



Help Sheet

Microsoft Teams – Live Events

Teams live event is an extension of Microsoft **Teams meetings**. **This platform** enables the broadcast of video and meeting content to a large online audience.

This guide is for the Live Q&A panel event only.

Before joining the event:

Before you join the event, sit in a quiet and comfortable place away from distractions. You may want to have a copy of the consultation document with you, a pen and a paper.

How to join an event as an Attendee(s):

To join into a Microsoft live event you will need:

- A computer/laptop or device like a phone, Ipad or tablet which is connected to the internet.
- A good internet connection.
- Your device will need an audio output so you can hear the speakers. Check in your settings to see if your device has this.

The Live event does not allow participants to communicate via audio or video.

To join into an event

1. To join an event, click on the link given to you for the event you would like to attend.

-You can do this about 15 minutes before the event starts.

-There will be different links for different events.

2. A box will appear asking you to select whether you would like to join the event by an app or via the web.

-To join by app – You will need to have downloaded the Microsoft team's app already onto your device. If using your ipad or iphone, download the Microsoft Teams app from the Apple app store. If you are using an android device, download the Microsoft Teams app from the play store

If you have a Microsoft teams account you can sign in or if you don't you can join without. You do not need a Microsoft Teams account to participate in these live events.



-**To join by web** – You will need to use google chrome as your browser.

- You will need to enter your name and then click join.

-If the live event hasn't started, you'll see the message "The live event has not yet started."

-There are controls at the bottom of your screen to pause, adjust volume and the video quality.

Watching the event:

Attendees need to enable third-party cookies in their browsers to watch a live event.

Recording of the event

All events are recorded. They will be shared at the end of the meeting.

You will see a red dot on the top left of the screen and the word 'Live' on your buttons panel which indicates that it is recording

The Live event does not allow any participants to communicate via audio or video

Your contribution during the event:

Q and A

The Q&A panel only appears if the organiser has set it up.

Ask a question

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

1. Select **Q&A**  on the right side of the screen.
2. Type your question in the compose box then select **Send**.

You should see the presentation and the Q&A box on your screen at the same time.

If you are on a mobile device – As you open the Q and A box during a presentation your presentation will pause temporarily until you go back into the main presentation screen.

Depending on the amount of attendees we have, we may not be able to answer all the questions but these will be posted on our website shortly after the event.

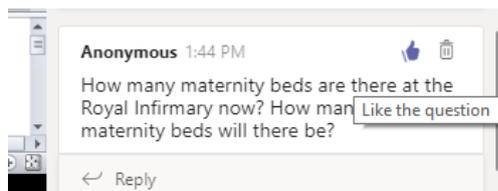
Q&A's are moderated and only relevant questions will be published. We ask that everyone is respectful to all participants' opinions, to not use any harsh words or inappropriate language and allow time for everyone to have their say.



Please be mindful that the workshop will be recorded and all verbal and written feedback will be captured.

Liking a question

If you see a question which is same as one that someone has already asked; It would be better to 'like' the questions rather than type the same question again. This way we can get a sense of how popular one type of question is.



Ask a private question

If you have a question you don't want to share during the meeting you can email us at beinvolved@LeicesterCityCCG.nhs.uk

How to leave an event as an Attendee(s):

You can leave the event at any point during the meeting. Simply click on the red 'Leave' button on the top right hand corner of the screen.

You can then come back into the meeting at any point by clicking on the original link used to start the event again.

You will begin to see the event at the live point. You will not be able to go back and see when you have missed. A recording of the event will be available after the meeting for attendees to view and catch up on what they have missed.