

# MS Teams User Guide:

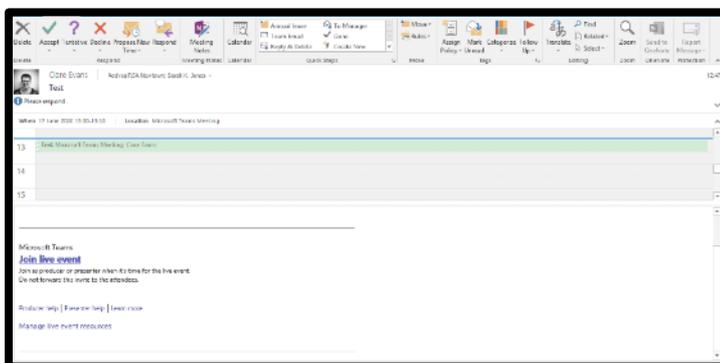
## How to Join and Present a Live Event as a Presenter

### Device Compatibility

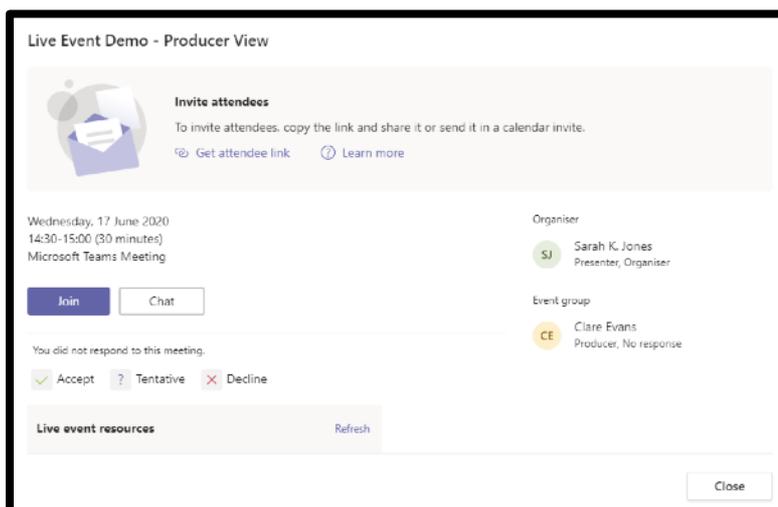
Producing or presenting is not available when connecting to teams on the Web. The Teams app must be used.

### Joining a Live Event as a Presenter

1. You will be sent an invitation to join the event. You can join the meeting directly, by clicking on the link in the email, or accept the invitation and join the event from your calendar in Outlook or teams.

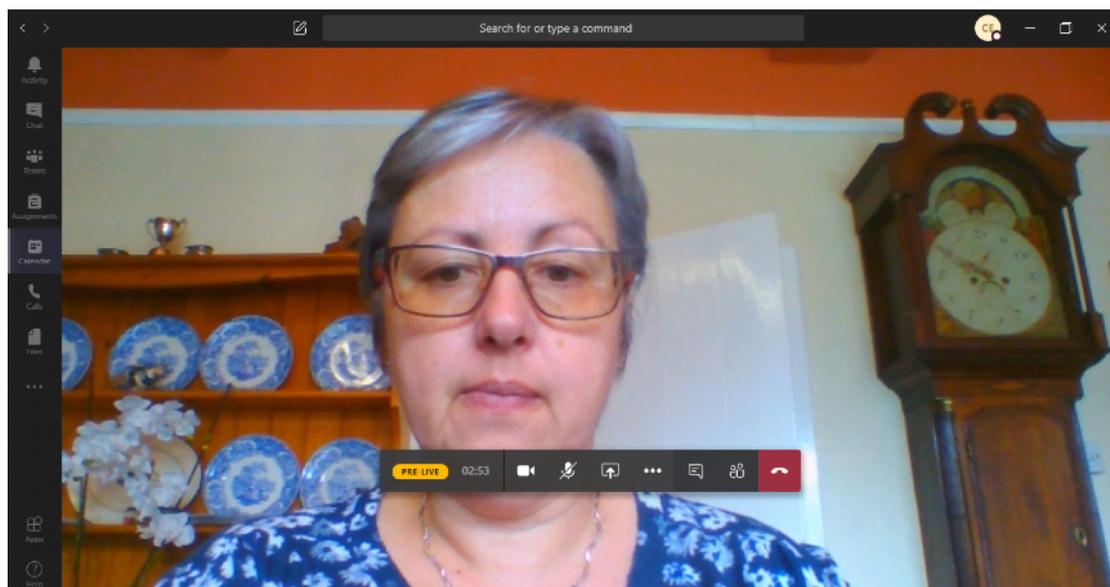
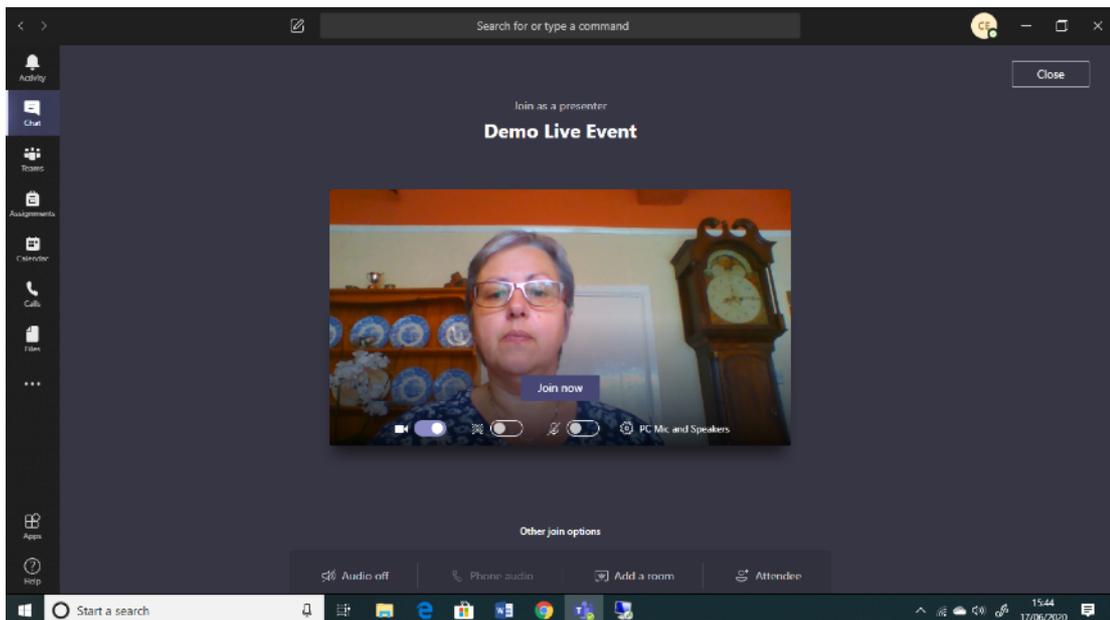


2. From your calendar, click on the meeting and select 'Join'.



Open Teams from the link and log in if you haven't already done so.

Select 'Join now' and you will be connected to the live event automatically, by the producer, when it begins.



(If live Q&A have been set up these will appear automatically on the left of the window.)

3. The toolbar will appear when you hover over the bottom half of your screen;



Status of the event



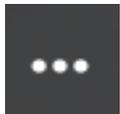
Camera on/off toggle



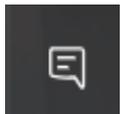
Microphone on/off Toggle



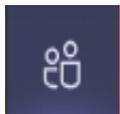
Share (for sharing your screen)



More Actions



Show conversation (meetings rather than live events)



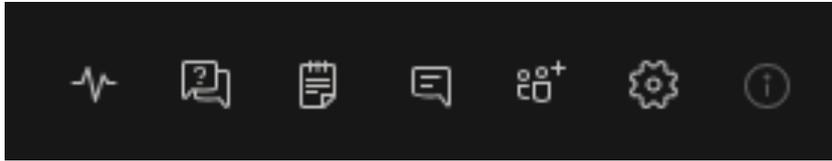
Show participants (and allows addition of attendees)



Hang up (end meeting)



4. More options are available using the tools in the top right of your screen:



**A**      **B**      **C**      **D**

**A – Show Q&A.**

**B – Meeting notes.** Notes are visible before during and after the meeting.

**C – Show conversation.** Meeting chat visible to all if used.

**D – Show participants.** Also lets you invite new participants.