

I am a member of the public

Step one - Finding the Link:

Before the hearing you will receive an email from Social Work England containing a link that you will use to access the online hearing. Make sure that you have this available.

[Join Microsoft Teams Meeting](#)

Step two - Using a separate browser:

To protect your privacy it is important that you join this meeting anonymously. To do this please review the instructions on the ["Incognito/Private Browsers"](#) page.



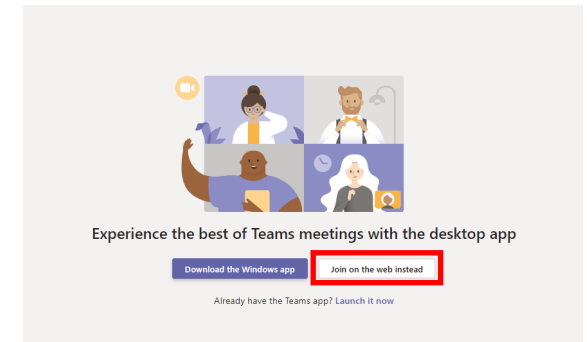
Incognito in Chrome



Private in Firefox

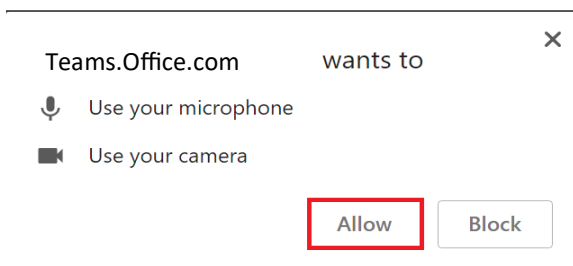
Step three - Joining on the web:

Our meeting system "Teams" will provide you with the option of downloading the desktop application. We do not recommend this and advise that you "Join on the web"



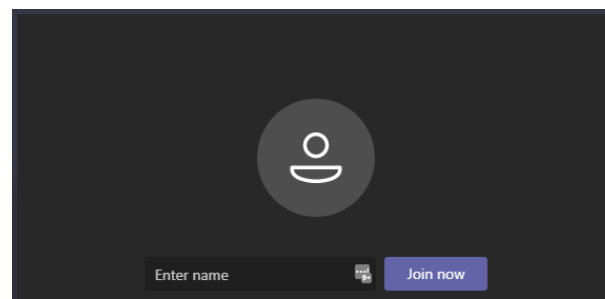
Step four - Allowing Devices:

When joining a "Pop-Up" will ask you to allow Teams to access your microphone / webcam. Make sure to allow this.



Step five - Provide a name:

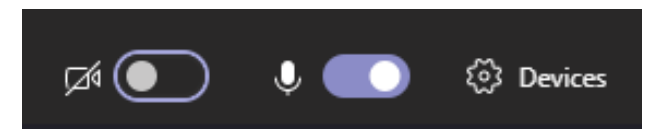
You will be asked to provide a name to join the meeting with, Please use your initials in this field so that we can identify you.



Step six - Check your devices:

You will be given the option to enable your webcam / microphone to check they are working correctly before joining the meeting.

If these are not working please check the "Device settings" section on the last page.



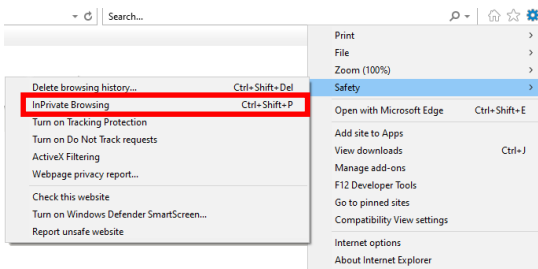
Incognito/Private Browsers

How to browse privately in each of the supported browsers for Teams

Internet Explorer 11



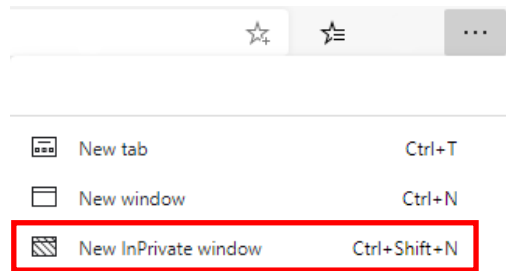
1. Open Internet Explorer as you normally would.
2. Press the settings “Cog” in the top right corner.
3. Press the Safety button.
4. Select InPrivate Browsing to open a private window.



Microsoft Edge



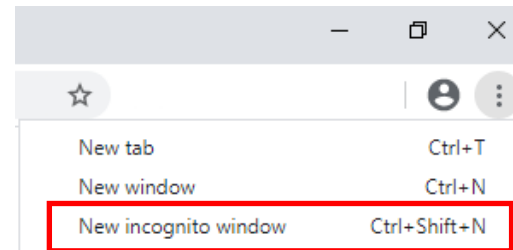
1. Open Microsoft Edge as you normally would.
2. Press the settings “ellipsis” in the top right corner.
3. Press “New InPrivate Window” to open a private window.



Google Chrome



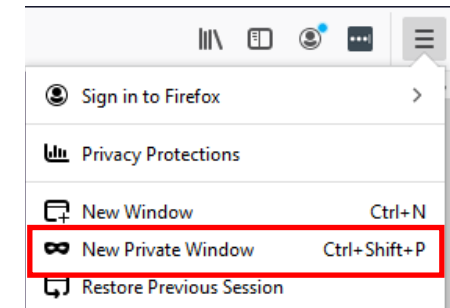
1. Open Google Chrome as you normally would.
2. Press the settings “ellipsis” in the top right corner.
3. Press “New Incognito Window” to open a private window.



Mozilla Firefox



1. Open Mozilla Firefox as you normally would.
2. Press the settings “lines” in the top right corner.
3. Press “New Private Window” to open a private window.



Action Bar & Options

Enter Full Screen

Makes the call enter full screen mode to hide other elements of the PC for a streamlined experience

Show Device Settings

Allows you to adjust your device settings for speakers / camera / microphone.

Turn off Incoming Video

Disables incoming video, Useful in scenarios where internet quality cannot facilitate video calls.

Device settings

Audio and Video

Speaker

Speakers (Realtek High Definition Au... ▾

Microphone

Microphone Array (Realtek High Defi... ▾

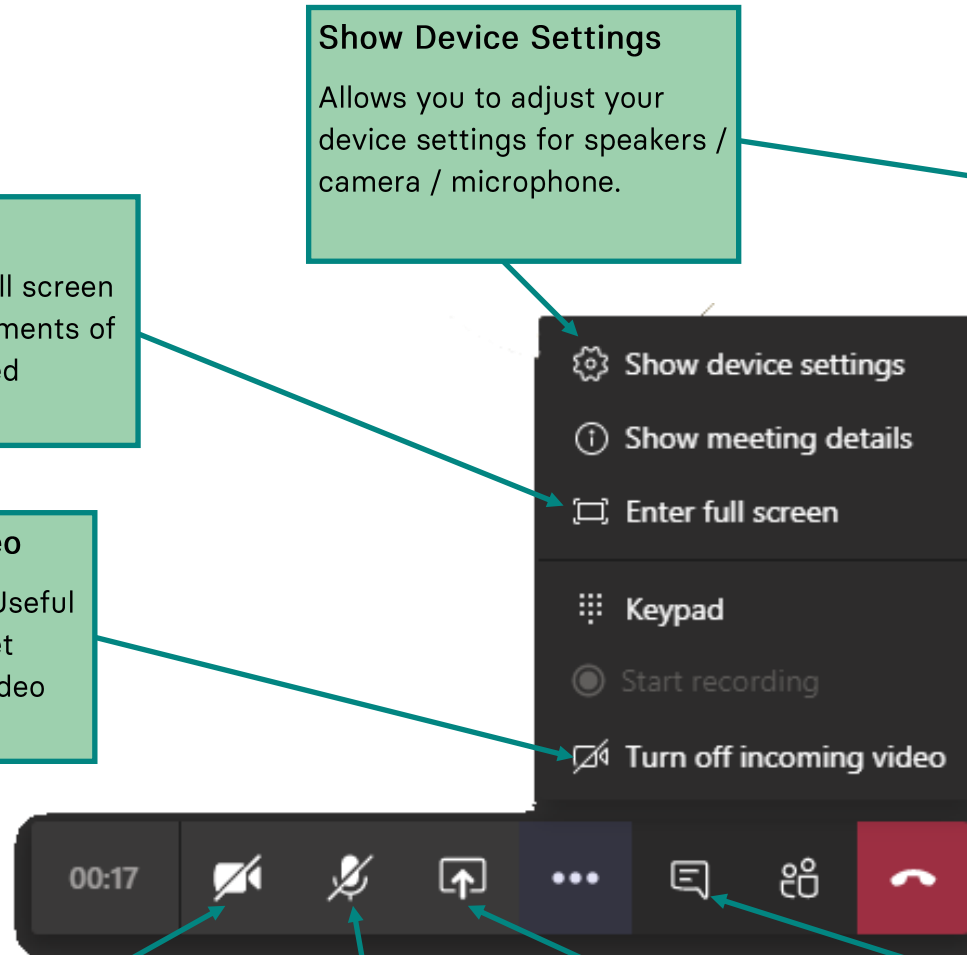
Camera

Surface Camera Front (045e:0990) ▾

Device Settings

If any of the below occur, Please check your selected devices in the call to ensure the correct devices are being used:

- I cannot hear anyone else
- I cannot be heard by anyone
- I cannot be seen by anyone



Webcam

Use this to toggle your webcam on/off.

Microphone

Use this to toggle your microphone on/off.

Share Display

Use this to share your screen with other parties.

Chat

Use this to access the chat window to send / receive messages