

How to access a virtual meeting hosted by Wiltshire Council? – Public Guide

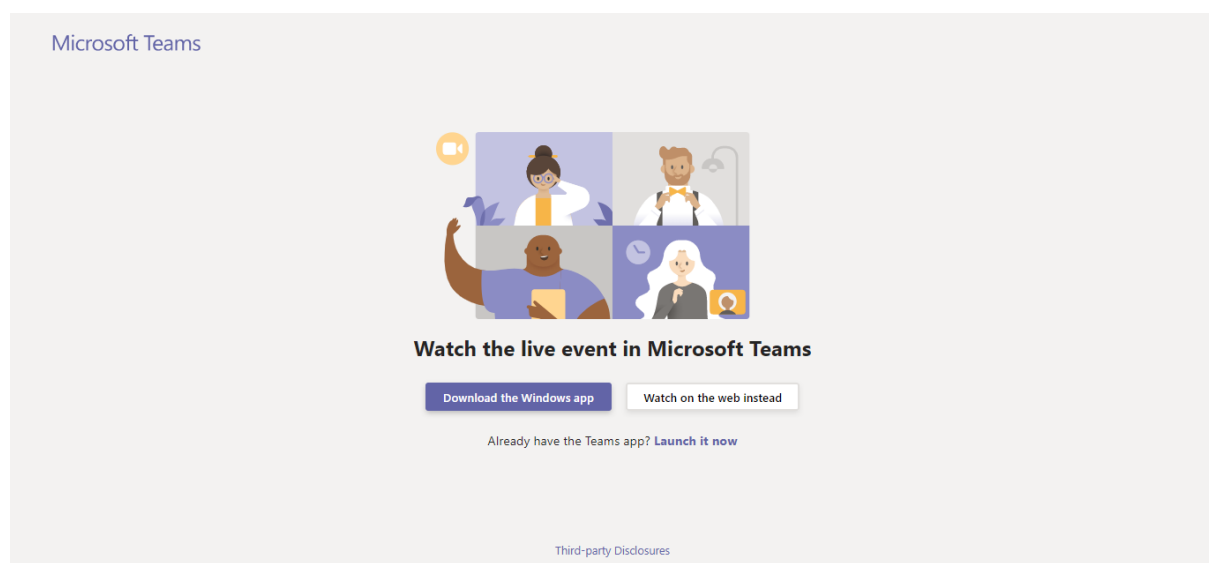
Most Wiltshire Council meetings where decisions are taken by elected Wiltshire Councillors, are normally held in buildings with public access to allow the public to attend.

During the Coronavirus Emergency, the Government has allowed councils to continue to hold these meetings, where the public are instead able to access these online instead of in person, due to current public health risks.

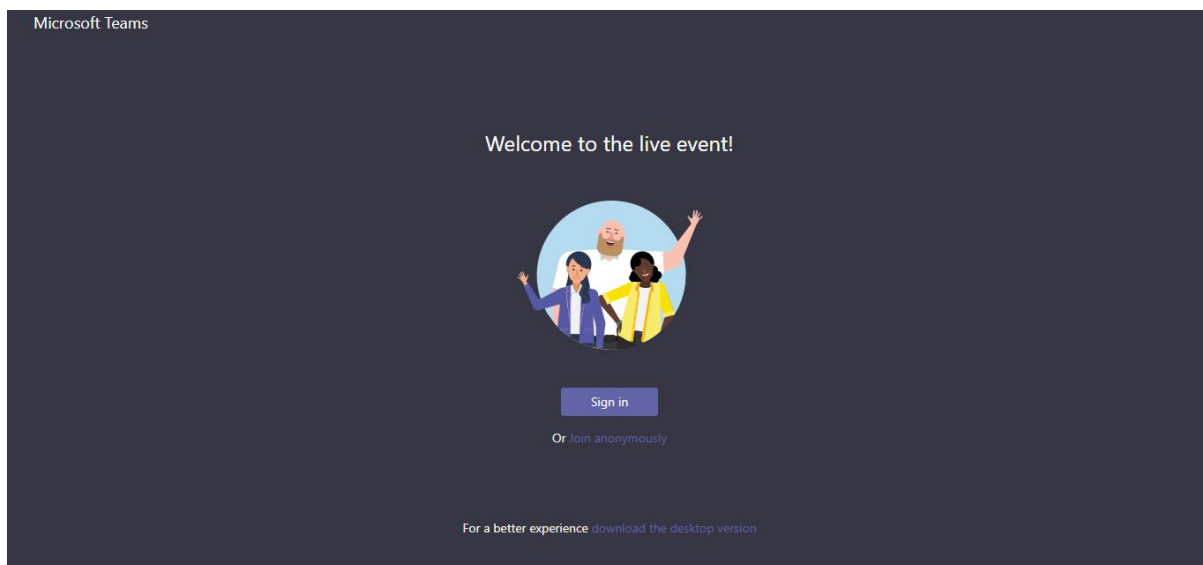
Meetings which are essential to the running of the council, will therefore take place online, and will be accessible for the public to view via a weblink. Where this is the case, a hyperlink will be published on the agenda for the relevant meeting.

How do I access the Webcast?

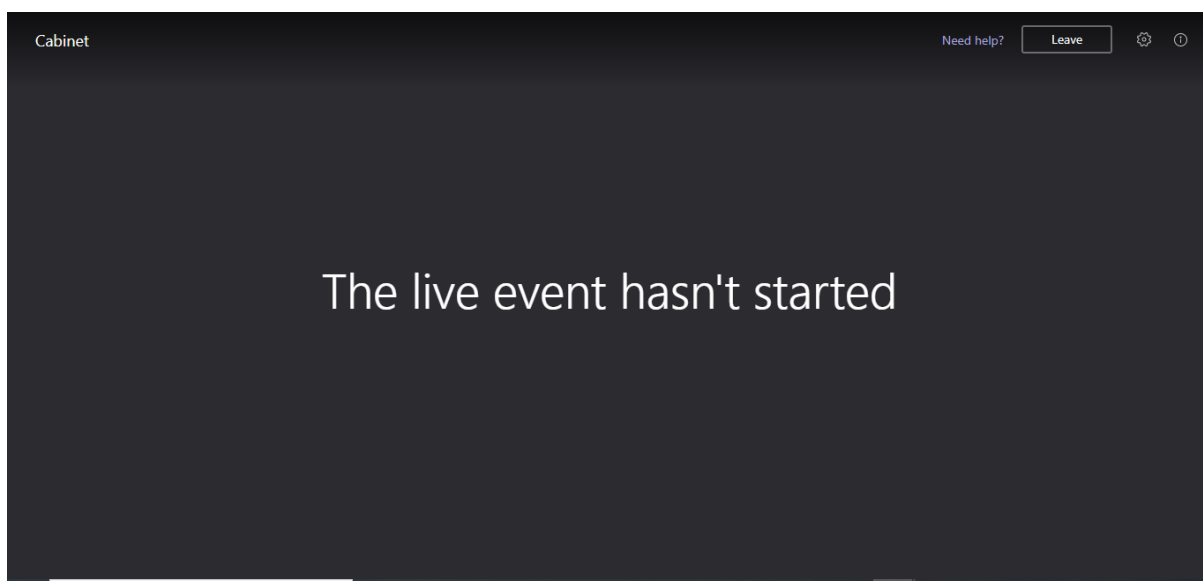
1. Follow the hyperlink on the agenda front sheet to the online meeting.
2. You will then see the Microsoft Teams welcome screen asking if you wish to watch the event through the Teams App (if you already have this on your device) or the web. Click on 'watch on the web instead' if you do not have the App.



3. You will then be directed to the 'Welcome to the live event' screen and you'll have the option to 'sign in' or join 'anonymously'. Click on 'join anonymously'.



4. The live event page will then appear and if the event hasn't started yet it will say so:



5. Once the event starts you will be able to view the live stream.
6. If the meeting has already started, you should be able to hear the meeting, and see content.

A short [Microsoft Video](#) is also available to show you how to join.

We recommend you trial this process before the meeting starts, and that you contact Democratic Services committee@wiltshire.gov.uk if there is a problem with the meeting link.

Do I have to have Teams beforehand to join the meeting?

No, you do not need Teams. Anyone with a stable internet connection should be able to access the recording if they have the following software:

- **Supported operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- **Supported mobile operating systems:** Android 4.4 and later, iOS 10 and later
- **Supported web browsers:** Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari

You can download the Teams App to your smartphone or tablet if you wish by

searching for it in Apple App Store  or on an Android devices in the Play Store.



How will the Chairman manage the meeting?

The Chairman will manage the meeting to make it clear what matters are being discussed, voted on, and who is speaking during the debate. It would assist you to have the agenda to hand during the meeting. Presentation slides may be shown during the meeting.

The Chairman will move slowly through the meeting, and may call individual councillors by name for them to speak and vote, to ensure the debate is easy to follow. The results of any vote will be announced to the meeting and those watching the broadcast.

Will my video, or email address be shown?

No, no one else on the call will be able to identify that you are listening or watching the meeting, and you will not be able to share content, such as video or audio, with the meeting.

Will I be able to watch the meeting again?

Yes – the meeting will be recorded. Once the meeting has finished you can watch the recording using the same link.

What happens in the event of technical problems during the broadcast?

We recommend you check you are able to access Teams Live Events before the day of the meeting.

If, during the meeting, we become aware of technical problems preventing the public from viewing the broadcast, every effort will be made to resolve these, if this is not possible, the meeting may be terminated.

Refreshing your webpage to re-load the live stream may assist you in the event of technical problems.