

Public Document Pack



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How to watch a live Overview and Scrutiny Committee meeting broadcast on Teams Live Events (Pages 2 - 6)



Remote Meetings

Instructions for the public to access committee meetings

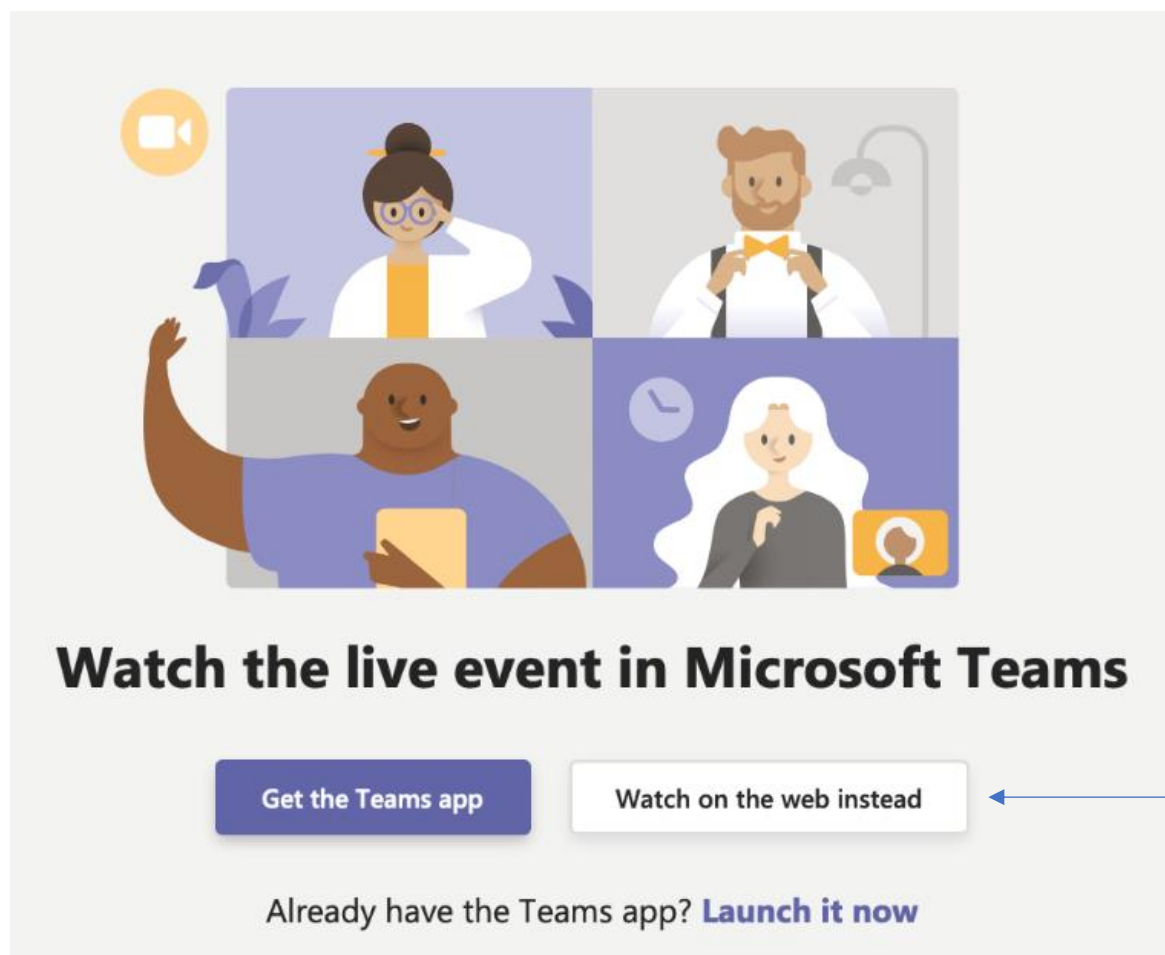
This document will explain how you find the link to view the remote meeting and what you need to do to join from either a laptop/desktop computer or a mobile device.

Finding the Link

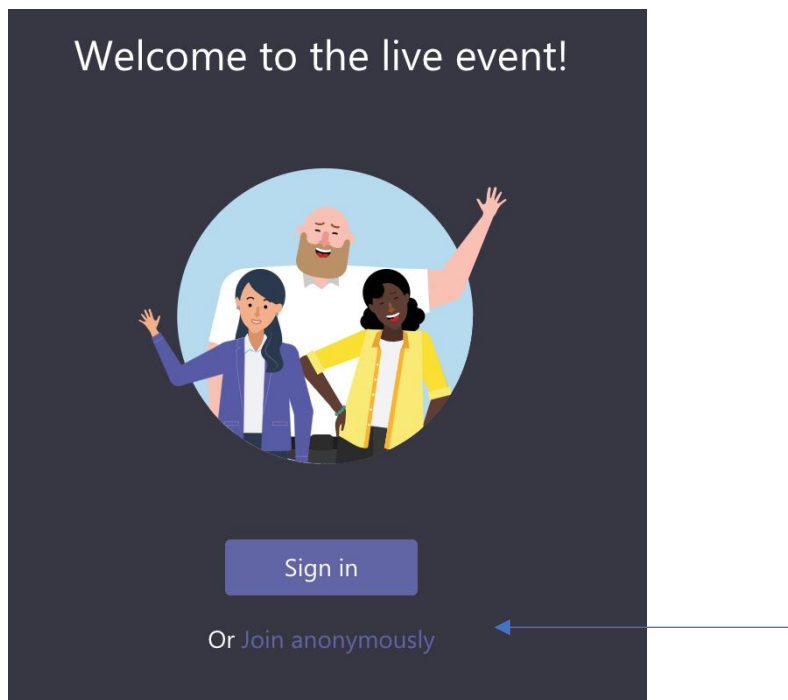
Once the Committee meeting has been created a link to the meeting will be published on the page for the committee meeting on the Council's website.

Laptop/Desktop Device

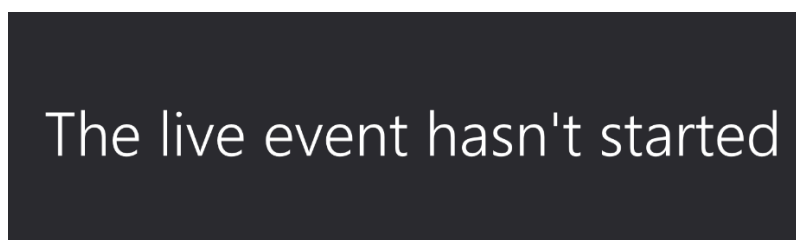
When you click on the link from a computer you will be asked if you want to either get the Teams app or to watch on the web. You should click on the web option:



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:



If the event has started, then you will hear and see the live event in action. This will often be in the form of audio/video of the officers and councillors and a screen share of a document. In some cases it may only be the document and an audio voice.

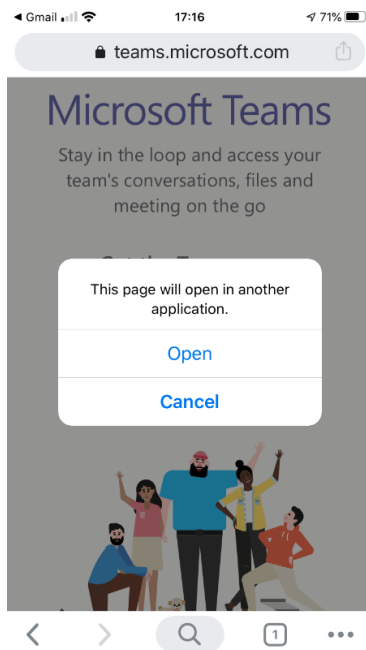
Once the meeting has ended, all you need to do is just click on Leave.

Mobile Phone or Smart Device

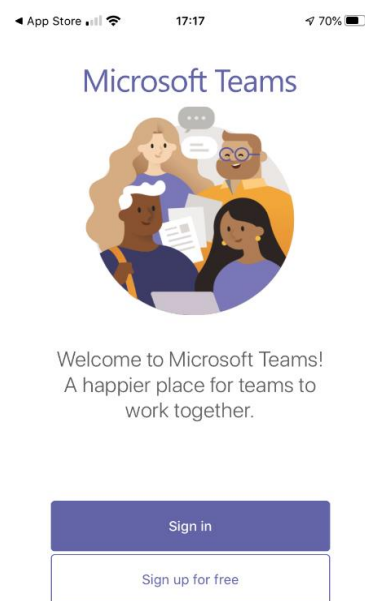
If you are joining from a mobile phone/smart device (such as a tablet) there may be a variety of steps to get in.

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

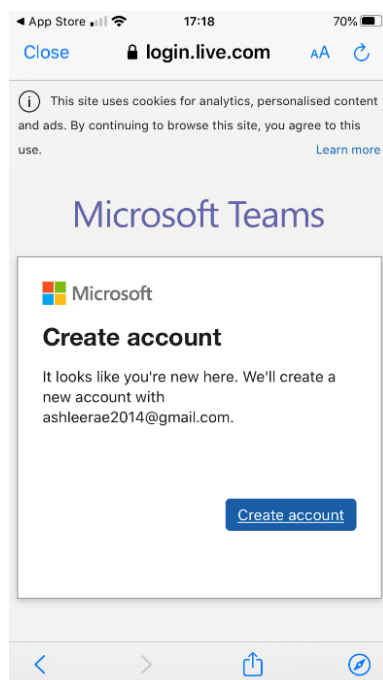
Step 1: Open



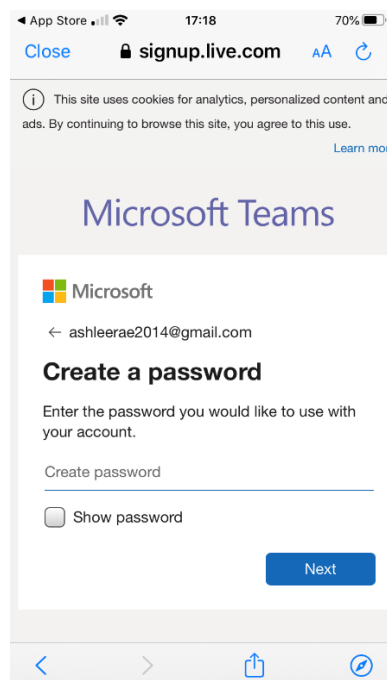
Step 2: Sign up for free



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 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
Feedback

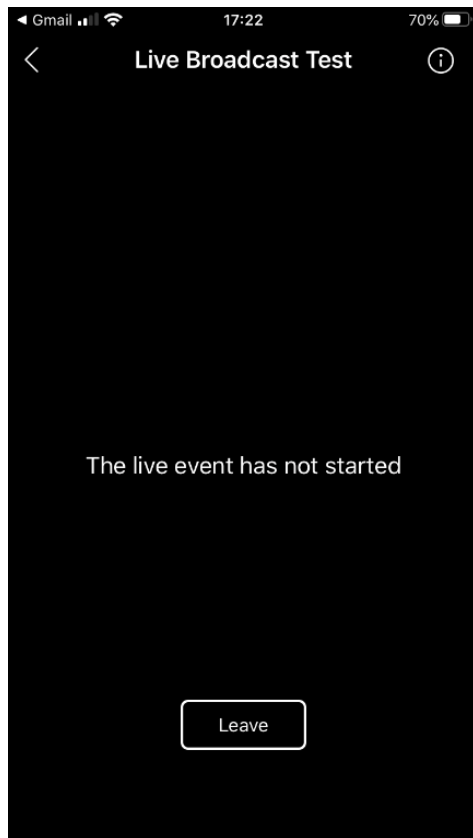
© 2020 Microsoft

Step 7: Enter password

Step 8: Sign in

An illustration of a man with a beard, wearing a red shirt and khaki pants, sitting on a yellow chair and working on a laptop. He is positioned in front of a large window with a white frame. A potted plant sits on the windowsill. A small yellow dog is lying on the floor next to the chair. The background is a light blue gradient.

Step 9: live broadcast page



Step 10: event live

Once the broadcast closes just click on Leave.