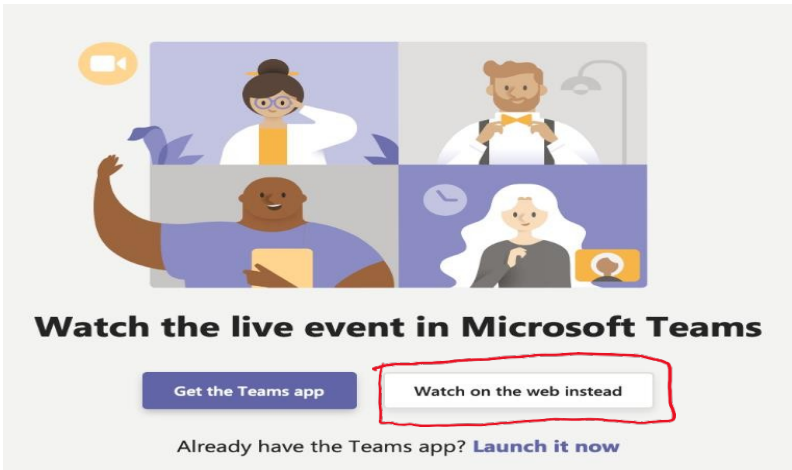
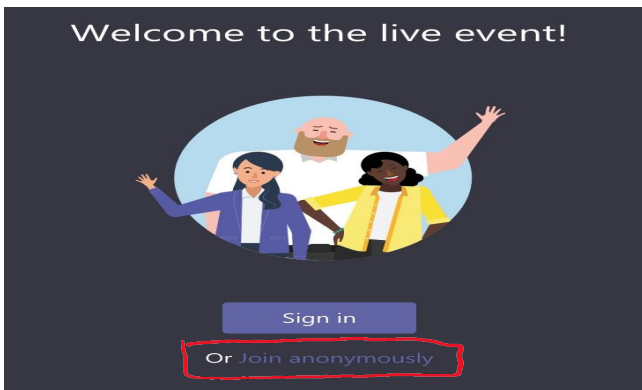


Instructions for the public to access committee meetings via Microsoft Teams

When you click on the link from a computer you will be asked if you want to either get the Teams app or to watch on the web. You should click on the web option:



You will then be asked to either sign in or join the meeting anonymously. You should join anonymously:



The live event page will then appear and if the event hasn't started yet it will say so:

The live event hasn't started

If the event has started, then you will hear and see the live event in action including submissions from officers and councillors and a screen share of any relevant documents.

Once the meeting has ended, just click on Leave.

Note

Teams is fully supported on Google Chrome and Microsoft Edge browsers. Please ensure that any updates have been actioned. When Teams detects an unsupported browser, it automatically displays a message explaining the issue and the session limitations.

To use Teams on your mobile device, download the mobile app from your app store and you will be taken through the process. You can't use the web app on your mobile device.