

Attending a Virtual Meeting Live Event

Background and requirements

A live meeting can be viewed in a web browser, (or if you have the Microsoft Teams app, via the app). Supported web browsers include Chrome, Firefox, or Edge.

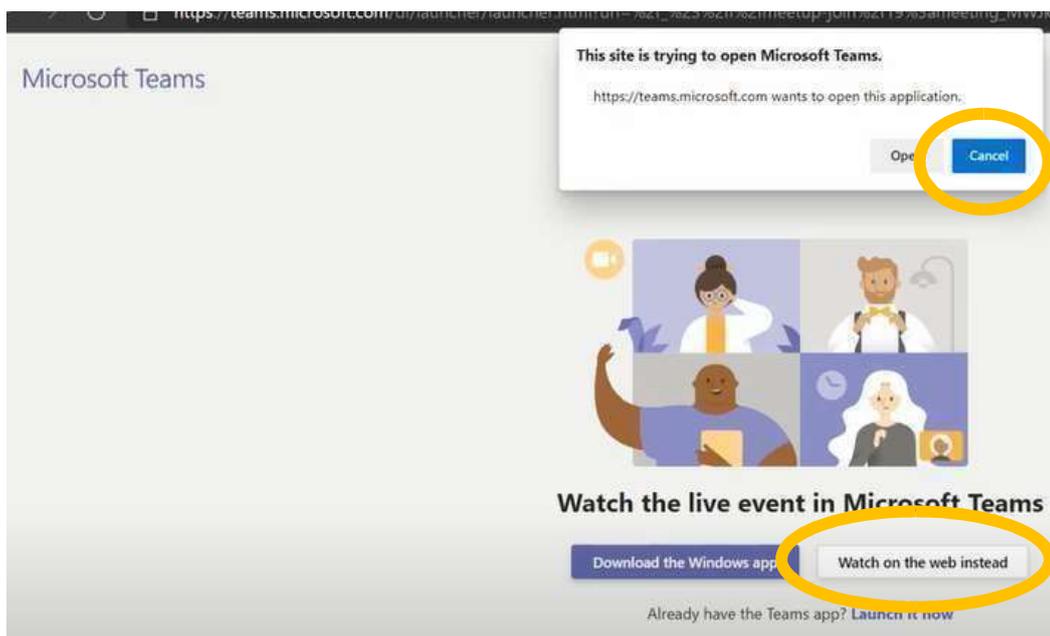
Public viewing can be anonymous, this guidance shows how you can sign in anonymously.

Join the meeting

At the advertised time of the meeting, click on the link to the event that has been published on the Derbyshire County Council Website. The next steps depend on what device you are using to join:

On a desktop pc or laptop:

The link will open in your web browser – if prompted to open Microsoft Teams, click **Cancel**.

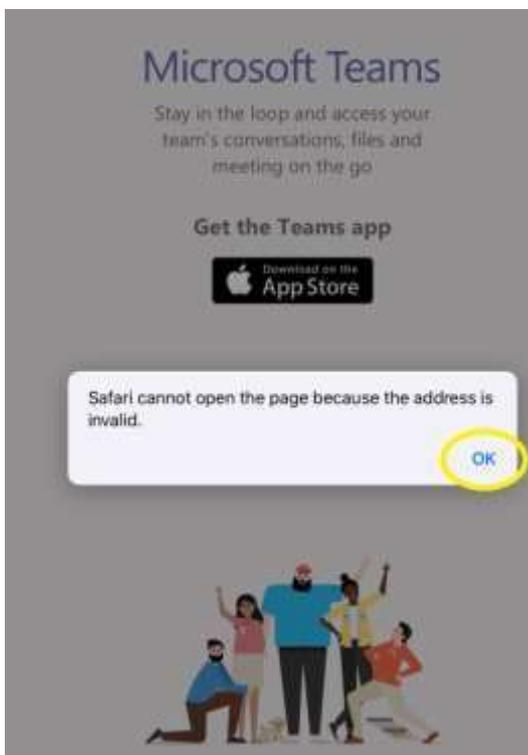


Select **Watch on the web instead**

On an ipad or iphone

To join the meeting on an ipad or iphone, you will need to download the Teams app. The guidance shown is for Safari web browser, but the steps are similar if other web browsers are used on an ipad or iphone.

After tapping on the link, a message on the web page suggests that the page is not valid. Tap OK.



If the Teams app is already installed, tap on **Open it**.

If it is not installed, tap on the **Download on the app store** button.

The app store should open showing the Microsoft Teams app, this can be installed in a minute or so.

Return to the Meeting link – tap on it again. Tap OK at the web page message.

Tap on **Open it**.

When prompted How would you like to join?, tap **Join as a guest**

Finally type a name, and tap **Join meeting**

Microsoft Teams



Type your name, then select
Join meeting.

Join meeting

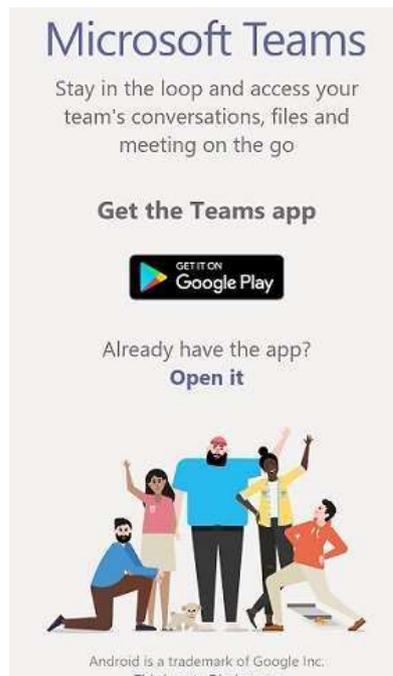
Meeting time!
How would you like to join?

Join as a guest

Sign in and join

On an Android phone

Tap on the link to the meeting, or copy the link and paste it into your web browser. If this is Google Chrome then the following web page shows:

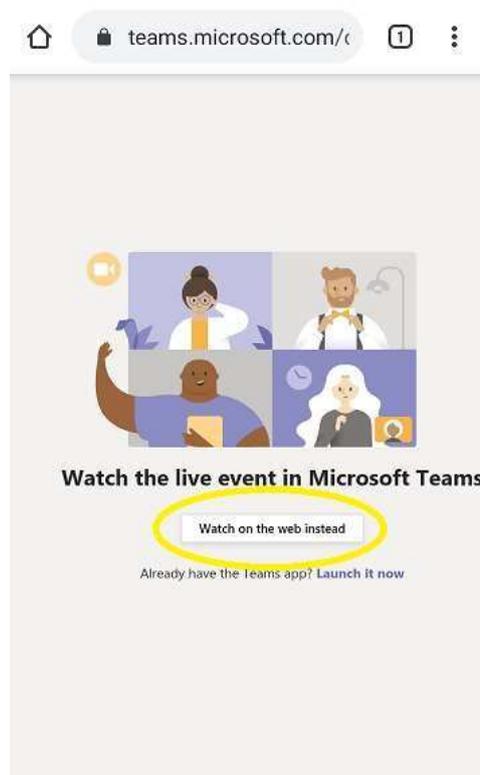
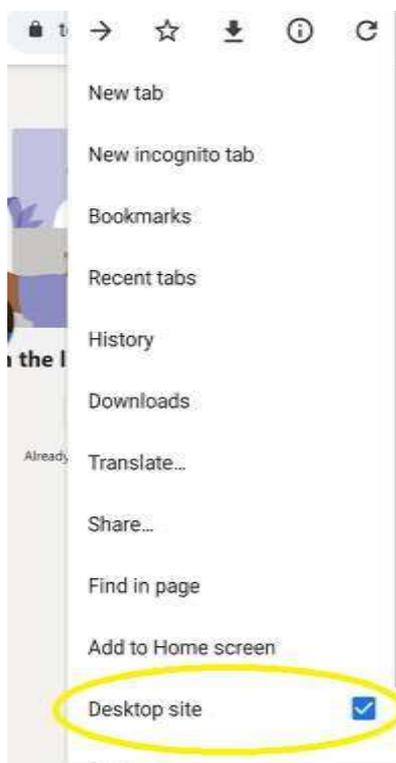


If you already have Teams, tap on **Open it**. Follow the prompts to join the meeting.

If you don't have Teams, then you can join by changing the web page view:

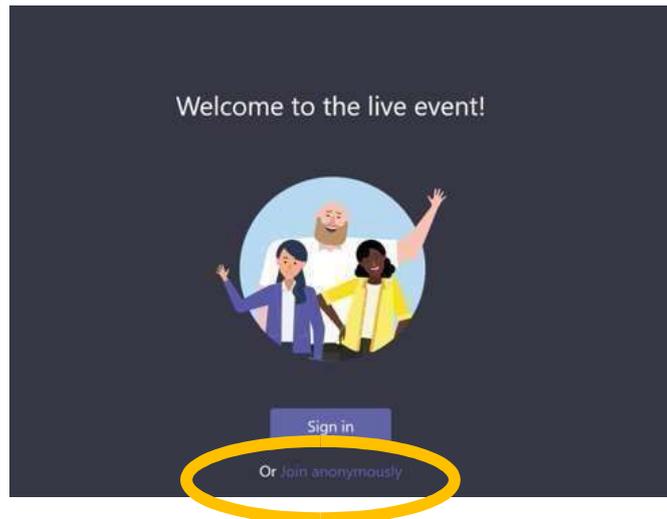
Tap on the 3 dots menu to the right of the web address, tap to select **Desktop site**

On the new web page, tap to select **Watch on the web instead**

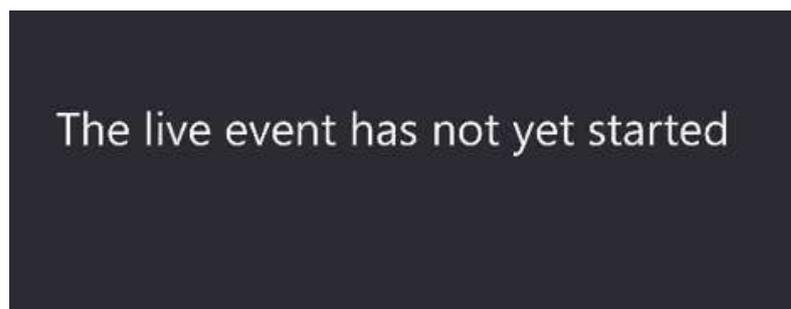


For all devices the next steps are similar:

Select 'Join anonymously'



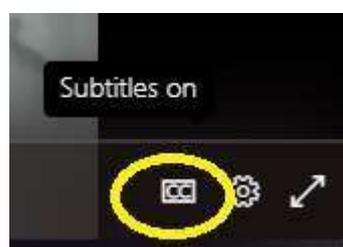
If the meeting has not started, this message is displayed



Once the meeting has started, the meeting will show on screen – this usually shows the current speaker.

Subtitles

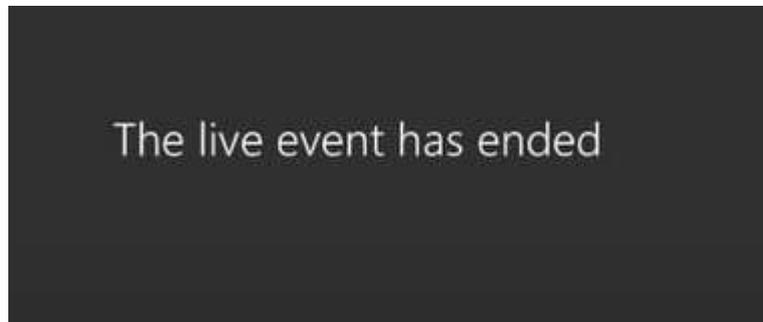
Live captions or subtitles are usually enabled for Cabinet meetings. If they are enabled, they can be turned on using the  icon in the bottom right corner of the screen



Ending the meeting

At any time, click on the **Leave** button to leave the meeting.

Once the meeting has been ended by the organiser, the screen will indicate this



Watch later

If the meeting has been recorded, you can click on the same link after the meeting has ended and watch the recording in your web browser.

Public

