

Joining a Microsoft Teams Live Event

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1 Helpful Links:

Demo Video on Participating in a Live Event:

<https://support.office.com/en-us/article/attend-a-live-event-d837ad8d-ce34-44d0-9744-9beb50e943ac>

Please ensure that you are able to access the Live Event via your web browser or that Microsoft Teams app is installed on your device prior to the meeting day.

*Note: If accessing through a mobile device, you must install the Microsoft Teams app.

- To see if your web browser is compatible with Microsoft Teams, click below:
(We recommend using Microsoft Edge or Google Chrome)
<https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams#browsers>
- To install Microsoft Teams app on your computer or mobile device, click here:
<https://products.office.com/en-us/microsoft-teams/download-app>

2 Test Joining the Live Event in Advance:

Click on the Live Event link from the email or poster/flyer you received, or use this link

[Click Here to Join Live Event](#)

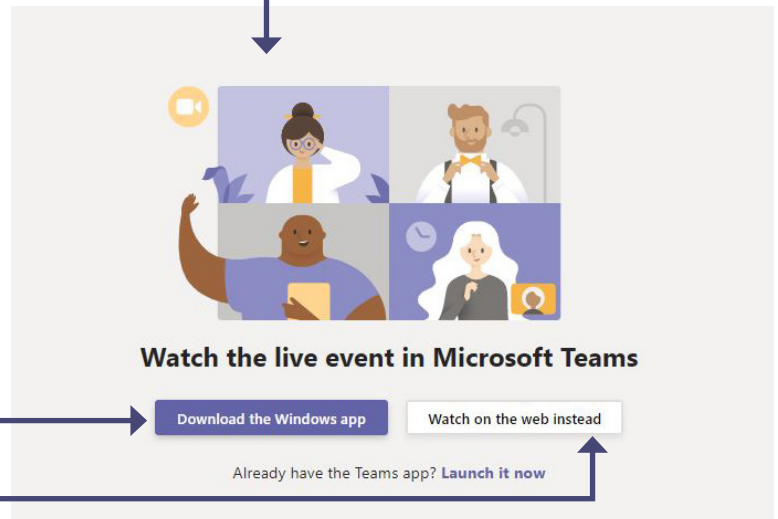
Your internet browser will launch

*Note: Meeting cannot be viewed through Apple Safari Browser (Use Chrome or Edge)

If you do not have Teams installed on your computer you will have two choices:

1) Download the Teams App (and then install), or

2) Join on the web instead



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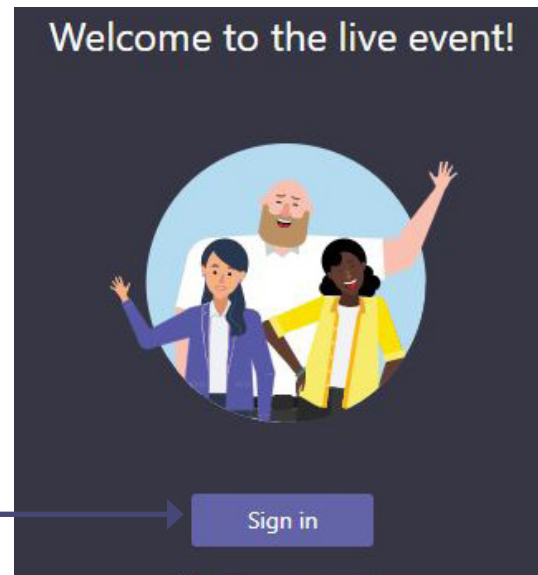
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3 Sign In:

You will be asked to Sign in.

Please enter your first and last name so we have a list of meeting attendees for public record.

If you do not have a microphone or speakers on your computer, please dial in using the conference call number and Conference ID - also join by computer to see the presentation.

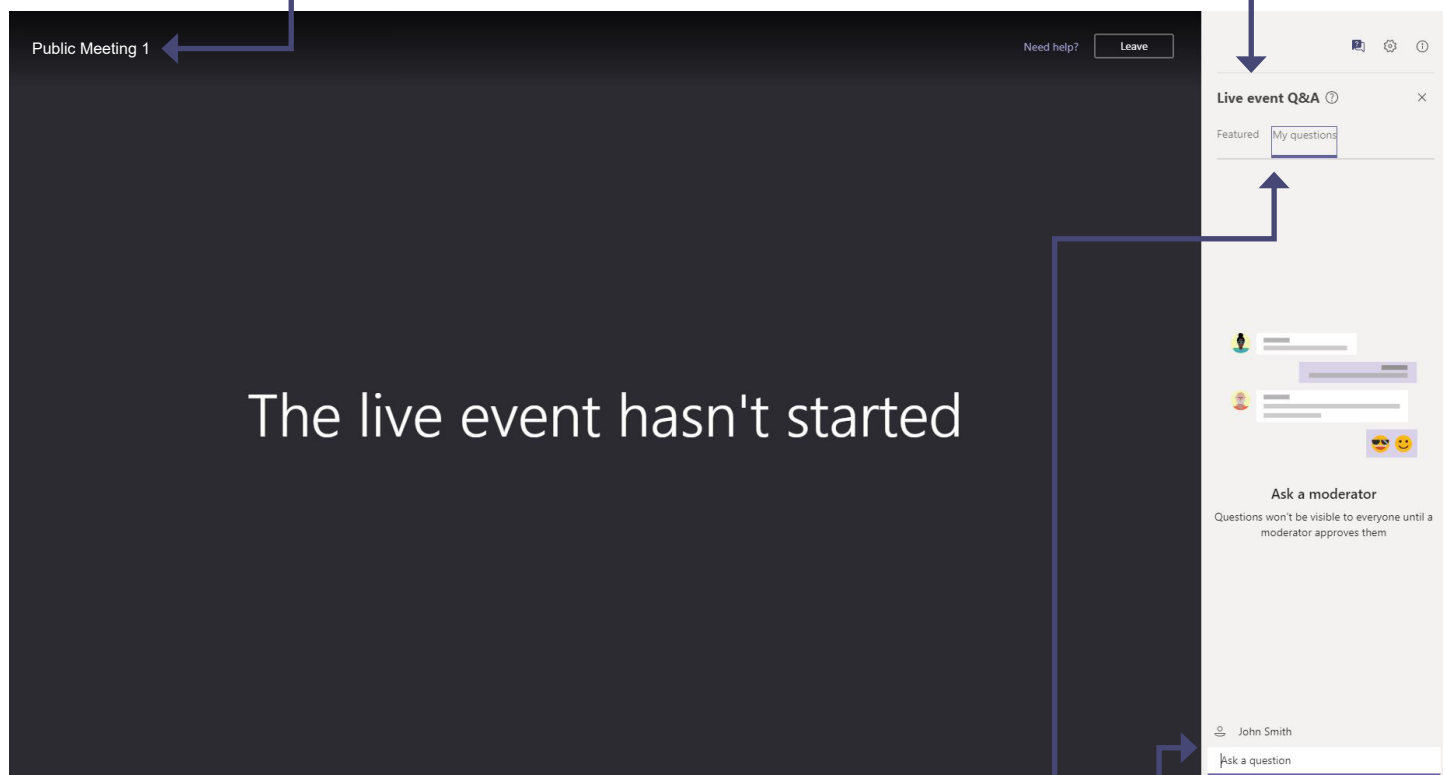


4 Live Event Interface:

When you enter the live event prior to the event start time, you will see the below screen:

Meeting Name

Live Event Q&A Panel



During the presentation, feel free to type questions in the Q&A box.

Click on the *My Questions* Tab

At the bottom of the Q&A panel enter your name and *Ask a question*

To see posted Q&A or moderator comments, click back to the *Featured* Tab