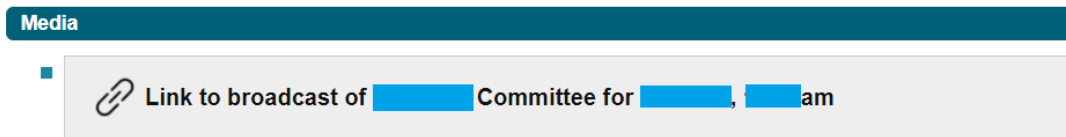


Public Speaker Guidance – Joining a virtual MS Teams meeting as an attendee

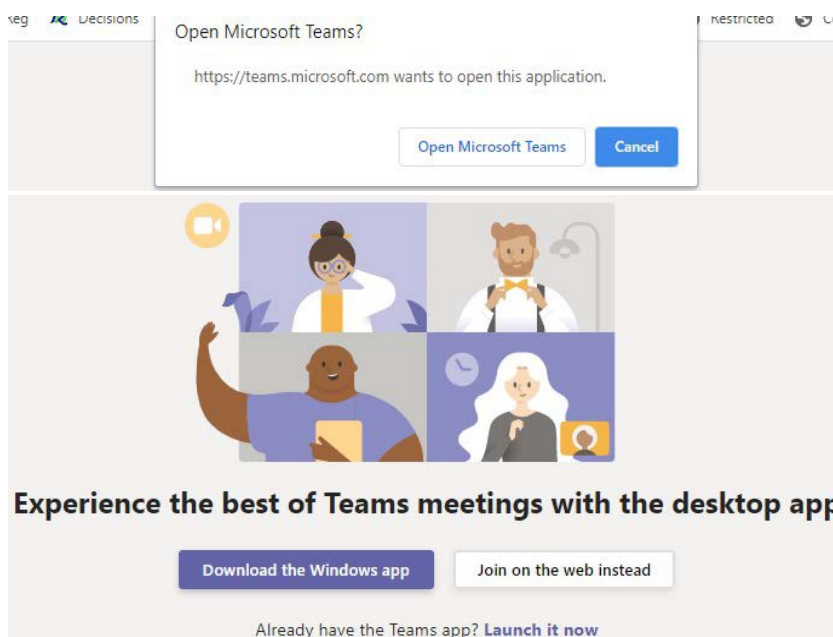
1. Click on the link you on the committee webpage.

Fig 1.



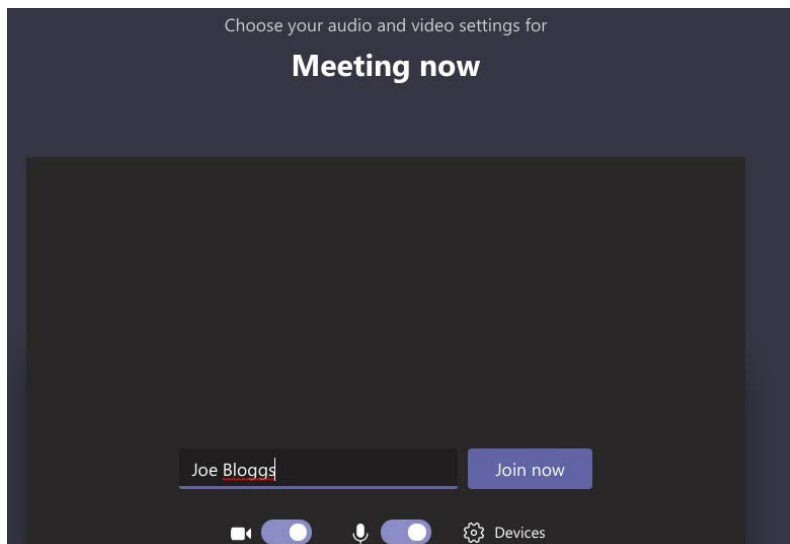
2. Select your preferred way of accessing Teams. If you have difficulties joining via the Teams App, please use the 'join on web' option.

Fig 2.



3. Join the meeting.

Fig 3.



Notes

- Recordings of meetings may be viewed whilst the meeting is in progress, or after a meeting has streamed, by following the link listed on the agenda/webpage.
- You are able to view council meetings that are open to the public.
- Confidential meetings will not be streamed.
- Only registered public speakers may address a committee.
- Members of the public who view the meeting stream are not visible to the committee, and so cannot interact with them. Councillors can only see/hear a member of the public invited to participate as a public speaker.
- Facilities available via three dots on tool bar:
 - Live subtitles option.
 - Option to switch off cameras from user end - if band width is poor (turn off incoming video). This means that others can still see the pictures but you reduce your own bandwidth at home and turn off the picture feed.
- Please note we are unable to provide technical support during the meeting. If you experience any technical difficulties, we suggest that you leave the meeting and then try and reconnect in using MS Teams.