

Instructions for the Public to Access Remote Council Meetings on Teams Live Events

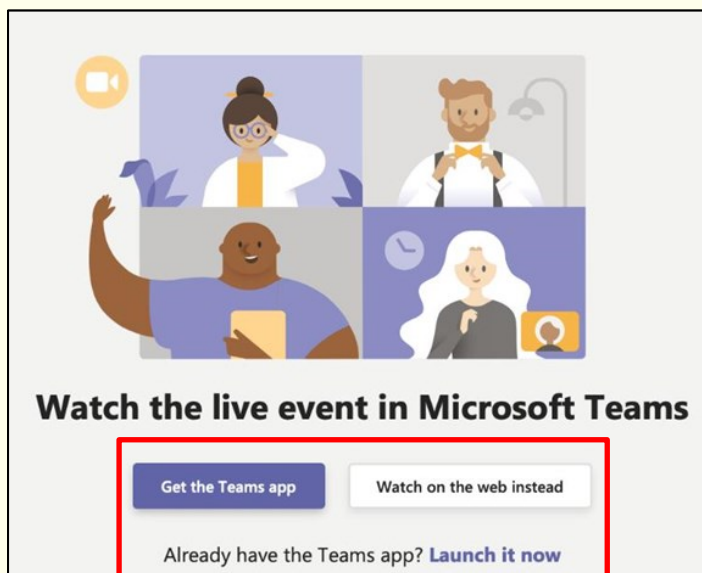
When the Remote Council Meeting has been created, the link to the meeting will be made available for the public to access. You will find the link on Tamworth Borough Council website where you are used to going to find information about the meetings.

[Please click here to go to the page.](#)

The best experience is when a user has downloaded the **Teams app** to either their computer or mobile phone. However, not everyone will have the app on their device and the link will allow them to join via the browser instead.

Click on the link for the meeting to open the following screen:

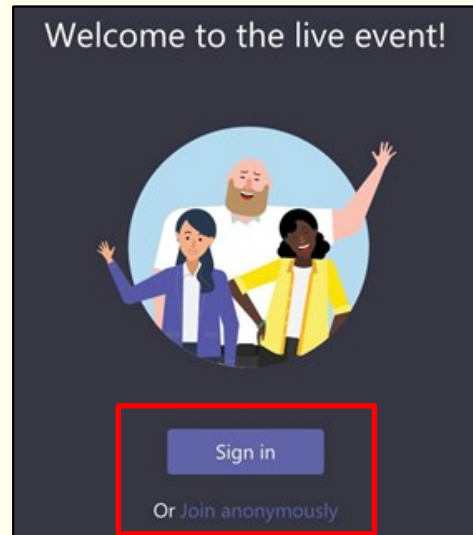
There are three options: **Get the Teams app**; **Watch on the Web**; **Launch the Teams app**.



If you have already uploaded the app, click **Launch it now**. It will take you straight through to the meeting.

Alternatively, select to **Get the Teams app** or **Watch on the web instead**.

You will be asked to either sign in or join the meeting anonymously. You should select to **Join the meeting anonymously**.



The live event page will then appear and if the event hasn't started yet it will say so:

The live event hasn't started

If the event has started, then you will hear and see the live event in action.

You may see or hear any of the following:

- The Chairperson on screen, speaking to the meeting
- A screen share of a document
- Audio voices of councillors and/or officers speaking

When the meeting has ended, click on **Leave**, to break your connection.

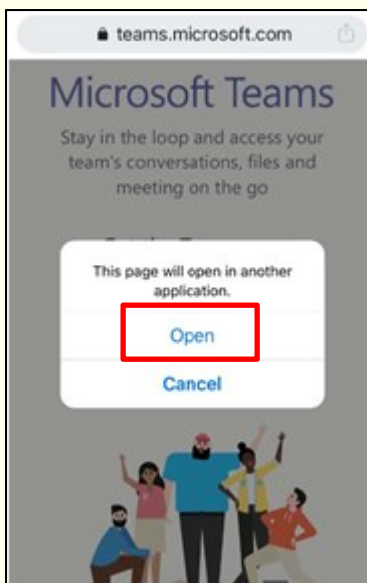
Joining the Meeting from a Mobile Phone

If a member of the public joins from a mobile phone there may be more steps to follow to get in.

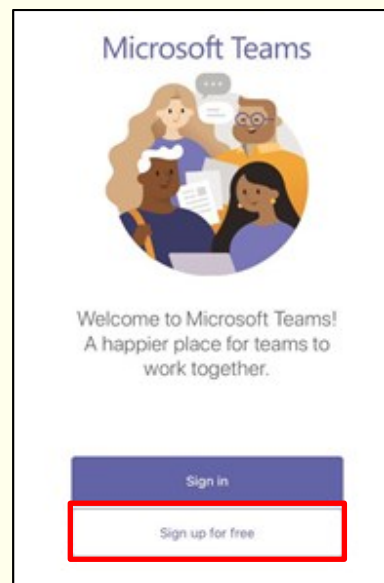
If you don't have the **Teams app** installed on your phone, you may be taken through registration in order to access the event. This would be a one-time registration and would allow you to access future meetings more easily.

After clicking on the link to join the meeting, these are the steps you may be asked to follow:

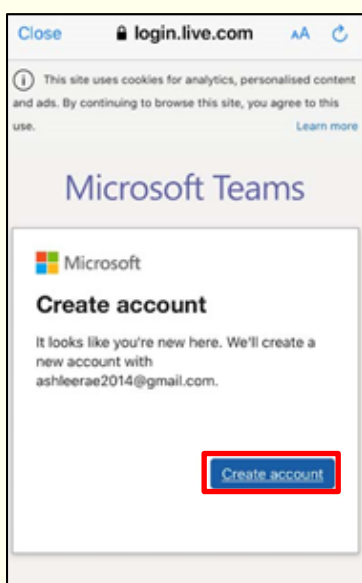
Step 1: **Open**



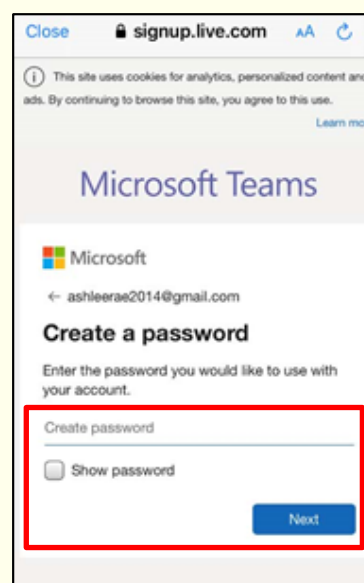
Step 2: **Sign up for free**



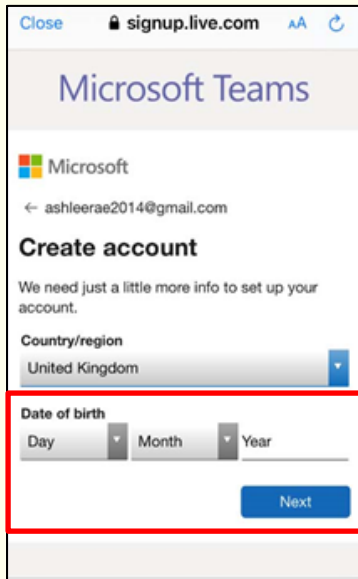
Step 3: **Create account**



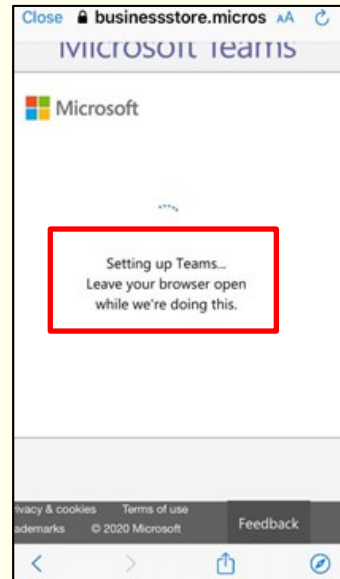
Step 4: **Create a password**



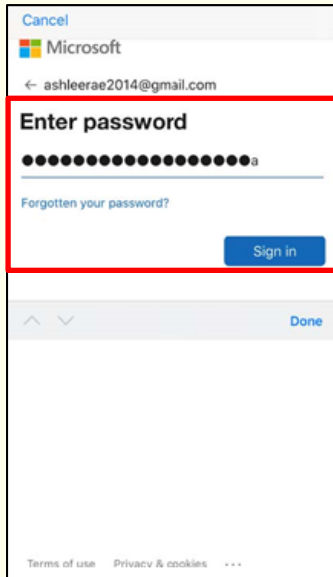
Step 5: **Date of birth**



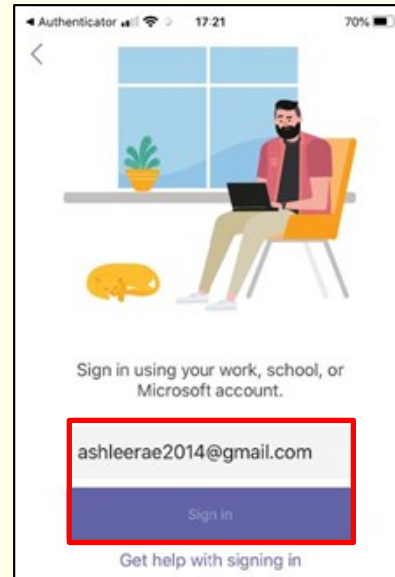
Step 6: **Account is created**



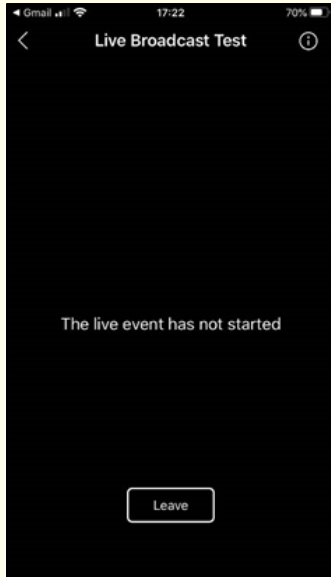
Step 7: **Enter password**



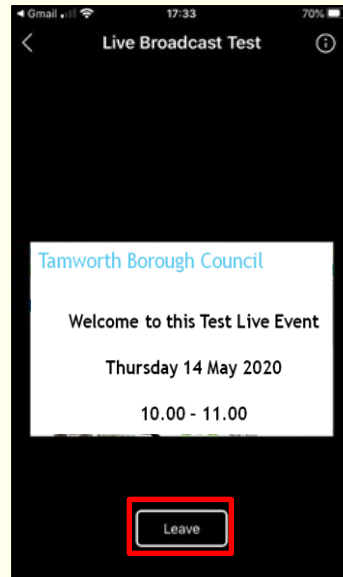
Step 8: **Sign in**



Step 9: Live Broadcast page



Step 10: Event live



When the meeting ends; click **Leave**.