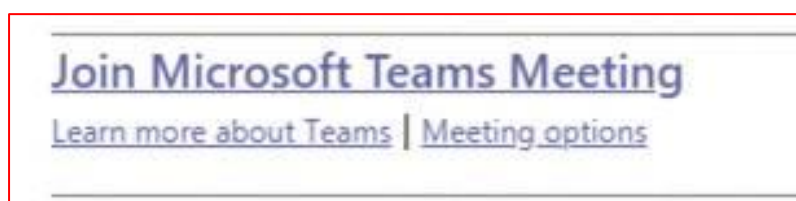


How to attend a council meeting on Microsoft Teams (no need to download software/apps)

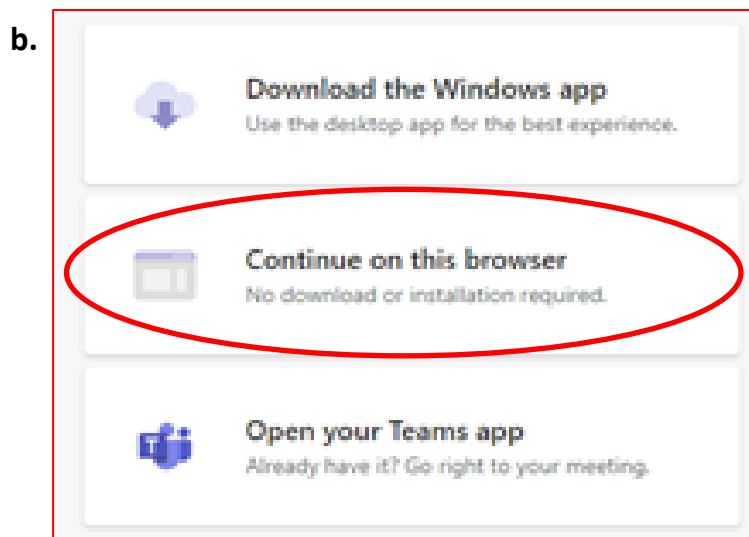
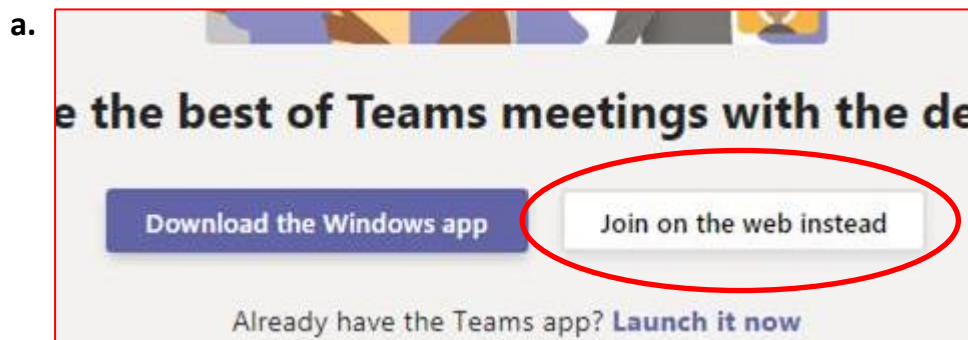
- Please note this is a meeting for councillors held in a public setting, for members of the public to observe and speak if invited to by the chairman of the meeting. Anyone acting in an unfit manner will be muted or removed from the meeting.
- Members of the public who wish to ask a question or make a statement at a meeting shall give notice, to the City Clerk, of the question it is intended to ask no later than 12 noon on the working day before the meeting. The question or statement stated in the notice given to the City Clerk shall be the question asked or statement read at the meeting.

Follow the 6 steps below to join a council meeting on Microsoft Teams.

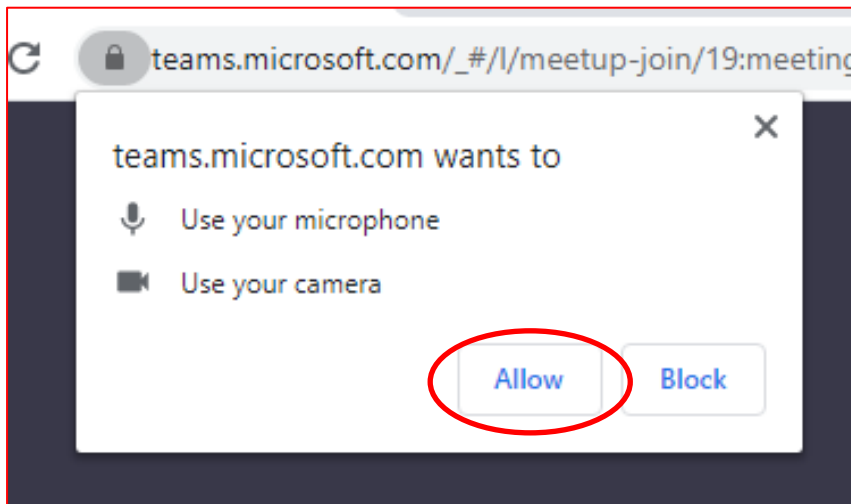
1. Click on the 'Join Microsoft Teams Meeting' link on our website:



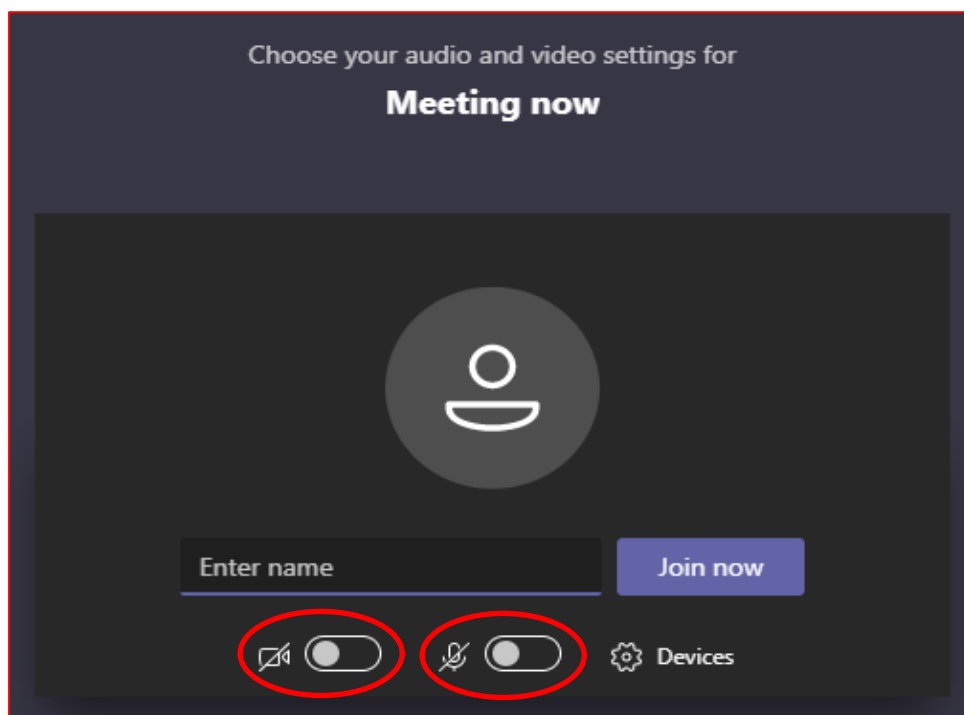
2. A new window will open with one of two different screens. Click 'Join on the web instead' or 'Continue on this browser', depending on which option comes up:



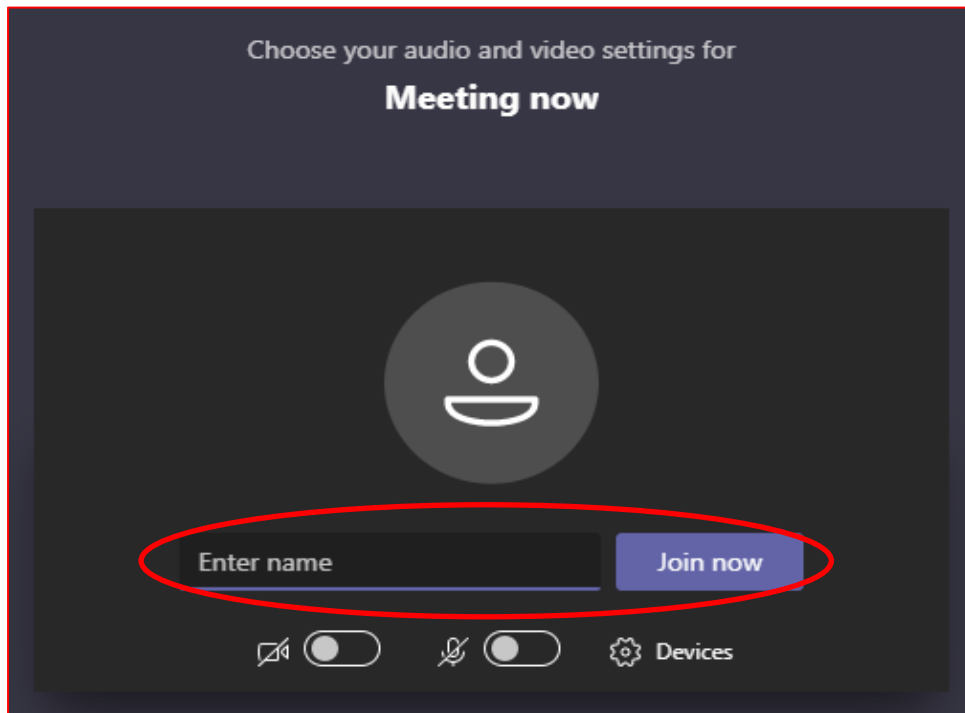
3. The web page will change and you may get a 'pop-up' like below. Click 'Allow':



4. Please turn off your microphone and camera by clicking the buttons shown below, this is to allow smooth operation of the meeting:



5. Next, you need to type your name or a username and then click 'Join now':



6. Now you will see the screen below. Please wait to be 'admitted' into the meeting:

