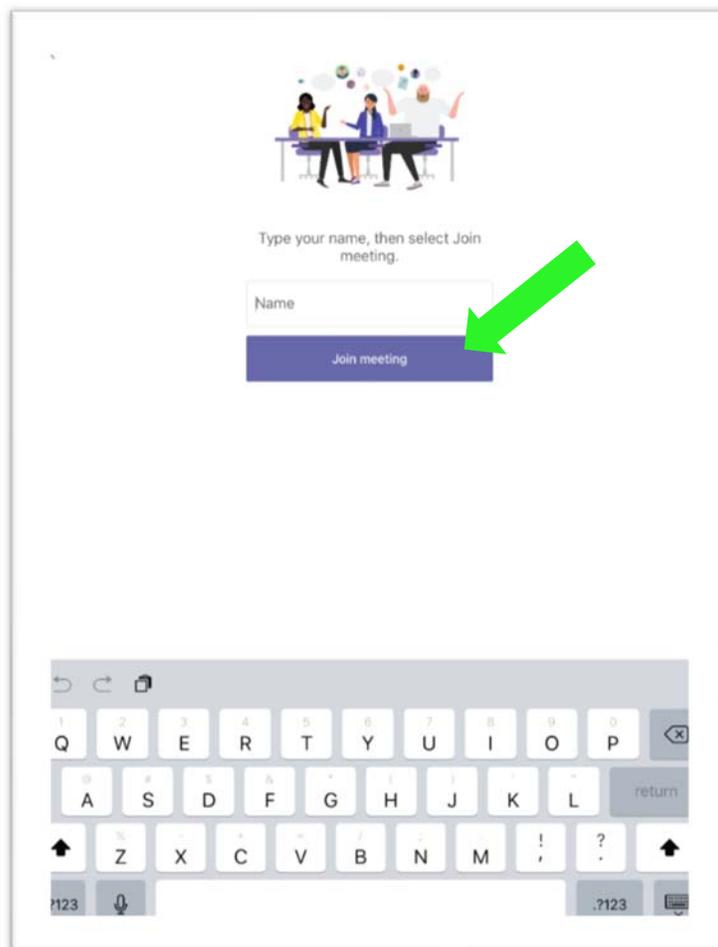
**Smartphone/Tablet Users:**

The Microsoft Teams app will open.

Once you click on the link to “Join the Meeting”, you will be asked to either join as a guest or to sign in.



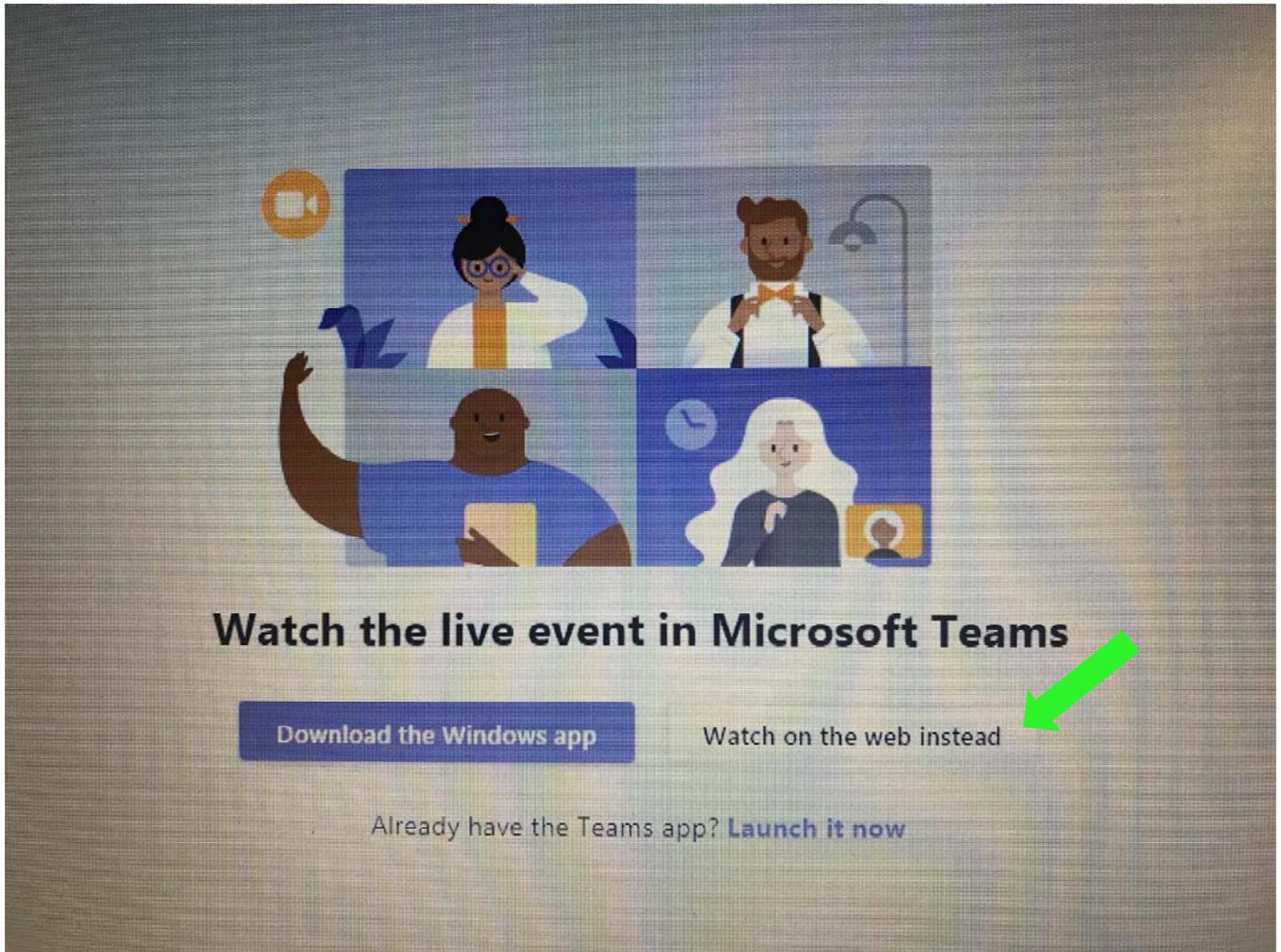
If you select to join as a guest, the system will ask for your name. Enter your name and touch the “Join Meeting” button.



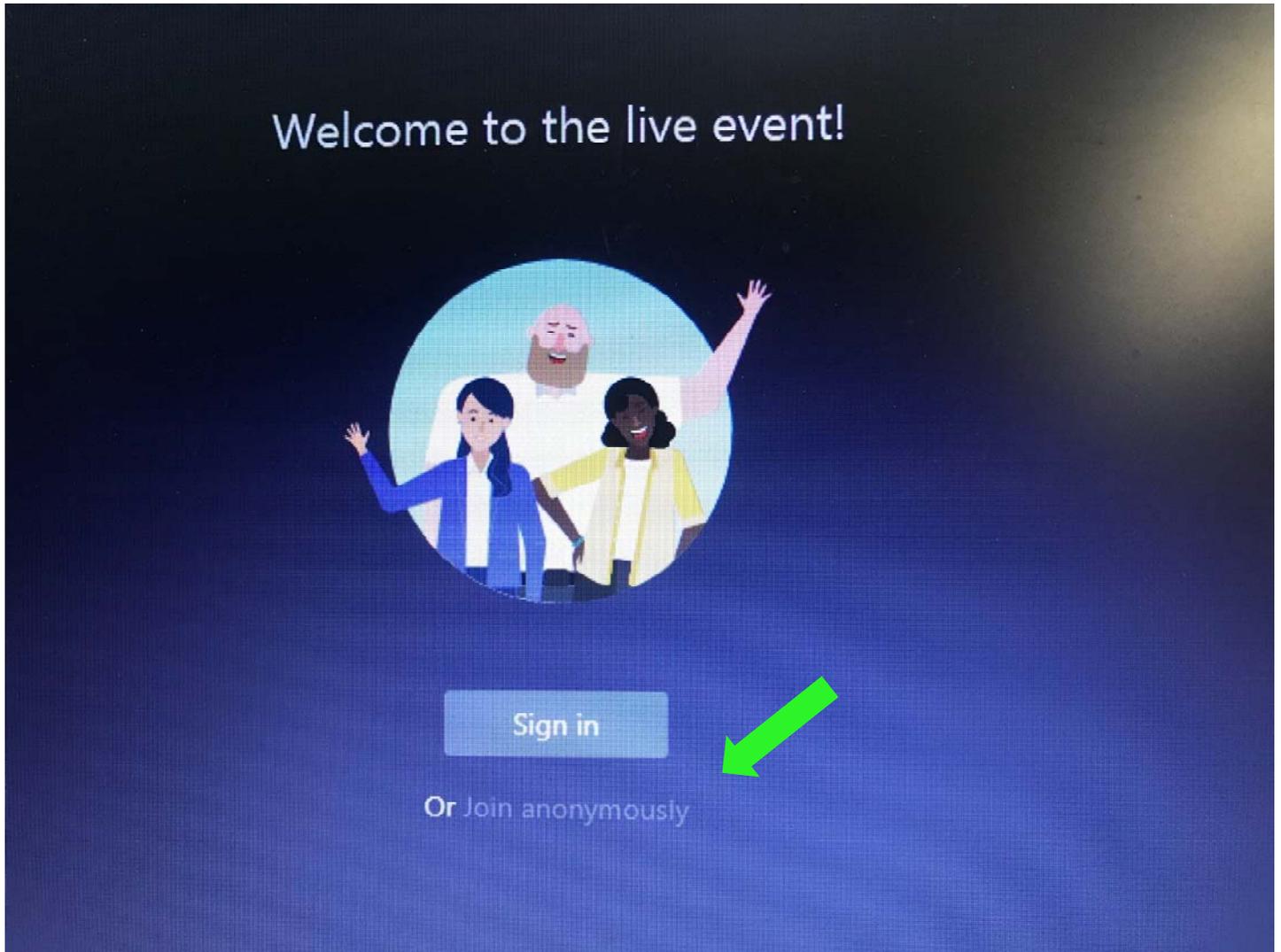
**Laptop/Desktop Computer Users:**

Once you click the link to "Join the Meeting", you will be directed to the Microsoft Teams website.

You have the option of downloading the Windows app or watching it on the web.



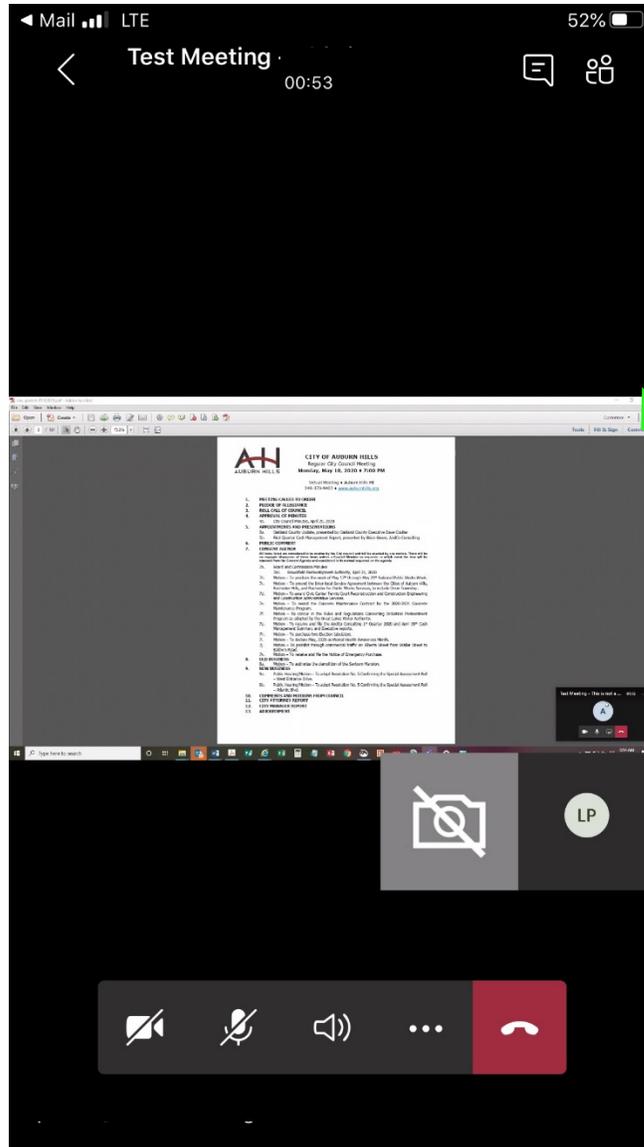
You will be asked to either sign in or join anonymously.



## All Users

The meeting will begin on your screen.

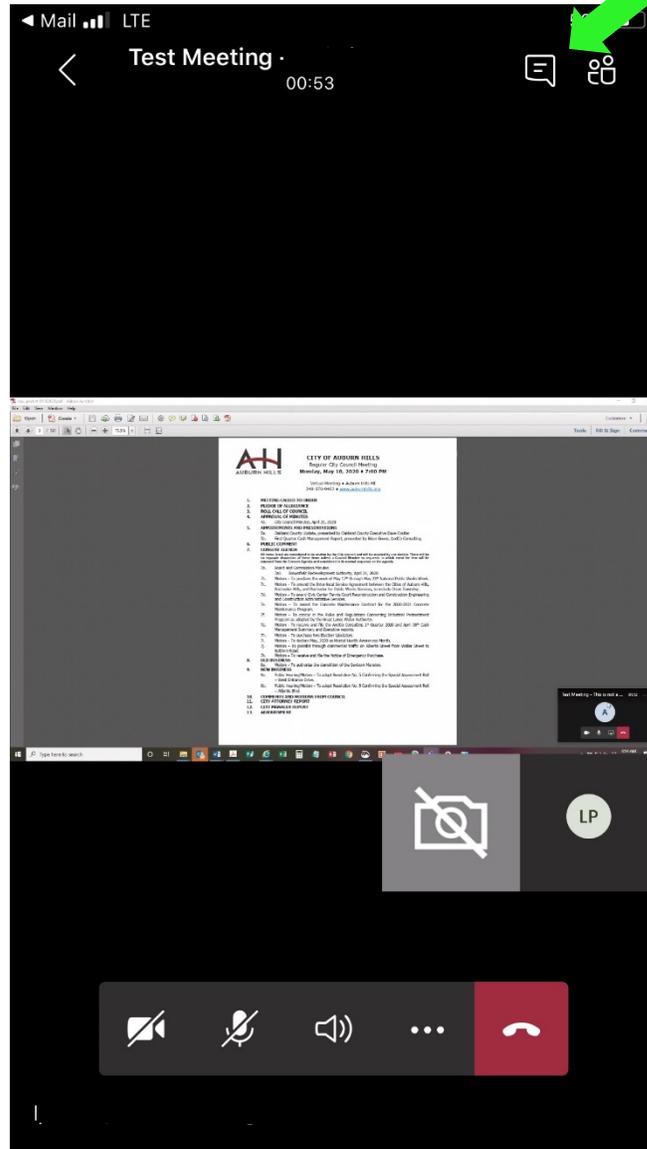
NOTE: In the unlikely event that your screen freezes, exit meeting and click on the link to rejoin the meeting.



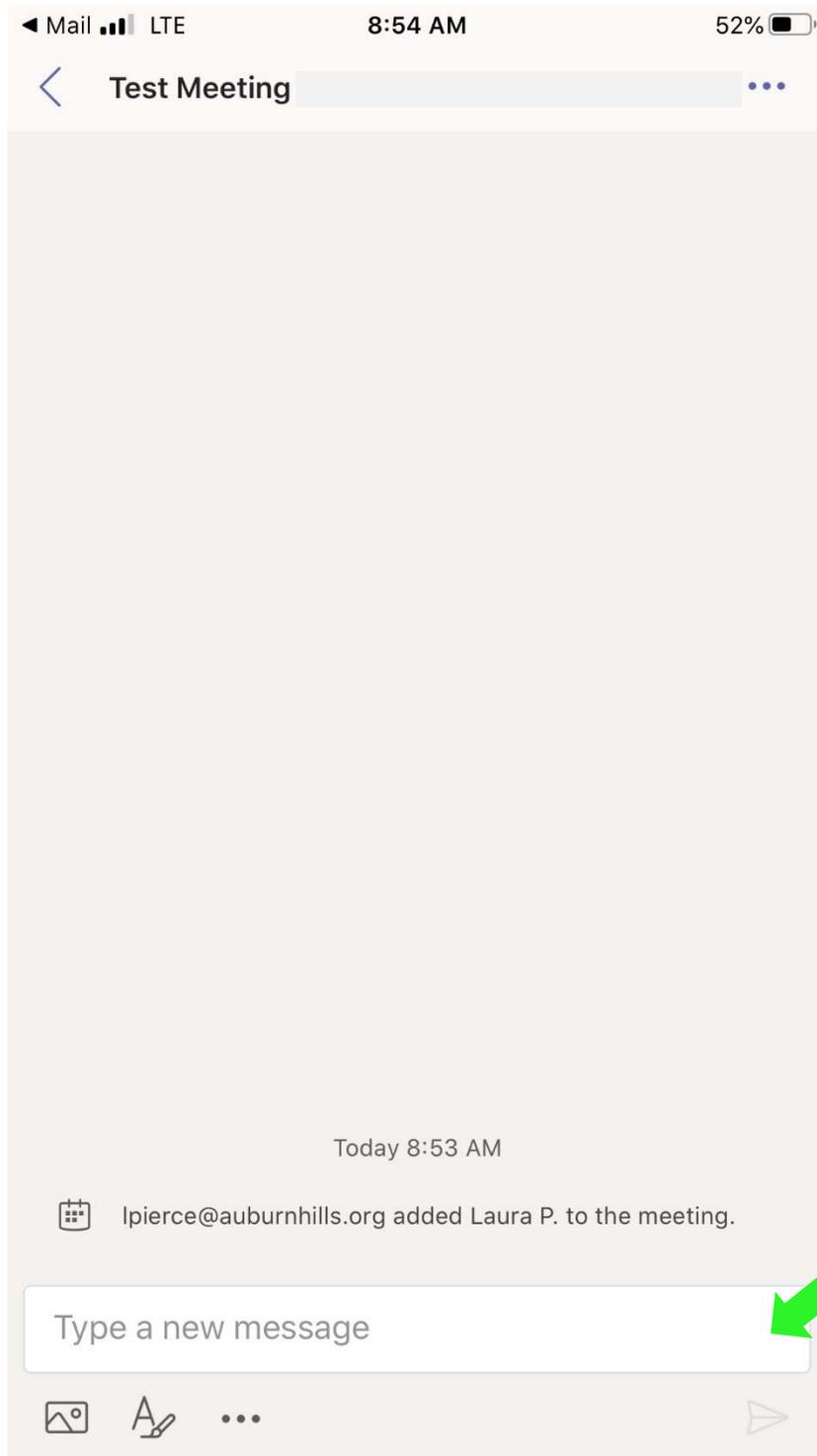
## How to Submit a Questions or Comment – All Users

Participation in the meeting includes submitting questions or comments through Microsoft Teams or you can email [clerk@auburnhills.org](mailto:clerk@auburnhills.org). If addition, if you are logged into the meeting, you can express your verbal comments when called upon by the Chairperson. Comments must be limited to three minutes.

To submit a written comment or question through Microsoft Teams, touch the square icon in the upper right portion of the screen.



The screen below will appear. Enter your comment or question in the “Type a new message” field.



Type your question or comment.

Click the triangle on the right side of the screen located under your question.



Your question or comment has now been submitted.

