

## Public Access to Council Videoconference Meetings

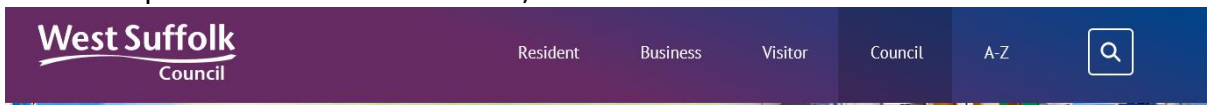
We use the Microsoft Teamslive system to broadcast our public videoconference meetings. This guidance helps explain how members of the public can access the meeting electronically. It is divided into two sections:

- The first part of this guidance covers how you get to the link to the meeting on our website
- The second part covers people who may want to access the meeting on a PC (including laptops) or Macbook
- The third part of this guidance covers people who may want to access the meeting on a tablet device or mobile phone
- The fourth part of the guidance also gives some tips for those who are pre-registered public speakers

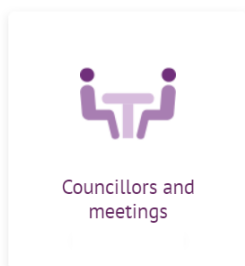
### Getting to a meeting link on our website

Whatever device you use, you will need to click on a link on the Council's website to access the meeting.

On the top of the Council's website, click on the Council tab:



When the page loads, click on the link to Councillors and Meetings:



In the drop down menu, click meetings and committees:



On the next page, click on "calendar of all meetings"

## TEAMS LIVE PUBLIC VIEWING – Guides to use

### Meetings and committee structures

- [Calendar of all meetings](#)
- [West Suffolk Council committee structure](#)
- [Current and archived committee meetings](#)

On the next page, navigate to the committee you require. It will open at the current month but you can easily change the month and date using the drop down menu.

Week	Month	Events	View weekends	
May 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
27	28 6.00 pm POSTPONED - Cabinet	29 10.00 am POSTPONED - Development Control Committee	30	1
4	5	6	7	8 Bank Holiday - Early May Bank Holiday (moved from 4 May 2020)
11	12	13 10.00 am Development Control Committee	14	15

So, if you were looking for “Development Control Committee” on 13 May, just click on the link in the text.

This will take you to the agenda page. At the top of the agenda page will be a section called “media” which will then have the link to the meeting. It will look a little like the below (this demonstrates an internal test, this may look a little different on the website)

#### Media



'Mock' Development Control Committee - 4 May 2020

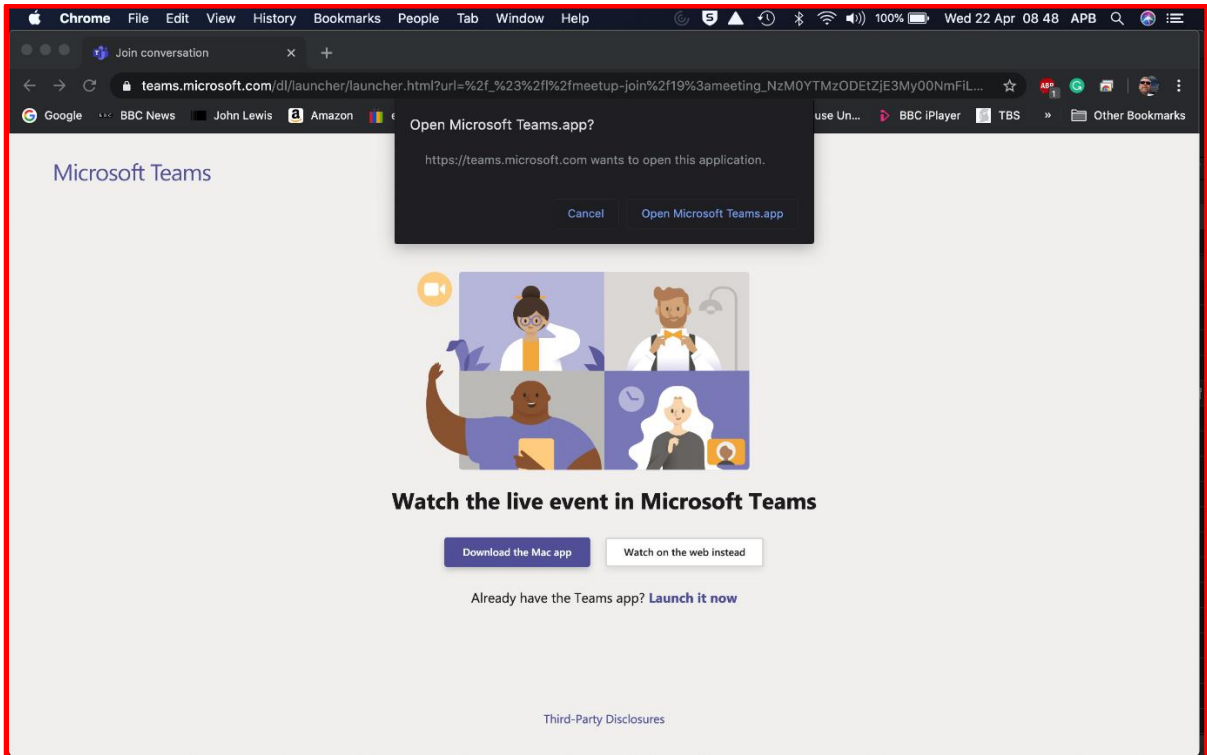
## Accessing the meeting on a PC, laptop or Macbook

(NB screen shots are base on a MAC using a Chrome browser so may differ on your device)

You do not need to have the TEAMS program loaded onto the PC (having it loaded may cause more issues).

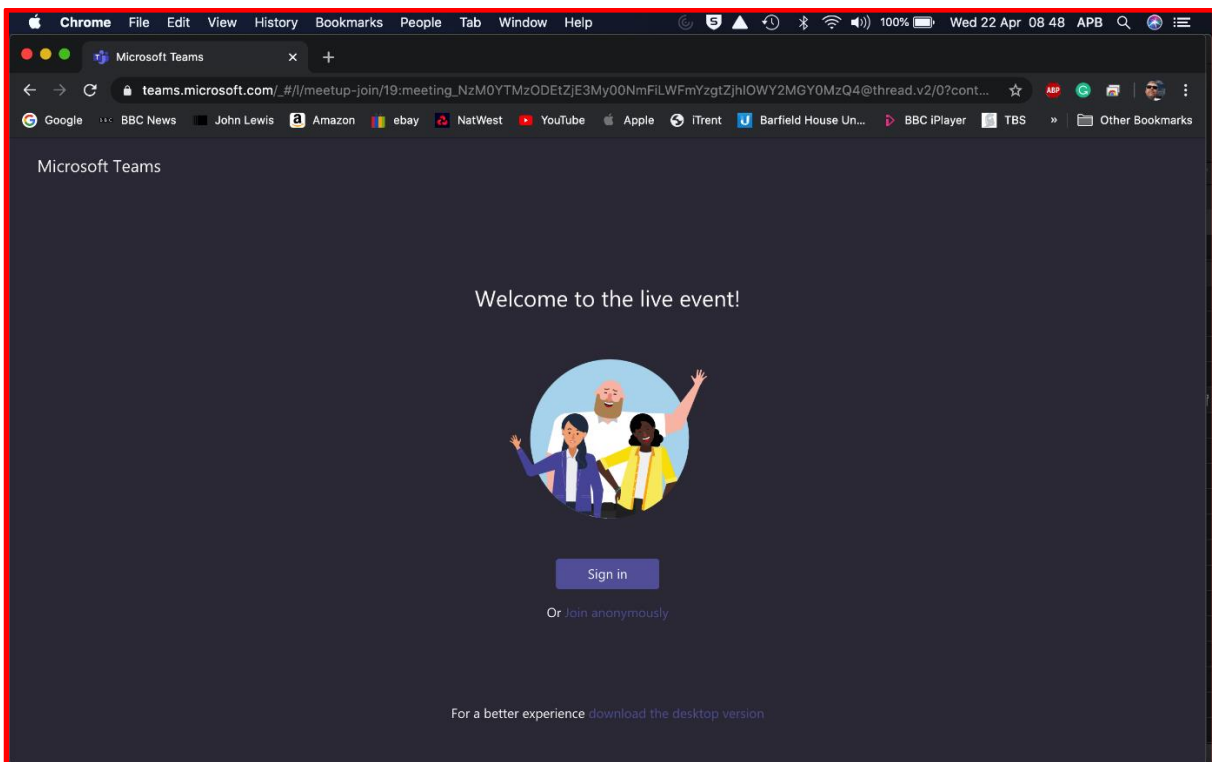
Clicking on the link on the Council’s website should launch and browser with the following

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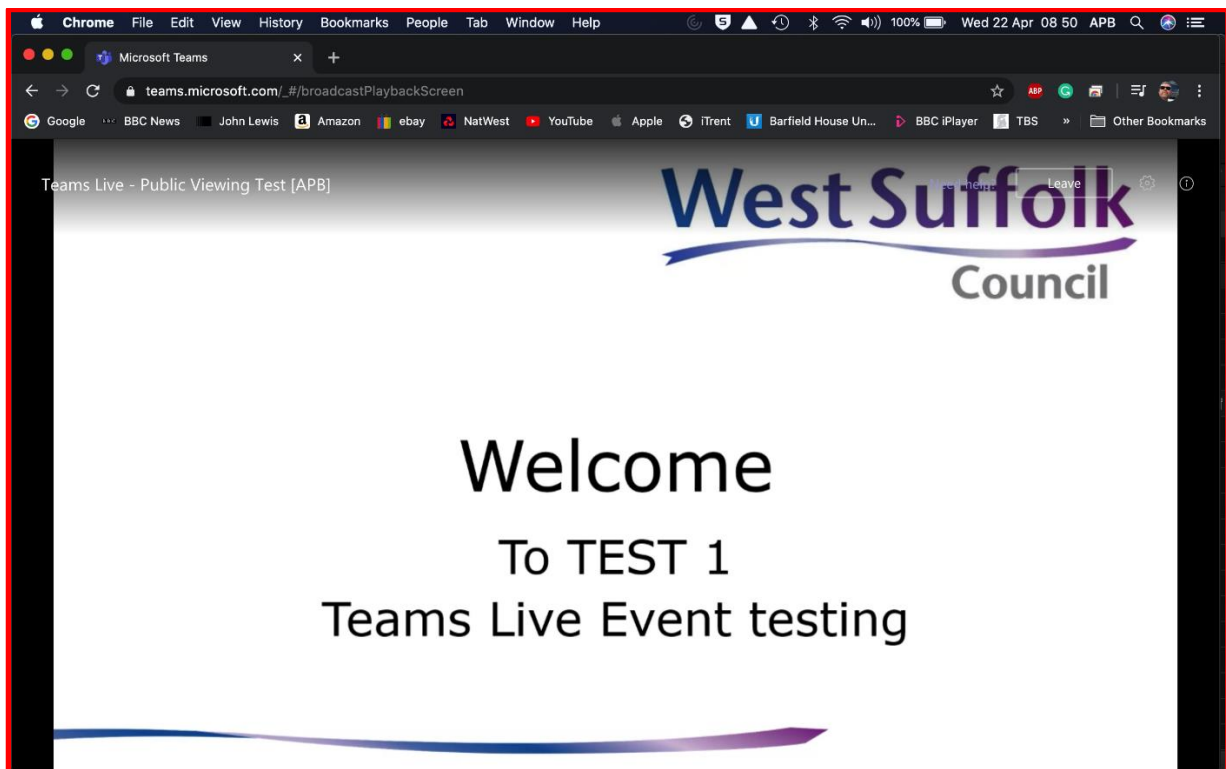
If you have the Teams app it will prompt as above, click CANCEL

Now click on the WATCH ON THE WEB INSTEAD BUTTON and the following should be displayed.



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Click on the JOIN ANONYMOUSLY button where you should then be able to see the live broadcast.



## **Accessing the meeting on an Apple or Android based Mobile Phone or Tablet**

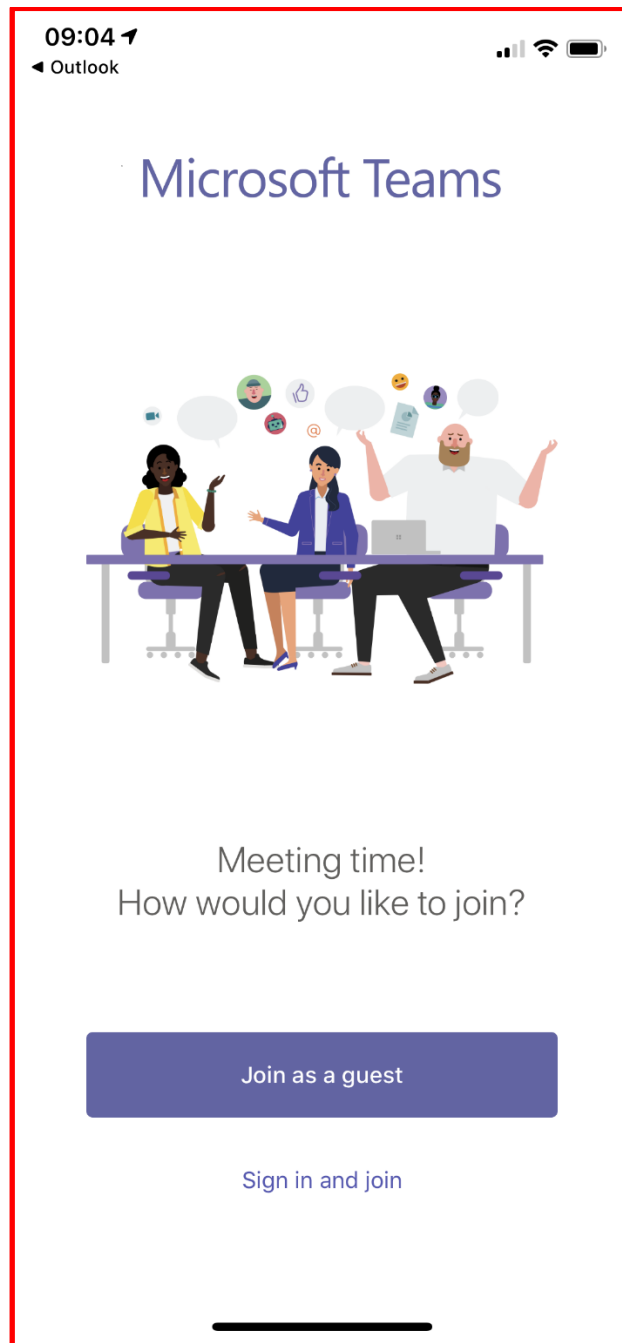
(NB Screen shots are based on an iPhone and may differ on your device)

To view a live event on this device you will need to download the Teams app to be able to view the event.

The teams app is a free app, that is available in your app store (apple) or on Google Play (android devices). Go to the app store or google play, as you would to download any other app and search for Microsoft Teams; then download the app.

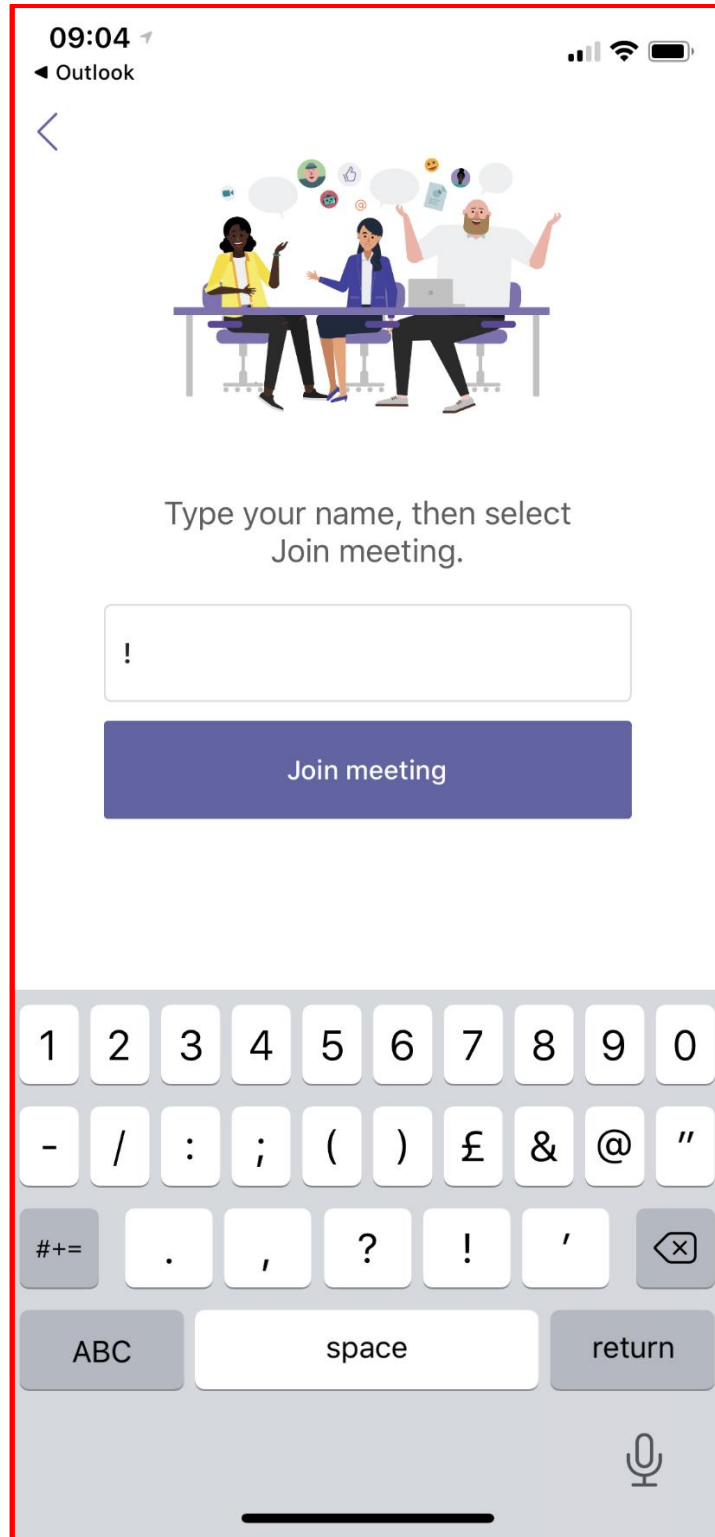
Click on the link to the meeting on the Council's website. You will then get the following screen.

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Click on JOIN AS A GUEST and the following screen will be displayed

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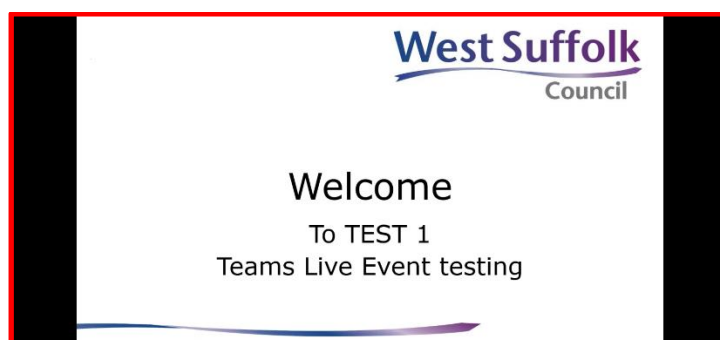


You will need to type something into the name box and then click JOIN MEETING button, however there seems to be a bug that clicking on the button does not work, however if you send the app into the background and then re-clicking the link then works and displays the live event as below.

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Clicking on the arrow in the bottom right of the screen will make the video full screen and will then allow you to rotate the device to make it landscape and fill the screen.





## **Accessing the meeting as a public speaker**

As a reminder for public speakers:

- Please watch and listen to the meeting on your device
- In the break between the last application you had, and the application you are interested in, please call the number you are given to join the meeting.
- You may want to stop viewing on your device; the public feed can run up to 1 minute behind the main meeting so it can be very confusing
- Once public speakers have finished speaking, please hang up the phone and return to watching on your device