

Guide for Guests joining a Buckinghamshire Council virtual committee meeting

To access the meeting via a desktop computer or laptop

- 1) Click on the 'Join Microsoft Teams Meeting' link provided via email:

[Join Microsoft Teams Meeting](#)

+44 1296 [REDACTED] United Kingdom, Aylesbury (Toll)

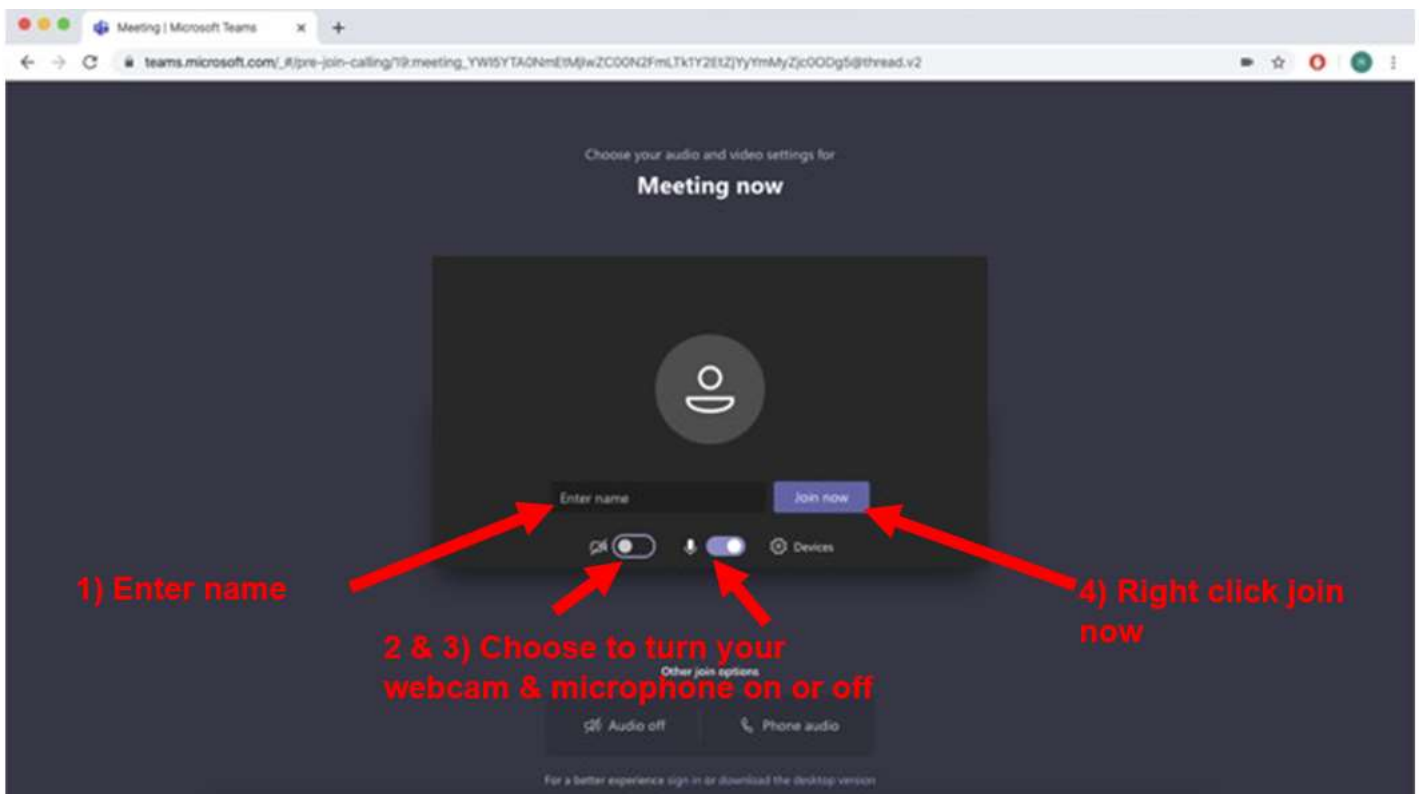
Conference ID: 924 598 214#

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

- 2) The link will open in a browser (please use Chrome or Microsoft Edge web browsers). Your browser may ask if it is okay for Teams to use your mic and camera. You will need to agree to this.

The below screen shot shows what the page will look like when it opens.

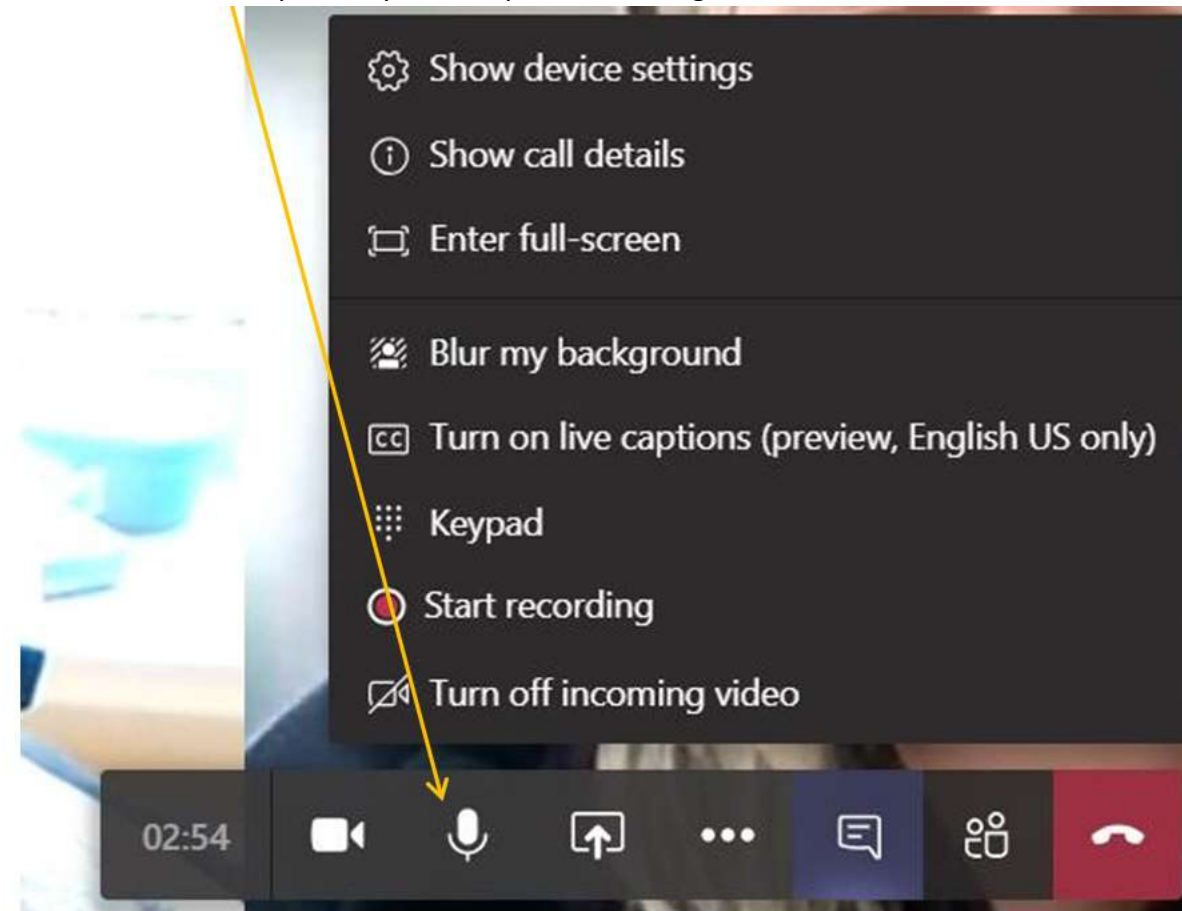
Follow the instructions as indicated by the red arrows – enter your name and then click 'join now'



- 3) The meeting organiser will accept you as a guest to the meeting and you will be added to the meeting.

Meeting rules:

- All guests will be made attendees after they have entered the meeting, a message will show up on your screen once this has been done.
- Please note **all guests will have their microphones muted** when they join the meeting – you will be asked to remain on mute unless told otherwise. When it is your turn to speak please unmute your microphone by clicking on the microphone symbol as per below image.



- The meeting will be live webcast through Buckinghamshire Council’s website and will also be made available to view on the Council’s website following the meeting.

To access the meeting via a smartphone or tablet:

Even if you do not have a Microsoft Teams account, you can still join the meeting via the application on your mobile or tablet device.

- 1) If you don’t already have the Microsoft Teams application on your device, download the application from your local app store on your smartphone or tablet:

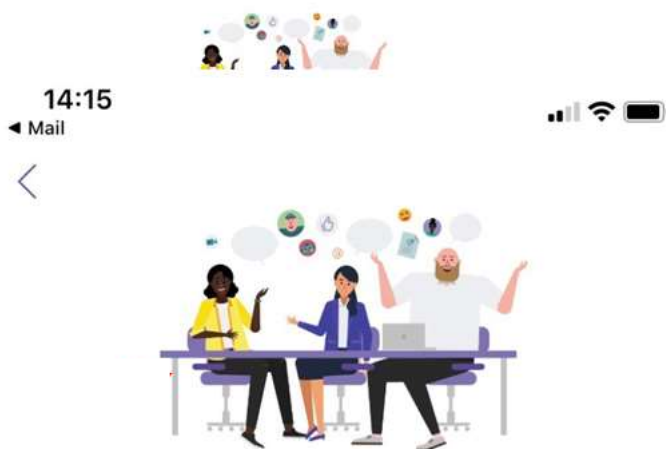


- 2) Once downloaded, open the Teams app from the app store page.
- 3) Go back to the meeting invite email, and click the **'Join Microsoft Teams Meeting'** hyperlink:

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- 4) You will be given two options for joining the meeting:
Join as a guest or Sign in and join – choose **Join as a guest**



- 5) Type your name and tap **Join meeting**.

Meeting rules:

- Please note **all guests will have their microphones muted** when they join the meeting – you will be asked to remain on mute unless told otherwise.
- All guests will be made attendees after they have entered the meeting, a 'You're an attendee' message will show up on your screen once this has been done.

- The meeting will be live webcast to Buckinghamshire Council’s website and will also be made available to view after the meeting has ended.

To access the meeting via a telephone:

If the above fails:

There is an additional option to join the meeting by telephone. In the email you receive from democratic services you will find a telephone number and conference ID as below. This is not the preferred method as it is difficult for those in the meeting to establish whose number belongs to who but it is a fall-back option that is available to those experiencing IT issues or those with no appropriate device.

[Join Microsoft Teams Meeting](#)

+44 1296 [REDACTED] United Kingdom, Aylesbury (Toll)

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If you experience any issues, please contact the relevant Committee Clerk. The clerk will make contact with you in the days prior to the meeting to ensure you have access and answer your questions.

[Central Buckinghamshire Area Planning Committee](#) (Aylesbury)

Craig Saunders (01296 585043)

[East Buckinghamshire Area Planning Committee](#) (Amersham)

Leslie Ashton (01895 837227)

[North Buckinghamshire Area Planning Committee](#)

Craig Saunders (01296 585043)

[South Buckinghamshire Area Planning Committee \(Capswood\)](#)

Jack Pearce (01895 837224)

[Strategic Sites Committee](#)

Charlie Griffin (01494 732011)

[West Buckinghamshire Area Planning Committee](#) (Wycombe)

Liz Hornby (01494 421261)