

HOW TO JOIN A REMOTE PORTISHEAD TOWN COUNCIL MEETING VIA MICROSOFT TEAMS

Guidance is available on the [Microsoft Office website](#). However, you can join by computer via the internet or by phoning the conference call number.

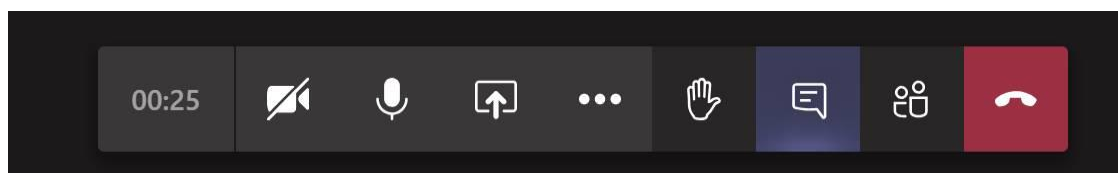
1. Participation in the remote meeting

There will be a Public Participation session at the start of the meeting where comments can be made on Agenda items. After this point public participants may be muted to enable the efficient running of the meeting. Comments and questions can also be emailed to clerk@portishead.gov.uk in advance of the meeting.

The meeting will be recorded (both audio and video) and the recording made available with the minutes of the meeting on the town council website.

All participants should mute microphones when not talking to enable the efficient running of the meeting. **Tips for participating are:**

You need to be aware of your icon ribbon. If you cannot see it, click on your screen with your mouse and it should appear



- Remember to always mute your microphone if you are not speaking (the mute button is second left and looks like a microphone)
- Remember to unmute yourself before speaking
- It is up to you whether you put your camera on or not (button on far left)
- There is a dial in phone option if you have computer issues
- Use the "chat" window (Icon to the right of the hand) to indicate whether you want to speak by typing "spk" or "speak" in the chat window and pressing enter
- Raising your hand physically will not get the attention of the meeting chair work as you may not be seen
- The meeting chairman will take requests to speak in sequence
- If you press the red button you will exit the meeting!

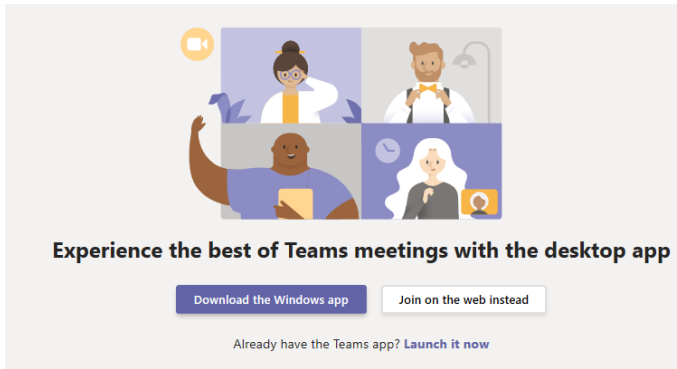
Details on how to join by internet or phone are provided below.

2. Join via the internet

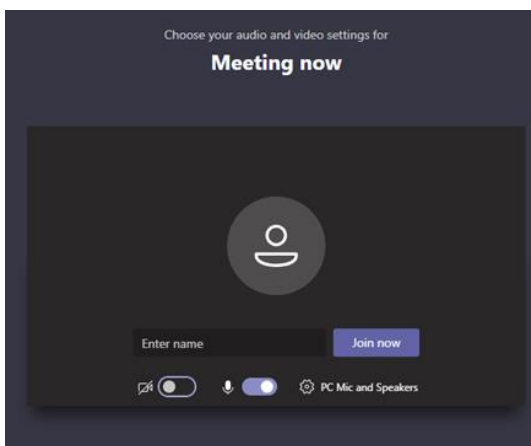
To join from a computer visit the [News & Events Page](#) of the Portishead Town Council website www.portishead.gov.uk and click on the date for the meeting. The details for the meeting will provide the **Join Microsoft Teams Meeting Link** and the **conference call number**. The link and phone number are also included at the top of the meeting Agenda that can be downloaded.

- To join the meeting click on the: [Join Microsoft Teams Meeting](#)
(example only see meeting Agenda or Invite for the actual link)

You should then see the following welcome screen:



- b. You have two choices:
- i. Download the Windows app: Download the Teams app, or
 - ii. **Join on the web instead:** Join a Teams meeting on the web is recommended if you do not have a Microsoft account or do not wish to download the free Teams App.
- c. You should then see the join **Meeting Now** screen, where you can select the audio (mute/unmute microphone) and video (turn camera on/off) settings you want. **If you selected join via web, type in your name and select Join now.**



- d. Depending on the meeting settings you may be asked to wait in the 'lobby' until you are admitted to the meeting.
- e. Once in the meeting please, move your cursor around the screen to bring up the control panel.



You can control various aspects of your attendance from this control panel.

- The Camera button turns your camera on/off
- The Microphone button turns your mic on/off. During the meeting please mute your microphone when you are not talking.



- To leave the meeting click the red telephone button

3. Join by phone

To join by phone please call the number for the meeting, available on the Portishead Town Council website (News & Events page details for the meeting) and the meeting Agenda.

Dial the telephone number quoted and enter the conference ID to join.

[+44 20 3787 4879](#) United Kingdom, London (Toll) - Conference ID: 311 582 592#
(example only see meeting Agenda or Invite for the actual number)

Depending on meeting settings, you may be asked to wait in the 'lobby' until admitted.

Normal meeting rules apply, and we would ask that you mute your phone when not talking to enable the meeting to be conducted efficiently.