MICROSOFT TEAMS

Joining a Live Event without a Microsoft Teams app
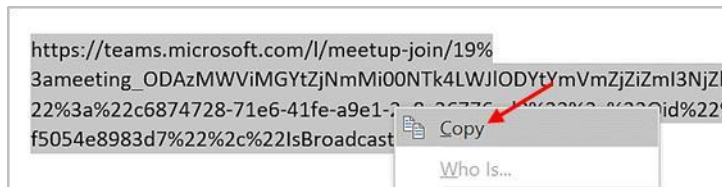
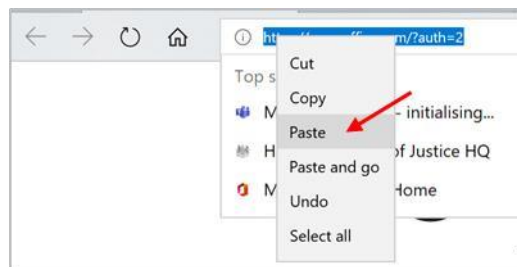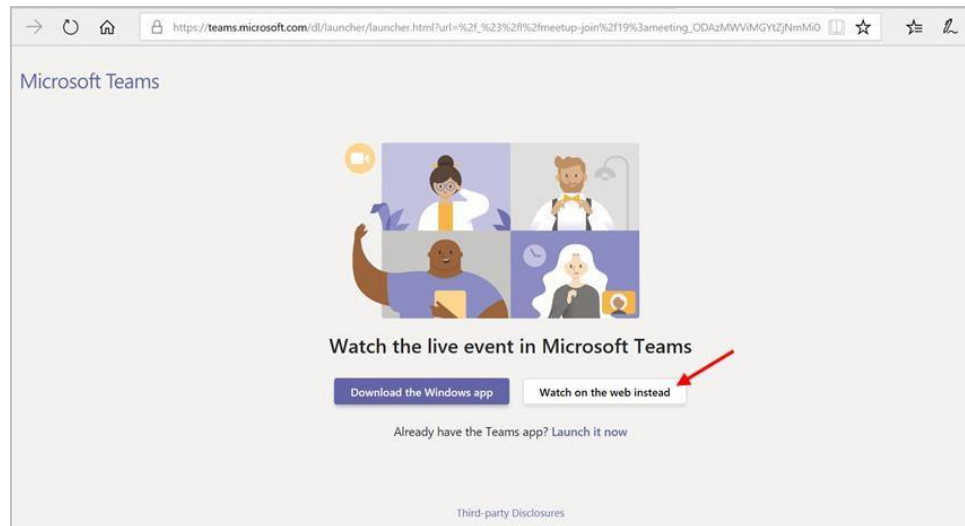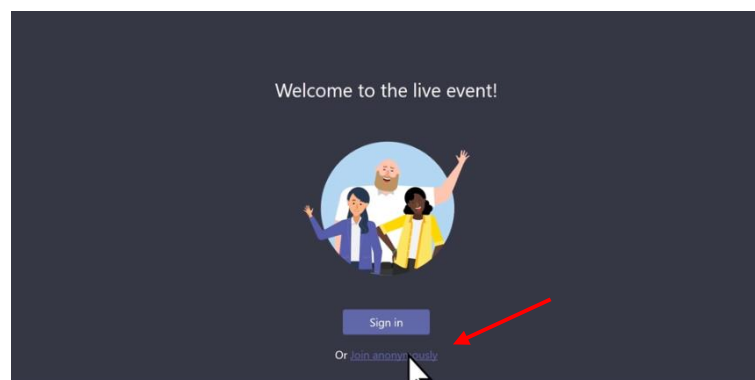|	
What is Teams?	Teams is **the hub for team work in Office 365**. Teams gives you and your team a common workspace where you can easily communicate and collaborate. You can *have conversations and meetings and do online broadcasts to a large number of people (webinars)*. You can also *share and work on files together*. At the NPS & CRCs, you may be invited to attend a Teams Live Event or Webinar. Please follow the instructions below to join in successfully.
1. Copy the event link and join on your Web browser (on a work or personal device)	1. Locate the email, invite or intranet page containing the link to the live event and **highlight the link event link** 2. **Right click** the link and select **Copy** 3. Go to **your Web Browser** and right click in the **address bar** 4. Select **Paste** and press **Enter on** your keyboard

2. Watch the Live Event

5. In the Teams Live Event start up page, select the option to **Watch on the web instead**

6. A **Welcome page** like the one below may appear; click **Join anonymously**
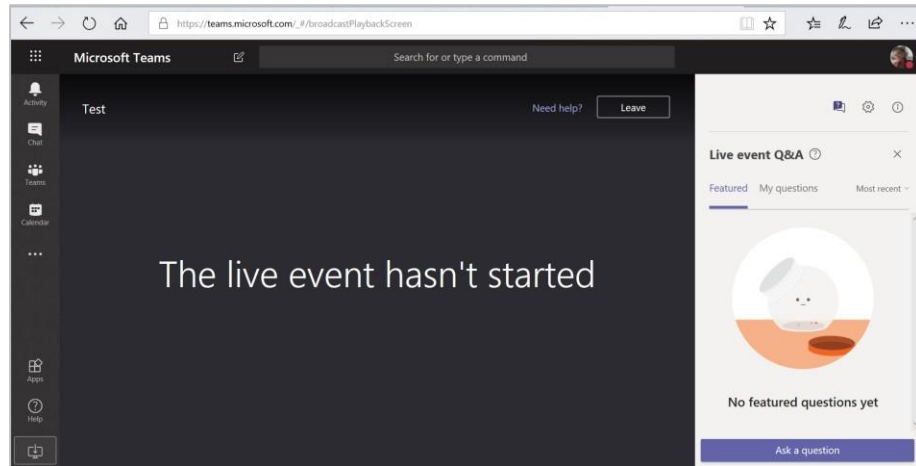

7. If you select **Sign In** on previous step**,** select or type your **Email address** (e.g. john.smith@justice.gov.uk) and type in your **Password** if requested

8. This will open Microsoft Teams and take you straight to the live event. You may see a page like the one displayed below as you wait for the event to start

9. If the above screen doesn't show, please check that you haven't joined too early and **Refresh your Web Browser**

3. Join in the moderated Q&A

During the live event *you can ask questions with the Q&A feature*.

The Q&A is moderated by the producer(s) of the event and they choose which questions and answers will be published during the broadcast.

1. Click **Ask a question** on the right of your screen

2. Type in your question in the **Ask a question box**.

   You can ask anonymously by ticking **Post as anonymous**

3. Click ▷ to post your question

4. Remember that your **questions are moderated** and are **only visible when the moderator has approved them**.

   Click **Featured** to view questions that have been published by the moderator