

Microsoft Teams Live Event Guide

For Attendees

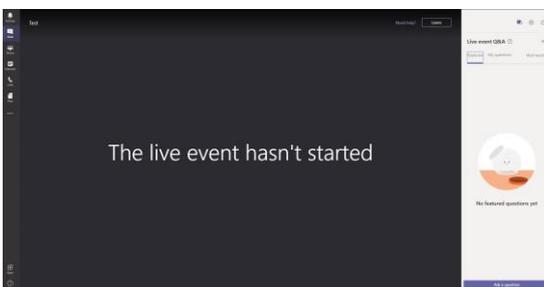
Microsoft Teams Live Events allows you to view and participate in MNHHS forums via the Teams application or in your web browser.

Joining Microsoft Teams Live Event

1. Join a *Microsoft Teams Live Event* by clicking on the link that has been provided in your invitation email.
2. The email link will launch the *Microsoft Teams Live Event* in your web browser or the Teams application.

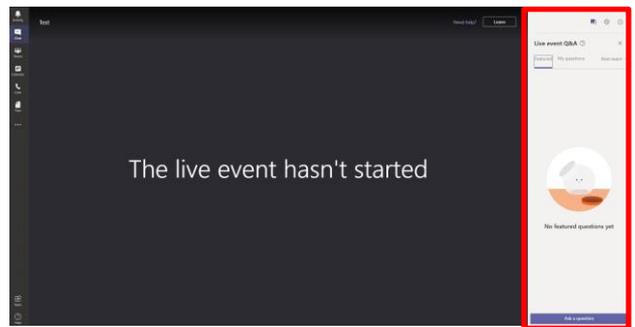


3. Joining the *Microsoft Teams Live Event* early will display the following screen, this will change once the event starts.

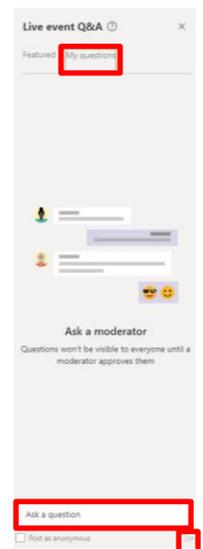


Live Event Q&A function

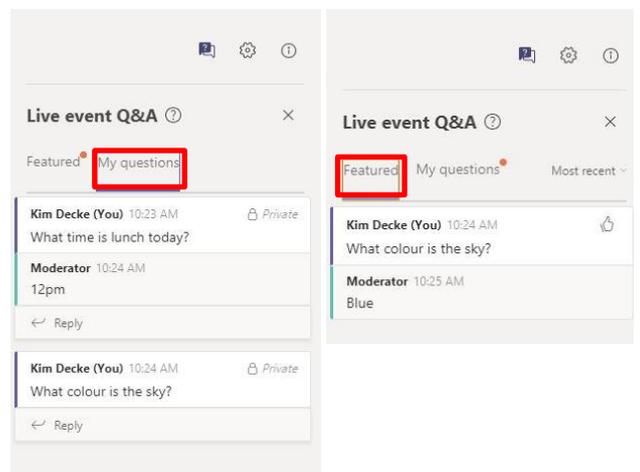
1. During the presentation, if enabled, you can ask questions VIA the Q&A function. The Live Event Q&A is situated to the right of your screen.



2. Select the **My Questions** tab. You can **ask your question** and send by selecting the **paperplane icon**. To protect your privacy, the option of asking questions anonymously is available.



3. The presenter may answer your questions or the moderator may publish it in the featured section with the presenter's answer.

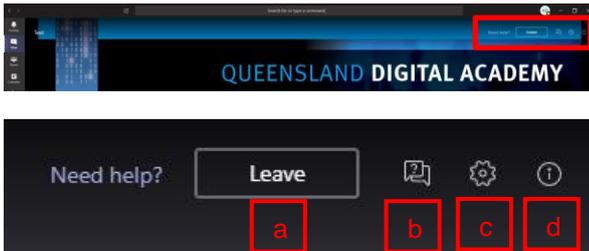


Device options for viewing

You are able to view a *Microsoft Teams* Live Event on any device as long as the device has *Microsoft Teams* application downloaded.

Event Attendee Toolbar

1. The Live Event Attendee toolbar is located to the right of your screen.



- a. Select the **Leave** icon when you have finished or if you need to leave during the presentation.
- b. **Live Event Q&A** icon opens the Q&A function.
- c. **Device settings** icon gives you direction to use your system's audio settings panel to manage your audio devices.
- d. **Information** icon displays the Live Event details.