

Get involved and have your say from the comfort of your own home

There are lots of ways to share your views and connect with others through our Resident Engagement Groups. Most meetings take place online, and we're here to help you get started. This guide will explain, step by step, how to join an online meeting using Microsoft Teams – so you can take part and have your say with confidence, all from home.

Step 1: Get a suitable device

To join an online meeting, you'll need one of the following:

- A smartphone (Android or iPhone)
- A tablet (such as an iPad)
- A laptop or desktop computer



If you don't have a device, don't worry – help may be available. Speak to your local manager to ask about technology loans or affordable refurbished devices that could help you get started.



The forum offers a direct line to senior managers and the Board at Housing 21.

I am eager to contribute to shaping policies, services and budgets that authentically reflect residents' needs.



Step 2: Get internet access



You'll need an internet connection to join online meetings.
You can connect in several ways:

- Home broadband (for example, BT Home Essentials)
- Mobile data on your smartphone
- Free public Wi-Fi in places like libraries or community centres
- Free Guest Wi-Fi which maybe available in your communal lounge.

If the cost is a concern, ask about Broadband Social Tariffs or community internet access options that can help keep you connected for less.

Step 3: Prepare your device

Before your meeting, make sure your device is ready to go:



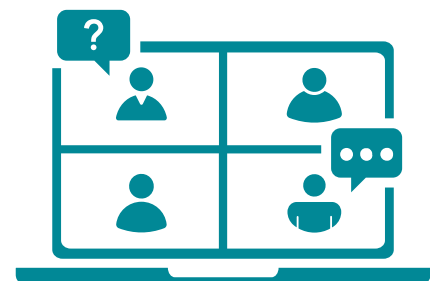
- Charge your device so the battery won't run low
- Connect to Wi-Fi or turn on mobile data
- Install Microsoft Teams from: Google Play (Android), or the App Store (Apple devices) or download it from www.microsoft.com/teams on your computer

Before your meeting, make sure your device is ready to go:

Step 4: Join the meeting

When you receive your meeting link:

- Click the link to open Microsoft Teams
 - Select "Join as a guest" (no login needed)
 - Type your name (when asked)
 - Allow camera and microphone access so others can see and hear you
 - Click "Join now" to enter the meeting
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Get involved with our Resident Engagement Groups at:
www.housing21.org.uk/residents



**Resident
Engagement
Groups**