

# Hearing – 2R Ti Rakau Dr, Pakuranga

## MS TEAMS LOGIN INFORMATION

Wednesday, 27 November 2024

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### Microsoft Teams [Need help?](#)

#### [Join the meeting now](#)

Meeting ID: 426 598 687 446

Passcode: Pe7eH6oF

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#### Dial in by phone

[+64 9 886 8067,791770530#](#) New Zealand, Auckland

[Find a local number](#)

Phone conference ID: 791 770 530#

#### Join on a video conferencing device

Tenant key: [435162796@t.plcm.vc](#)

Video ID: 137 750 711 9

[More info](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

[Org help](#) | [Privacy and security](#)

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## MSTeams link protocols

Protocols for attending via Teams:

- When creating your Teams ID use your first and last name, not initials or a nickname.
- Your microphone and camera will generally be turned off when you come into the meeting. If it is not, make sure you turn them off.
- The chat and reactions functions may be turned off.
- The hearing will be recorded using Teams and the video will be put on the hearing page.

Protocols for presenting online:

- When it is your turn to present the Hearings Advisor will enable your mic and camera
- You will need to unmute yourself and turn your camera on
- Always present with your camera turned on
- Let the Hearings Advisor know ahead of the hearing that you are presenting online. If you have not advised the Hearings Advisor they will not know to allow you access to present.

Trouble shooting

- If you are having issues, leave the meeting and join again.
- If your mic and camera are shaded out it is because you do not have access to present.
- Email the Hearings Advisor if you have any issues – [bevan.donovan@aucklandcouncil.govt.nz](mailto:bevan.donovan@aucklandcouncil.govt.nz).