



Northern Ireland
Assembly

Guide to Using **StarLeaf**
Video Calls For Witnesses
to Committee Meetings



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Method 1 - Joining a StarLeaf Committee Meeting from your web browser using Guest Join

You can join a StarLeaf meeting from your web browser. This is sometimes known as Web RTC (real time communication).

Minimum versions of supported browsers:

- Chrome 46
- Internet Explorer 11
- Firefox 45
- Microsoft Edge 79

Safari is **not** a supported browser.



Note for Northern Ireland Civil Service Meeting Attendees

You **MUST** use Google Chrome to access Starleaf. You can download the Chrome browser through the self-service part of IT Assist.

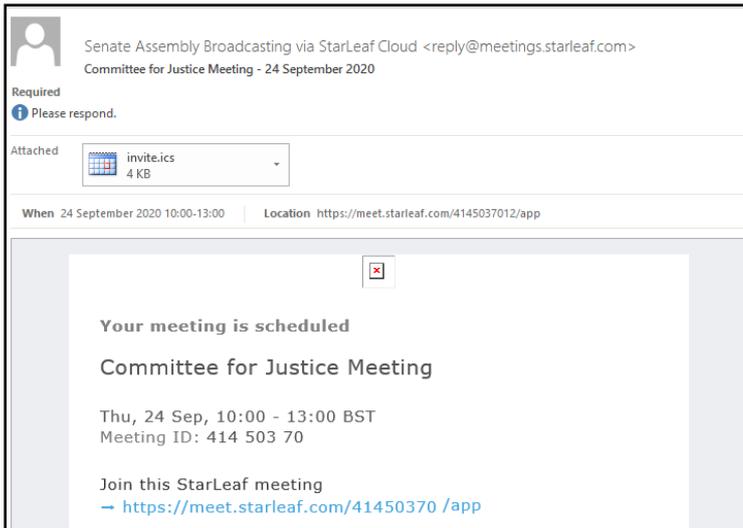
How to use Guest Join

Guest Join allows you to join an Assembly Committee's StarLeaf meeting without having to download or sign into an app.

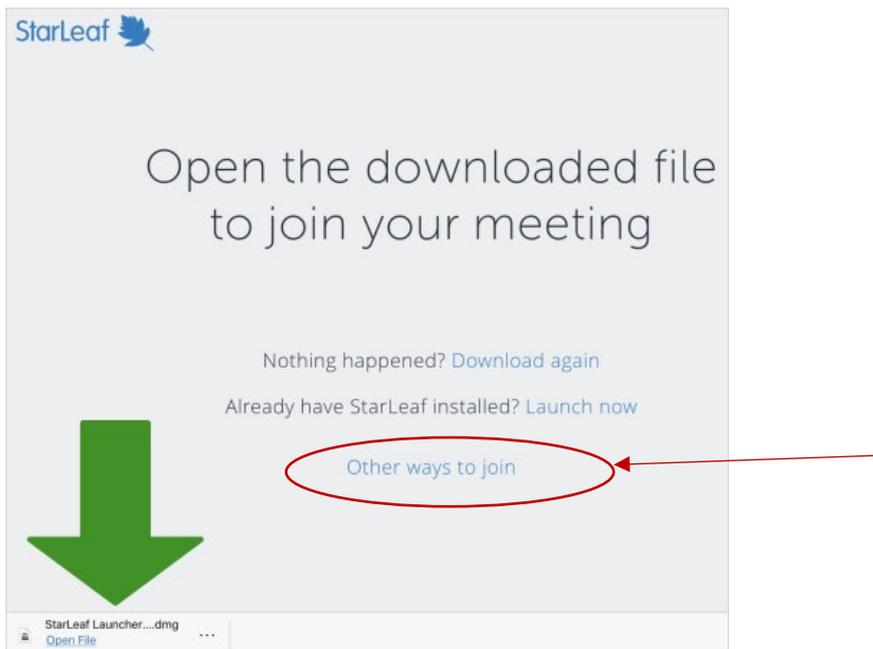
1. Open your StarLeaf invite (from either your email or calendar).
2. Look for the link that starts <https://meet.starleaf.com/4867741848/app> link in the invite text.



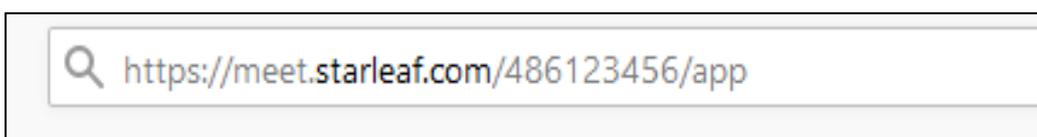
Northern Ireland Civil Service Meeting Attendees should right click on the link, select the option to copy the link and then paste the link into the url bar of the Google Chrome Browser. Remove the **/app suffix and hit Enter.**



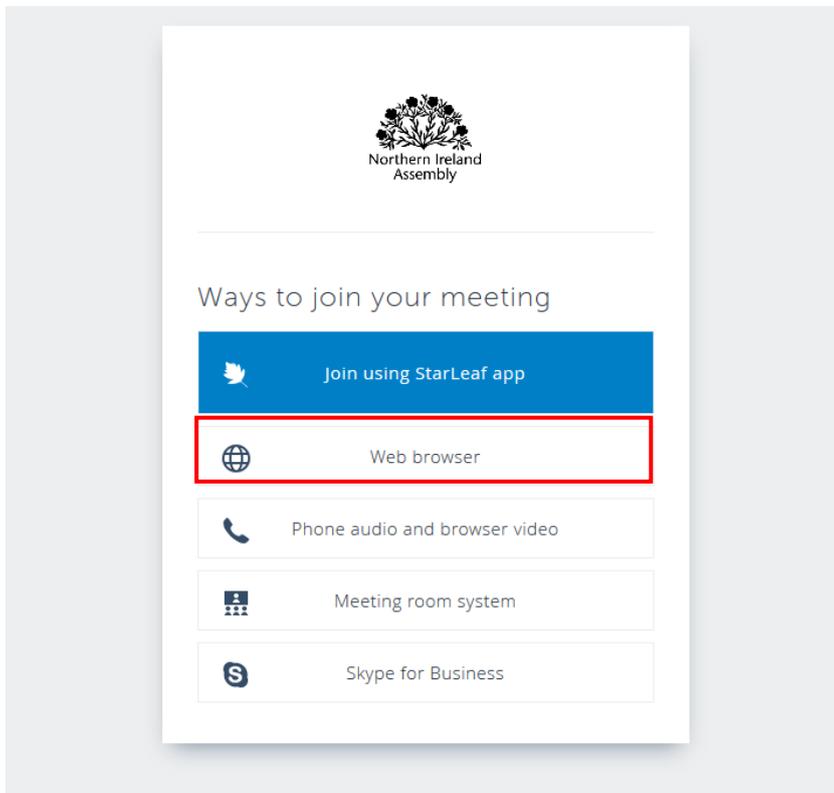
3. A StarLeaf file may try to download in your browser. Ignore this and click where it says "Other ways to join"



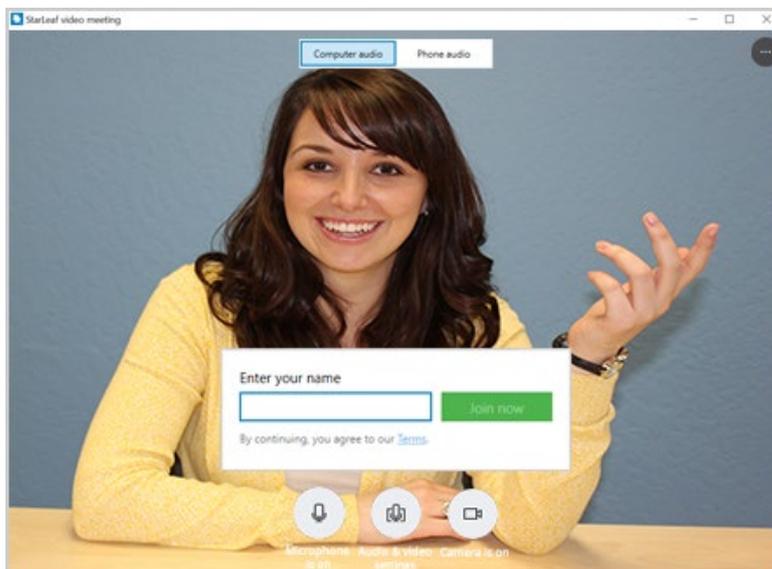
If you do not see the "Other Ways to Join" option remove the **/app** suffix from the link in the browser address bar



4. On the next screen select Web Browser. If asked allow access to your microphone and camera.



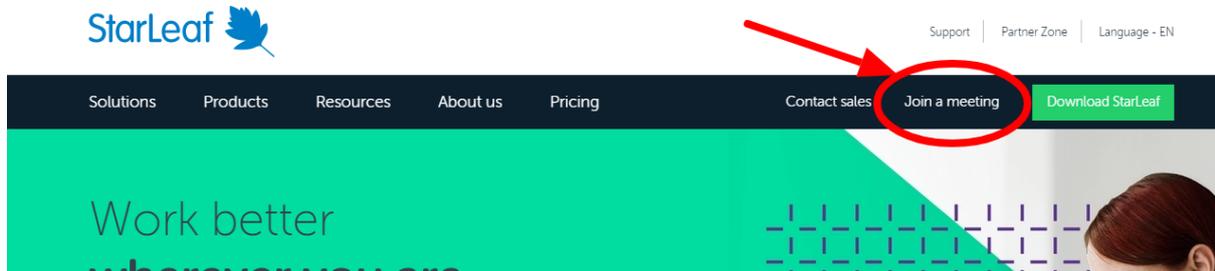
4. The pre-meeting screen opens.



5. Enter your full name i.e. First name and Surname. This allows you to be identified when you join the call.
6. Click **Join now** to enter the meeting.

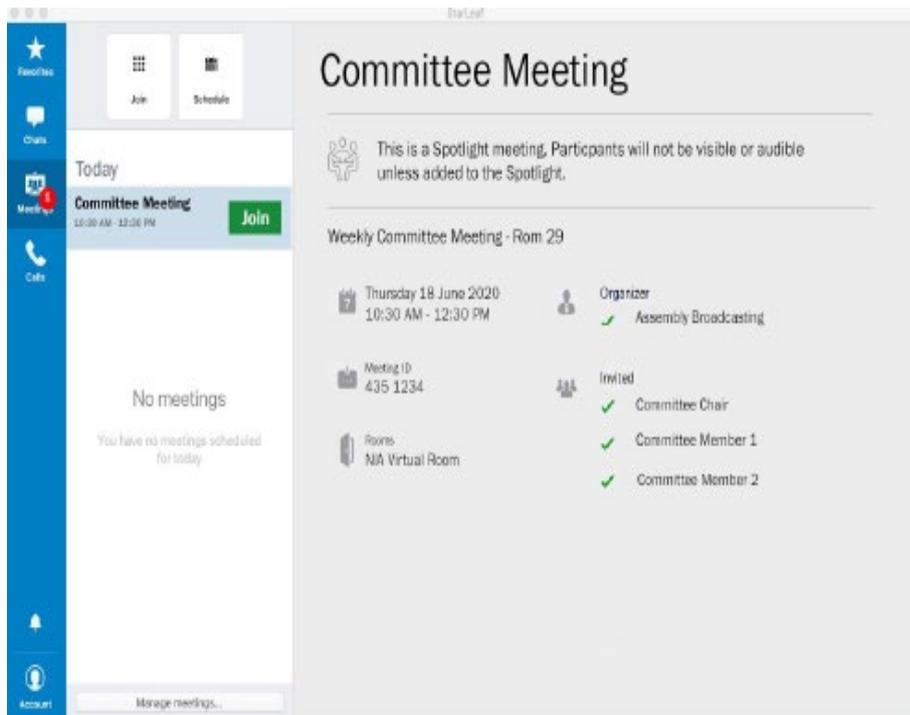
Method 2 - Joining from Starleaf.com

Go to [Starleaf.com](https://starleaf.com). Click on the "Join a meeting" link at the top of the screen and enter your meeting ID when prompted.



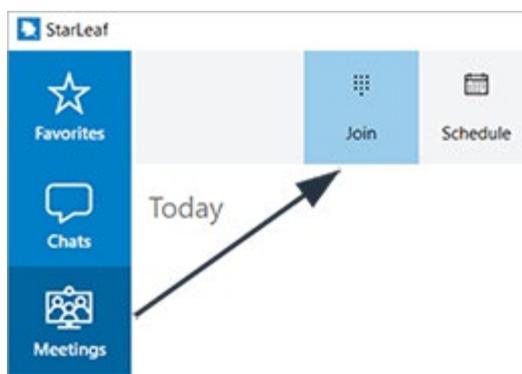
Method 3 - Joining a StarLeaf Committee Meeting from the app

If you have access to the StarLeaf app you can join meetings from there. When a meeting begins or is due to begin, a **Join** button appears beside the meeting in the **Meetings** tab. Select **Join** to enter the meeting.



If there is no **Join** button, you can join the meeting using the 7-digit meeting ID you have been sent instead of an email invite.

To join with a meeting ID, select **Join** on the **Meetings** tab and enter the 7-digit meeting ID.



Method 4 - Joining with audio only on a phone

Video is the preferred method for every remote participant to join meetings however, if that is not possible e.g. poor internet connection or some other technical problems you can also join by telephone. From your Outlook meeting invitation, dial either of the numbers below where it says 'Audio only' and follow the automated instructions. The Moderator will then add you to the meeting. The Broadcasting Team will use a photograph of you during the meeting whenever you are speaking.

ALWAYS USE A LANDLINE - Mobile signals can drop out or break-up making it very difficult for other people in the meeting and those watching the broadcast to hear you clearly.

Accepted on 06/05/2020 14:45.

Organizer Tracey Wilson via StarLeaf Cloud <reply@meetings.starleaf.com> Sent Wed 06/05/2020 14:39

Subject Starleaf Procedural Meeting

Location StarLeaf Cloud

Start time Thu 07/05/2020 11:00 All day event

End time Thu 07/05/2020 12:00

Attached invite.ics 2 KB

Tracey Wilson has invited you to join a video meeting.

Starleaf Procedural Meeting
Thu, 7 May, 11:00 - 12:00 IST
Meeting ID: 432 454 7558

[Join this StarLeaf meeting](#)

Audio only:

- +44 (0)333 016 2228 (United Kingdom)
- +44 (0)330 828 0796 (United Kingdom)
- [Dial-in numbers for other countries](#)



During meetings you do not need to activate or deactivate your microphone or camera; but it's useful for you to know how to switch the microphone and cameras off and on.

Video Call Guide

These practical guidelines are intended to help you set up for a video call and get the best from the video call.

The guide covers four areas:



Best Environment

Ensuring that you have a quiet space, conducive to participating in a meeting without interruptions, in which you can be clearly seen and heard.



Best Technology

Ensuring that you have consistent and reliable connectivity, and the best possible audio and video quality.



Best Preparation

Ensuring that you are familiar and confident in how to use the technology, systems and protocols.



Best Practice

Ensuring that you are able to participate fully, are comfortable and camera ready.

Best Environment

Choose a location where you will not be disturbed.

Make sure that the door and windows are closed to minimise extraneous noise.

Ensure that you are well lit by natural or artificial light. A well-lit environment makes a huge difference, other people on the call will be able to see you more clearly and it helps anyone who may be lip reading to follow what you are saying.

If possible, sit in a position with a neutral background – in particular avoid sitting with your back to windows as it can make it hard to see you clearly; if you cannot change the backlighting, add a light in front or to the side of your face.



Best Technology

Connect your device to mains power, rather than relying on its battery life.

For the best audio quality, use a headset with a built-in microphone.

If you don't have a headset with a built in microphone use normal headphones (to hear the audio from the meeting) but ensure you are as close to your device as you can be to ensure its in-built microphone picks up your voice clearly.

Using headphones is **very important**. If you are just using the speaker in your device the sound from the speaker goes into your microphone, it can create an echo and can cause feedback that can make it difficult for people with hearing impairments to follow what you are saying.

Best Preparation

Test your microphone and camera before going live in a meeting to ensure both are working.

Familiarise yourself with the meeting controls - know how to:

- Turn the camera on and off
- Turn the microphone on and off
- Adjust your device volume

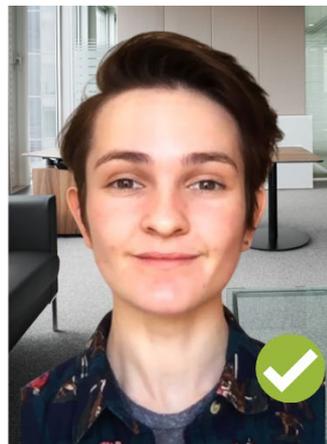
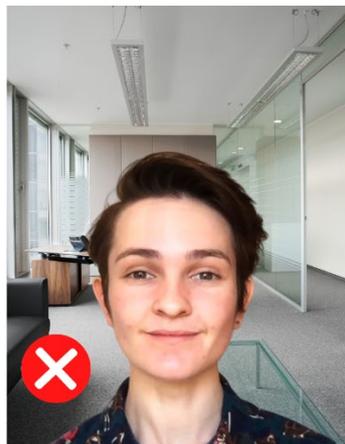


During meetings you do not need to activate or deactivate your microphone or camera; but it's useful for you to know how to switch the microphone and cameras off and on.

Best Practice

Make sure that you are comfortable and ready to be on camera:

- Position your device on a table or desk (do not hold your device)
- (If you are using a smartphone rotate it to landscape)
- Put the camera at eye level, so that when you are looking at the screen, it appears as if you are looking directly at the person you are talking to.
- Position yourself so that you appear head and shoulders in frame



- Do not eat during a meeting – limit yourself to drinks as in a typical meeting.



Be aware that you may be on camera and potentially heard, even when you are not speaking.