

# WEBINAR JOINING INSTRUCTIONS



QUEEN'S  
UNIVERSITY  
BELFAST

FACULTY OF  
ARTS, HUMANITIES  
AND SOCIAL  
SCIENCES

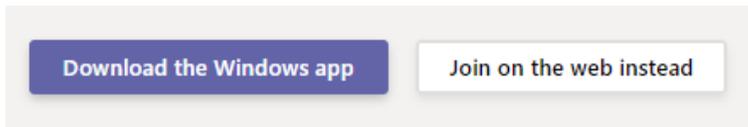
## JOIN BY SMART PHONE

- Download the Microsoft Teams app. **Do not create an account as you may be charged**
- Once downloaded, close the Teams app
- Click on the webinar link provided by Queen's
- Select join as guest, enter your full name and join meeting
- This will place you in a lobby until you are added into the meeting by the organiser
- Once the webinar is finished you can delete the Teams app.

## JOIN BY COMPUTER

**NB. Apple Mac users should use the smart phone instructions to join.**

- You do not need to download the Microsoft Teams app
- Click on the webinar link provided by Queen's
- The link should open in your browser giving you two options:



- Select '**Join on the web instead**'
- You can choose to allow Microsoft Teams to have access to your camera and microphone. Please say 'No'
- This will place you in a lobby until you are added into the meeting by the organiser.

## HOUSEKEEPING GUIDE

- Please keep your camera and microphone muted at all times
- All questions can be typed into the webinar's chat feature at any time
- Please respect each other's questions
- All files can be accessed on the Files tab within the webinar
- Contact askahss@qub.ac.uk if you have any queries.