

Summit County planning commission meetings are held in a hybrid format, allowing for members of the public to attend a meeting in-person or electronically. The electronic format for planning commission meetings is Microsoft Teams.

For those not familiar with Microsoft Teams, below is an information sheet that should help troubleshoot issues and allow any member of the public to attend a meeting remotely.

Joining a planning commission meeting with a computer or laptop or with a phone that has the Teams app downloaded

First, click on the link included in the agenda. The link only works if you are using a laptop or if you have Microsoft Teams downloaded as an app on your phone. If you are using your phone and do not have/want to download the Teams app, you will need to connect via dial-in and use the information listed in the next section. If you are downloading the Teams app, you will have to create a free Microsoft account. This is not necessary if you are using a laptop or computer, as you can join from your browser.

1. Click on the link provided in the agenda. It should look something like this:

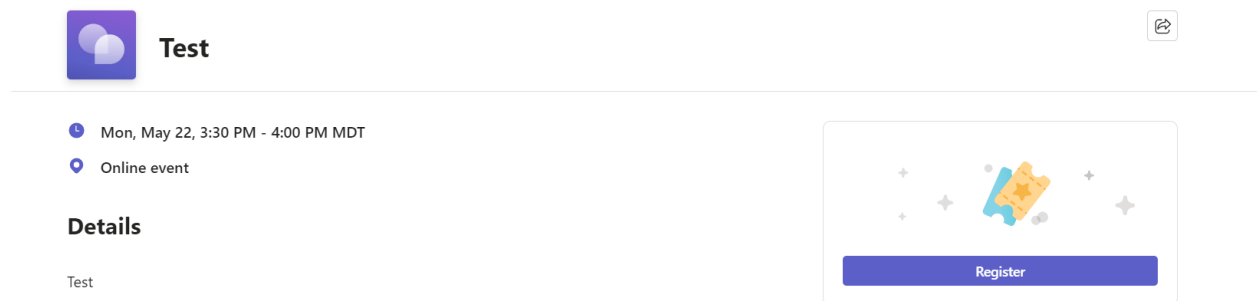
To join from your computer or laptop:

<https://events.teams.microsoft.com/event/64a80c6b-fb47-44de-a009-a1af5603f9cb@6fe210fb-c133-4ace-8c88-21cb41bf0710>

Meeting ID for computer or laptop: 262 475 699 572

Passcode for computer or laptop: JDdbwU

2. This will pull up a webpage with a link to register for the event. You are required to register to attend the meeting, but the meeting link will be sent as soon as you click register, so it should be a quick process. Once registered, you will receive a link to join the meeting. The registration page should look something like this:



3. When you click the "Register" button as seen above in blue, you will be taken to this page:

Test

Mon, May 22, 3:30 PM - 4:00 PM MDT

Registration Information

First name * Last name *

Email *

I have read and agree to the [Microsoft Event Terms and Conditions](#)*

4. Please enter your information, including the email address you wish to have the meeting link sent to, and then once ready click the “Terms and Conditions” box and hit “Register.” Once you hit “Register,” this should pop up:



Your registration has been processed.

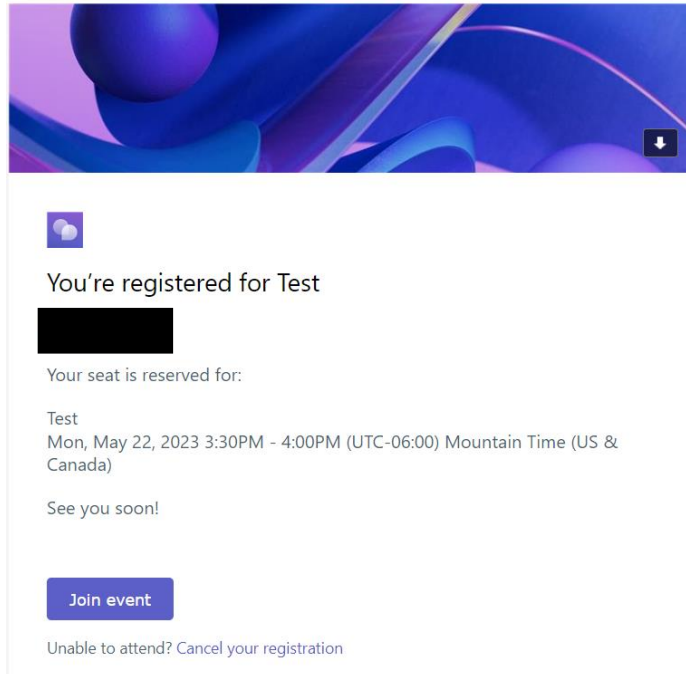
We sent you a confirmation email [REDACTED]

Share event link

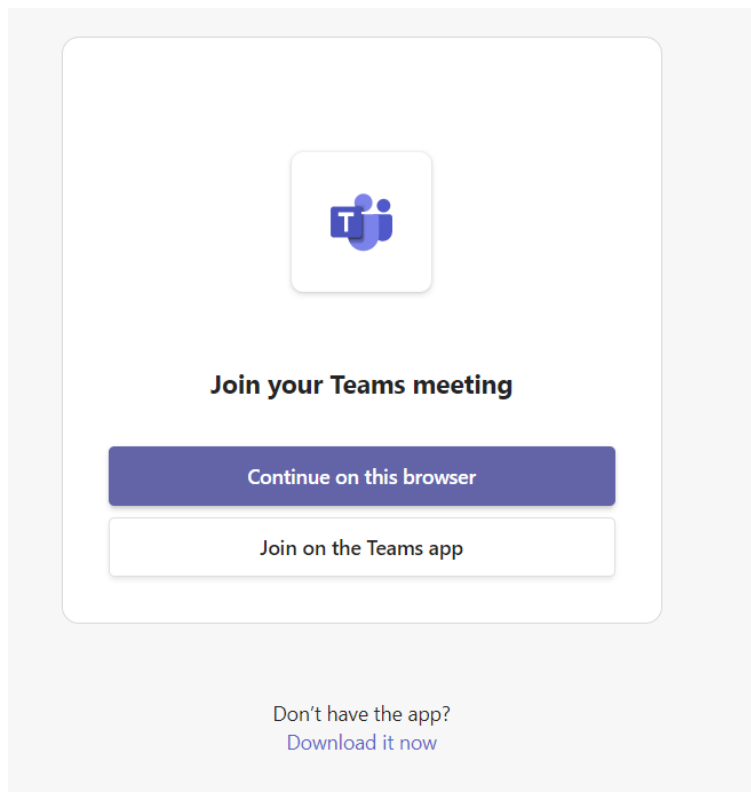
<https://events.teams.microsoft.com/event/6aa09024-ca>



5. Go to the email address that you entered into your registration box. You should have received an email with your meeting link. You should have an email that looks like this:



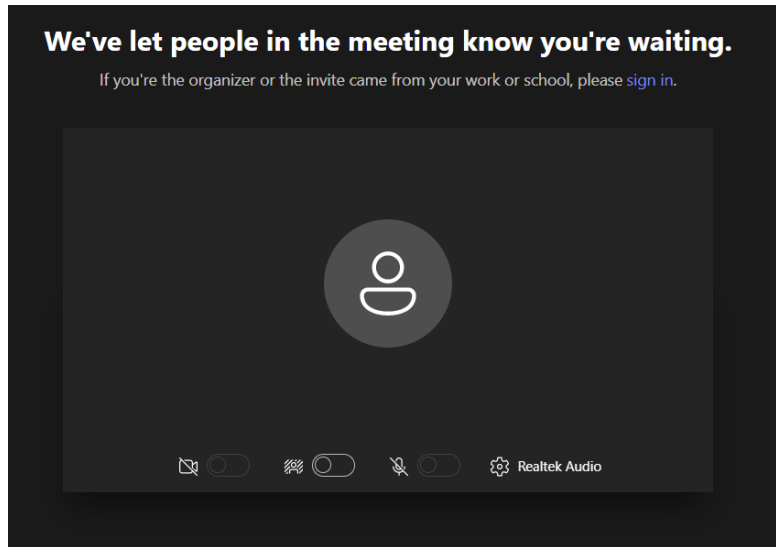
6. Click "Join event." This should take you to a screen that looks like this:



7. If you have the Teams app, you can click the "Join on the Teams app" button. If using your phone, you will have to join using the app. If you do not have the app and want to join using

your phone, please go down to the next section, which details dialing into the meeting on your phone. If you are logging in via a computer and do not have the app, click ‘Continue on this browser.’”

8. You may receive the following message:



9. If so, please wait for the host to admit you. If not, you should be in the meeting and be able to view. To talk during the meeting, you will have to click the “Raise Hand” button, which the organizer will see and be able to use to allow you to unmute and speak.
10. If you have any questions, you can contact the planning department at 970-668-4200.

Joining a planning commission meeting by dialing in with your phone

If you are joining a meeting using your phone, you will have to download the Teams app on your phone and create a free account (see above) or you can dial into the meeting and interact that way, as described below.

1. The Dial-In information is included in the agenda for the planning commission meeting. The dial-in information is shown in blue. Do not click the computer/laptop link because it will not work with your phone unless you have downloaded the Teams app:

To join from your computer or laptop:
<https://events.teams.microsoft.com/event/64a80c6b-fb47-44de-a009-a1af5603f9cb@6fe210fb-c133-4ace-8c88-21cb41bf0710>
Meeting ID for computer or laptop: 262 475 699 572
Passcode for computer or laptop: JDbwU

If you are joining from your computer or laptop, you will need to register by following the above link. Once registered, you will receive an email with the link to join.
Unless you have the Teams app, please click *Join from Browser* to avoid having to download the app.

To Join the Meeting from your phone, dial
(719) 501-2619
Meeting ID for call-in only: 722 294 880#

To raise your hand in the meeting to be granted permission to speak, press *5; to unmute, press *6

2. Dial the number listed on the agenda and when prompted, dial the meeting ID (may be called Conference ID). It may ask you whether you are the meeting organizer. Please do not hit * because it will ask you to put in organizer information. After a brief pause you should be admitted into the meeting.
3. To raise your hand during the meeting to request to speak, press *5.
4. Once you have been granted permission to speak, press *6 to unmute your phone. You can now speak.
5. If you have any questions, you can contact the planning department at 970-668-4200.