**BLANDFORD FORUM**

**TOWN COUNCIL**

You can join the meeting using a web browser (such as Chrome, Firefox, Safari, Edge) on a laptop computer, desktop computer, tablet or smartphone.

## Joining from a web browser

Click on the link on the website under:

<https://blandfordforum-tc.gov.uk/town-council/meetingscommittees> or in the email announcing the meeting.

If your browser does not support Teams (e.g. Firefox) you will be prompted to either:

* Download Microsoft Teams, or
* Join using the Microsoft Edge browser.

If your browser supports Teams (e.g. Chrome) your choice will be:

* Download Microsoft Teams, or
* Join on the web instead.

Either option should work equally well.

Microsoft Teams will probably ask for permission to use your microphone and camera: without allowing the use of your microphone you will not be able to speak.

Click “Join Now”.

## Joining on a smartphone

Click on the link on the website under:

<https://blandfordforum-tc.gov.uk/town-council/meetingscommittees> or in the email announcing the meeting.

* You will be prompted to download the Microsoft Teams app.
* When it opens you should see the option to “Join as a guest”
* Click on it and Type your full name and “Join as a guest”.
* Microsoft Teams will then probably ask for permission to use your microphone and camera: without allowing the use of your microphone you won’t be able to speak.

## When you’ve joined the meeting…

* You will be told that somebody will let you in (councillors will be allowed in automatically).
* You should be let in as soon as the meeting starts, and all other attendees will be aware you have joined.
* Please leave your microphone muted unless you are asked to speak.
* Remember that a town council meeting is by law “a meeting held in public”, not a “public meeting”.  The law gives members of the public the right to attend and observe but not to speak, unless under the “10-minute rule” item near the beginning of the agenda, or when invited to speak by the chairman.

## Help

If you need further help, please have a look at the [MS Teams help page](https://support.office.com/en-gb/f1/topic/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9?NS=msftteams&Version=16).