

MICROSOFT TEAMS LIVE EVENT

BEFORE WATCHING A LIVE EVENT

- Make sure your browser allows third-party cookies.
- Ensure your browser supports Microsoft Teams and Microsoft Azure Media Player.

JOIN THE LIVE EVENT

Open the live event link, to join the event.

MICROSOFT TEAMS LIVE EVENT LINK:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDUzMDI4M2MtZmUxMC00MGExLWFjZjltYTFjODc3YjQ2YzVI%40thread.v2/0?context=%7b%22Tid%22%3a%228b3dd73e-4e72-4679-b191-56da1588712b%22%2c%22Oid%22%3a%22b18eb539-2fa7-4b85-bd75-79a0e41ecc75%22%2c%22IsBroadcastMeeting%22%3a%22true%7d


- If you open the event from Teams, you'll join the event in Teams.
 - **Note:** Live events don't use your Microsoft Teams device preferences yet. Use your operating system sound setting to choose your speaker for the live event.
- If you open the event from Outlook, you can join from the web or open the event in Teams.
- If the live event hasn't started, you'll see the message "The live event has not yet started."

PARTICIPATE IN A Q&A IN A LIVE EVENT IN TEAMS

- This Teams live event will include a Q&A for attendees.
- The Q&A is open by default and attendees can start asking questions at any time. These questions are only visible to the moderator until they publish them to the event.
- To open the Q&A, click **Q&A** on the right side of the screen, then click **Open**. Click **Closed** to close it.

ASK A QUESTION

If you're an attendee and want to ask a question, just:

- Select **Q&A**  on the right side of the screen.
- Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.
- Mute your mic unless you are being called on for a question/clarification.

WATCH THE LIVE EVENT LATER

- Once the live event is over, you can still watch the recording using the same link.

*Please contact Chris Holzer at holzerc@upmc.edu for any questions **prior** to the lecture.*