

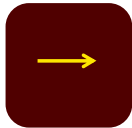


Getting Set up to Participate in a Teams Live Event

John Chivvis

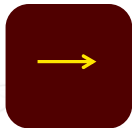
Virtual Engagement Specialist

Overview



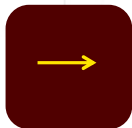
Participants on Laptops/Desktops using Teams

Whether you are on a Mac or PC, the Teams applications will give you the best user experience. Please start with the "Downloading Teams" slide if you do not have it already installed.



Participants on Laptops/Desktops using a browser

You can watch the event on a Web browser on your computer—providing you use the Chrome, Firefox or MS Edge browser (*note, not Safari*). If so, you can jump to the "Joining the Event" slides.

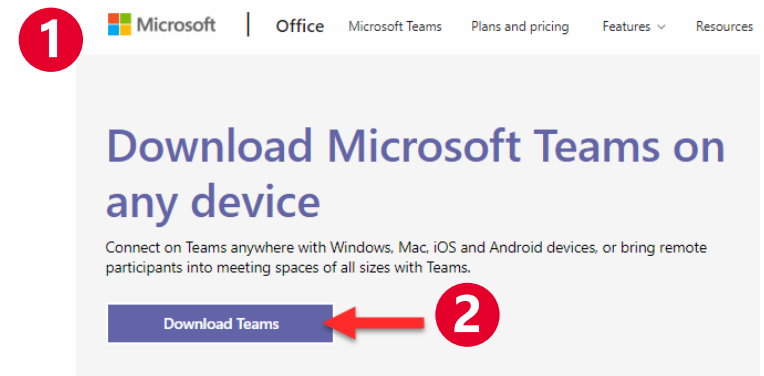


Participants using a smartphone or tablet

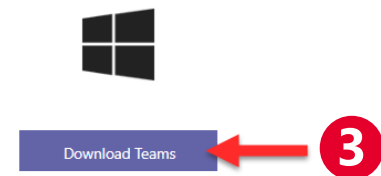
If you want to watch the event on your smart phone or tablet, you will need to download/install Microsoft Teams on the device before the live event begins. Start with the "Downloading Teams" section followed by the "Joining the Event" section.

Downloading Teams — Laptops/Desktops

1. Visit the Microsoft Teams download page
 - <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Click the “Download Teams” button.
3. Click the “Download Teams” button again.
4. Teams will download and then double click to start the installation process.



Download Teams for your desktop



Downloading Teams — Smartphones/Tablets

NOTE: To watch a Teams Live Event on a smartphone or tablet, you must install a Teams app on your smartphone or tablet before the event.

1. Visit the Microsoft Teams download page
 - <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Tap the "Download Teams" button.
3. Tap the "Download Teams" button again.
4. The app store corresponding to your mobile device will automatically open. Download the Microsoft Teams app from this screen to install.

1 products.office.com/en-us/microsoft-te... Microsoft Office

Download Microsoft Teams on any device

Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams.

Download Teams

2

Start using Teams today

Download Teams

3

Today Microsoft Teams Hub for teamwork

4.8 ★★★★★ 455K Ratings #3 Business 4+ Age

GET

4

Google Play Microsoft Teams Microsoft Corporation

4.4 ★ 456K reviews 10M+ Downloads Everyone

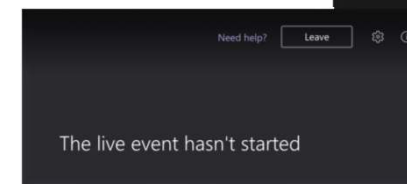
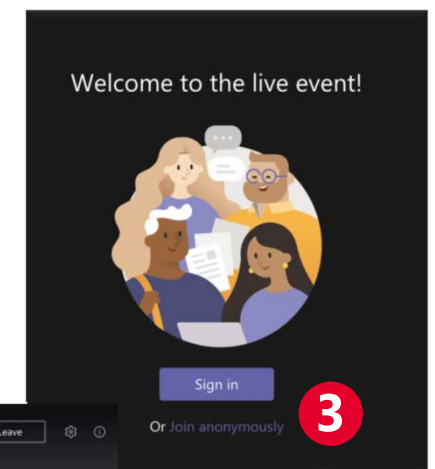
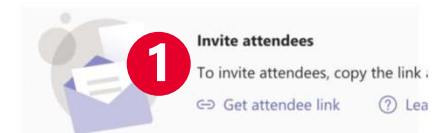
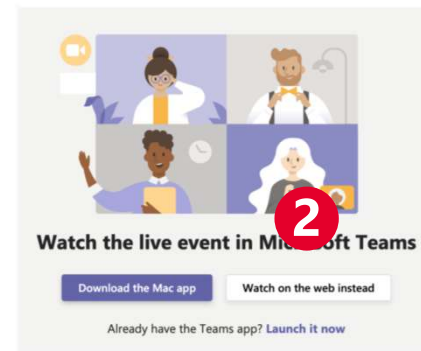
Install

4

Joining an Event or Webinar — Web Browser on Laptop/Desktop

Note: You can only watch on the Web with a laptop/desktop using the Chrome/Firefox/Edge browser – NOT Safari.

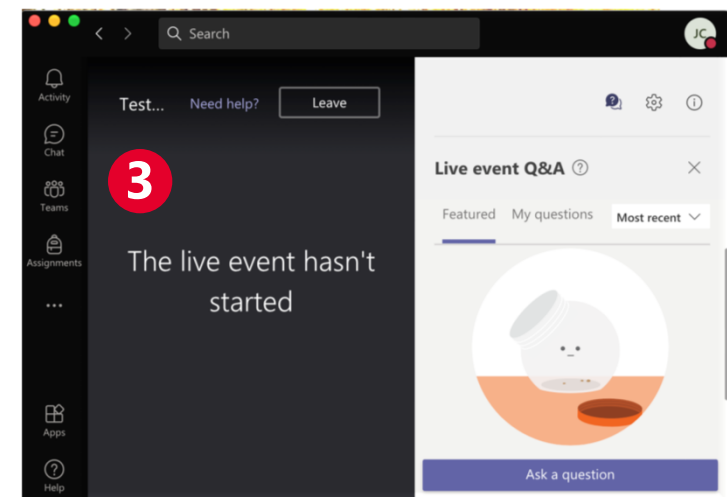
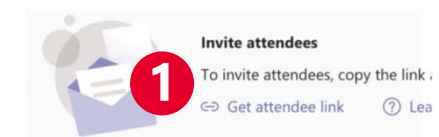
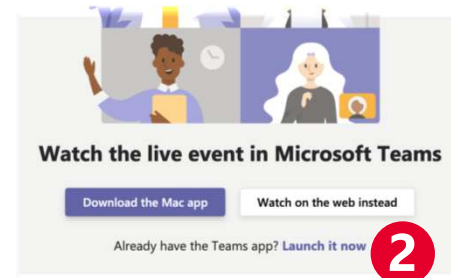
1. Click on the link for the event.
2. Click on “Watch on the web instead”.
 - *This will open a new window for the event.*
3. The new browser window will display the event/webinar feed.
 - *If you have a Teams account, you can click to “Sign In”.*
 - *If you don’t have a Teams account or don’t want to sign in, then click “Join Anonymously”.*
 - *If you arrive early, Teams will notify you that the event hasn’t started yet.*



Joining an Event or Webinar — Teams Application on Laptop/Desktop

NOTE:

1. Click on the link for the event.
2. Click on "Launch it now".
 - *If you do not have Teams installed, see earlier slide for download/installation instructions.*
3. Your Microsoft Teams application will open and the event window will appear.
 - *If you haven't already, you may have to sign into Teams.*
 - *If you arrive early, Teams will notify you that the event hasn't started yet.*



Joining an Event/Webinar — Teams Application on Smartphone/Tablet

NOTE:

1. Click on the link for the event.
2. Click "Open" in the browser window.
 - *If you do not have Teams installed, see earlier slide for download/installation instructions.*
3. Your Microsoft Teams application will open and the event window will appear.
 - *If you haven't already, you may have to sign into Teams.*
 - *If you arrive early, Teams will notify you that the event hasn't started yet.*

