

Public access to Trust meetings

All attendees need to ensure their microphones are on 'mute' to prevent disruption to the meeting. All questions need to be asked via the chat function within Microsoft Teams.

Prerequisites for public attendees

Attendee who will be using smart phone/tablet

- Ensure Microsoft Teams app is downloaded from Apple App Store or Android Play Store.

Attendee who will be using desktop/laptop

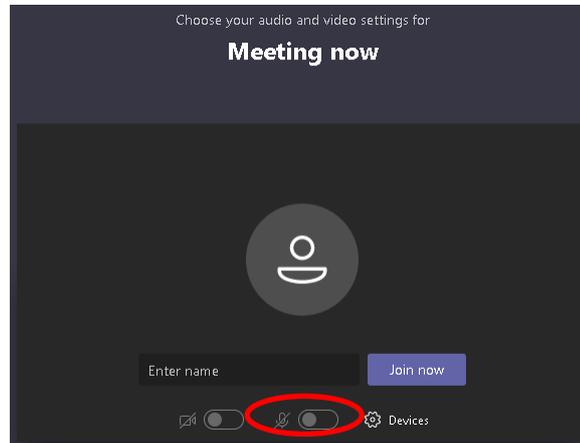
- Ensure modern web browser (Google Chrome or Microsoft Edge) is used to access the meeting link.

Joining the meeting on smart phone/tablet

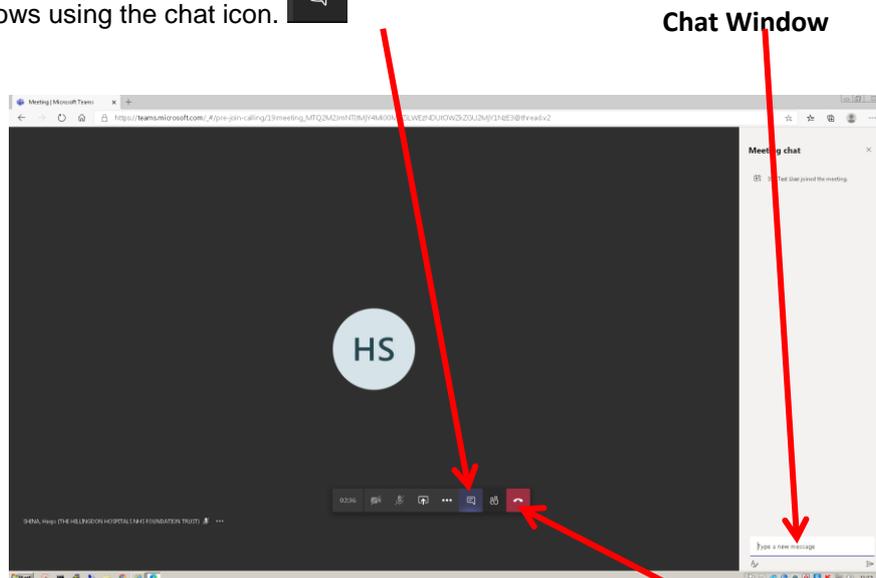
1. Click the '**Join Meeting**' link from the Trust website to access the event. The link should automatically open the Microsoft Teams app on the mobile device.
2. Click the '**Join as a Guest**' button.
3. Enter your full name and click the '**Join Meeting**' button.
4. Please ensure you have muted the microphone from within the Microsoft Teams application. (If the microphone is muted successfully, a diagonal line running through the microphone icon will appear in the Teams application bar).
5. You will now be placed in the lobby, waiting to be admitted by an administrator for the session.
6. Once you have been admitted to the meeting, please use the chat icon.  *Speech bubble icon in the top right of the application*) This allows you to enter a question or indicate to the presenter you would like to speak. The presenter will indicate during the session that you may unmute your microphone and speak.
7. Once the session has finished please exit the session using the red '**hang up**' button

Joining the meeting on desktop/laptop

1. Click the **'Join Meeting'** link from the Trust website to access the event.
2. The link will redirect you to 'How do you want to join your Teams meeting?' webpage, where you must click the option **'Continue on this browser'** or **'Join on the web instead'**.
3. Enter your full name and ensure the microphone option is turned off, and then press **'Join now'** to enter the session.



4. You will now be placed in the lobby waiting to be admitted by an administrator for the session.
5. Once you are admitted to the meeting, you are able to ask questions by enabling the chat windows using the chat icon. 



6. Once the session has finished please exit the session using the red **'hang up'** button