

Meeting Broadcast Access Guide (Microsoft Teams Live Event)

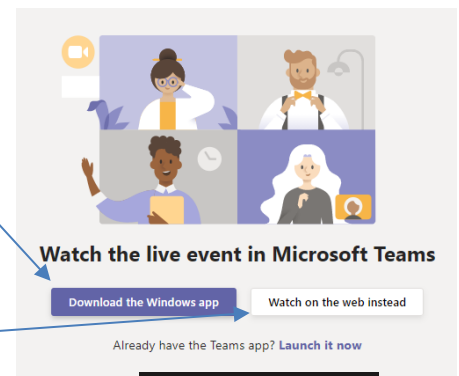
To join into a Council Meeting Broadcast event you will need:

- A computer/laptop or device like a phone, iPad or tablet which is connected to the internet.
- A good internet connection.
- Your device will need an audio output so you can hear the speakers.

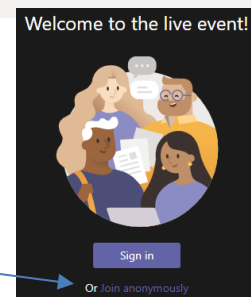
To join an event:

1. Click on the link from Councils website for the Meeting. You can do this about 15 minutes before the event is scheduled to start.
2. A box will appear asking you to select whether you would like to join the event by an app or via the web.

- a. **To join by app:** You will need to have downloaded the Microsoft Teams app already onto your device. If using your iPad or iPhone, download the Microsoft Teams app from the Apple app store. If you are using an android device, download the Microsoft Teams app from the Play store.
- b. **To join by web:** (No Download required) You will need to use a web browser Chrome, Edge, Safari etc and select "Watch on the web instead"



3. If you have a Microsoft Teams account you can sign in or if you don't you can join without. *You do not need a Microsoft Teams account to view a live events. You just need to select the option 'join anonymously' (see right).*



If the live event hasn't started, you'll see the message "*The live event hasn't started*".

There are controls at the bottom of your screen to pause, adjust volume and the video quality.

Leaving an event: You can leave the event at any point during the meeting. Simply click on the 'Leave' button on the top right hand corner of the screen. You can then come back into the meeting at any point by clicking on the original link on councils website.

