



JOINING INSTRUCTIONS FOR EVENTS HOSTED ON MICROSOFT TEAMS

JOINING INSTRUCTIONS

We've put together some instructions to make it easy for you to join us at any online event that we host on the **Microsoft Teams** platform.

Smart phone

Download the Microsoft Teams App (**note:** do not create a new account as this may charge you).

- Once downloaded, leave the App and click on the event link we've provided
- This will open the App. Select "Join as guest", enter your full name and join meeting
- This will add you to the lobby. Please wait and we will admit you shortly before the event starts
- Once the event is finished you can delete the App if you prefer.

Computer

Note: If you are using an Apple Mac then use the smart phone instructions above.

- You will **not** need to download the App for your desktop
- Click on the event link we've provided
- The link should open in your browser and give you two options:

Download the Windows app

Join on the web instead

- 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 decline as it's better for everyone to keep their camera off.

Housekeeping

Please keep your camera and microphone muted to avoid background noise and distractions. You can use the chat box to ask questions at any time during the event.

We look forward to seeing you online.

If you have any queries then please email askahss@qub.ac.uk