

## Live Drop-in Sessions Joining Instructions

To join the session you will require Microsoft Teams.

If you do not already use Microsoft Teams, then, depending on the device on which you wish to view the live sessions, please follow the instructions accordingly:

### Smart Phone and Tablets (includes Apple Mac, iPad and iPhone)

- Download the Microsoft Teams App (Do not create an account as there may be a charge)
- Once downloaded, close the app and go back to the event webpage and click on your preferred link
- Select join as guest, enter your full name, and join the meeting
- This will bring you into the lobby. Please wait there until the sessions begins.
- Once the event is finished you can delete the app if you wish.

### Computer (Does not apply to Apple Mac, please use smart phone instructions)

- You will not need to download the app
- On the event webpage, please click on your preferred link
- The link should open in your browser giving you two options;
  - Select "join on the web instead"
- You can choose if you want to allow Microsoft Teams to have access to your camera and microphone please say NO

## Event Preparation

### Switch Off Camera and Mute Microphone

Please always keep your camera off and microphone muted to avoid background noise and distractions. As highlighted in yellow in Figure 1: Camera Off and Microphone Muted.

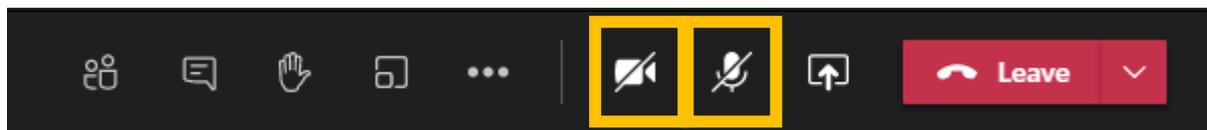


Figure 1: Camera Off and Microphone Muted

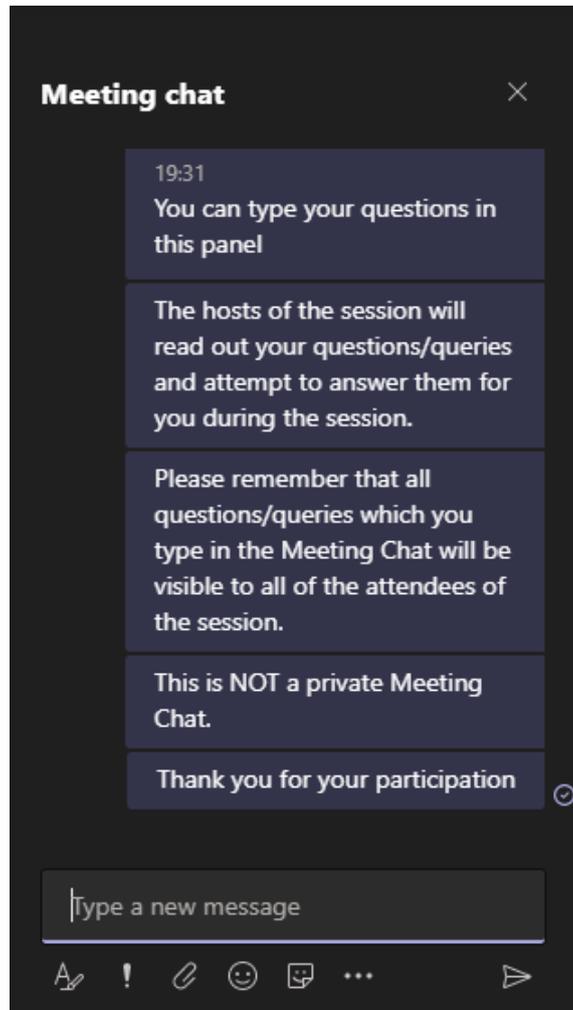
### *Chat With Us*

Please direct all questions through text via the conversation icon in Microsoft Teams as this will avoid confusion of multiple people asking a question at the same time. As highlighted in yellow in Figure 2: Conversation Icon.



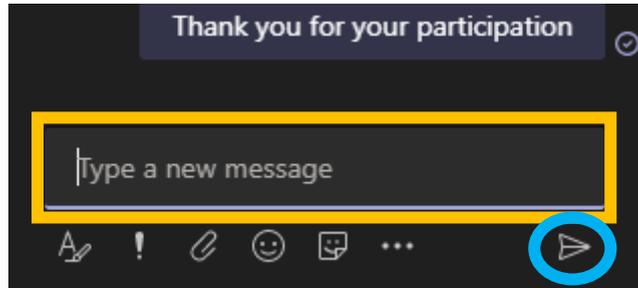
*Figure 2: Conversation Icon*

When you click on the Conversation Icon, a new panel, named 'Meeting chat' will open on the right side of Microsoft Teams. As shown in Figure 3: Meeting chat panel.



*Figure 3: Meeting chat panel*

You can interact with the panel discussion or ask questions or raise queries by typing your message in the text box provided in the Chat panel followed by clicking return or clicking on the arrow. In Figure 4, the text box is highlighted in yellow and the arrow is highlighted in blue.



*Figure 4: Type a new message*

### Important Information

The hosts of the session will read out your question or query during the session and attempt to answer it within the time limit of the session.

Please remember that all questions and queries which are typed in a Live Session will be visible to all attendees of the event. This is NOT a private communication channel.