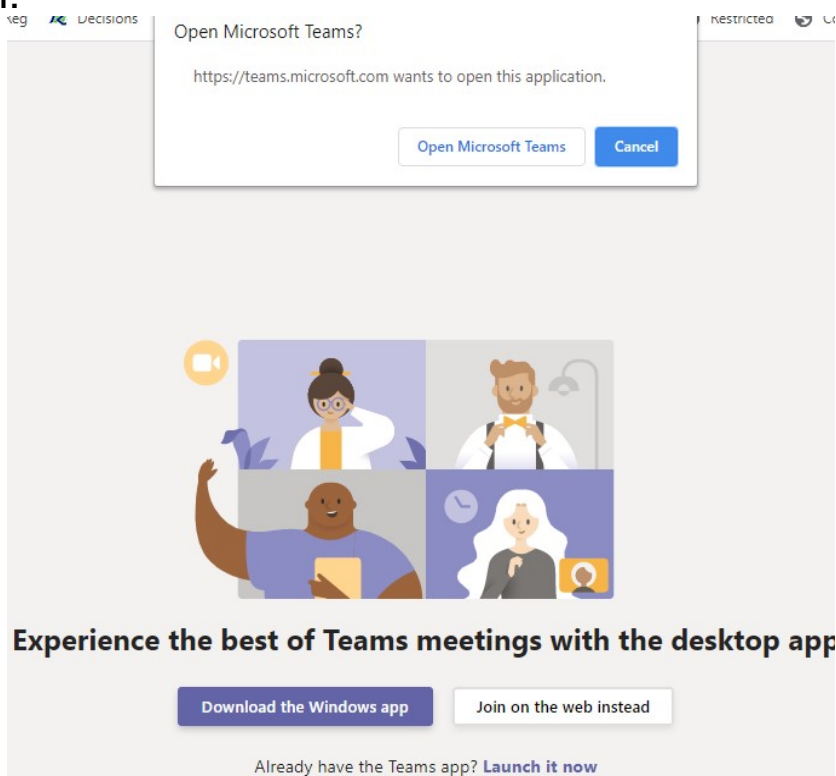


## Public Speaker Guidance – Joining a virtual MS Teams meeting as a participant

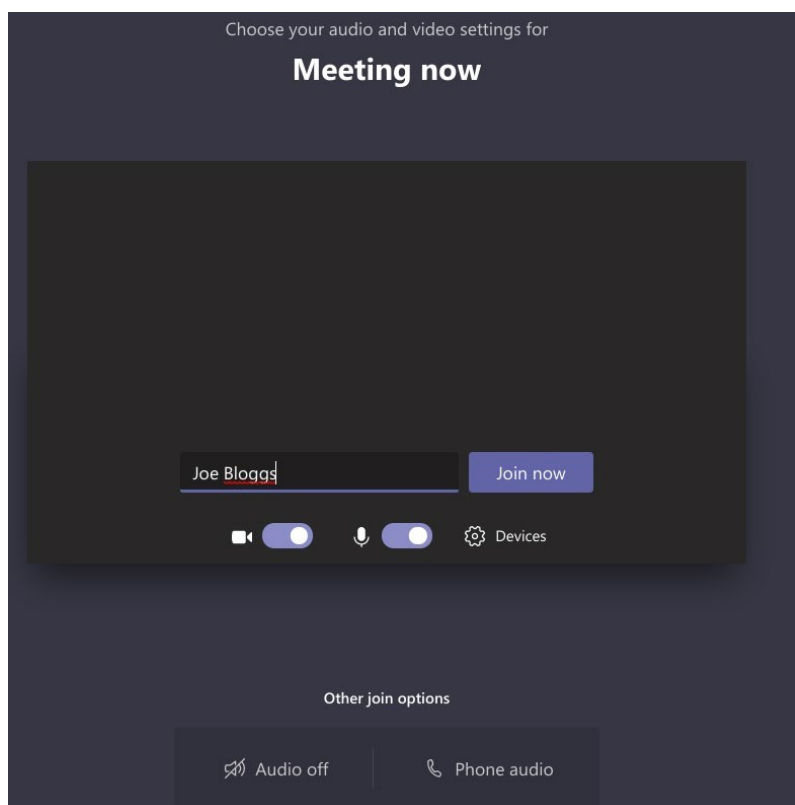
1. **15 minutes before the meeting** Click on the link you have been sent via email, you may see a screen similar to Fig 1.

Fig 1.



2. Once you have selected your way of accessing Teams you should see the Meeting entry options (Fig 2).

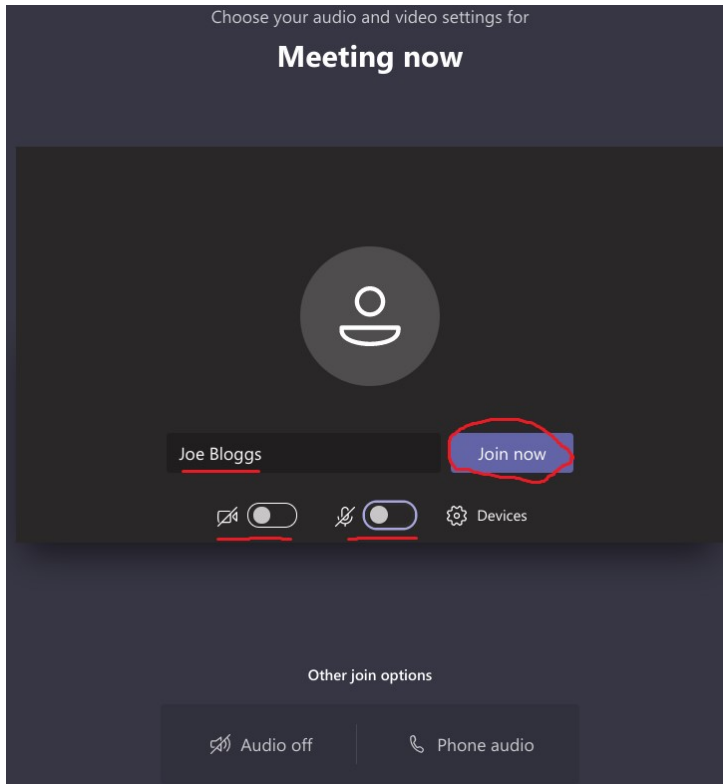
Fig 2.



Please ensure you do the following (Fig 3):

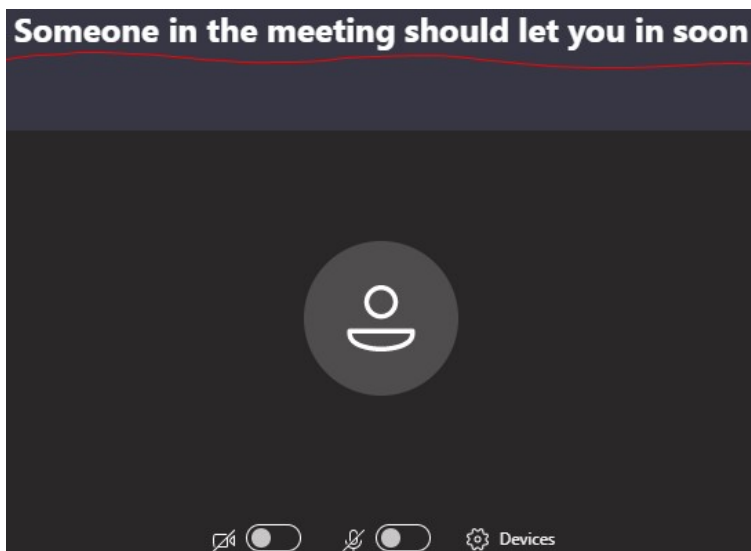
- Switch your camera and microphone off.
- Type in your display name, which must be the same name under which you registered to speak so that the Committee Manager knows to admit you.
- When you are ready, click join now.
- If you can, please blur your background.

**Fig 3.**



3. You will then be held in the meeting lobby and the Committee Manager will let you in as soon as possible (Fig 4). Once you are admitted to the meeting the Committee Manager will ask you to test your audio and visual and will confirm that everything is in order.

**Fig 4.**



## Public Speaker Guidance – Dialling into the virtual Planning Teams by telephone

You should have received the invitation (Fig 1.) which contains the dial-in number and the Conference ID to allow you to join the correct meeting.

**Fig 1.**

This is the invitation to the MS Teams Environment and Community Scrutiny Committee meeting.

- Please join the meeting about 15 minutes before the start of the meeting, so that if there are any technical issues we can try and sort this out before we go live.
- Please mute yourself when you aren't speaking
- If you can, please blur your background
- If you have any technical issues joining the meeting or mid-meeting please leave the meeting and then try and reconnect in using MS Teams. If this has not resolved the issue, please conference call into the meeting via the telephone number and enter in the conference ID as listed in the appointment.

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### Join Microsoft Teams Meeting

+44 1223 XXXXXX United Kingdom, Cambridge (Toll)

Conference ID: XXX XXX XXXX#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

This meeting is held in Council Anywhere provided by 3C Shared Services

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Please ensure you do the following:

- Dial the relevant number with '141' added beforehand to ensure that the number on which you are dialling in on is not visible to all participants in the meeting. E.g. 141 01223 XXXXXX.
- When prompted, enter in the conference ID including the # symbol.
- You will be asked to state your name, this must be the same name under which you registered to speak so that the Committee Manager knows to admit you.
- Please enter \*6# to mute yourself so that the background noise does not leak into the meeting.
- Enter \*6# again to unmute yourself when it is your turn to speak.

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## 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.
- Meeting chat should be used to list points of order, requests to speak and administration queries. This is predominantly for councillors, unless public speakers have an issue to raise with the Committee Manager or meeting Chair.
- The meeting chat is neither confidential nor private and can be subject to an FOI / DPA request.
- If you wish to refer to a document or picture when you address the committee please forward your information to a Committee Manager before the committee via:  
[Democratic.Services@cambridge.gov.uk](mailto:Democratic.Services@cambridge.gov.uk)
- 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. If this has not resolved the issue, please conference call into the meeting via the telephone number and enter in the conference ID as listed in the appointment.