



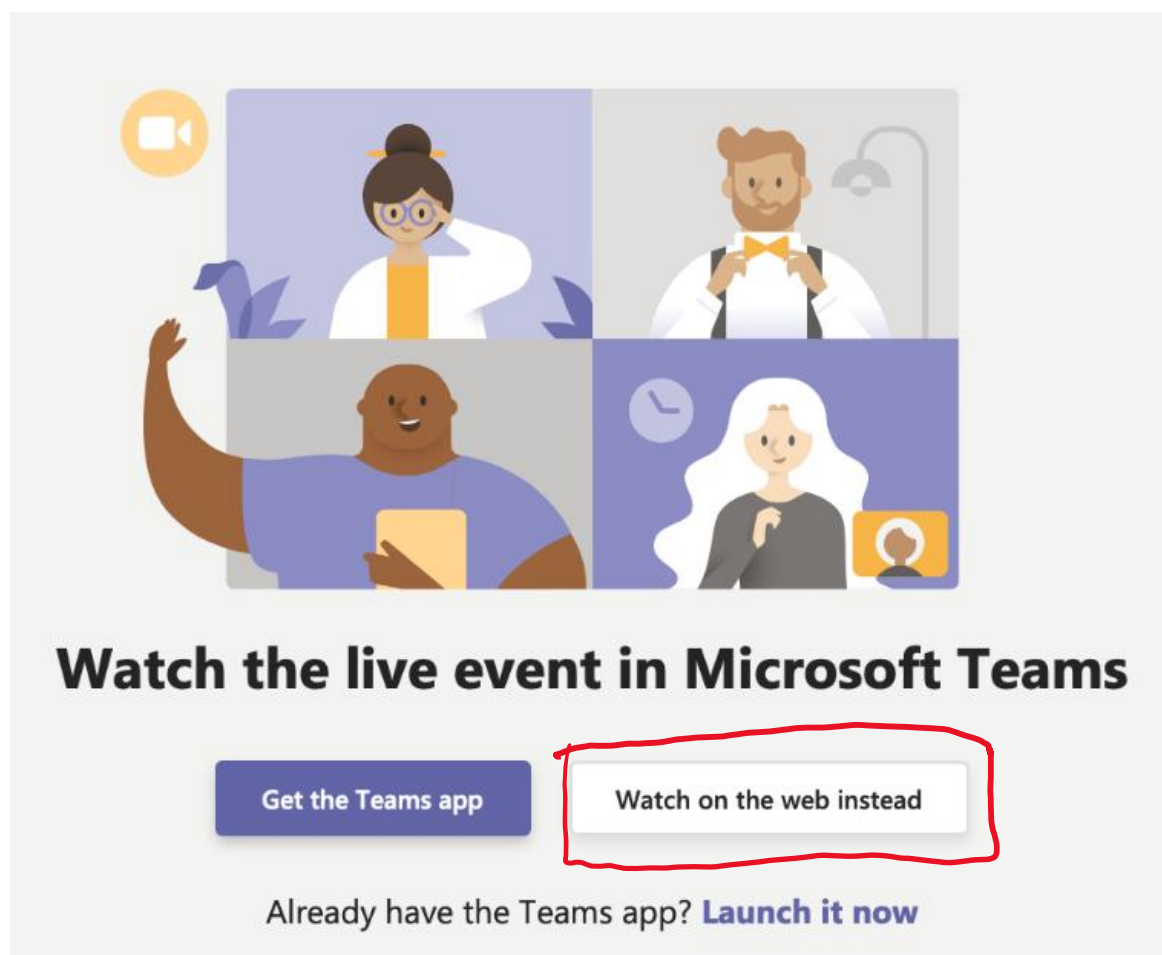
## Instructions for the public to access committee meetings

Once the Committee meeting has been created and the link to the meeting has been copied, that link now needs to be made available for the public to access, ideally on the website where they are used to going to find information about the meetings.

The best experience is when a user has downloaded the Teams app to either their computer or mobile phone. When clicking on the link it will ask if the user would like to join using the app. It will then take them through swiftly to the meeting.

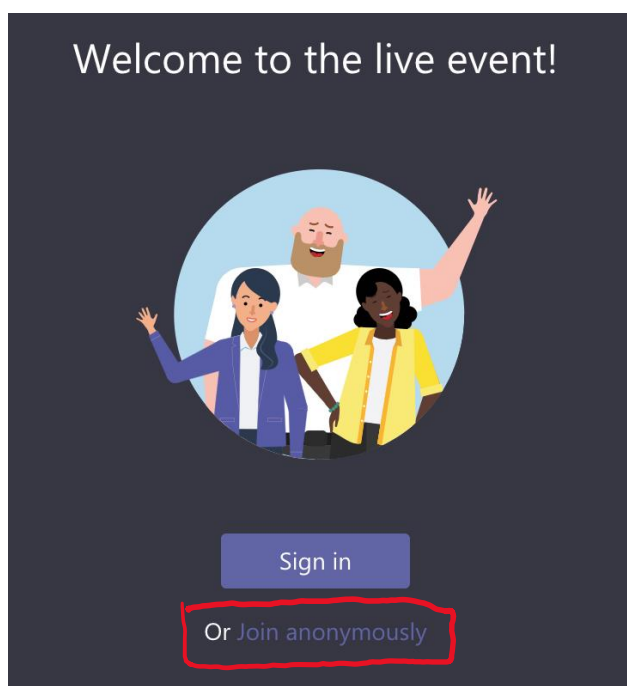
Not everyone will have the app on their device. The link will allow them to join via the browser instead.

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

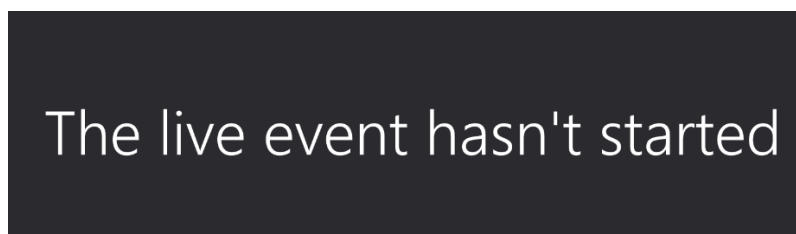




They will then be asked to either sign in or join the meeting anonymously. They should join anonymously:



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



If the event has started, then you will hear and see the live event in action which will be audio voices of the officers and councillors and a screen share of a document.

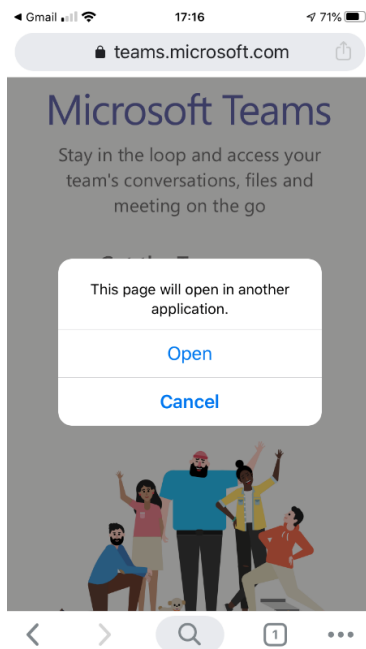
Once the meeting has ended, the public just click on Leave.



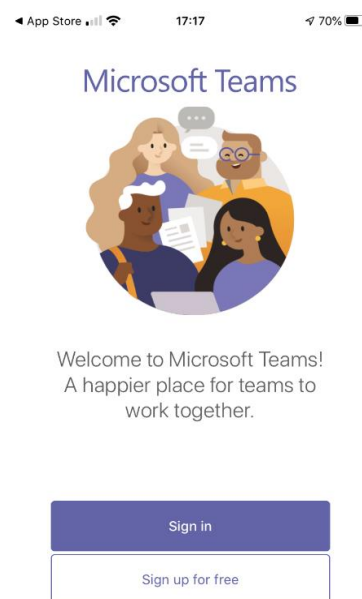
If the public join from a mobile phone there may be a variety of steps to get in.

If you don't have the app installed on your phone, you may be taken through registration in order to access the event. This would be a one-time registration and would allow a member of the public access to future meetings more easily.

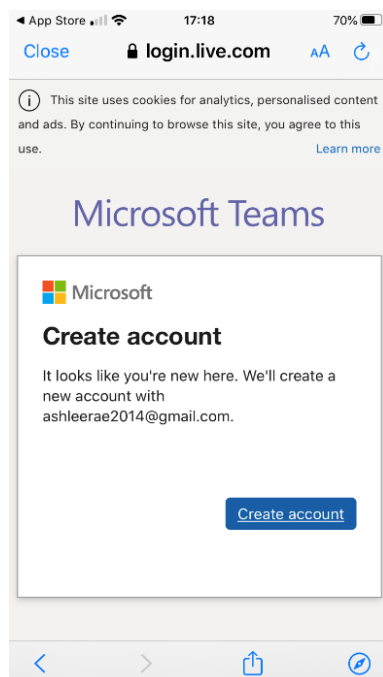
### Step 1: Open



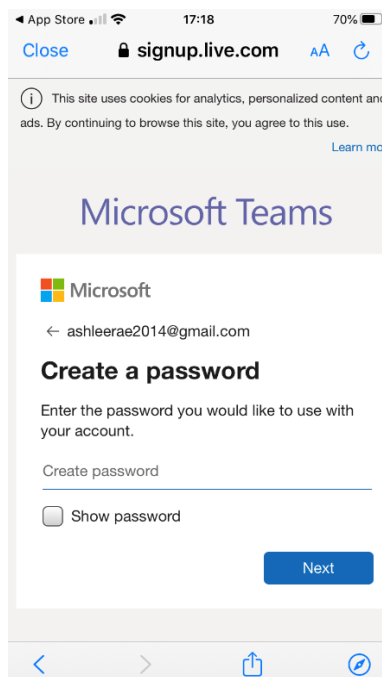
### Step 2: Sign up for free



### Step 3: Create account



### Step 4: Create a password





## Step 5: Date of birth

App Store 17:19 70%

Close [signup.live.com](#) AA ↻

# Microsoft Teams

Microsoft

← ashleerae2014@gmail.com

## Create account

We need just a little more info to set up your account.

**Country/region**

United Kingdom

**Date of birth**

Day Month Year

Next

< > ↗ ↻

## Step 7: Enter password

Teams 17:21 70%

Cancel

Microsoft

← ashleerae2014@gmail.com

## Enter password

●●●●●●●●●●●●a

[Forgotten your password?](#)

Sign in

^ v Done

[Terms of use](#) [Privacy & cookies](#) ...

## Step 6: Account is created

Three WiFi Call 17:20 70%

Close [businessstore.micros](#) AA ↻

# MICROSOFT TEAMS

Microsoft

Setting up Teams...  
Leave your browser open while we're doing this.

[privacy & cookies](#) [Terms of use](#)  
[Trademarks](#) © 2020 Microsoft [Feedback](#)

< > ↗ ↻

## Step 8: Sign in

Authenticator 17:21 70%

<

Sign in using your work, school, or Microsoft account.

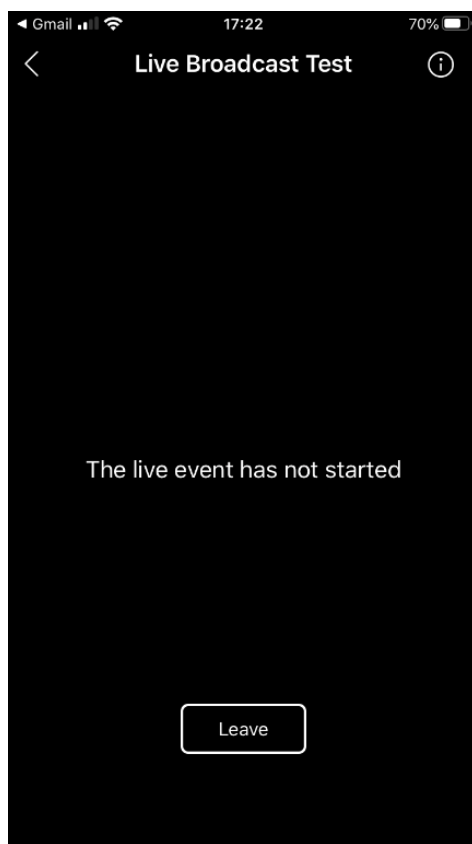
ashleerae2014@gmail.com

Sign in

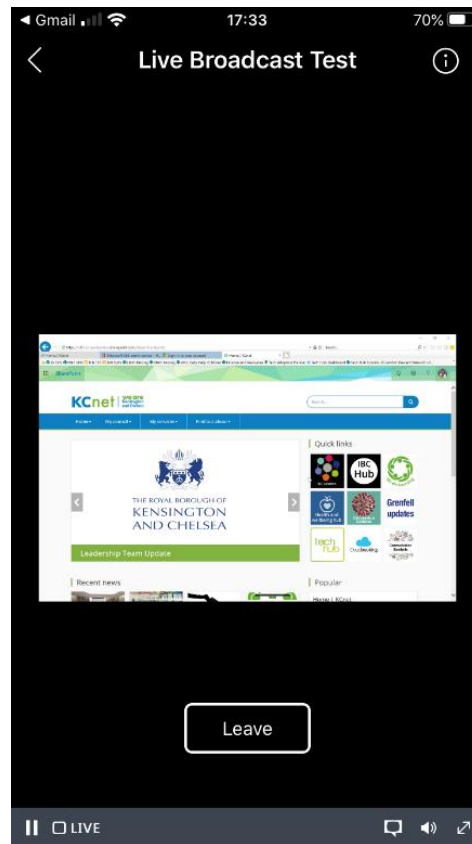
[Get help with signing in](#)



Step 9: live broadcast page



Step 10: event live



Once the broadcast closes just click on Leave.