

Live Event 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 session, 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 click on the 'JOIN HERE' 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
- Click on the 'JOIN HERE' link
- The link should open in your browser giving you two options;



Download the Windows app

Watch on the web instead

- Select "Watch on the web instead"

Event Preparation

Switch Off Camera and Mute Microphone

Please always keep your camera off and microphone muted to avoid background noise and distractions.

Chat With Us

Please direct all questions through text via the Q&A icon as this will avoid confusion of multiple people asking a question at the same time.

Important Information

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.