

# ACCESSING PUBLIC COMMITTEE MEETINGS



## DOWNLOADING THE TEAMS APP

The best way to access a live committee meeting is to download the Teams app to your PC or device:



**IPHONE** - click on the App store icon



**ANDROID** - click on the Play Store icon

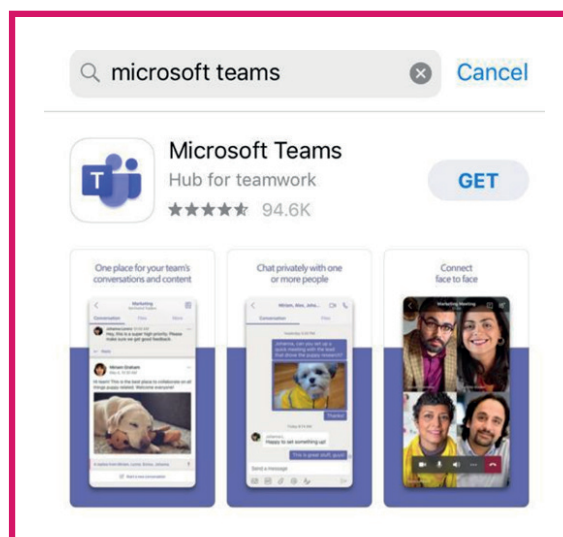
Type **Teams** or **Microsoft Teams** in the search box.


When the Teams app is displayed, click on the **Get** or **Download** button. The app will begin to download.

Once the app has downloaded, click on **Open** – your device is now ready to start using Teams!

### WINDOWS APP FOR PC

See '**Joining a meeting from a PC**' on the next page.





**Watch the live event in Microsoft Teams**

[Download the Windows app](#) [Watch on the web instead](#)

Already have the Teams app? [Launch it now](#)

## JOINING A MEETING FROM A PC

You will first need to **select the meeting** you would like to access from our website, then click on the meeting date. This will take you to the Agenda page where you will find the agenda and reports for the items being discussed along with the link to the live meeting.

1. When you click on the live meeting link, you will be taken to the **Teams** page.  
(See image above)
2. You can **download the Windows app** to your PC or you can **Watch on the web instead.**
3. If you have already downloaded the Teams app to your PC, you will need to click Microsoft Teams on **already have the Teams app? Launch it now** or **Open this page in 'Teams'?** You will then be automatically taken through to the meeting.
4. If you are asked to either sign in or join the meeting anonymously, you should join anonymously.
5. The live event page will then appear.
6. If the event has started, you will hear and see the event in action which will be audio voices of the officers and councillors and a screen share of a document.

**ONCE THE MEETING HAS ENDED, PLEASE CLICK LEAVE.**

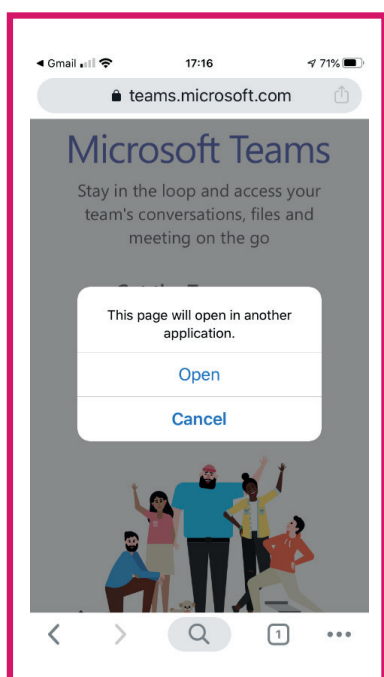


## JOINING THE MEETING ON A DEVICE

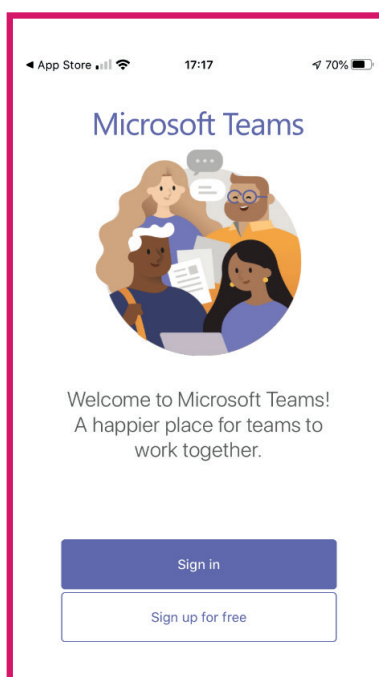
You will first need to **select the meeting** you would like to access from our website, then click on the meeting date. This will take you to the Agenda page where you will find the agenda and reports for the items being discussed along with the link to the live meeting.

1. Click on the **live meeting** link.
2. If you have downloaded the Teams app (see page 2), you will be asked to **Open this page in “Teams”?**
3. If you haven't downloaded the app, you will be asked to sign up for free in order to access the meeting. This would be a one-time registration and would allow you to access future meetings more easily.

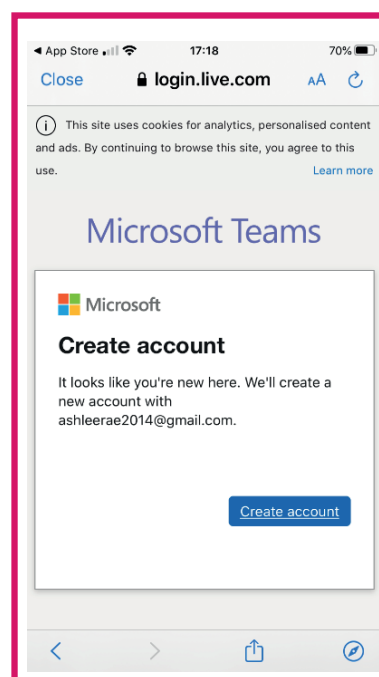
### STEP 1: OPEN



### STEP 2: SIGN UP FOR FREE



### STEP 3: CREATE ACCOUNT





Produced with thanks to Eastleigh Borough Council

