



## Stage One

You will receive an email inviting you to join Settle Town Council Meeting via Microsoft Teams (see example below).

Click  **Accept**  to add the meeting to your calendar.

To join the meeting on the day, you can open the calendar entry and click on [Join Microsoft Teams Meeting](#)

Alternatively, you can open the original invitation email and click on [Join Microsoft Teams Meeting](#)

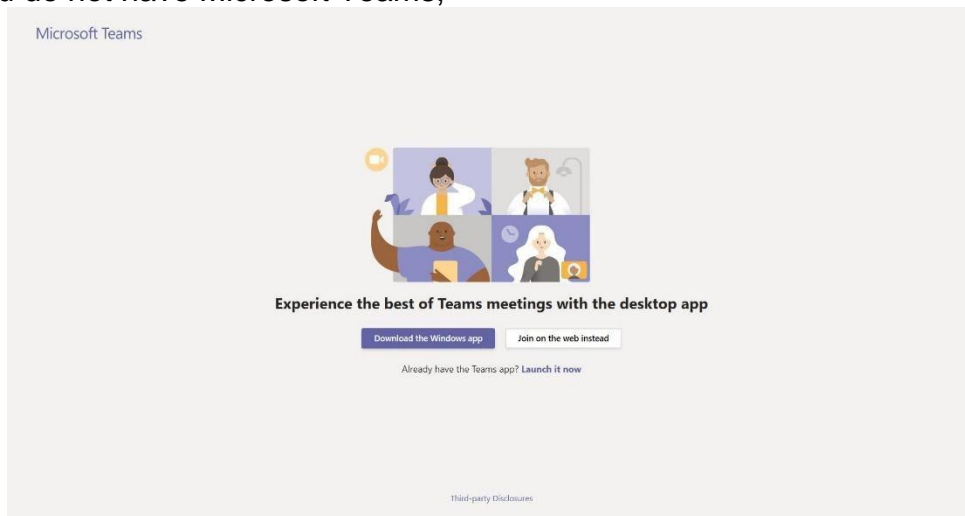
## Stage Two

To join the meeting on the day, click via either the calendar entry or original invitation email. [Join Microsoft Teams Meeting](#)

This will load the screen below. If you already have Microsoft Teams, click [Already have the Teams app? Launch it now](#)

### Join on the web instead

If you do not have Microsoft Teams,



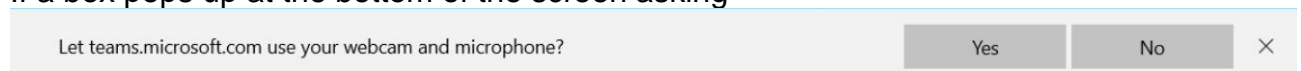
click

## Stage Three

After selecting to join the meeting, you will see the screen below.

As requested, Click Yes so others can see and hear you in the meeting.


If a box pops up at the bottom of the screen asking



click Yes.



## Stage Four

You will next be asked to choose your audio and video settings for the meeting. 

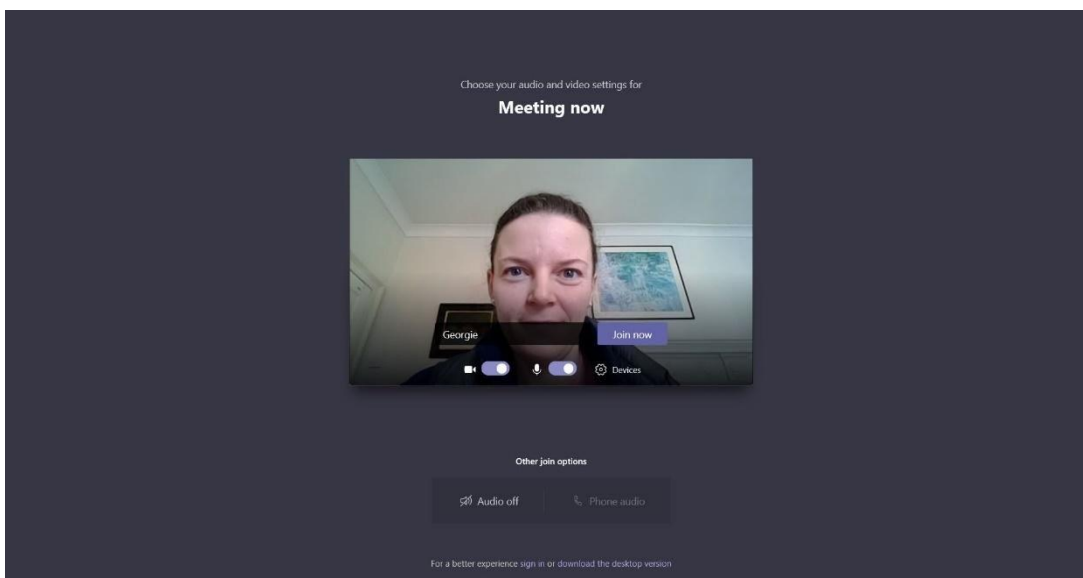
Type your name into the name box:



Make sure that your camera and microphone are set to on:

[Join now](#)

You are now ready to join the meeting. Click



## Stage Five

You have now joined the meeting and will be able to see who else is on the call.



Do a final check that your camera and microphone are set to on:

If at any time you want to turn off your camera and/or microphone, click on the

icons. 

When they are switched off, the symbols will look like this:

