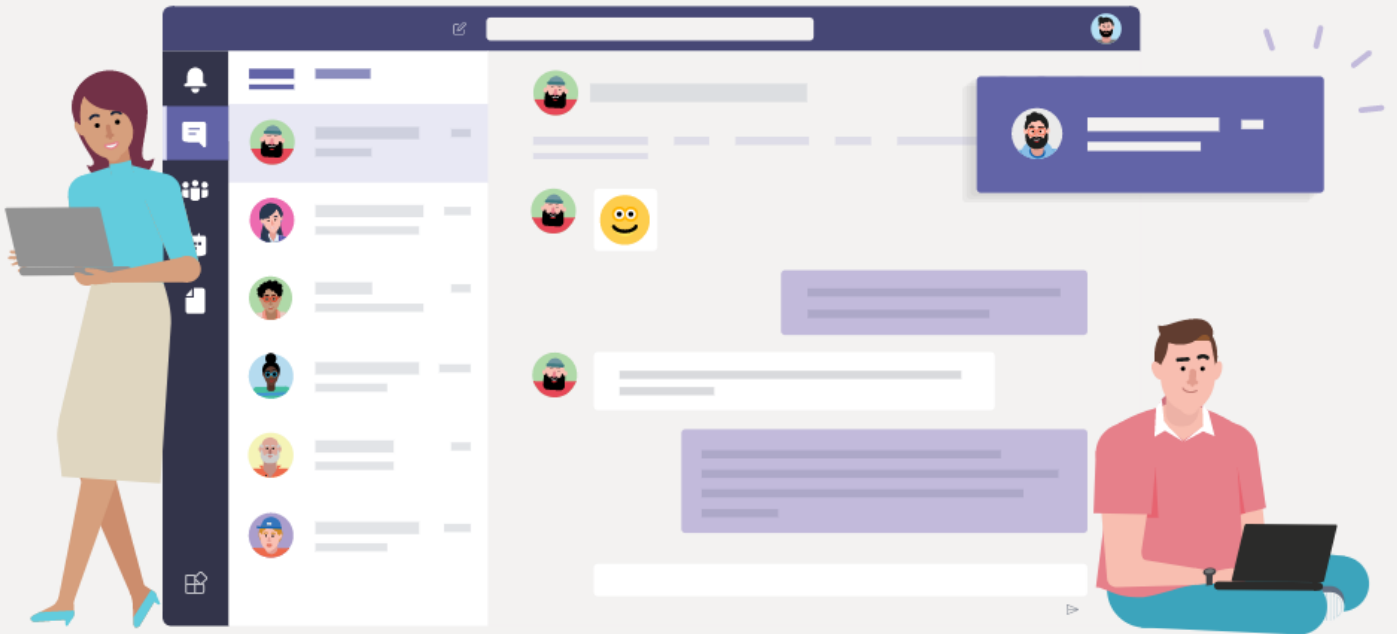


Microsoft Teams



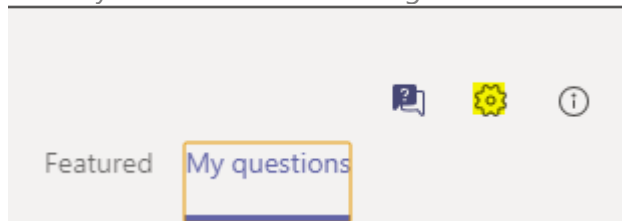
Attendee guide to TEAMS_CLASS
Live Events with live captioning

TEAMS_CLASS Attendee Guide

Best practices and requirements:

- **Operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- **Mobile** operating systems: Android 4.4 and later, iOS 10 and later. The mobile app is required to join with mobile device.
- Use Teams desktop app or one of the following **browsers:**
Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11
- Linux and Safari are **not** supported for live events.
- Please use a **stable** internet connection.
- Enable third-party cookies in your browser of choice to watch a live event.
- Office 365 guests and members of federated organizations cannot currently attend live events.

- **Close** all unnecessary applications, reduce strain on bandwidth.
- If needed **check** your network performance with the tool you can download here:
<https://www.microsoft.com/en-us/download/details.aspx?id=53885>
- Troubleshoot network requirements [for Teams](#) with your IT service.
- Check your audio device settings in Windows as well as the Teams event (wheel icon).



Our **support team** is there to help you during the Teams Live Event.

You can reach us via email at support@teamsclass.com.

Please continue reading for a step-by-step guide on how to join a particular Microsoft Teams Live Event that you have registered for:

Step 1:

- Click on the join-link in the respective **registration confirmation email** to access the **TEAMS_CLASS lobby**.

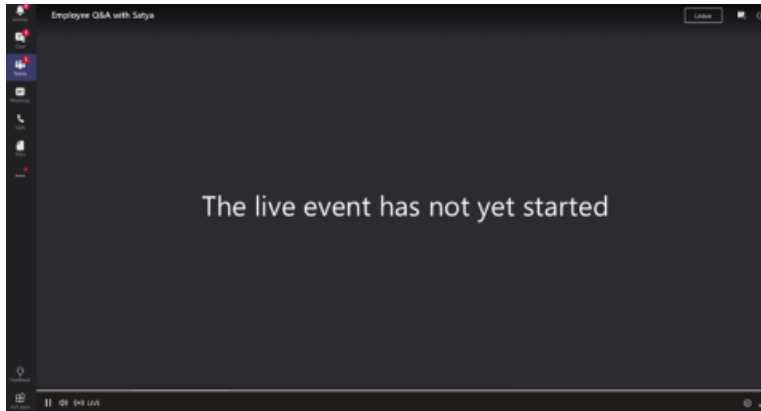
Step 2:

- Click on the **join button**, which is available 30 minutes before event start.
- If you wish to join via browser, please copy & paste the link into the address bar and click on "watch on the internet instead" when you see the dialogue popping up.
- For users who would like to remain anonymous, please join the event using **an MSE-enabled web browser like Chrome, Firefox, or Edge**.
- For **captions**, click on the link stated in the lobby.

TEAMS_CLASS Attendee Guide

Step 3:

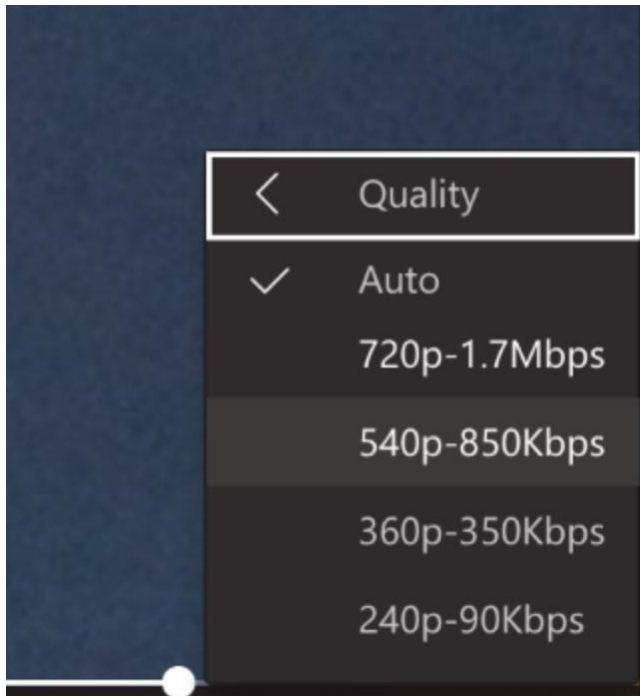
- Once joined you will see this message if the broadcast is yet to start.



Step 4:

- You can stream the recording from here, too, should you join late (only if the live event is still running).

Step 5: If the live event begins in low resolution, you might need to manually reset it to a higher resolution.



TEAMS_CLASS Attendee Guide

Step 6:

- You can now engage in watching the presentation and interacting with the presenters by using the Q&A section.
- If you are using the Teams desktop app your name will be shown, otherwise you can choose a name or stay anonymous when posting questions.
- The presenters will receive these in a private thread.
- They can then reply to you privately or publish your question to answer it publicly.
- Other attendees will not be able to see your name.

