



# Instructions for City of Whittlesea Online Consultations

**While we aim to see everyone face to face, the City of Whittlesea also offers online consultations, and we want to make this process as easy as possible. The City of Whittlesea uses the free online platform Microsoft Teams to conduct its appointments. To access these sessions, you will need either a smartphone, desktop computer, tablet or iPad.**

If you have not used Microsoft Teams before and you plan to access sessions from a mobile, tablet or iPad, please follow the instructions at this link: <https://teams.microsoft.com/uswe-01/downloads> to make sure you have the app before the first session. Desktop computers can access online sessions from the browser, meaning you don't have to download the program.

## Meeting Invitation

You should receive an email invitation from the organiser with a link to join the Microsoft Teams Meeting (shown below).

### [Join Microsoft Teams Meeting](#)

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



## Joining the Meeting from a mobile/ tablet / iPad

If you have already downloaded the app, click the underlined “**Join Microsoft Teams Meeting**” link. It should bring up a screen that asks how you would like to join. You can sign in if you have an account, or just click “**Join Meeting**”. Enter your name to be displayed and click “**Join Meeting**” again.



If you haven't downloaded the app, click on the underlined link, and then select “**Get Teams**”. From there it will take you to your app store, where you can install it. Then go back to the meeting link in the email, click “**Join Meeting**”, enter your name to be displayed, and click “**Join Meeting**” again.

If prompted, select “**allow**” to activate your microphone and video



## Joining the Meeting from a desktop computer



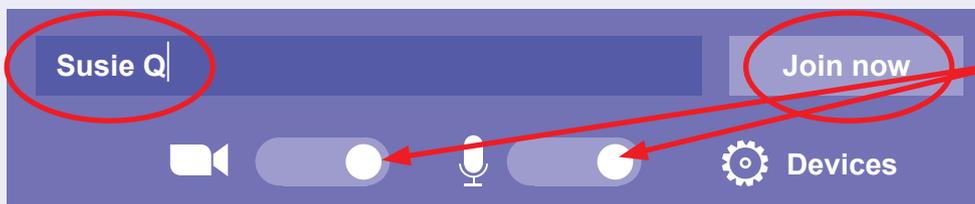
Click the underlined “[Join Microsoft Teams Meeting](#)” link. If a pop-up box opens, you can click “[Open Microsoft Teams](#)” if you already have the program, otherwise click “[cancel](#)”, then click “[continue on this browser](#)” as shown below.

If prompted, select “**allow**” to activate your microphone and video. Enter your name to be displayed, and click “**Join Now**”, which will open the session.

How do you want to join your Teams meeting?

- Download the Windows app**  
Use the desktop app for the best experience.
- Continue on this browser**  
No download or installation required.
- Open your Teams app**  
Already have it? Go right to your meeting.

## Quick Reference Guide



You can turn your **camera** and **microphone** on and off using these buttons.

The following tools will help you to interact during the meeting:

- Controls your video feed** - please keep video off unless instructed by the presenter
- Controls audio (microphone)** - please keep mic off unless instructed by the presenter
- Allows a user to share their screen** - please do not share content unless instructed by the presenter
- 'Raise Hand'** - please use when you would like to speak, then please wait until called upon by the presenter
- Conversation panel** - to be used to ask questions or make comments throughout the meeting. Please note, conversations can be viewed by all meeting participants
- Participants panel** - displays participants in the meeting
- More Actions** - displays a list of further actions
  - Show device settings**
  - Displays the device settings** - here you can select which device you would like to use for microphone and speaker and can also control the volume
- Ends the call**

## Assistance

For technical assistance, please contact your meeting organiser.