

## **2020 NCRI Virtual Events - Attending A Live Event In Microsoft Teams**

Below are some useful tips and links to help you get started on Microsoft Teams live events.

### **How To Join An Event**

1. Click on the event link in the email confirmation



Dear Despina,

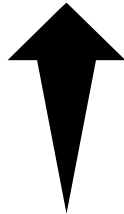
Thank you for registering for *In conversation with... Elli Papaemmanuil* taking place on 03/06/2020 at 13:30 BST.

[Add to calendar](#)

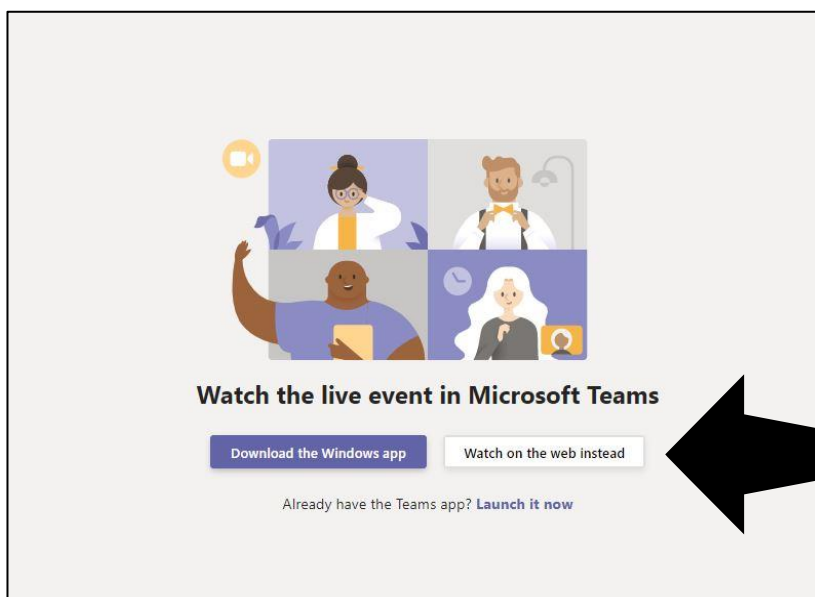
Your registration has been processed and is now confirmed.

Please note this virtual event will take place on Microsoft Teams Live Events. A help sheet on how to use this platform can be found [here](#). We strongly advise to take a look at this beforehand if you are not familiar with this platform.

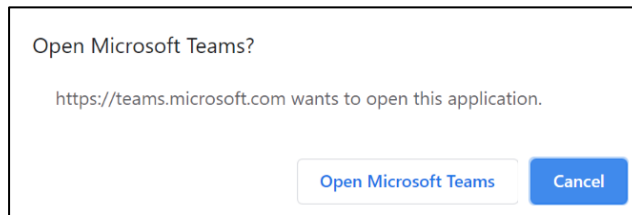
Click [here](#) to access the event on the day.



2. The following window will open in your browser, you will have three options:
  - a. Download the Windows app (on your device)
  - b. Watch on the web instead



- c. If you already have Microsoft Teams downloaded on your device you will see this pop up, click open on Open Microsoft Teams

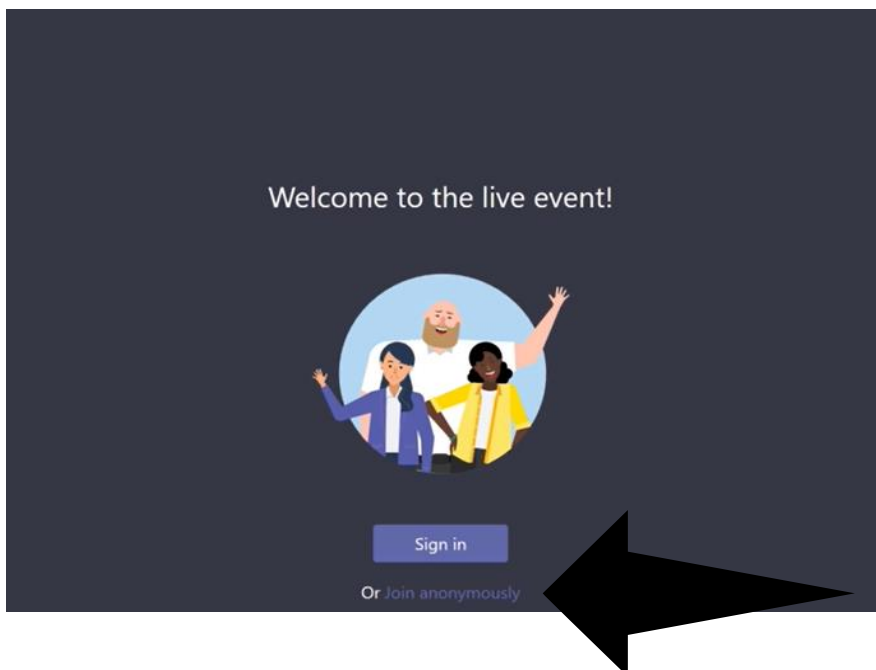


Note: - If you have Microsoft Teams installed on your device you will be redirected to the desktop app when you click on the event link in the confirmation email

4. If you click on 'Watch on the web instead' button, the below window will pop up.

You will be shown two options

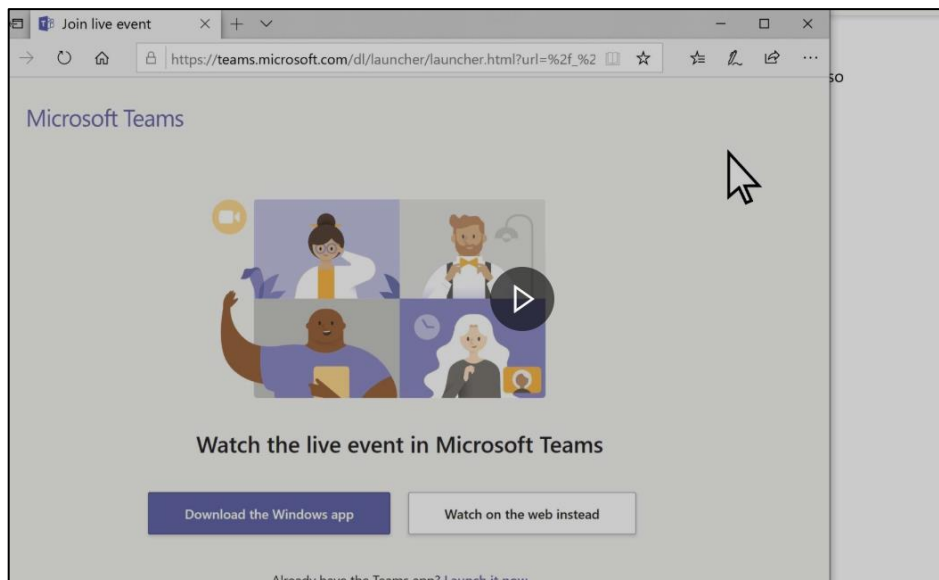
- a. Sign in to your Microsoft account
- b. Join anonymously – Use this option if you don't have a Microsoft account




5. The event will now open in your browser like the below

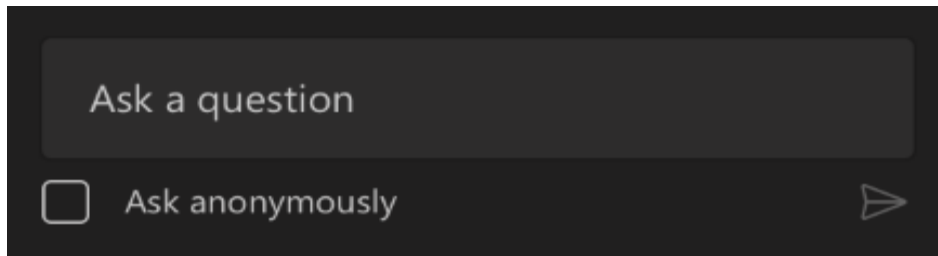



For more information, click the image below to a short video demonstrating the process:



## Asking Questions During An Event

1. Select Q&A  button on the right-hand side of the screen.
2. Type your question in the compose box, and then select Send. If you want to ask your question anonymously, select Ask anonymously.



3. You will be able to view all questions posted by other delegates. To help the Chair decide which questions to ask, you can like a question by clicking on the thumbs up  icon next to the question.

### Equipment and Technology Tips:

- If possible, use hardwired internet. Sufficient bandwidth is a minimum of 1.2 Mbps.
- Install the [latest version of Teams software](#), please note you can also join via a weblink (see screenshot below)
- Close email, chat, websites, and other programs as it can affect the speed of your computer.

### System requirements and supported platforms:

- Supported operating systems: Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- Supported mobile operating systems: Android 4.4 and later, iOS 10 and later
- Supported web browsers: Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari
- **Note: Linux isn't supported for live events**