

Joining an online meeting via Microsoft Teams



This short guide explains how you can join an online meeting (via Microsoft Teams) for the Teignmouth and Dawlish public consultation.

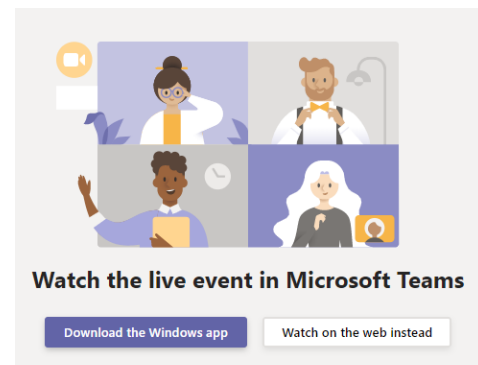
You can join an online meeting for **free** – there is no need to buy any software.

If you are joining a Microsoft Teams meeting for the first time, we recommend you allow at least 15 minutes before the start of the meeting to make sure everything is working.

To join a meeting, you need to click on a joining link. These are available on the dedicated website section for the consultation at www.devonccg.nhs.uk/teignmouth-and-dawlish. If you have registered in advance for the meeting via the website, you will also have been emailed a joining link that you can use. It's fine to share a joining link with others if you'd like to.

ACCESSING THE MEETING BY LAPTOP OR PERSONAL COMPUTER (PC)

- We recommend using Google Chrome as your web browser.
- Once you have clicked on the link you will see this page (right)
- You can join via the Microsoft Teams app, or via a web browser.
- If you have the Microsoft Teams app installed on your computer, select **Launch it now** (you will be able to join the meeting anonymously if you'd like to).
- Alternatively, click **Join on the web instead**. Note - if you have the Teams app installed on your computer, you may find it automatically will try and join via the app, which may be easier. [next, read the 'Joining the meeting' section below]



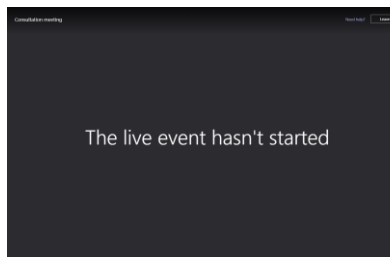
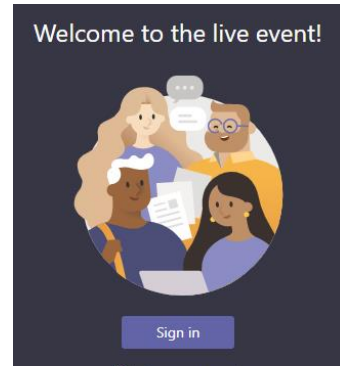
ACCESSING THE MEETING BY SMART PHONE OR TABLET

- If you are joining with a smartphone, you have to download the Microsoft Teams app from either the App Store if you have an iPhone or the Google Play store if you have an Android device. We have found that you cannot join a meeting via the internet browser on your phone.

[cont]

JOINING THE MEETING

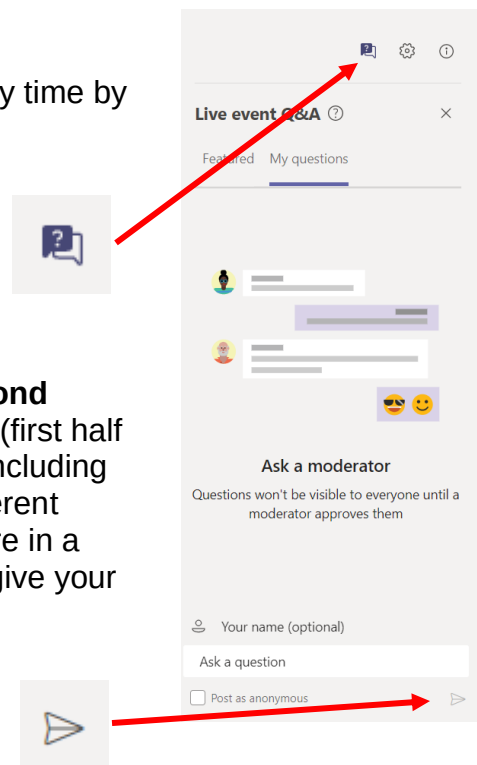
- If you have a Microsoft account and you know your username and password, you can **sign in**.
- Alternatively, click **Join anonymously**. If you have not used Teams before, we recommend clicking '**Join anonymously**' to simplify the joining process.
- You will see the screen (below), or similar, until the meeting starts.



- Once the meeting has started, you will see the presentation slides and / or the speaker. You can't be seen or heard (via audio) during the meeting.

ASKING QUESTIONS AND SHARING YOUR VIEWS

- You can ask a question or make a comment at any time by typing into the Q&A section on the screen.
- To ask a question or write a comment, click the **question mark icon** in the top right.
- Select **Ask a question** at bottom.
- We'd encourage you to use your **first name, second name and a basic indication of where you live** (first half of postcode, eg TQ14, or town or village name). Including these details helps us understand if there are different views in different places and is a respectful gesture in a public meeting. However, if you would rather not give your name, please post **anonymously**.
- Type your question or comment and click the **paper aeroplane icon** to post it.



- Your questions and comments, as well as those posed by other attendees, will appear in the **Featured** tab.
- **Please note:** messages are independently moderated before being published. Offensive, abusive, political, off-topic, personal comments; or information about identifiable patients will not be published.
- If a lot of messages are being posted, there may be a delay before yours is published.
- You can switch between viewing the published questions and your questions by clicking on the **Featured** and **My questions** tabs, respectively.
- You may get a response from an independent moderator if they think they can publish your comment or question if you modify it slightly, for example by removing some detail that might identify a particular patient. In this case, please post the modified question/comment as a **new post**, rather than by reply, although you may want to reply to the moderator that you will be doing so.
- Note: The screenshots above may look slightly different depending on the device being used.

RESPONSES TO QUESTIONS AND COMMENTS

- We aim to address every topic and question which is relevant to the consultation.
- Where questions are repetitive or a more than one is received on the same subject, one answer may be used in response to several separate questions.
- If it is not possible to address a topic during the meeting then we will post the response in the FAQs on our website after the meeting.
- Visit www.devonccg.nhs.uk/teignmouth-and-dawlish

HELP AND SUPPORT

- If you need any help or support **in advance of a meeting** to access a meeting, or have any queries, please contact us on d-ccg.teignmouthconsultation@nhs.net on the day before the meeting at the latest.