

## **How to access digital meetings of the West Midlands Fire and Rescue Authority:**

1. Meetings of the West Midlands Fire and Rescue Authority are held digitally using the Microsoft Teams platform (which enables video conferencing).
2. The meetings continue to be held in public (where appropriate in line with the Authority's Constitution) and members of the public continue to be welcome to attend the public agenda of any meeting.
3. To attend a meeting, please contact a member of the Service's Strategic Hub (contact details are at the end of this guide). Upon request, a member of the Strategic Hub team will send a meeting invite via email.
4. The meeting invite will include a link 'join teams meeting'.
5. Microsoft Teams is not required to access the meeting. Access can be made using a variety of devices (pc, laptop, mobile, tablet, etc). Access will be via an internet browser if you do not have a Microsoft Teams account. Please note that not all browsers are supported; unsupported browsers may result in limited functionality.
6. Prior to the start of the meeting, click on the 'join teams meeting' link to join. Select your microphone and camera options (you may also be prompted to enter your name if you do not have a Microsoft Teams account).
7. Please remember to mute your microphone before joining a meeting. You should also turn off your camera which will assist attendees with slower internet connections.
8. You will initially enter a 'lobby'. You can simply wait in the lobby and the meeting organiser will grant you access to the meeting.
9. The general rules regarding proceedings at public meetings are to be maintained at all times. You are expected to leave a meeting if requested to do so e.g. when a meeting enters private session or if in the eventuality of a meeting being adjourned. Please note that the Chair of a meeting can remove any participant.
10. Please contact us if you require any further information or support with accessing a meeting. We will endeavour to assist as best we can. Further help is available directly from the Microsoft website, please see the links below.
11. Please contact us if you do not have access to the internet. We will be able to arrange access to the meeting via telephone.

Links to help on the Microsoft website:

- [How to join a teams meeting](#)
- [How to join a teams meeting without a teams account \(via desktop\)](#)
- [How to join a teams meeting without a teams account \(via mobile\)](#)
- [How to join a teams meeting on an unsupported browser](#)

West Midlands Fire Service

Strategic Hub

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