

Joining a Microsoft Teams Meeting

Download the Microsoft Teams App from either the App store or Google Play. If you access the meeting from the App rather than the browser, you will have more functionality. We would also recommend where possible accessing the meeting from a PC or laptop as this will also improve functionality. If you join using a phone or tablet your options will be limited.

When joining the meeting

When prompted allow access to your camera and audio settings. If you do not allow access you will not be able to participate properly in the meeting.

When prompted to enter your name please make sure that this is appropriate ie Joe Bloggs, Broughton Astley. Having both your name and Neighbourhood Plan will help others know who you are.

When you join you will be automatically muted (see details below)

Please join with your camera turned off as this will create the best connection.

Please bear in mind this meeting is 2hrs long and therefore we would suggest that you have your device propped up against something rather than having to hold it. We also recommend having the device plugged in so that your battery does not run out.

During the Meeting

PLEASE NOTE THIS MEETING WILL BE VIDEO RECORDED. The video will be uploaded to the secure members area of the website for any members to view later.

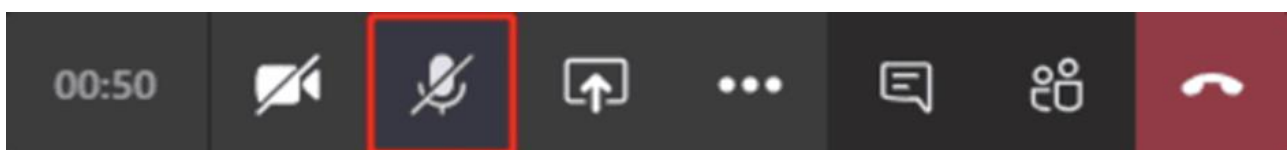
You will receive an email containing a meeting link stating 'Click here to join the Meeting'. We suggest you attempt to join the meeting at least 5 mins early to try and resolve any issues prior to the meeting starting. If you lose connection, have a poor connection or something is not working properly you can try joining the meeting again and this may solve the issue.

At the time of the meeting click the link. You may go straight to the meeting or you may receive a message asking you to 'join as a guest' or 'sign in'. You can use either of these options.

If you use the 'join as a guest' option you will be prompted to enter your name, once entered, click the Join Meeting button and you will be taken to the meeting. This may take a few seconds to connect.

If you click on 'sign in' it will ask you for your sign in details. If you have not already used the App it will ask you to either create an account or sign in with a one-time code. Follow the instructions on your device depending on what option you chose and then you will be taken to the meeting.

Once you have entered the meeting, please note that your Microphone will be on mute. The microphone is the symbol highlighted by a red box in the image below. When a line is across the image, as seen below, this means that your microphone is turned off. Your camera may also be turned off. The camera symbol is the one directly to the left of the microphone. If it is turned off (has a line through it) you can turn this on by clicking the image to remove the line. You will not be able to unmute yourself.



If you are using a small device such as a phone, you may not have all these symbols visible. You may be able to view more symbols by clicking on the 3 dots image if you have one. This will open more options.

We will also be using the Chat panel during the meeting. You will be able to type in anything that you would like everyone to see by using this option and be able to view what other people are typing in. To open the Chat panel, click on symbol shown directly to the right of the 3 dots in the above image.

If you would like to speak at any time, you must wait to be called to do so by the speaker. In order to let them know that you would like to speak please either raise your hand by clicking on the 3 dots and clicking the 'Raise your Hand' option, by typing a message into chat or raise your hand up in your camera picture. Please note you will be called to speak when it is convenient to do so. Please be patient, this may take a few moments or be at the end of the current conversation. When you are called to speak your microphone will be unmuted for you. Please also REMEMBER to lower your hand when finished.

To leave the meeting at any time, click on the red Telephone symbol.

Microsoft have a short video tutorial available online, which you may wish to view before attending the meeting:-

<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>