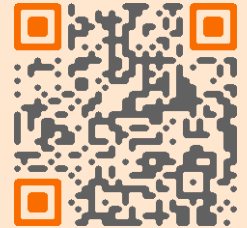




WHAT STEPS DO I TAKE AS A LIVE EVENT ATTENDEE?



Teams Live events are best viewed by downloading the free Teams app on computer or mobile, but it is not required. Attendees can also select to join by browser. Teams Live runs through your device's audio, so the volume must be turned on.



✓ ATTEND A LIVE EVENT

● USE TEAMS DESKTOP APP

Be sure you have Teams downloaded on your computer. Open the event link, from your web browser, select "Launch it Now" or select open in Teams from the pop-up.

● INTERACT W/ PRESENTERS

The Q&A panel only appears if organizers select it. To ask a question, select **Q&A** on the right side of the screen. Type your question and select Send. Moderators review all questions.

● JOIN EARLY

Join 5-10 minutes early to check your connection and make sure your device is working properly.

✓ QUICK TIPS

● DO NOT DISTURB

Set devices to silent. Select your Teams profile picture, and hover under your status to select "Do Not Disturb."

● INTERACTION

Attendees are not seen or audibly heard. You can interact through a moderated Q&A chat, if that has been enabled.

● CLOSED CAPTIONING (CC)

Click the settings button in the tool bar on your screen, to turn on CC on your screen.

● USE TEAMS APP OR DIAL IN

Use the desktop app or dial in. Audio will not work if you are using a remote desktop.

Have questions? Contact us. We are here to help.