

# Subject: Commission hearings using Microsoft Teams (MS Teams)

**Purpose:** A practical guide for joining Commission hearings using MS Teams

## Introduction

As part of managing the risk of COVID-19 you may attend a hearing in person, by telephone or by using MS Teams. Please note that MS Teams is the only application authorised for joining a Commission hearing by video link.

## To begin with

Complete the hearing attendance form either sent to you or downloaded from the [Commission's website](#). This must be returned to [tpc@planning.tas.gov.au](mailto:tpc@planning.tas.gov.au) at least seven days before the date of the hearing.

It is a good idea to have your laptop or device fully charged or be able to readily plug it into a power supply as the hearing may take place over a period of hours.

You do not need to have MS Teams on your computer or device to be joined. You can join by clicking on the link sent to you in a calendar booking. However, if you have a Microsoft 365 account you can connect using MS Teams within that account.

## Testing

To minimise problems when the hearing begins, you may be asked to participate in a test 30 minutes before the start time to ensure you are able to join the hearing and that you can use your video and microphone.

## Joining the hearing

You will be sent an email inviting you to the hearing. On the day of the hearing you can join the proceedings by clicking on **join MS Teams meeting** in the email invitation.

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### [Join Microsoft Teams Meeting](#)

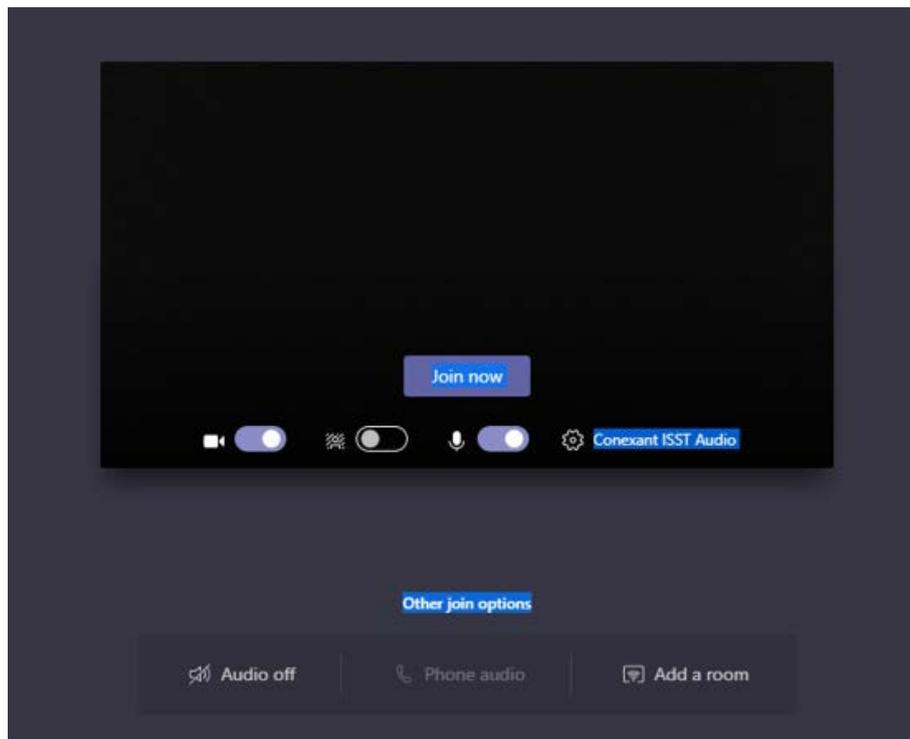
[+61 2 9053 4881](tel:+61290534881) Australia, Sydney (Toll)

Conference ID: 601 454 675#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



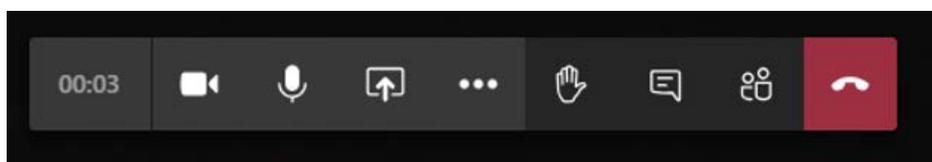
You will be taken to the screen below. To join the hearing click on **join now**.



## Controls in MS Teams

Once in the meeting, there are further options (left to right in the figure below) for **video call** (video camera icon) if your device has a camera; **audio** (microphone icon); and **sharing information** on your desktop with others (rectangle/arrow icon).

You may also **put your hand up** so others can see that you wish to speak (hand icon), **instant message** the group (message icon), see a list of **participants list** (people icon) and the **hang up** phone. Those who have a camera on will be visible and others will be displayed along the bottom of the screen usually with initials of their name.



## Using the microphone

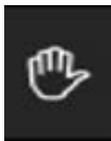


Click on the **microphone** icon to mute and unmute your microphone.

**If you are not speaking, please mute your microphone.** This minimises background sound or feedback that can make it harder to hear those who are speaking.

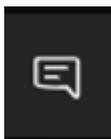
If you are having problems with being heard or you are unable to hear another participant you can raise your hand or use instant messaging to let others know (see below).

## Raise your hand



To notify the Chair you wish to speak click on the **hand** icon.

## Send an instant message



To send instant messages to the other participants, for example to let them know if you are having problems hearing them, click on the **message** icon. An instant messaging window will open up on the left hand side of the screen and you can type and send messages to other participants in this window. Everyone in the meeting will be able to see your chat message.

## Sharing your desktop



You can share information on your desktop with others at the hearing, such as a document or image. Open the document on your desktop, click the **share** icon and then click on your document.

You may not need to this function at the hearing but if you do, it is recommended you let the Commission know in advance so you can test the presentation of your material before the hearing.

## Participants



To see who else is participating, click on the **participants** icon and the a list of all the participants will display on the right hand side of your screen.

This will also show if you are in the meeting or you may be in the lobby and will be admitted to the meeting by the meeting organiser.

## **Trouble shooting**

If after starting your video and unmuting your microphone you are still having problems, check your settings are correctly configured. If problems persist, try disconnecting and re-joining the meeting.

### **Camera settings**

Check your laptop lid is open to use your camera and that your webcam is connected by clicking on the **camera** icon. If this is working correctly, your webcam view will be displayed in real-time. You may need to adjust the height or angle of your device to suit where you are seated.

If you are not in view in real-time, check your camera settings to ensure the correct camera is selected. Click on the dropdown for **camera settings** to select a different camera. After making any changes, click **OK** to apply them.

### **Volume control**

To improve the clarity of the connection it is recommended that you adjust the volume control on your computer or device (by increasing the volume) so you can hear. You may also need to adjust your microphone settings (by decreasing the volume) to reduce feedback.

## **Important note about recording**

The Commission routinely records the hearing to assist the delegates in the preparation of the decision and reasons. However, transcripts or copies of the recording are not made available.

**You are not permitted to make a recording of the hearing or any part of it.**

## **Further information**

For further information contact the Tasmanian Planning Commission:

**Telephone:** (03) 6165 6828

**Email:** [tpc@planning.tas.gov.au](mailto:tpc@planning.tas.gov.au)

**Website:** [www.planning.tas.gov.au](http://www.planning.tas.gov.au)

Sandra Hogue  
**Acting Executive Commissioner**  
**Tasmanian Planning Commission**

23 November 2020