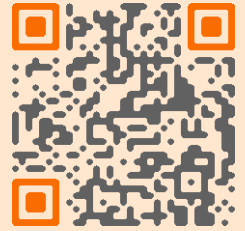




HOW TO ADD EXTERNAL PRESENTERS TO A LIVE EVENT?



External presenters need to be added to the UTD Tenant in order to join as a presenter in Teams Live. Step by step guide is listed [here](#). Guests must open and accept the request to be added. Plan to invite guest users several days prior and follow the directions below to guide them.



✓ NEW TO TEAMS

ACCEPTING TEAMS INVITE

Open event email. Click the blue "Open Microsoft Teams" button, then "Next" and create a password you will remember.

VERIFY YOUR EMAIL

Open the new account verification email and enter the code sent by Microsoft and press "Next" button.

CONFIRM CAPTCHA

Enter the Captcha characters, select the "Next" button then select "Accept."

DOWNLOAD TEAMS APP

Click the blue "Download the Windows app" button then open the downloaded file and sign in with email and password. Click "Continue" to join then "Next" through the welcome section.

✓ EXISTING TEAMS ACCOUNT

USE YOUR TEAMS EMAIL

If you have an existing Teams account, you must be invited with the email associated with their existing account.

TEAMS APP

Once logged into the Teams app, there will be an option on the top right corner to toggle to a different account. Select the drop down arrow next to your profile and pick "The University of Texas at Dallas."

SPECIAL NOTE

Teams Live events must be accessed by a computer in order for presenters to appear on camera.

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