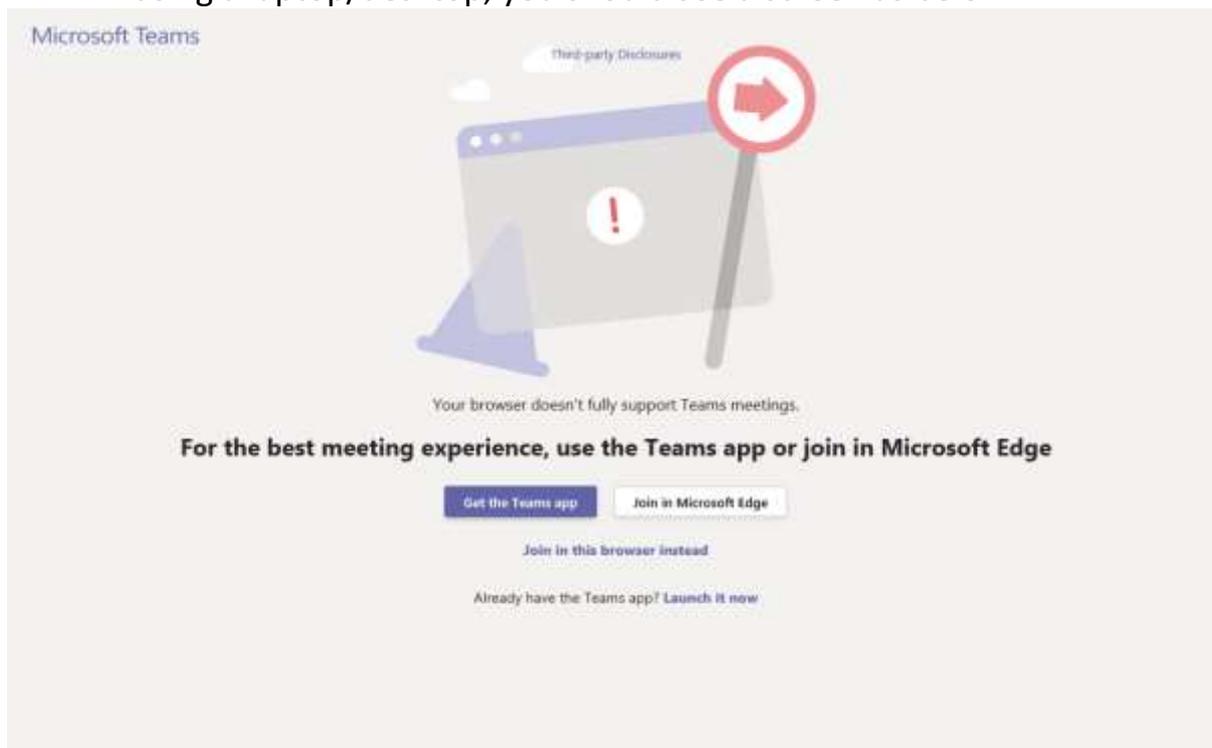


Parish Councils – July 2020

To join a live meeting using Microsoft Teams

This works best when you download the Microsoft Teams application. When you **click on the meeting link**, you will be prompted to download the Teams app if you don't already have it:

- If using a tablet or mobile phone, you should get directed to the App Store
- If using a laptop/desktop, you should see a screen as below



Downloading the app:

- If using a laptop or desktop computer, you may need to allow access for Teams if your firewall blocks it initially
- During download, if you get a blank screen with just the Teams logo and it looks like the screen has frozen, try clicking on the logo to prompt download to continue
- On a tablet or phone, you should download from the App store in the usual way
- On a laptop/desktop, you may need to look for the downloaded App where your computer downloads are saved if they don't appear automatically

Accessing the meeting:

- Go back to your Teams meeting link (in your Outlook invite or email)

- Click on the meeting link and Teams will open
- Select: Join the meeting as a guest
- Enter your name when prompted – please include full name. In a larger meeting this will help meeting organiser identify speakers as not everyone will appear on screen and also when using 'chat' function
- Depending on how the meeting is set up, you may need to wait in a virtual 'lobby' until the meeting organiser admits you to the meeting
- You may automatically join the meeting with your microphone muted and/or video turned off, and will need to turn them on as required

Teams functions:

- **Chat** – can be used for recording questions to be answered at or after the meeting, votes on actions or to show when someone wants to speak
- To open the Chat screen, you will either see the speech bubble icon on the pop-up toolbar in the bottom half of your screen if using a laptop/desktop, or if on a tablet or phone, it will be on the top RH side of the top menu bar.
- If you are using a laptop/desktop, the Chat will appear beside the attendees
- If using a phone or tablet, the Chat will appear in a new screen instead of the meeting screen but you will still be connected to the Teams meeting
- **Raise hand** – this function is not available at present across all formats depending on type of device being used
- If Raise Hand is not available, you could put a ? in the Chat to show that you want to speak/ask a question

Useful tips:

- If it's not possible to download the App, you can join a meeting by phone (audio only) by calling the phone number for the meeting listed in your invitation instructions
- You can leave a meeting and rejoin it while it is still live. The link to the meeting will be visible in either 'last activity' in Teams app or by using the original meeting link.