

# VIRTUAL MEETINGS

## CHILD PROTECTION CONFERENCES AND CHILD LOOKED AFTER REVIEWS

### How to join a meeting for internal staff:

Step 1:

- Accept the calendar invite sent for the meeting.

Step 2:

- The calendar invite will have a link in the body of the invite

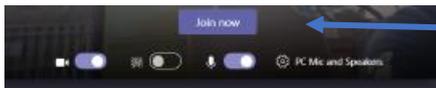
[Join Microsoft Teams Meeting](#)

+44 20 3855 4234 United Kingdom, London (Toll)

Conference ID: 566 060 228#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- At the time of the meeting open the calendar invite and click on the link “Join Microsoft Teams Meeting”.
- This will take you directly to the meeting.
- Click on the “Join now” icon.



- If you are the first person there do not be concerned as others can continue to join.

Step 3:

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

[Join Microsoft Teams Meeting](#)

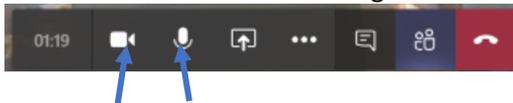
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Step 4:

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



Step 5:

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



## Troubleshooting

### - Trouble with microphone or speakers

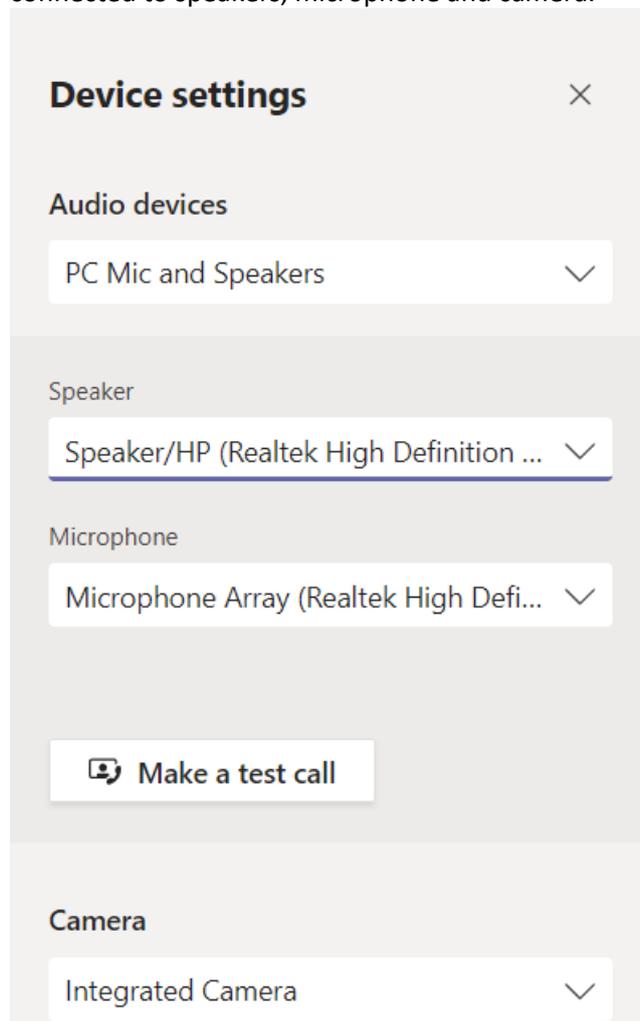
- When you join the meeting make sure that your video and microphone are on.



- If they are not on click on the settings which will take you to the "Device Settings"



- On the right hand side of your screen you will be able to see whether you are connected to speakers, microphone and camera.



### - 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.