

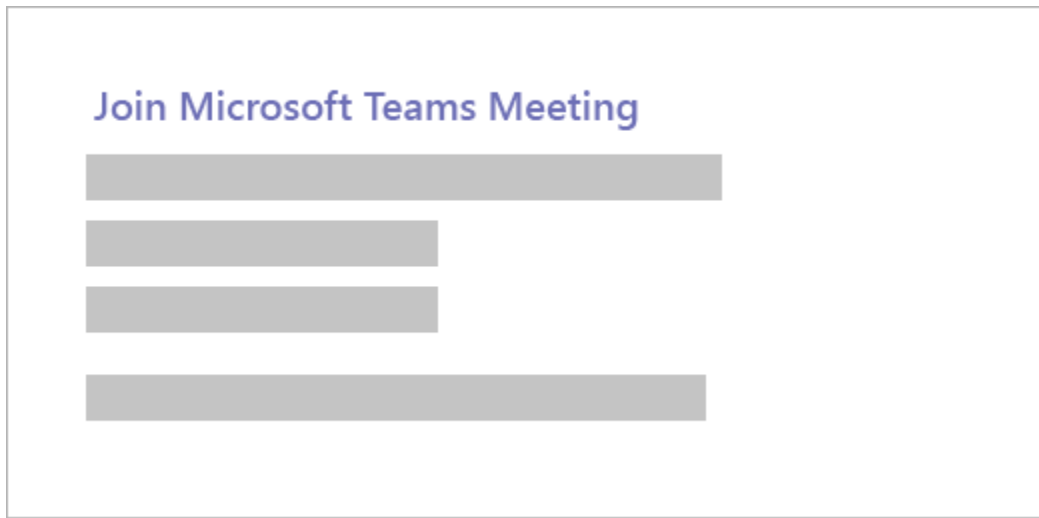
# City of Trenton Virtual Council Meetings

Join the City of Trenton Virtual Council Meetings anytime, anywhere, from any device using [Microsoft Teams](#).

There are three ways to join the City of Trenton Council Meetings—joining by Hyper link (Located on the Trenton Website) or if you can't use the app or the web, you can call in using a phone number and a conference bridge ID.

## [Join by link](#)

All you need to join a Teams meeting is a link.



Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app.

**Note: it is recommended that you download the desktop application for better quality of the audio and video.**

If you don't have a Teams account City of Trenton allows you the option to enter your name to join the meeting as a guest.

## Call in

If you're unable to use the Teams app or Teams on the web, you can join the meeting by calling the phone number listed in the meeting schedule page. To mute and unmute yourself in the meeting press \*6.



### **How to mute and unmute in a Microsoft Teams meeting.**



The background noise from the members on a call can be quite distracting. For that, calling apps, especially video conferencing apps, should let the admin or the organizer mute all the participants at the beginning of the meeting. When speak the participants

should unmute themselves to be heard and mute themselves once their comment is completed. (**Note: Please be cordial to one another**)

## HOW TO MUTE YOURSELF IN TEAMS MEETING DESKTOP AND MOBILE APPS

You can either mute yourself before joining a meeting or after you are in the meeting.

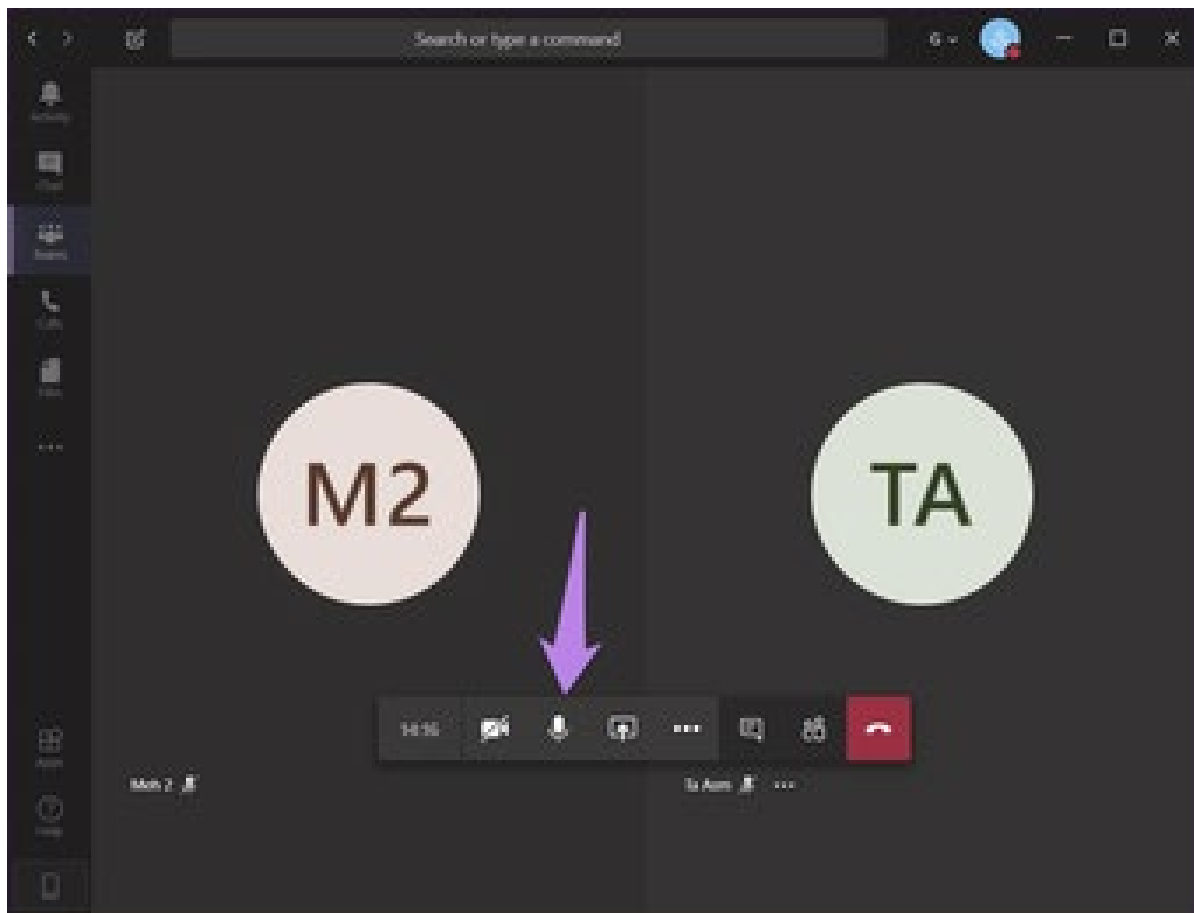
Here are the steps for both.

### 1. Mute and Unmute Yourself After Joining a Meeting

Here's how to do it on desktop and mobile apps.

#### Mute Yourself on Desktop

On the desktop app, when you are on a call, you will see the options toolbar present at the bottom. Click on the microphone icon to mute yourself.



When you mute yourself, you will see that the microphone icon has a bar over it. To unmute yourself, click on the same icon again.

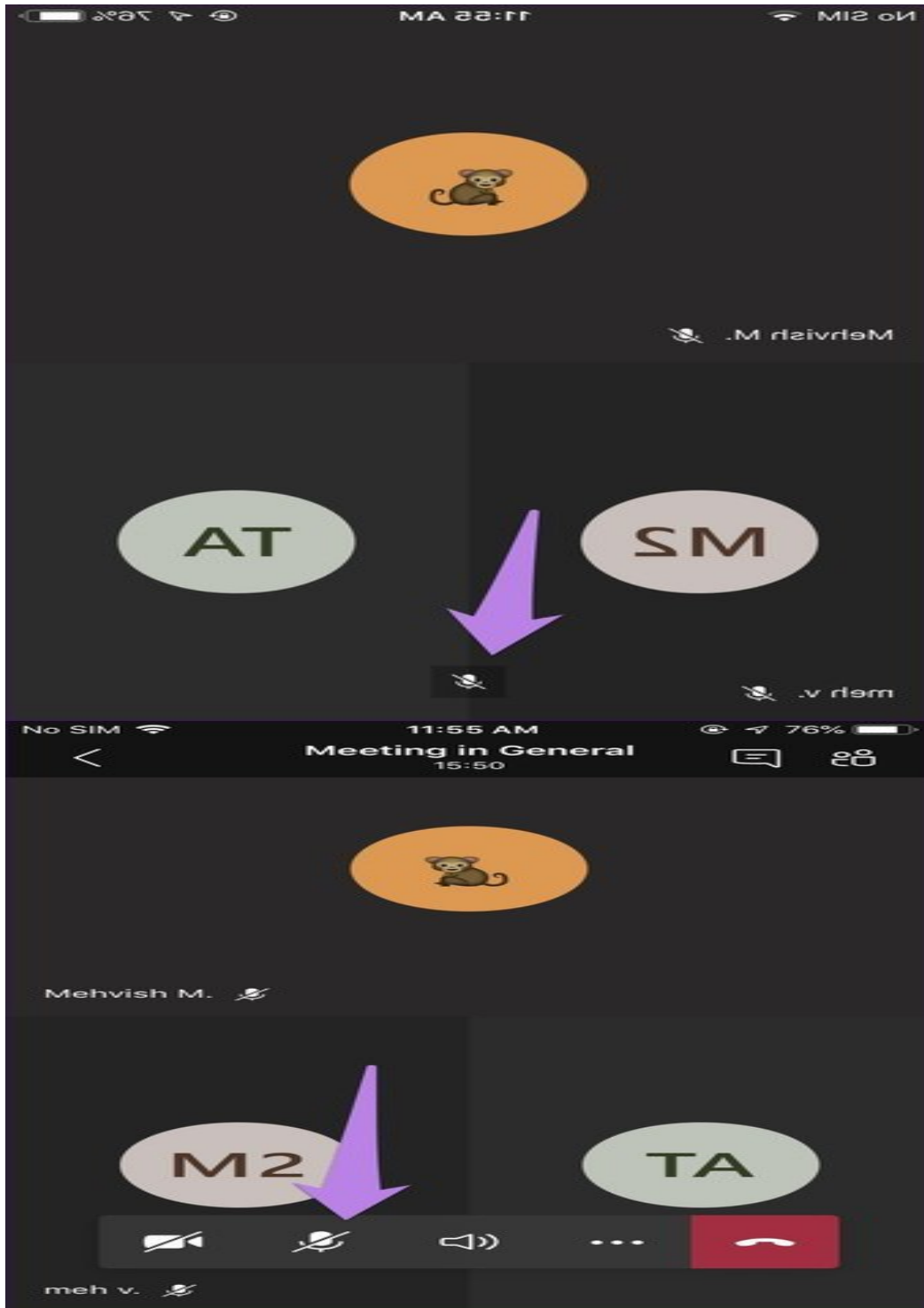


### Mute Yourself on Android and iOS Mobile Devices

To mute yourself on a call, tap on the screen once to reveal the floating options toolbar. Then, tap on the microphone icon to mute yourself.



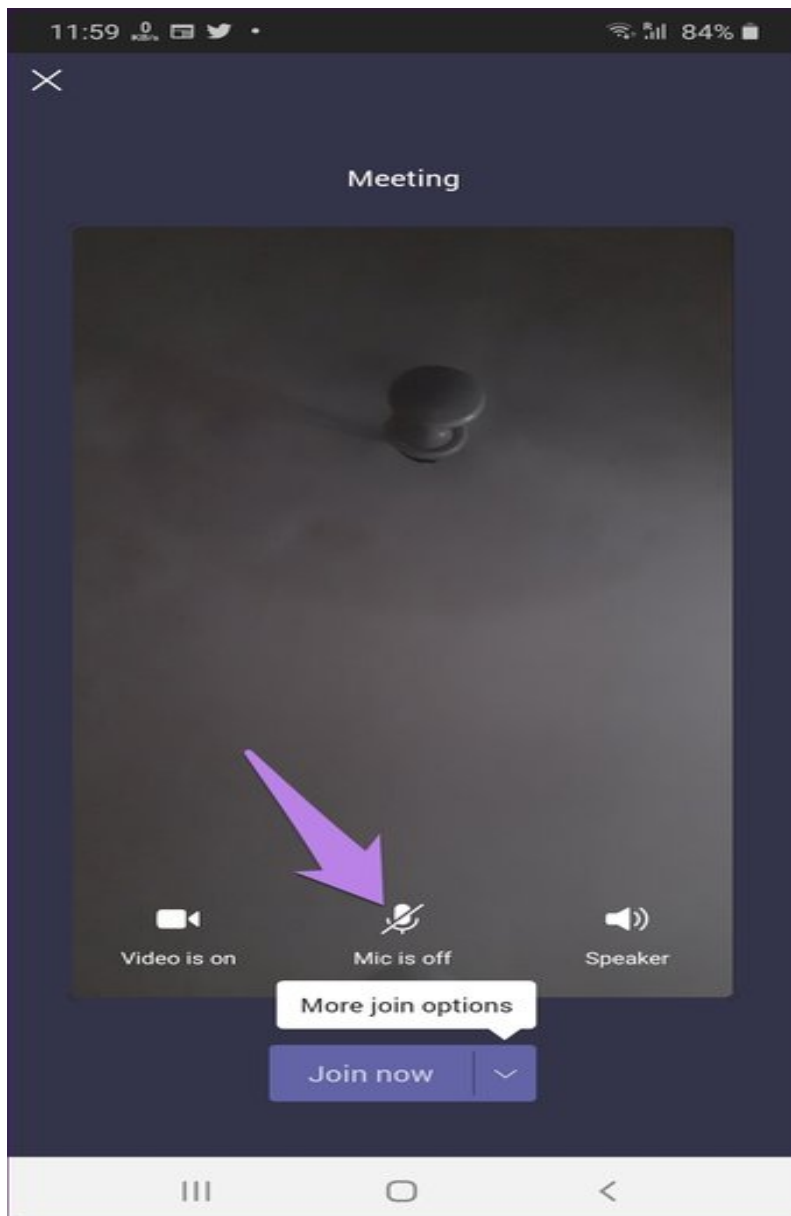
When you have muted yourself, you will see the mute icon (microphone with a bar) at the bottom of the screen. Tap on the screen to show the options toolbar. Then, tap on the microphone icon to unmute yourself.



## 2. Mute and Unmute Yourself Before Joining a Meeting

Muting yourself before joining a meeting is possible only when you have to join an ongoing meeting.

On mobile, when you click on the Join button for a meeting, a screen will appear. You can see whether you are muted by default or not. To mute yourself, click on the microphone icon.



On the desktop, turn off the toggle next to the microphone icon when you click on the Join meeting button.

