

VIRTUAL DRAINAGE PLAN VIEWINGS USING MICROSOFT TEAMS

Brisbane City Council is committed to keeping Brisbane clean and green. This guide has been developed as a 'how to' guide to assist industry professionals undertaking a virtual drainage plan viewing using Microsoft Teams (MS Teams).

Booking your virtual inspection

Book in your drainage plan viewing via Council's Contact Centre on 07 3403 8888.

Plumbing Services will contact you to organise an appropriate time for you to view the plans.

Guide

1. Download 'MS Teams' on your mobile device (smartphone required) via the relevant Google Play, App or Microsoft Store:

Android: <https://play.google.com/store/apps/details?id=com.microsoft.teams>

iPhone: <https://apps.apple.com/au/app/microsoft-teams/id1113153706>

Microsoft: <https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/download-app#office-SmsEmail-ntsjwrn>

Note: Once installed, close the 'MS Teams' app on your device as the app is not required to be running when not in use.

2. Accept the inspection appointment sent via email prior to the inspection date as per **Figure (a)**.

3. Prior to the viewing time, open MS Teams, open the calendar on the device within the MS Teams app and select 'Join' see **Figure (b)**.

Note: If using for the first time you will be prompted to move through several pop-up windows. When prompted, select '**Allow**' for 'MS Teams' to have access to 'manage phone calls' etc. This is required for MS Teams to function fully.

4. Select 'Join as a guest' as indicated in **Figure (c)** below.

5. Enter your name where prompted and press the 'Join as a guest' button as per **Figure (d)**.

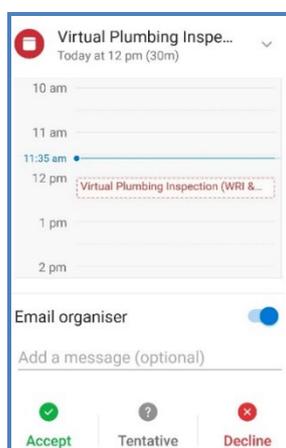


Figure (a)

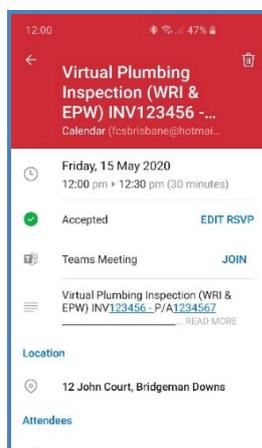


Figure (b)

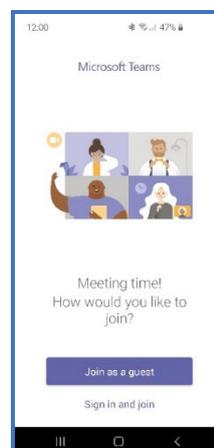


Figure (c)

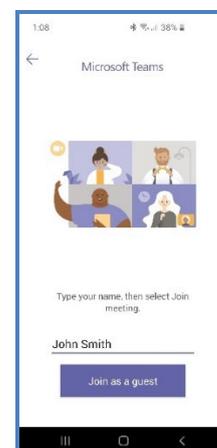


Figure (d)

6. Your MS Teams inspection meeting will begin as shown in **Figure (e)**.



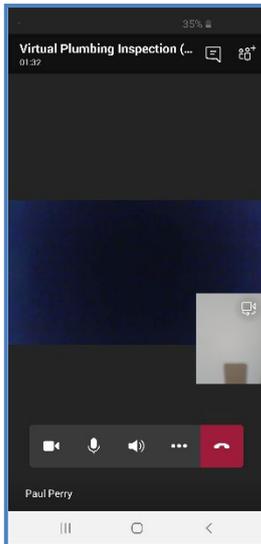
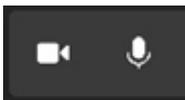


Figure (e)

7. Ensure the **microphone** and **video** icons indicate they are **on** and **unmuted** as per **Figure (e)**. They are on and unmuted if there is no diagonal line through the symbols for video and microphone.



8. Plumbing Services staff will share their screen with you and will go through the plans.
9. You will choose the plan/s you want to purchase.
10. The MS Teams viewing is ended by simply pressing the red end-call button on the device.
11. Request plans by calling Council's Contact Centre on 07 3403 8888.
12. Plumbing Services will process your payment and will send your plans electronically.

Please note: The diagrams used in this guide are based on an Android device and may vary slightly with other devices.

Disclaimer: The content of this document has been developed to provide general advice and information for the use of Microsoft Teams to conduct inspection meetings. Brisbane City Council expressly disclaims all liability for errors and omissions of any kind whatsoever whether negligent or otherwise for any loss, damage, injury or other consequences that may arise from reliance on this publication.