



Guide to Microsoft Teams Live Event – Attendee Guide

Windows PC / Desktop

Open the Autism Advice Live event in Eventbrite and select the link to join the live event:

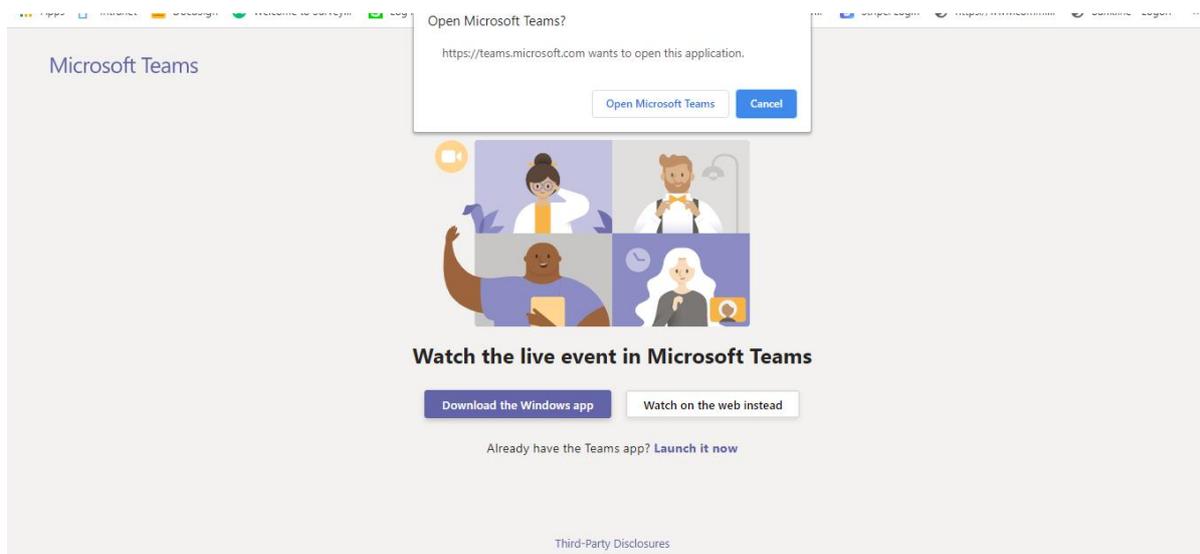
The screenshot shows an Eventbrite event page for 'Autism Advice Live'. At the top, there is a purple header with 'Manager' and '8:30pm (GMT)' and a 'Free' label. A green 'Register' button is visible. The main content area has a title 'Autism Advice Live - Tune In and Join us to hear Joanna Panese, our Practice Development Manager answer your questions.' Below this is an 'About this Event' section with text about World Autism Awareness Month and a live event on Thursday 9th April at 8:30pm. A black arrow points from the text 'Open the Autism Advice Live event in Eventbrite and select the link to join the live event:' to the word 'here' in the text 'To join the event please click here.' To the right, there is a 'Date And Time' section listing 'Thu, 9 April 2020 20:30 - 21:30 BST' and an 'Add to Calendar' link.

You will then be taken to a new page for Microsoft Teams where you will be asked to 'Open Microsoft Teams'.

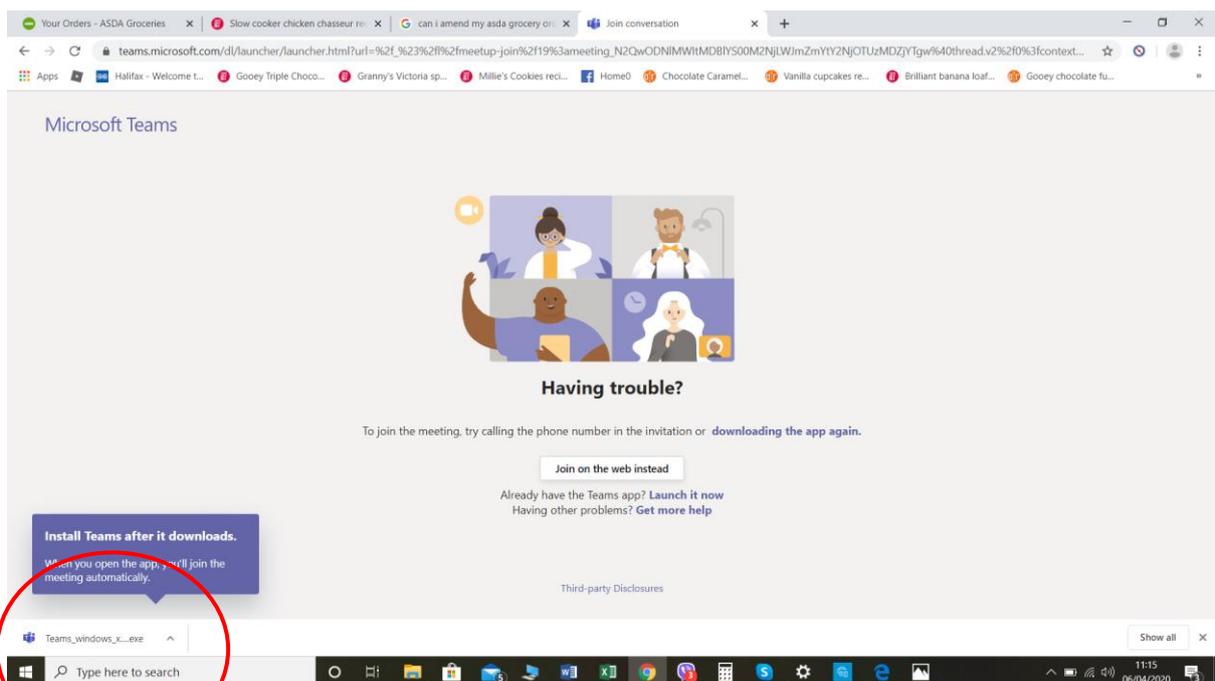
If you already have Microsoft Teams, then select 'Open Microsoft Teams' option to Open Microsoft Teams.

Alternatively you can opt to 'Download the Windows app', or 'Watch on the web instead'. If you download the app, you will need to have a Microsoft account. If you choose to 'Watch on the web instead' you will not need to have a Microsoft account.

To download the app select the 'Download the Windows app' option.

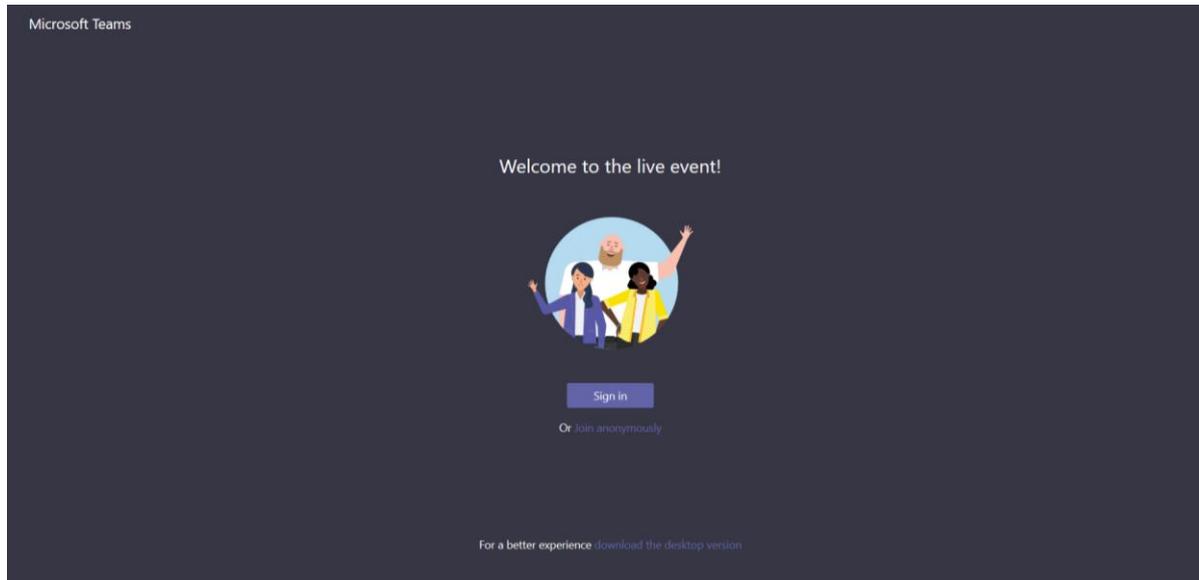


You will see the download bar open on the bottom left corner of your screen, once the download is complete it will automatically open Microsoft Teams.



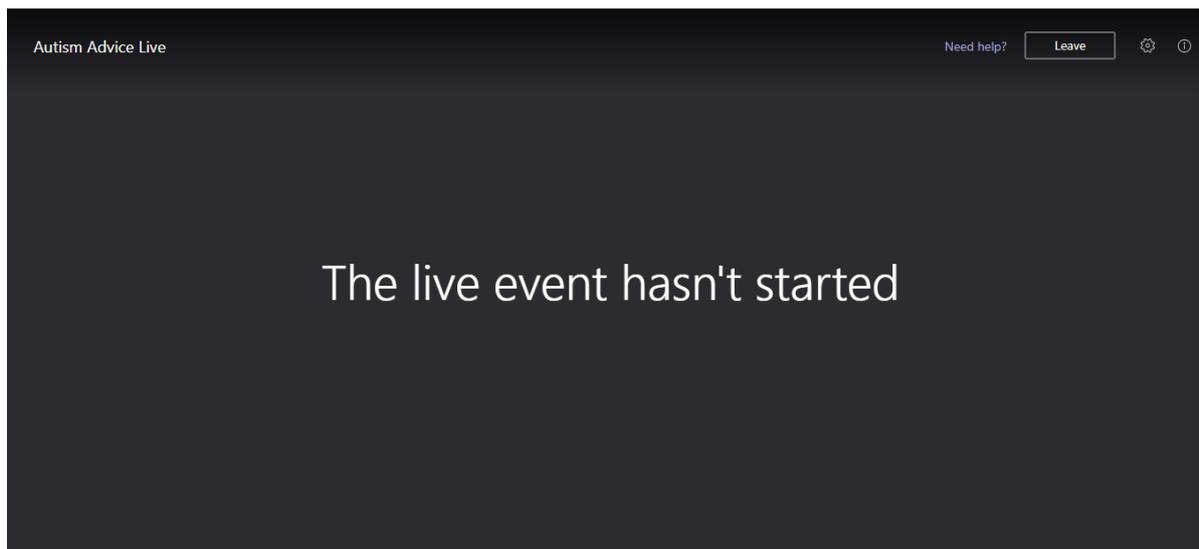
If you select to 'Watch on the web instead', you will be taken to the same screen as if you selected 'Open Microsoft Teams', or downloaded the app.

From here, you can either 'Sign in' to your Microsoft account or 'Join anonymously'. Please be aware that if you sign in to your Microsoft Account, the organisers will be able to see your name however these details will not be available to anyone else. If you choose to sign in anonymously then you can join the event without having a Microsoft account.



It may take several minutes for the event to load, during which time you will see a blank screen, please do not navigate from this screen. Once you have joined the event you will see the following message until the event starts.

Please note that you will not be filmed or recorded during this event.



When the event goes live you will see our Practice Development Manager and a PowerPoint presentation.

You can pause, rewind or fast forward the event using the control panel on your device.

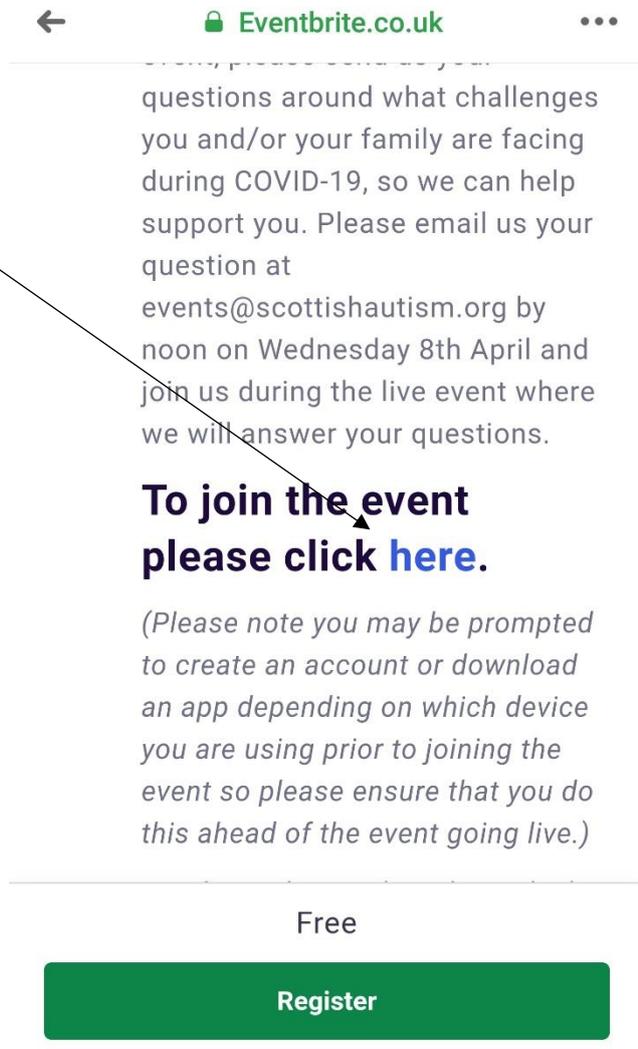
You can leave the presentation at any time, by pressing Leave on the top right corner.

There will be a recording of Autism Advice Live and a transcript of the questions and answers available post event should you require to refer back to any information.

Android/iOS Device

Attendee

Open the Autism Advice Live event on Eventbrite and select the link to join the live event:



The screenshot shows the Eventbrite mobile interface for an event. At the top, there is a navigation bar with a back arrow, the Eventbrite logo, and a menu icon. Below the navigation bar, the event title is partially visible. The main content area contains a paragraph of text: "questions around what challenges you and/or your family are facing during COVID-19, so we can help support you. Please email us your question at events@scottishautism.org by noon on Wednesday 8th April and join us during the live event where we will answer your questions." Below this text is a bold heading: "To join the event please click here." with a blue link. Underneath the heading is a note in italics: "(Please note you may be prompted to create an account or download an app depending on which device you are using prior to joining the event so please ensure that you do this ahead of the event going live.)". At the bottom of the event details, the price is listed as "Free". A large green button with the text "Register" is positioned at the bottom of the event details section.

← Eventbrite.co.uk

questions around what challenges you and/or your family are facing during COVID-19, so we can help support you. Please email us your question at events@scottishautism.org by noon on Wednesday 8th April and join us during the live event where we will answer your questions.

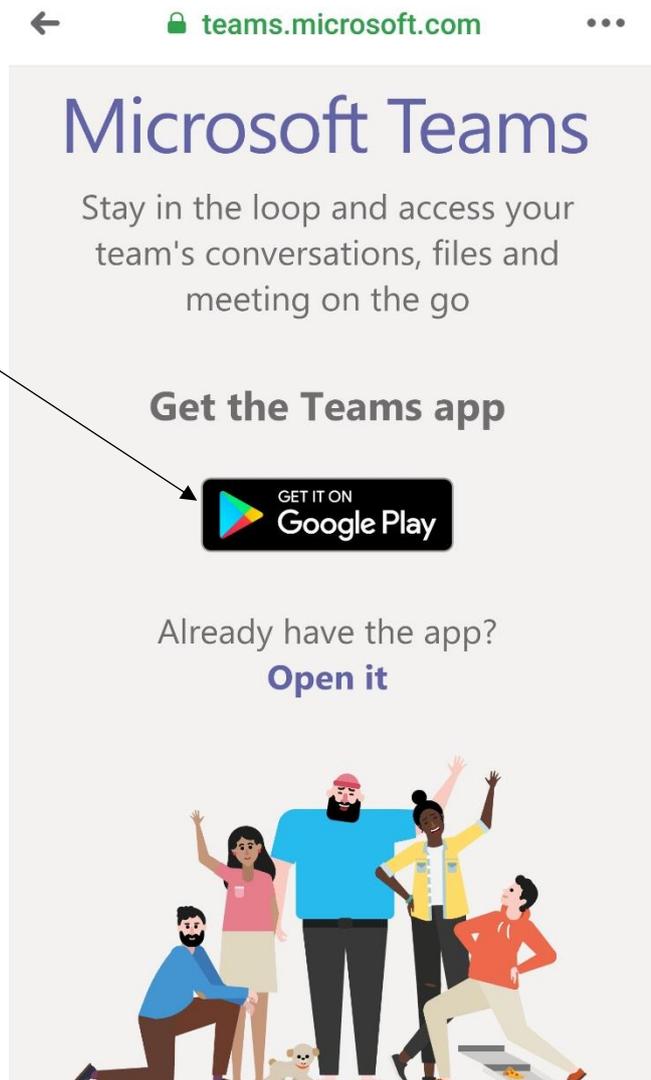
To join the event please click [here](#).

(Please note you may be prompted to create an account or download an app depending on which device you are using prior to joining the event so please ensure that you do this ahead of the event going live.)

Free

Register

You will then be asked to download the Microsoft Teams app to your device, if you don't already have it. You can do this by clicking here:



Once the app has downloaded to your device you can either Join as guest, or Sign in and join.

If you sign in and join you must have a Microsoft account.

If you don't have a Microsoft account, join as a guest.

Microsoft Teams



Meeting time!
How would you like
to join?

Join as a guest

Sign in and join

If you select to Join as guest you will be prompted to enter your name. This field has to be completed, although you could call yourself Anonymous, if you would prefer not to provide your name.

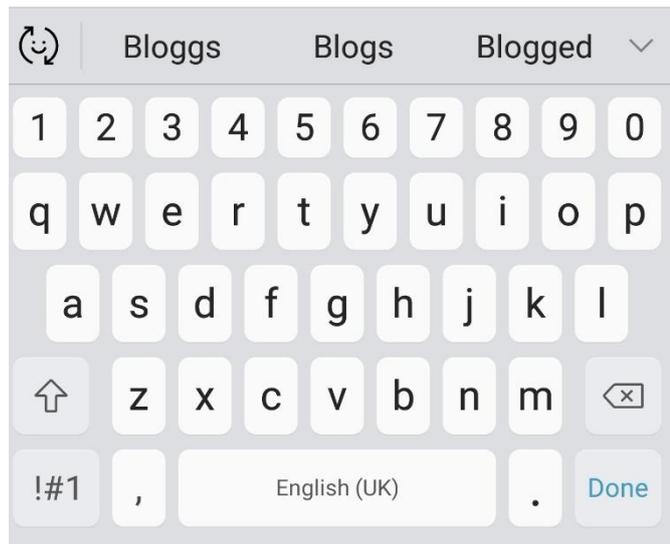
Once you have entered your name, press on Join as guest.



Type your name, then select Join meeting.

J Bloggs

Join as a guest



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