

## Take Our Kids to Work Day – Breakout Sessions

Microsoft Teams live event – Information for Attendees

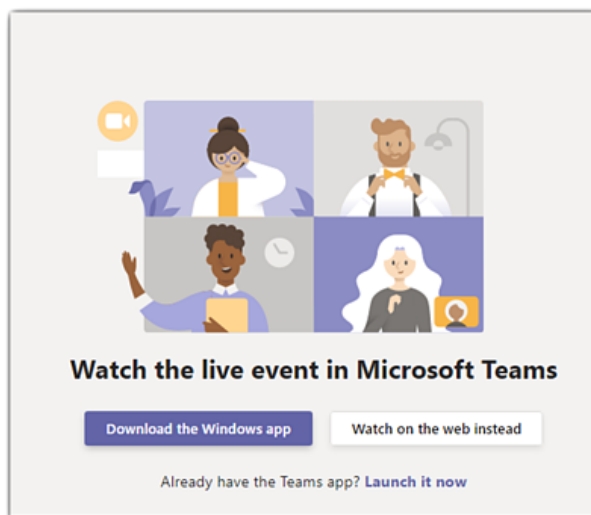


### BEFORE JOINING THE EVENT

If you are viewing the event on the web (not in Teams), you will need to make sure your browser allows third-party cookies and supports **Microsoft Teams** and **Microsoft Azure Media Player**. You will need to use a media-source extension-enabled browser such as **Edge, Firefox, or Chrome**.

### Event Day – Attendee Sign-in

When you receive the event link and click on the join link, the following window will appear. There are three options for accessing the live event:

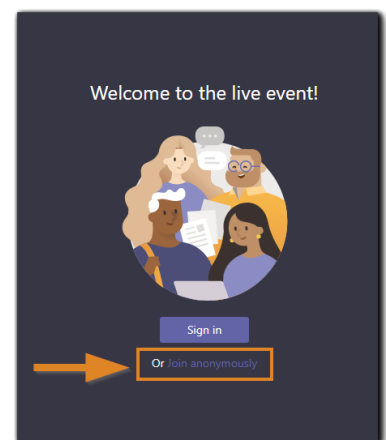


**Watch on the web instead** – For those who want to watch the event on their preferred browser and who wish to join without signing in, the following window will appear upon selecting the “watch on the web instead” option.

**Download the Windows app** – For attendees who want to use the Teams app in order to view the event (Sign-in required after app download).

**Launch it now** – For attendees who already have the Teams app and are signed in with their organization-provided Microsoft 365 account. Upon selection, Teams will open to the live event.

To join the event, click the “**Join Anonymously**” link. You will be delivered to the event via your preferred browser.



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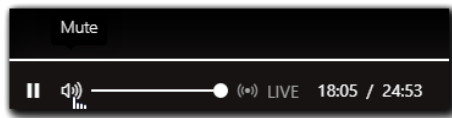
## CUSTOMIZING YOUR EXPERIENCE

As an attendee, you can customize your experience

Attendee controls are located at the bottom of the viewing screen:



### The left-side controls include:



**Pause** - You can pause the live stream

**Volume Control** - Mute is available on this control as well. Click on the speaker icon.

**Live** - After pausing, clicking "Live" will jump you forward to catch up to the live stream.

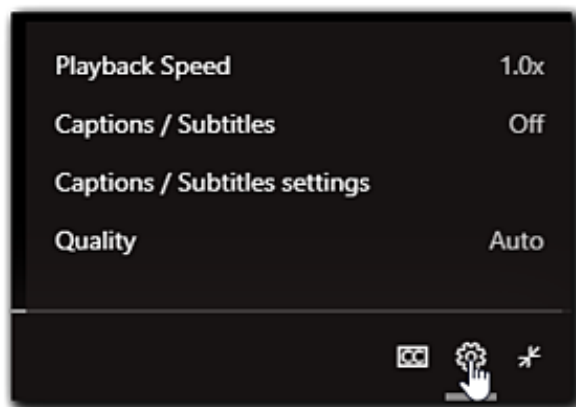
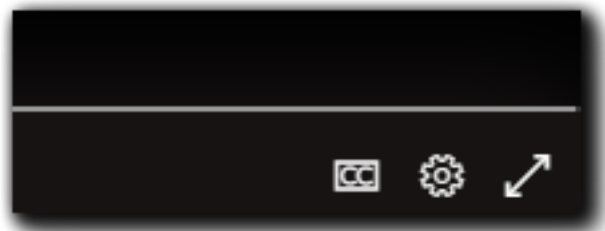
**Timer** - Indicator of where in the presentation is versus the live event.

### Right-side controls include:

**Closed Captioning** - The event will be enabled for English & French captioning.

**Full Screen** - Opens event viewer in full screen.

**Settings** - The gear icon opens several options for attendees:



**Playback Speed** - Slow down to catch info, or speed up to grab information you may have missed and catch up to the live stream.

**Captions/Subtitles** - Turn on/off auto-generated captions.

**Captions/Subtitles settings** - You can customize your caption experience by adjusting the text size, dark/light mode, etc.

**Quality** - You can adjust the video quality to compensate for playback issues and resource demand.

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## LIVE Q&A

During the event, we encourage you to ask questions! You can choose between giving your name or posting anonymously. Questions will not be posted but will be reviewed by the event moderator and incorporated into the event.

## PRO TIPS FOR AN AMAZING EXPERIENCE

### Sign in with care

Pay close attention when joining the Microsoft Teams live event.

If you don't have the Teams app and would prefer not to download it, and if you are joining us via the web, make sure you select "**Join Anonymously**".

### Check your streaming window

If your feed seems frozen, check the streaming window. You may have paused the stream, so just click on the "live" button to ensure you are watching live.

### Where's the sound?

Teams Live Events uses system audio (Windows Settings-System-Sound.) Make sure you setup your audio prior to the event.

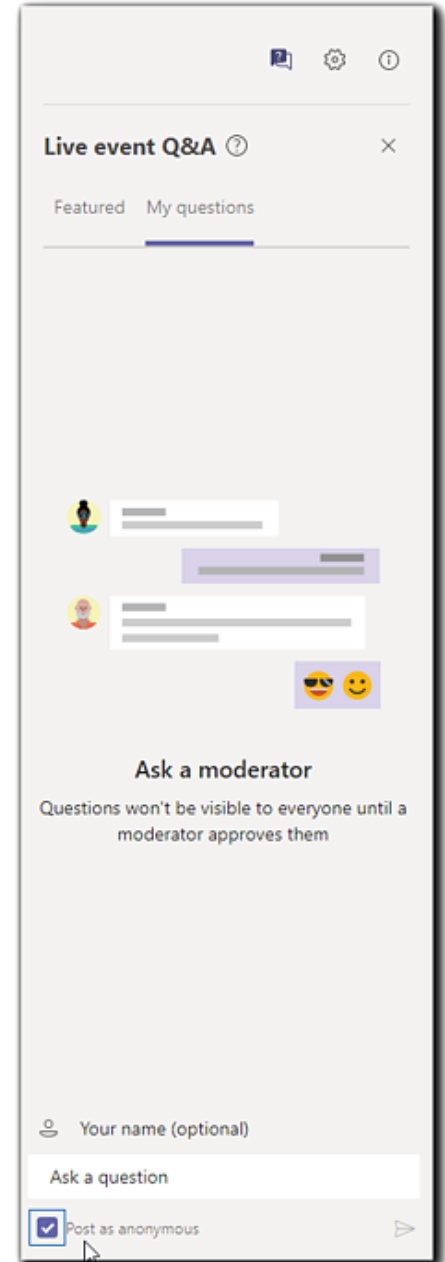
### Need more help?

Check with your internal IT dept

or

Microsoft at the link below

[Get Started with Microsoft Teams live events](#)



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