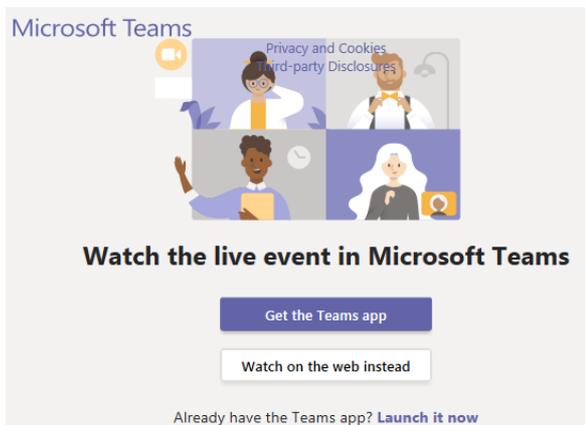


## SOUTHBROOK COTTAGES PRESENTATION HOW TO JOIN

**You do not need a Microsoft Teams account to access the event. You can access the event via the Teams app on a computer, laptop, tablet, smartphone or via your internet browser.**

1. On Friday 14<sup>th</sup> August 2020 open a new web page and visit [www.winchester.gov.uk/southbrookcottages](http://www.winchester.gov.uk/southbrookcottages)
2. Once on this web page scroll down to the **'Related'** section.
3. Click onto the **'Microsoft Teams online information event – 14/08/2020'**
4. You will be taken to the Microsoft Teams – screen shown below:



5. If you have the Microsoft Teams app please click **'launch it now'**. If you don't have the app please click on **'watch on the web instead.'**
6. If you have an account please **click 'sign in'** if you don't have an account please **'join anonymously'**
7. You will be allowed to join the event 30 minutes before it starts, your screen will be blank until the event starts at 3PM.
8. At the end of the event please click **'leave'** and simply close your internet browser.

# INVITATION

**Tip:** It is advised to join the event 15-30 minutes before. If you try joining more than 30 minutes before you will be unable to. You will only be able to submit written questions during the event. You will not be able to submit any questions until the event has started. If you wish to submit questions before the event, please email [newhomes@winchester.gov.uk](mailto:newhomes@winchester.gov.uk).

## Further information:

We will do our best to answer all the questions live during the event. All relevant questions/answers will be published after the event and can be found at;  
[www.winchester.gov.uk/southbrookcottages](http://www.winchester.gov.uk/southbrookcottages)

You can re-watch the session after the event, by following the link, but you will not be able to ask questions using the chat function. If you have any questions after the event please email [newhomes@winchester.gov.uk](mailto:newhomes@winchester.gov.uk) Questions will be open until Wednesday 19<sup>th</sup> August 2020. Answers will be published in the document titled 'FAQs' on Friday 21<sup>st</sup> August 2020.

## Feedback:

Due to COVID19 we are unable to meet face-to-face. This is our first virtual presentation and we want to hear your views on what worked well, and if there is anything that we can improve for next time. Please visit [www.winchester.gov.uk/southbrookcottages](http://www.winchester.gov.uk/southbrookcottages) after you have watched the event, -to complete a quick survey; this should take no longer than 5 minutes.

**Thank you in advance for your support.**