

Online Events Help Sheet

Attendees to online events are able to watch the event in the Teams App – Desktop (Windows or Mac), web, or mobile. If you do not have teams you can watch this from a browser on your desktop through (Chrome, Firefox or Edge).

Note: Those using a mobile device must have the Microsoft Teams app on their device.

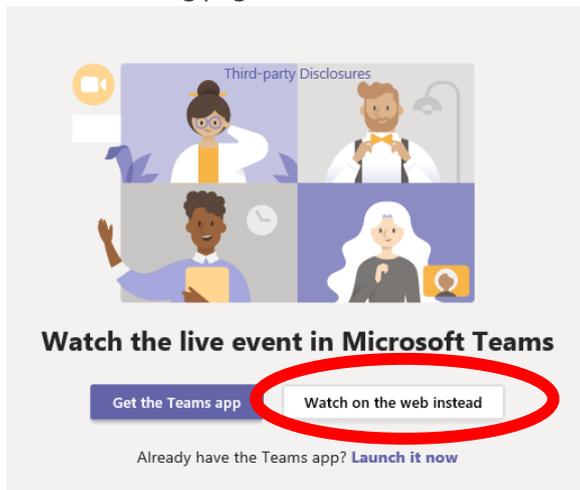
How to

A link will be sent to all attendees prior to the event.

Please log into the event prior to the designated time, no more than a few minutes before the event. Enough time to make a cup of tea!

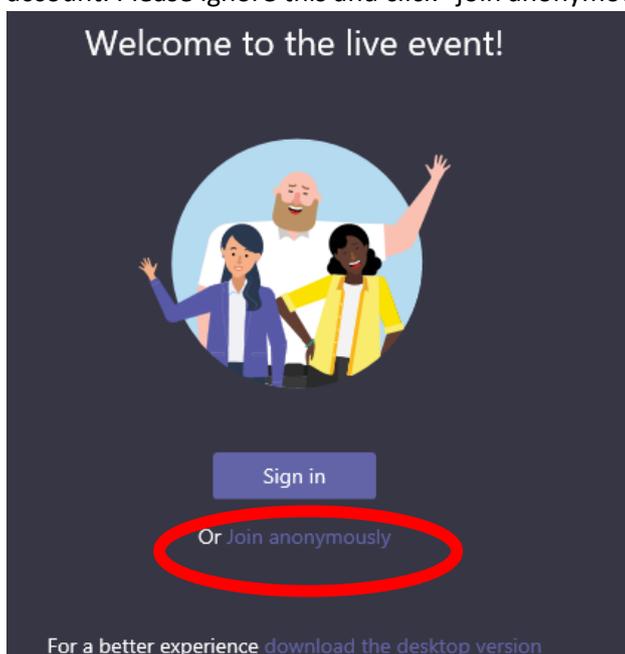
If your using a computer, follow these steps:

Simply click on the link within your email or copy and paste the link into your browser. You will be brought through to the following page:

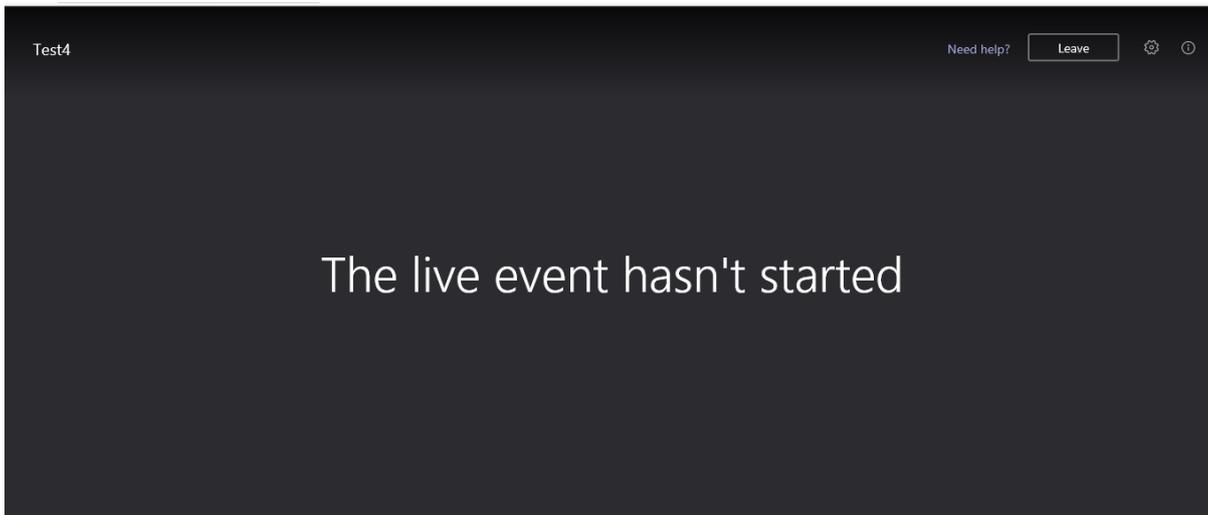


Please select “watch the event on the web instead”. You do not need to access through the App. If this does not work you may need to log out of your Microsoft Teams App, if using this for work purposes.

If you are using an outlook/live email address or an account linked to Microsoft it may ask you to log in to your account. Please ignore this and click “join anonymously”



You will then be put into the holding area waiting for the event to start here:

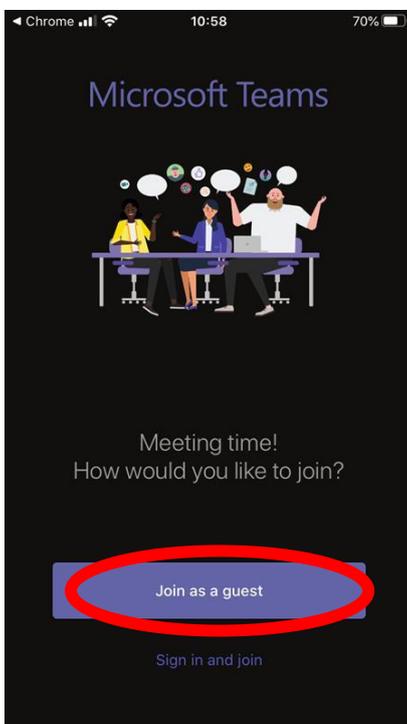


When the event has finished simply press leave at the top right hand of the screen.

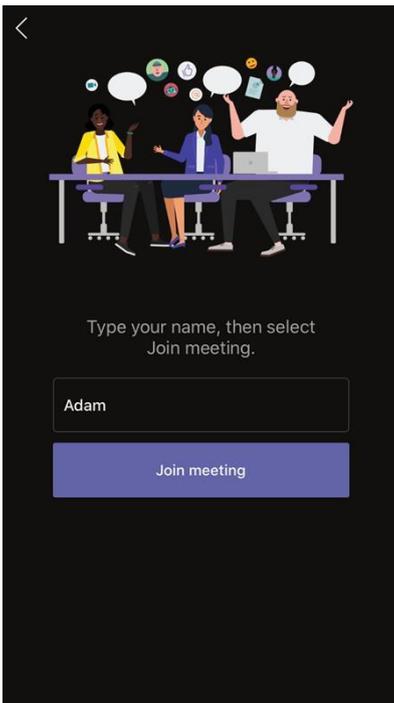
If using a mobile phone device or tablet:

Note: You will need to download the Microsoft teams app. You cannot access the online event without this. Once downloaded you will not be required to sign up.

Once the app is downloaded click on the link within your email, or copy and paste the link into your browser, the following will appear. Please ensure that you click on join as a guest.



You can then input the name that you wish to appear.



You will then be added into the holding area until the event starts. Once the event finishes simply press leave.

