



Remote Meetings

Instructions for the public to access committee meetings

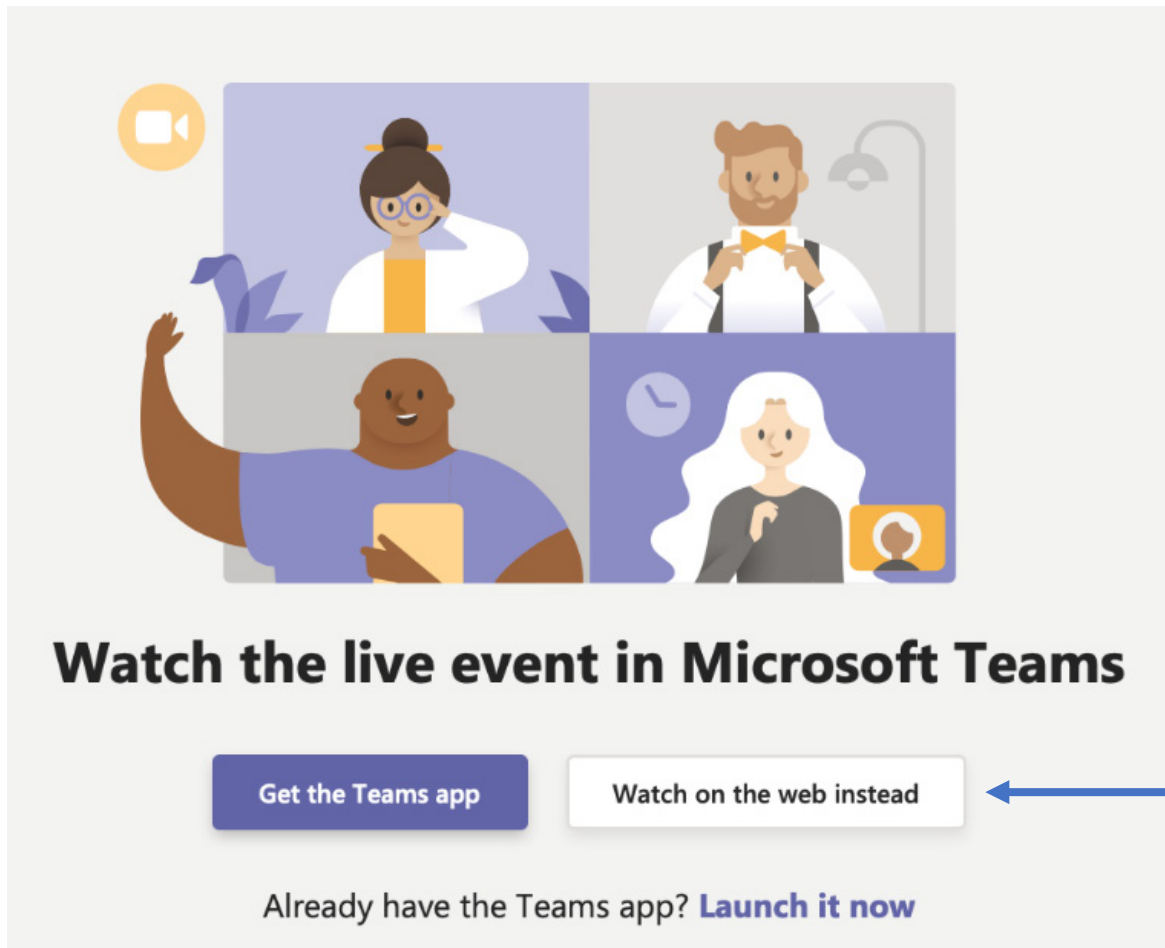
This document will explain how you find the link to view the remote meeting and what you need to do to join from either a laptop/desktop computer or a mobile device.

Finding the Link

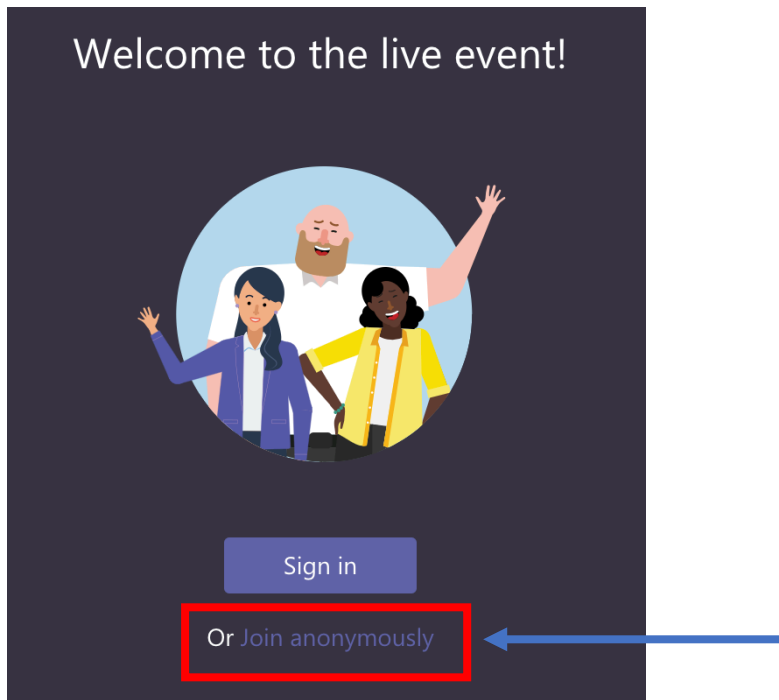
Once the Committee meeting has been created a link to the meeting will be published on the page for the committee meeting on the Council's website.

Laptop/Desktop Device

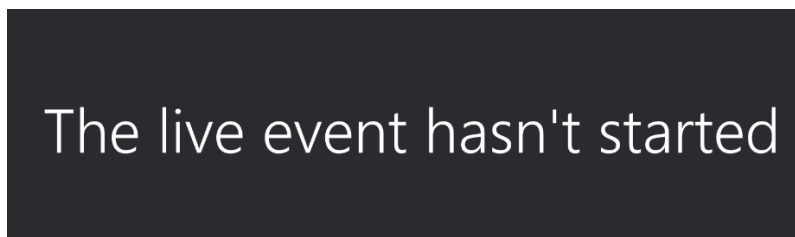
When you click on the link from a computer you will be asked if you want to either get the Teams app or to watch on the web. You should click on the web option:



You will then be asked to either sign in or join the meeting anonymously. You should join anonymously unless you have a Teams account you wish to use:



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.

Problems with viewing via a Web Browser

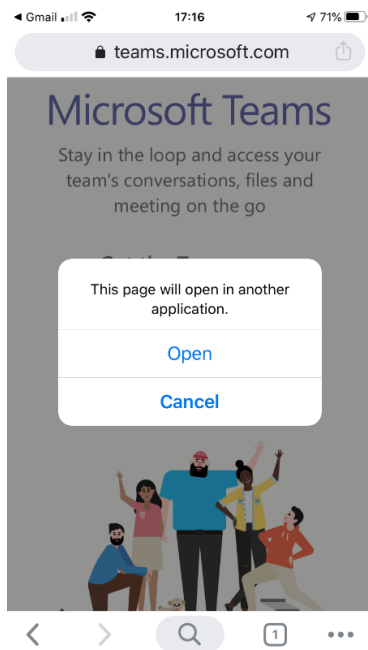
If you encounter problems following these steps on a laptop or desktop computer, we suggest trying it with a different web browser in the first instance. You also have the option of downloading the Teams App, which you will need to do if you are using a mobile/smart device such as an iPad or iPhone.

Mobile Phone or Smart Device

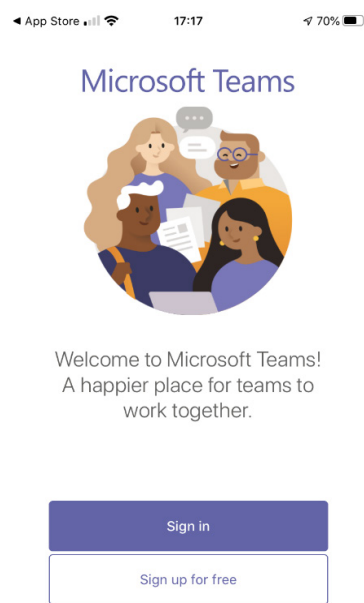
If you are joining from a mobile phone/smart device (such as a tablet) there may be a variety of steps to get in.

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.

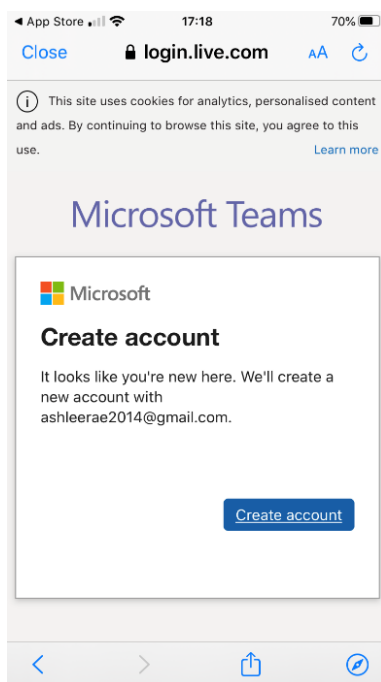
Step 1: Open



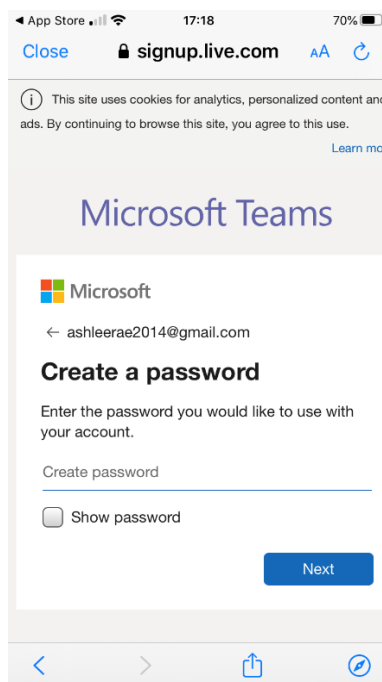
Step 2: Sign up for free



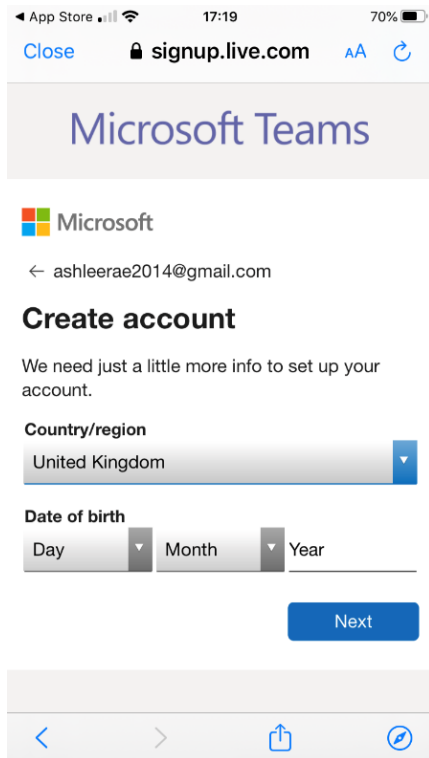
Step 3: Create account



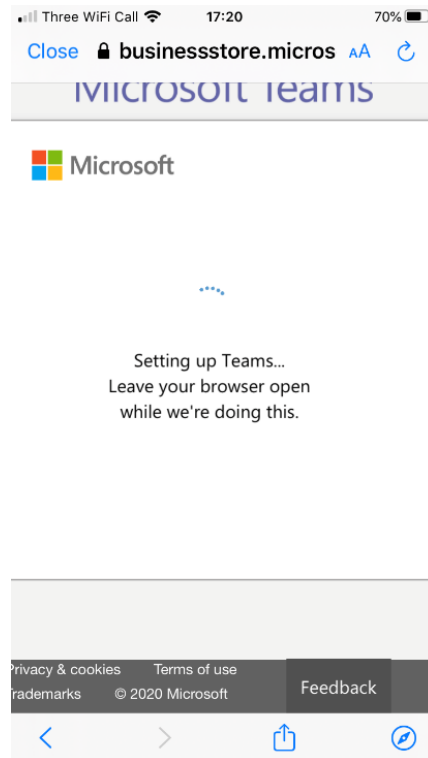
Step 4: Create a password



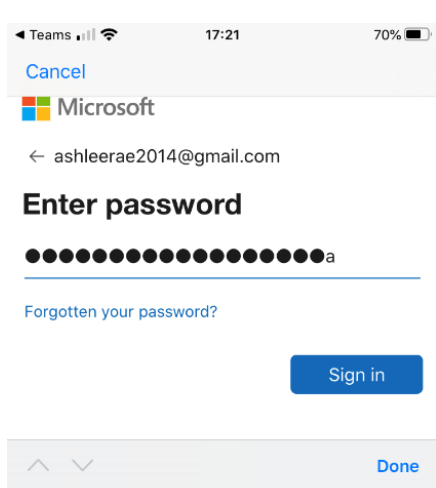
Step 5: Date of birth



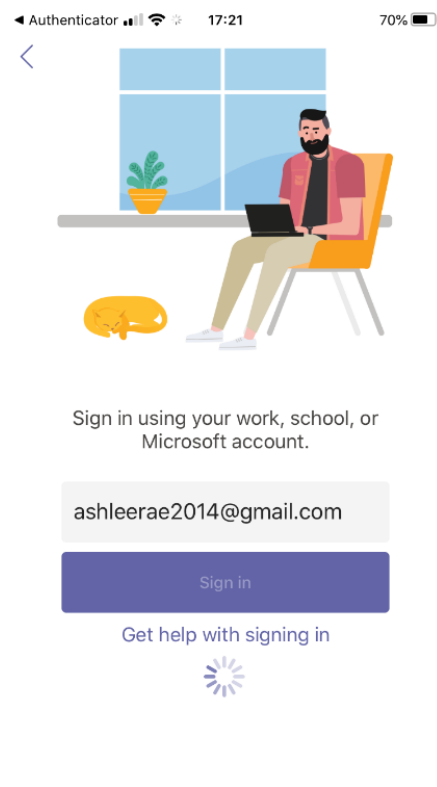
Step 6: Account is created



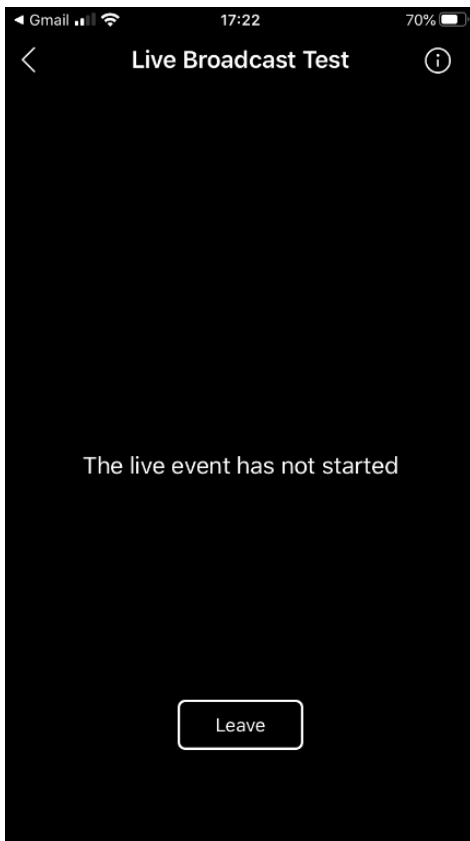
Step 7: Enter password



Step 8: Sign in



Step 9: live broadcast page



Once the broadcast closes just click on Leave.