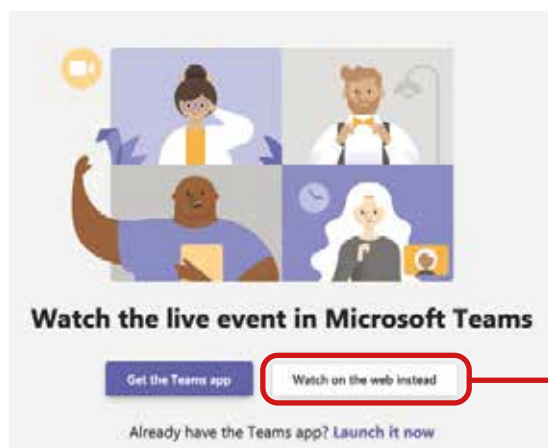


Instructions for non-committee and public to observe committee meetings using Microsoft Teams

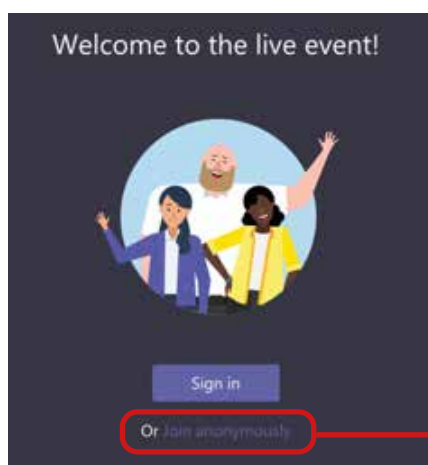
The Isle of Wight Council are using Microsoft Teams as our audio and video conferencing tool to deliver council committee meetings. This guide will explain how you can observe the committee meeting in progress.

For the best experience, we recommend you download the Teams app to either your computer or laptop. When clicking on the link it will ask if you if would like to join using the app. It will then take you straight through to the meeting.

Not everyone will have the app on their device. The link will also allow you to join using your internet browser instead. We recommend using Google Chrome.



When you click on the link from a computer you will be asked if you want to get the Teams app or to watch on the web. you should click on the web option.



You will then be asked to either sign in or join the meeting anonymously. you should join anonymously.

The live event page will then appear and if the event hasn't started you will see the message:

The live event hasn't started

If the event has started, then you will hear and see the live event in action which will include audio of the officers and councillors present and a screen share of any documents.

Once the meeting has ended, you should click on Leave.