

## Videoconference guest joining instructions

### **Videoconference guest joining instructions:**

#### **Guests who are joining by telephone**

Anyone who is unable to join via video link will be provided with a Nottingham telephone number and a conference ID. Call the number and enter the meeting ID when prompted. This is a chargeable service at your own cost.

You will hear a voice message asking you to enter the conference ID. Please enter the ID including the 'hash' (#) symbol on your phone's keypad. You will hear a voice message asking for your name.

Once you have spoken your name, a message will tell you that the meeting leader knows you are there and will admit you shortly. We will then admit you.

#### **Guests who are joining by videoconference**

You can join the meeting using a web browser (such as Chrome, Firefox, Safari, Edge) on a laptop computer, desktop computer or tablet. You can also join from a smartphone but the instructions are slightly different.

#### **Joining from a web browser**

Click on the link on the agenda or in the email announcing the meeting.

If your browser does not support Teams (eg Firefox) you will be prompted to either:  
Download the Windows app (Microsoft Teams), or  
Join using the Microsoft Edge browser.

If your browser supports Teams (eg Chrome) your choice will be:

- Download the Windows app (Microsoft Teams),
- Continue on this browser, or
- Join on the web instead.

Make your choice. They should all work equally well.

Teams will then probably ask for permission to use your microphone and camera: without allowing the use of your microphone you won't be able to speak.

Click "Join Now".

#### **Joining on a smartphone**

Click on the link on the website.

You will be prompted to download the Microsoft Teams app.

When it opens you should see the option to "Join as a guest" (councillors should sign in using their Office365 ID).

Click on it and Type your full name and "Join as a guest".

Teams will then probably ask for permission to use your microphone and camera: without allowing the use of your microphone you won't be able to speak.

When you've joined the meeting...

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You will be told that somebody will let you in (parish councillors will be allowed in automatically). You should be let in as soon as the meeting starts, and all other attendees will be aware you have joined.

Unless you're a councillor, please leave your microphone muted unless asked to do otherwise. Councillors should use their cameras. If you are a member of the public do not have to use your camera unless you wish to, but it may help you to be understood.