

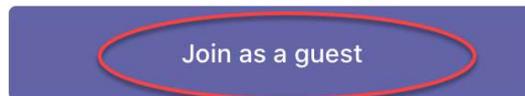
Guidance for Teams Meeting

To join as an attendee, you can use a variety of devices including iPhones, iPads, Android phones/tablets or a PC/Mac. You are able to join the meeting anonymously.

Using an iPhone, iPad or Android phone/tablet

Please [install the Microsoft Teams app for your device by going to this link](#). It is recommended you install this prior to the event in order to join the event smoothly. To start, please select the attendee link that you have been given, if you have installed Teams the link will redirect to the Teams app (otherwise it will prompt you to install the app). Select **“Join as Guest”**, see image below.

Meeting time!
How would you like to join?



Sign in and join

The app may ask you for access to your microphone, you can allow this but please note that for this event, the attendees cannot speak to the presenter. You can then add your name

“Join meeting”, see image below. Once you have joined the event, if you are early you will probably get a message saying, **“The live event has not started”**.



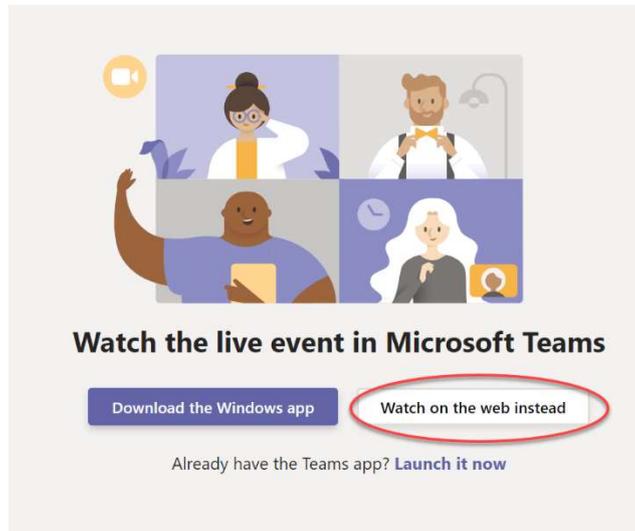
Type your name, then select
Join meeting.

Join meeting

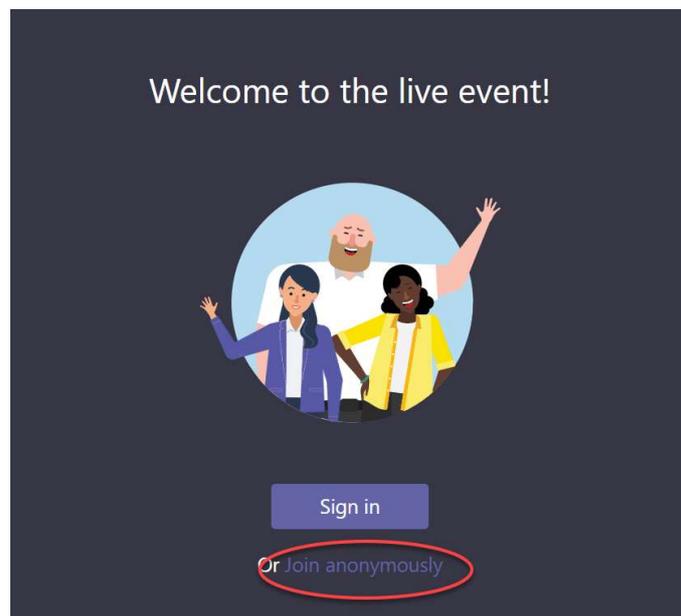
Using a browser on a PC or Mac computer.

On computers, you do not have to install the Teams app as you can access Teams via the browser. Please launch your web browser and try to open a private or incognito window (hold **CTRL+SHIFT+N** on PC or **SHIFT+CMD+N** on a Mac). Then copy and paste the attendee link

you have been sent into this browser window to start. After doing this, you may be prompted to open the Teams app (if you have this installed already), however we recommend you ignore this (choose **Cancel**) and choose **“Watch on the web instead”**, see image below. If you don’t get the prompt to open Teams, just choose **“Watch on the web instead”**.



The online version of Teams will load, and you should then choose **“Join anonymously”**, see image below. Once you have joined the event, if you are early you will probably get a message saying, **“The live event has not started”**.

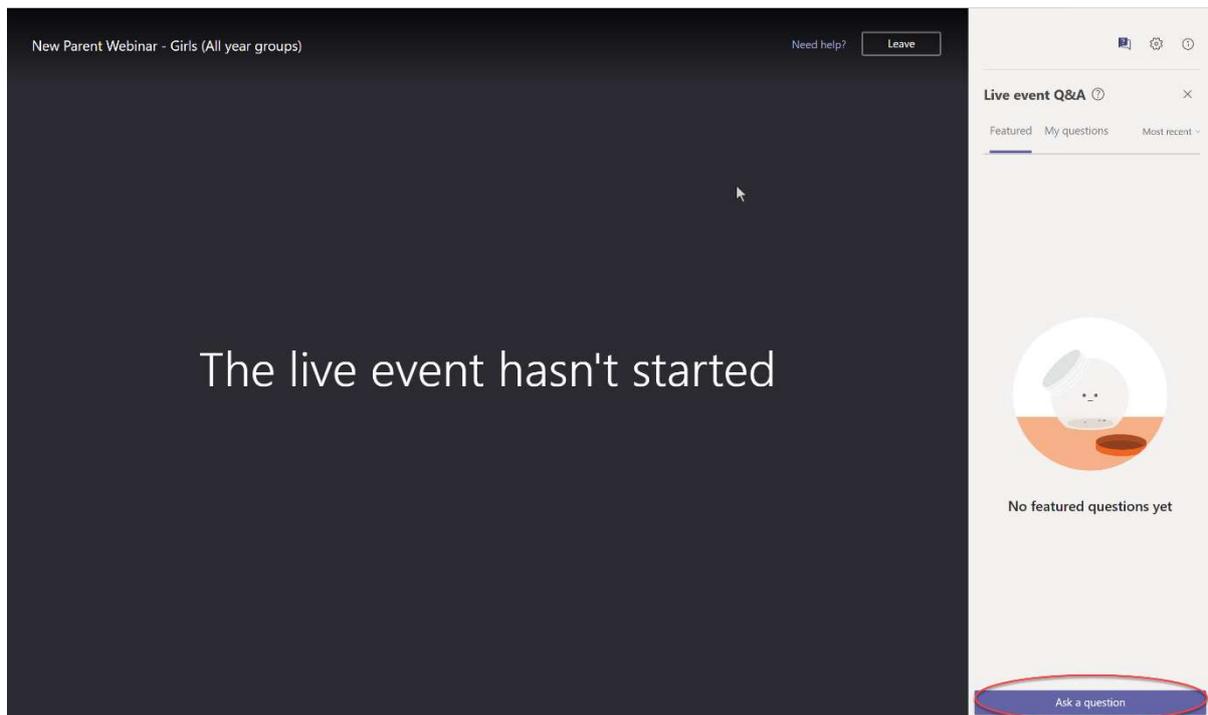


Asking Questions in Q&A

In any device, once you have joined the event, the attendee has the ability to ask questions. On a phone, you will have to look for a speech bubble icon (see below image on phone/tablet) that allows you to open the Q&A interface.



On a PC/Mac, you will find the Q&A on the left-hand side of the event screen. The image below illustrates the interface for PC/Mac.



You can type any questions you may have, and our presenter and moderators will do their best to answer your queries.