

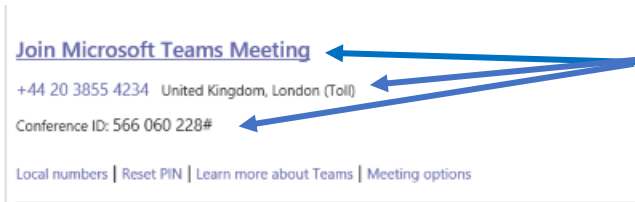
VIRTUAL MEETINGS

CHILD PROTECTION CONFERENCES AND CHILD LOOKED AFTER REVIEWS

How to join a meeting for external attendee:

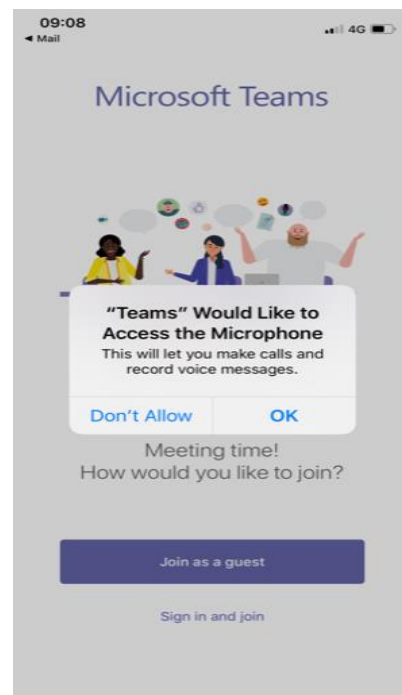
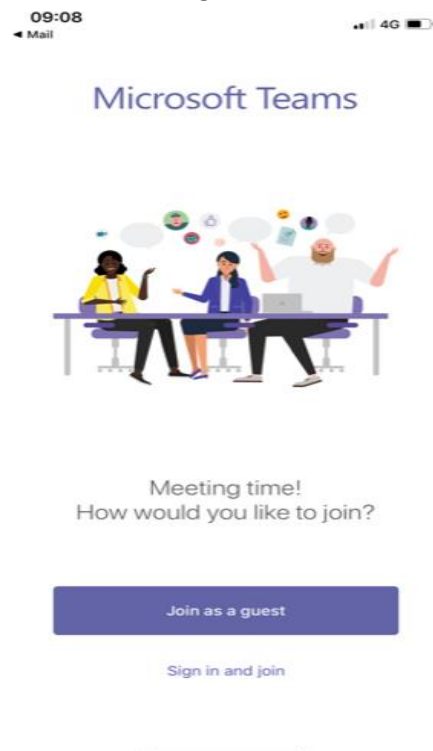
Calendar invite:

- Accept the calendar invite sent for the meeting.
- If the attendee does not have an email address or access to the internet or access to a device the meeting organiser will phone the attendee and provide them with the details of how to phone in.
- This will be confirmed via a text or WhatsApp message.
- The calendar invite will have a link in the body of the invite as well as a telephone number and Conference ID.

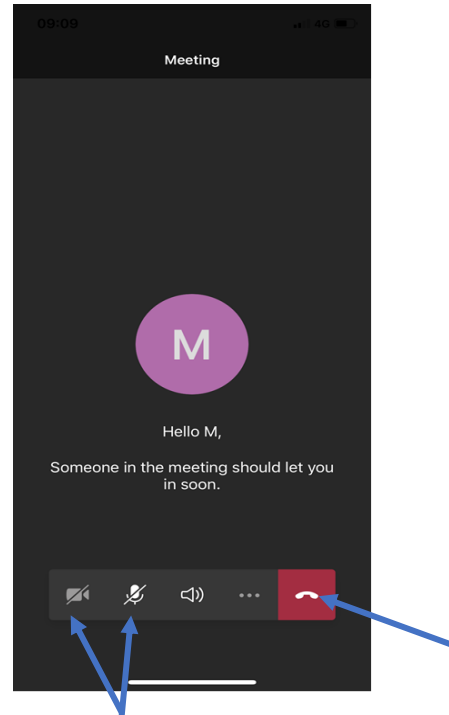
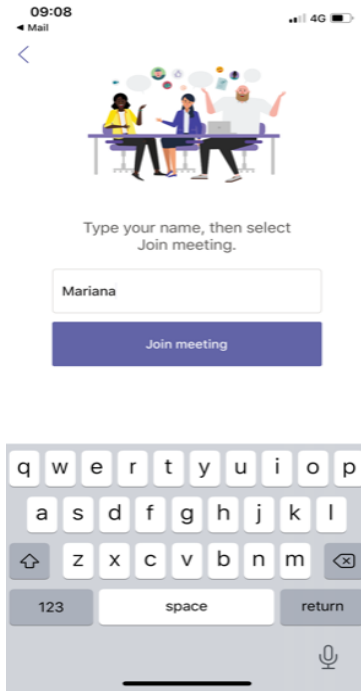


Using a Smart Phone or Handheld Device:

- If you are using a smart phone or handheld device download the Microsoft Teams App from the App Store or Google Play.
- This is a free app and you do not have to create an account.
- At the time of the meeting click on the link in the calendar invite to “Join the meeting”. This will take you directly to the App you have installed.
- Click on “Join as guest” and when asked click OK to allow Teams to access the microphone.

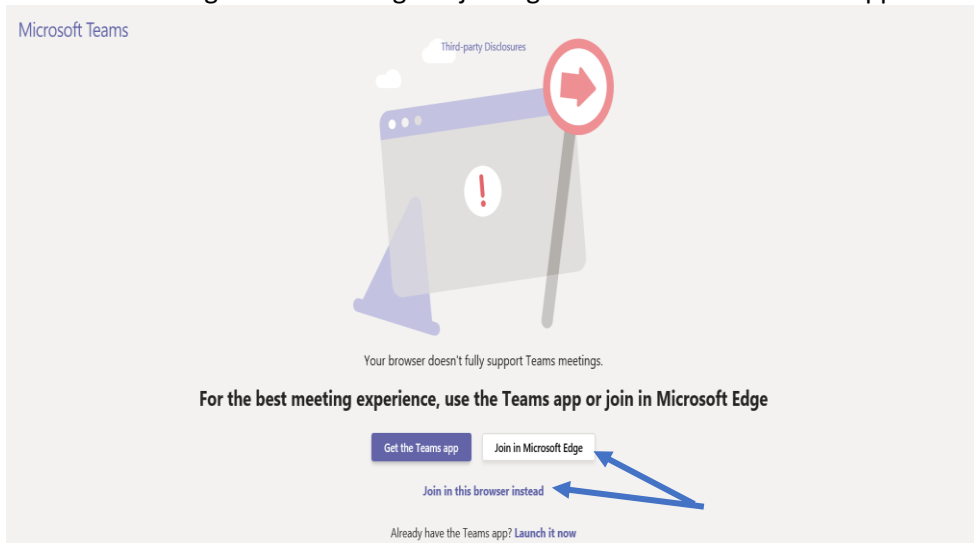


- Enter your name and click on “Join meeting”.
- This will take you to the meeting where the meeting organiser will see that you are joining and allow you to enter the meeting.
- When entering the meeting your video and audio should unmute but if it does not click on the camera and microphone icons to ensure that there is no line through them.
- When the meeting is finished click on the red phone icon to leave the meeting.

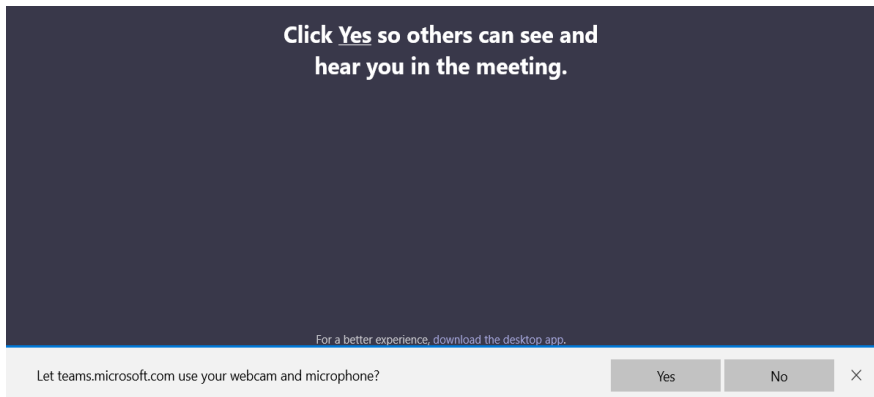


Using a Laptop or PC:

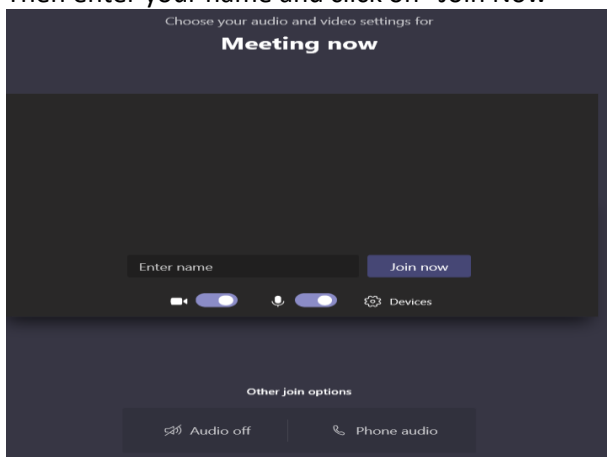
- At the time of the meeting open the calendar invite and click on the link “Join Microsoft Teams Meeting”.
- If you have Microsoft Teams installed and you have an account it will take you directly to the meeting. If you do not have Microsoft Teams it will take you to a web page.
- From this page you can “Join in Microsoft Edge” or “Join in this browser instead”. The best results are through Microsoft Edge as joining in the browser does not support audio.



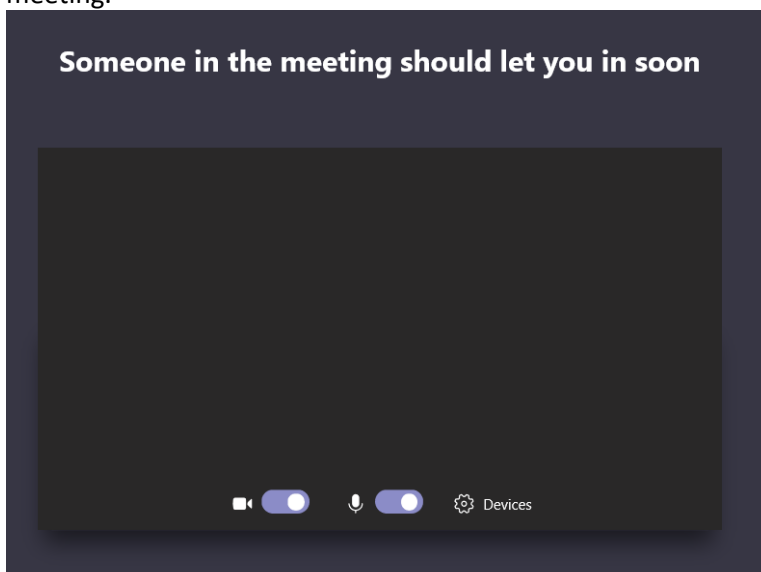
- When “Joining in Microsoft Edge” it will take you through a few steps. Click on the link and it takes you the screens below.
- First ensure that you click yes to enable your microphone and video which will allow other attendees to see and hear you in the meeting.



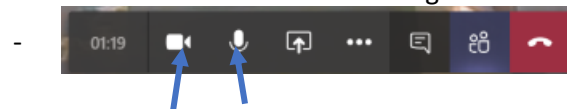
- Then enter your name and click on “Join Now”



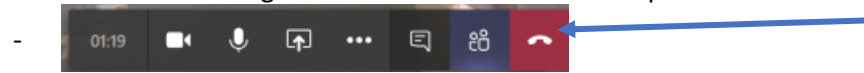
- You will then receive a message saying that “Someone in the meeting should let you in soon”. The meeting organiser will see that you are joining and allow you to enter the meeting.



- Ensure that your video and microphone is turn on.
- There should be no lines through the camera or microphone icons.

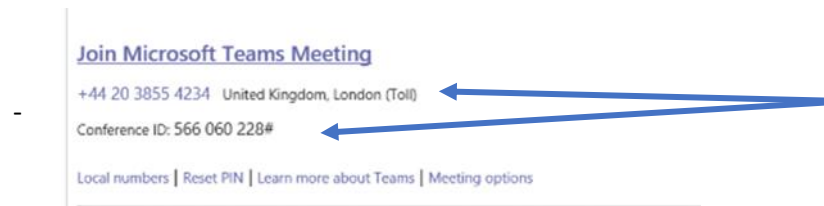


- Once the meeting has concluded click on the red phone icon to leave the meeting.



Troubleshooting:

- If you are unable to join via a video link you can join by dialling in to the meeting.
- Call the number in the body of the invite and when prompted enter the Conference ID.



Trouble joining the meeting by yourself or others:

- The meeting organiser can add additional attendees to the meeting after the meeting has started.
- This can be done by calling the person who can then join via an audio link.