



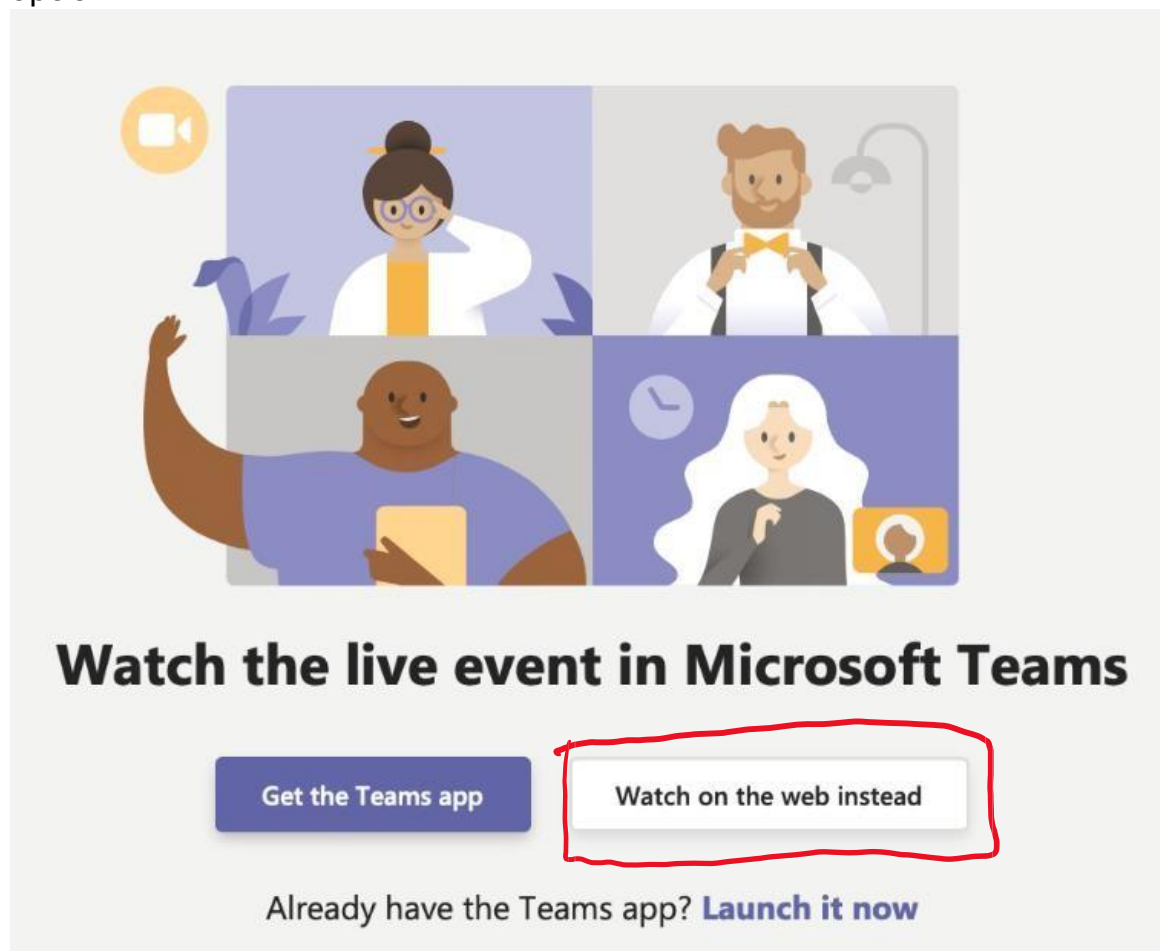
INSTRUCTIONS FOR THE PUBLIC TO ACCESS VIRTUAL MEETINGS

A meeting link will be made available for the public to access, on the Penrith Town Council website in the Full Council Meetings section.

The best experience is when a user has downloaded the Teams app to either their computer or mobile phone. When clicking on the link it will ask if the user would like to join using the app. It will then take them through swiftly to the meeting.

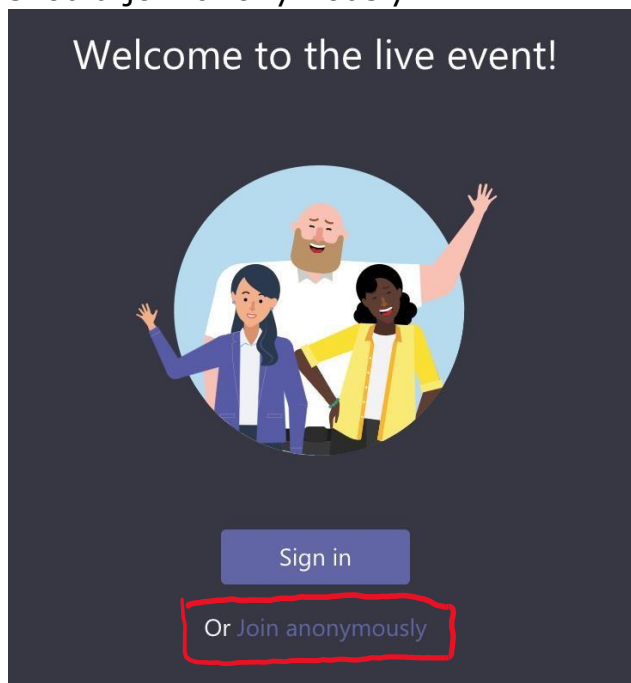
Not everyone will have the app on their device. The link will allow them to join via the browser instead.

When someone clicks on the link from a computer they will be asked if they want to either get the Teams app or to watch on the web. They should click on the web option:

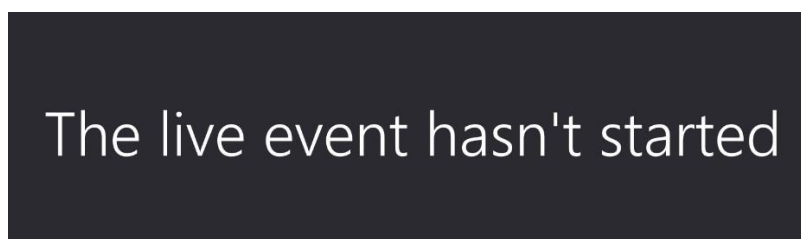




They will then be asked to either sign in or join the meeting anonymously. They should join anonymously:



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



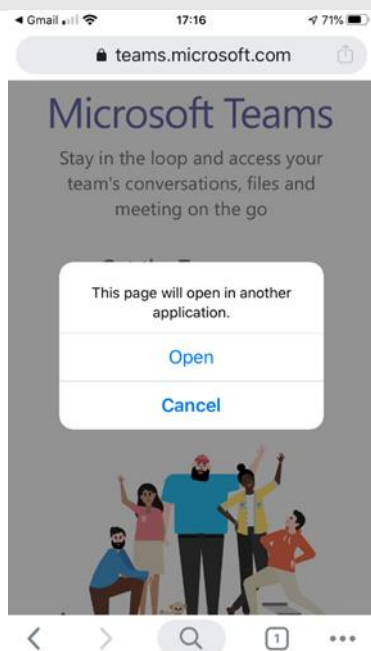
If the event has started, then you will hear and see the live event in action which will be audio voices of the officers and video image of councillors and possibly a screen share of a document.

Once the meeting has ended, the public just click **on Leave**.



If you are joining from a mobile phone there may be a variety of steps to get in. If you don't have the 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 to future meetings more easily.

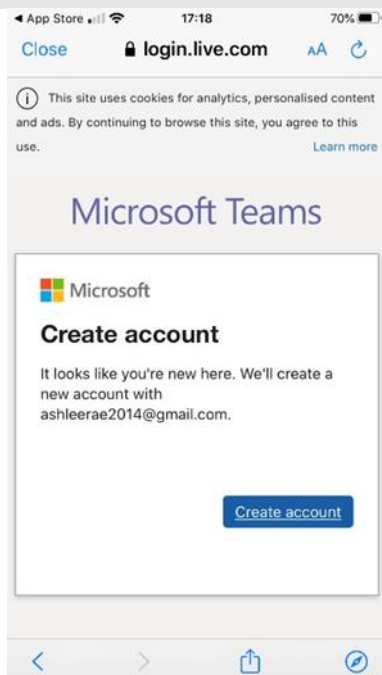
STEP 1 - OPEN



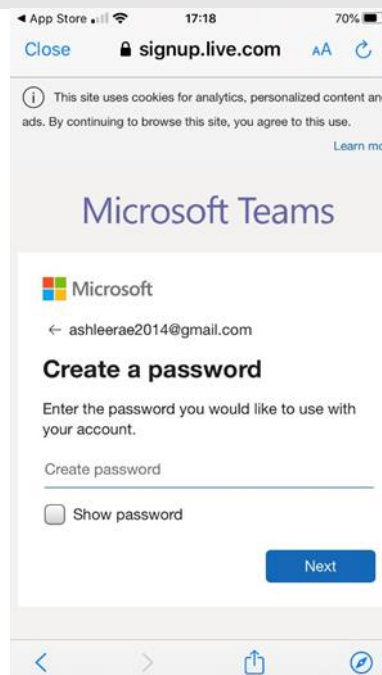
STEP 2 - SIGN UP FOR FREE



STEP 3 - CREATE AN ACCOUNT



STEP 4 CREATE A PASSWORD



STEP 5 – DATE OF BIRTH

App Store

17:19


70%

Close

signup.live.com

AA

Microsoft Teams

 Microsoft

gmail.com

Create account

We need just a little more info to set up your account.

Country/region

United Kingdom

Date of birth

Day

Month

Year

Next

STEP 6 ACCOUNT IS CREATED

Three WiFi Call 17:20 70%

Close businessstore.micros AA

MICROSOFT teams

Microsoft

Setting up Teams...
Leave your browser open
while we're doing this.

Privacy & cookies Terms of use Feedback
© 2020 Microsoft

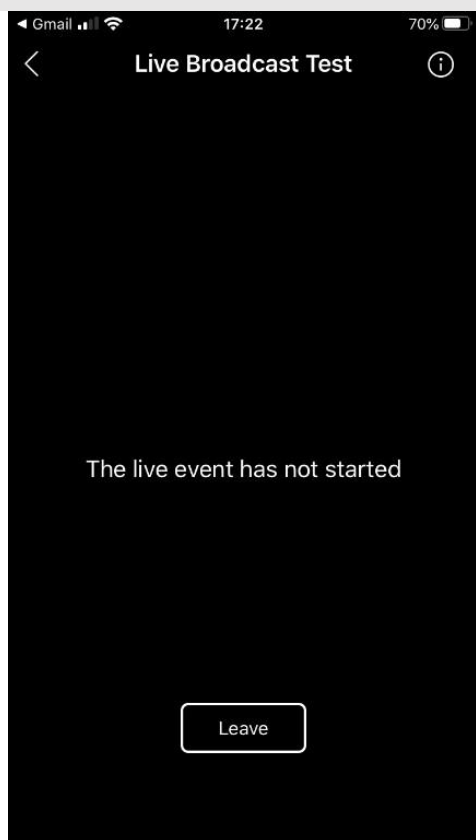
STEP7 ENTER PASSWORD

STEP 8 – SIGN IN

An illustration of a man with a beard, wearing a red shirt and khaki pants, sitting on a yellow chair and working on a laptop. He is positioned in front of a window with four panes, through which a blue sky is visible. A small potted plant sits on the windowsill. A yellow cat is curled up on the floor next to the chair. The man is wearing white sneakers.



STEP 9- LIVE BROADCAST PAGE



Once the broadcast closes just click on **Leave**.