

CITY OF
WOLVERHAMPTON
COUNCIL

Statutory Licensing Sub-Committee

Monday, 29 June 2020

Dear Member of the Public,

STATUTORY LICENSING SUB-COMMITTEE - MONDAY, 29TH JUNE, 2020

Please find enclosed guidance on accessing online meetings.

Guide to Online Meetings (Pages 3 - 6)

If you have any queries about this meeting, please contact Democratic Services:

Contact Donna Cope
Tel 01902 554452
Email donna.cope@wolverhampton.gov.uk
Address Democratic Services, Civic Centre, 1st floor, St Peter's Square,
Wolverhampton WV1 1RL

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User Guide: Microsoft Teams Online Meetings

Microsoft Teams

Attend a live event

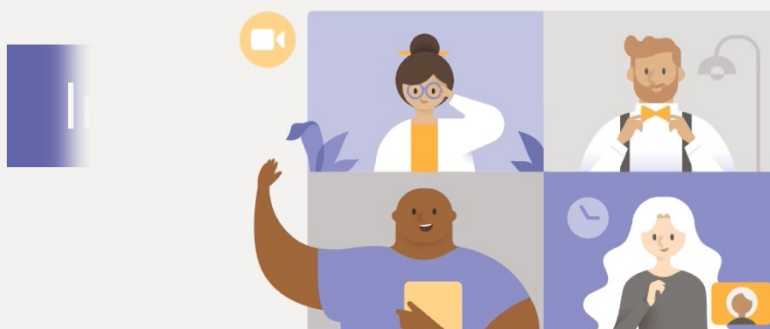
Attend or watch a live event

1. Select the live event link.

Please join us online Wednesday, May 15 at 1:30 pm EST/10:30 am PST by [selecting this link](#).
Can't attend? You can watch a recording afterwards by selecting the same link

- If you're attending the live event on the web, use a media-source extension(MSE)-enabled web browser like Chrome, Firefox, or Edge. Safari is not currently supported.
2. You'll see different instructions based on how you join the event (like from the Teams app or the web). Depending on your device you may need to download the app.

Microsoft Teams

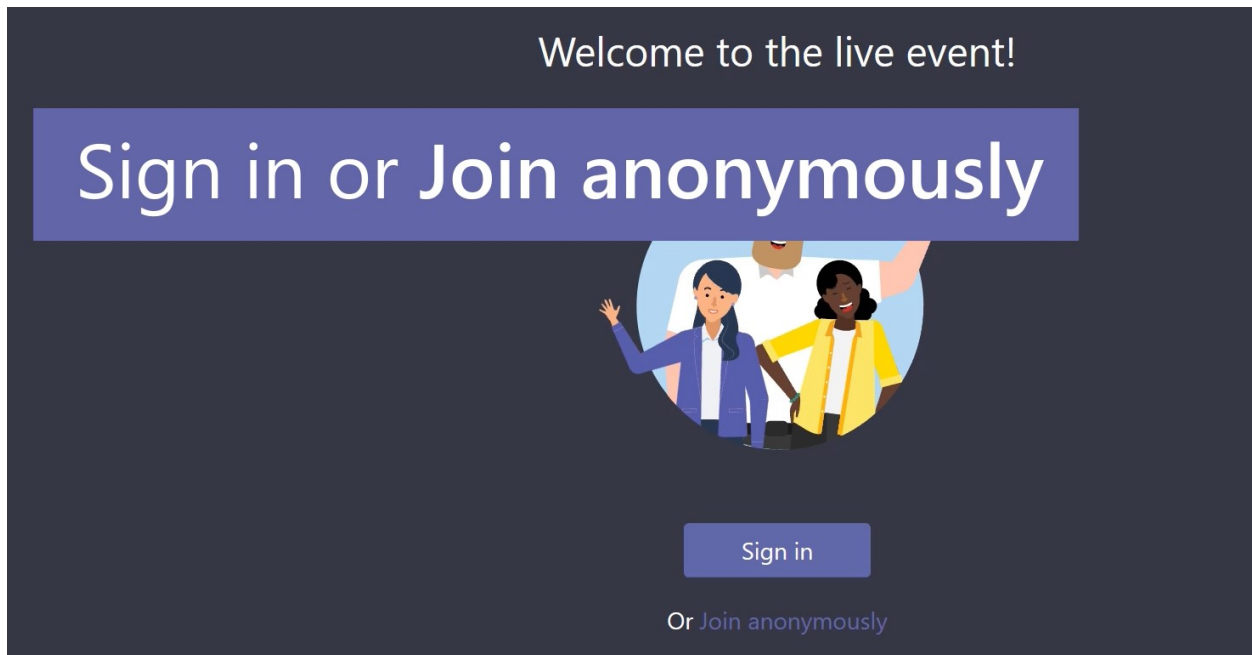


Watch the live event in Microsoft Teams

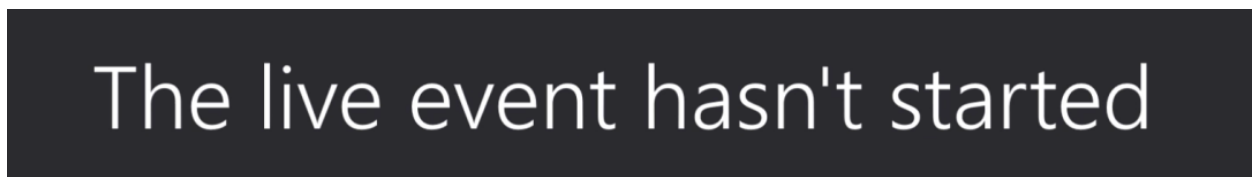
Download the Windows app

Watch on the web instead

3. Sign in or select **Join anonymously**.



If the live event hasn't started, you'll see the message "The live event has not yet started."



4. There are controls at the bottom of your screen to pause the action, adjust volume and the video quality.



If you require any further information please contact the clerk of the meeting.