<u>Joining Teams Live Event:</u>

Below are some instructions for joining and participating with Microsoft Teams Live Events

To join via Microsoft Teams desktop application:

1. Go to https://teams.microsoft.com/downloads
2. Select the purple button "Download for desktop" then click the other button "Download Teams"
3. A download will appear at the bottom of your browser
4. Open file and follow the step by step instructions on the screen to install Microsoft Teams
5. Once Microsoft Teams has been installed, you will sign in with your Microsoft Account
   a. Note: If you do not have a Microsoft Account, you will need to create a free one here: https://signup.live.com/?lic=1
6. Now that you have installed Microsoft Teams for Desktop
   a. Click on the invitation link
   b. If it prompts you to the website, click cancel and "Open with Microsoft Teams App"
   c. If there is no prompt it will join through Microsoft Teams Desktop version
7. You have successfully joined the event! Once you have joined, you will see:
   a. The event title [insert event name] at the top.
   b. Either a message that says "The Live Event hasn't started" if you arrive early or you will see the presenter speaking

To join via the web anonymously:

1. Copy and paste the invitation link into your web browser (**Requires**: Microsoft Edge or Google Chrome)
2. Select the option "Continue on this browser"
3. When you see the "Welcome to the live event!" screen, you will see two options
   a. Sign in (This means using your Microsoft Account to sign in) or Join Anonymously
   b. Select Join Anonymously, if you are unsure if you have a Microsoft Account or do not know your account information
4. You have successfully joined the event! Once you have joined, you will see:
   a. Either a message that says "The Live Event hasn't started" if you arrive early or the beginning of the graduation ceremony

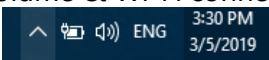**To join via Microsoft Teams mobile application:**

1. Go to your Google Play or Apple Store on your smart phone
2. Search for Microsoft Teams
3. Download the application
4. Once Microsoft Teams has been installed, you will sign in with your Microsoft Account
   a. Note: If you do not have a Microsoft Account, you will need to create a free one here: https://signup.live.com/?lic=1
5. Now that you have installed Microsoft Teams for Mobile
   a. Click on the invitation link and it will auto-open within the Microsoft Teams Mobile App
6. You have successfully joined the event! Once you have joined, you will see:
   a. Either a message that says "The Live Event hasn't started" if you arrive early or beginning of the graduation ceremony
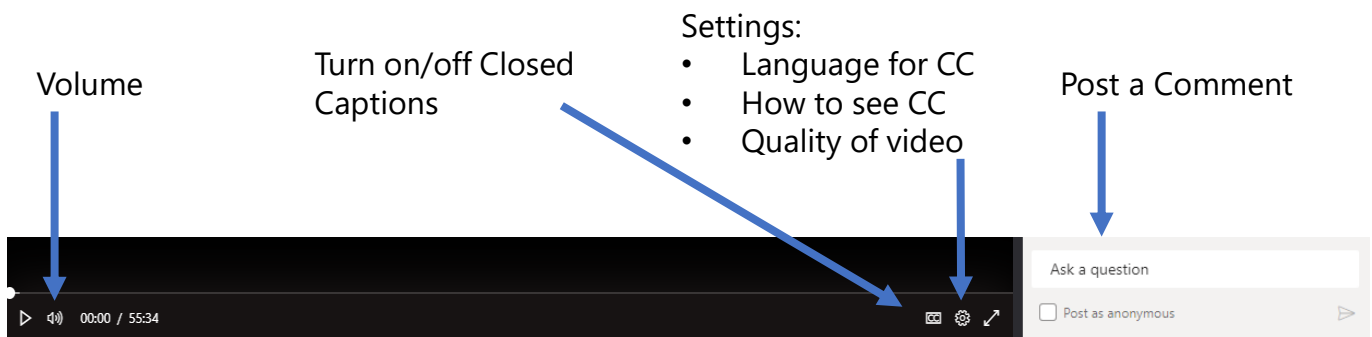
For please click here: Support to Attend a Teams Live Event

Navigating a Teams Live Event:

Once you have successfully joined, here are a couple of tips to help when viewing the virtual graduation:

If you joined via the Desktop Application or via the web anonymously:
1. Make sure your volume is up, and you have a strong Wi-Fi connection
   a. Check your Volume & Wi-Fi connection at the bottom right corner of your task bar next to the date & time: ^ 🔋 🔊 ENG 3:30 PM 3/5/2019

2. Once the event has started, below are controls you can adjust while inside the Teams Live Event:

Volume

Turn on/off Closed Captions

Settings:
• Language for CC
• How to see CC
• Quality of video

Post a Comment

▷ 🔊 00:00 / 55:34   📺 ⚙ ⤢

Ask a question

☐ Post as anonymous   ▷

If you joined via the Microsoft Teams mobile application:
1. Make sure your volume is turned up and you have a strong Wi-Fi connection
   a. Check your volume via the volume controls on your cell-phone or mobile device
   b. For the best Wi-Fi connection: Avoid using other mobile devices, or sitting in high-traffic areas during the graduation ceremony
   c. You can view the presentation or the chat, not both at the same time.

View the presentation

To post a comment click the speech bubble at the top right. Next, at the bottom of your screen, write your comment and tap the airplane to send!

To view comments during ceremony