

# Microsoft Teams Live Events

## Joining as an attendee

To join into a Microsoft Teams live event you will need:

- A computer/laptop or device like a phone, iPad or tablet which is connected to the internet.
- A good internet connection.
- Your device will need an audio output so you can hear the speakers. Check in your settings to see if your device has this.

### To join an event:

1. Click on the link given to you for the event that you would like to attend at the time of the event. You can do this about 15 minutes before the event starts. There will be different links for different events.
2. A box will appear asking you to select whether you would like to join the event by an app or via the web.
  - a. **To join by app:** You will need to have downloaded the Microsoft Teams app already onto your device. If using your iPad or iPhone, download the Microsoft Teams app from the Apple app store. If you are using an android device, download the Microsoft Teams app from the Play store.
  - b. **To join by web:** You will need to use Google Chrome as your browser.
3. If you have a Microsoft Teams account you can sign in or if you don't you can join without. You do not need a Microsoft Teams account to participate in these live events. You just need to select the option 'join anonymously' (see right).

If the live event hasn't started, you'll see the message "The live event hasn't started".

There are controls at the bottom of your screen to pause, adjust volume and the video quality.

### Watching the event:

Attendees need to enable third-party cookies in their browsers to watch a live event.

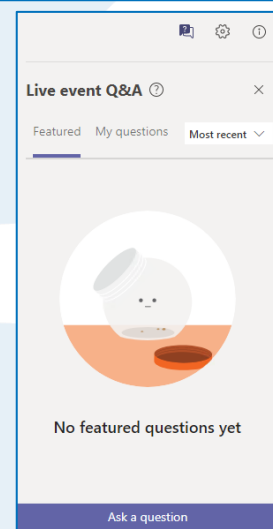
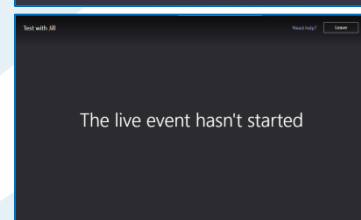
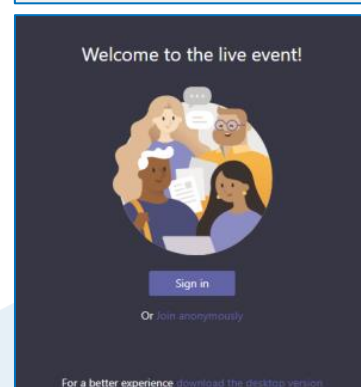
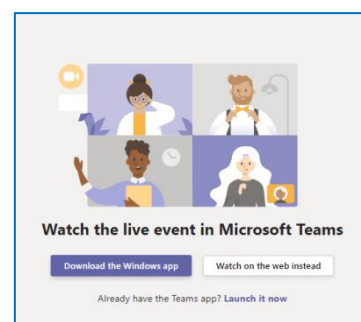
All events are recorded. You will see a red dot on the top left of the screen and the word 'Live' on your buttons panel which indicates that it is recording.

### Contributing to an event:

The Live event does not allow participants to communicate via audio or video. You can contribute to a live event as an attendee using the Q&A panel. This only appears if the organiser has set it up.

If you're an attendee and want to ask a question:

1. Select Q&A on the right side of the screen.
2. Type your question in the compose box then select Send.



You should see the presentation and the Q&A box on your screen at the same time. If you are on a mobile device, as you open the Q&A box during a presentation your presentation will pause temporarily until you go back into the main presentation screen.

Depending on the amount of attendees we have, we may not be able to answer all the questions in the session. Q&A's are moderated and only relevant questions will be published. We ask that everyone is respectful to all participants' opinions, to not use any harsh words or inappropriate language and allow time for everyone to have their say. Please be mindful that the event will be recorded and all verbal and written feedback will be captured.

**Leaving an event:**

You can leave the event at any point during the meeting. Simply click on the red 'Leave' button on the top right hand corner of the screen.

You can then come back into the meeting at any point by clicking on the original link used to start the event again. You will begin to see the event at the live point. You will not be able to go back and see what you have missed.

