



LIVE EVENT GUIDE FOR ATTENDEES

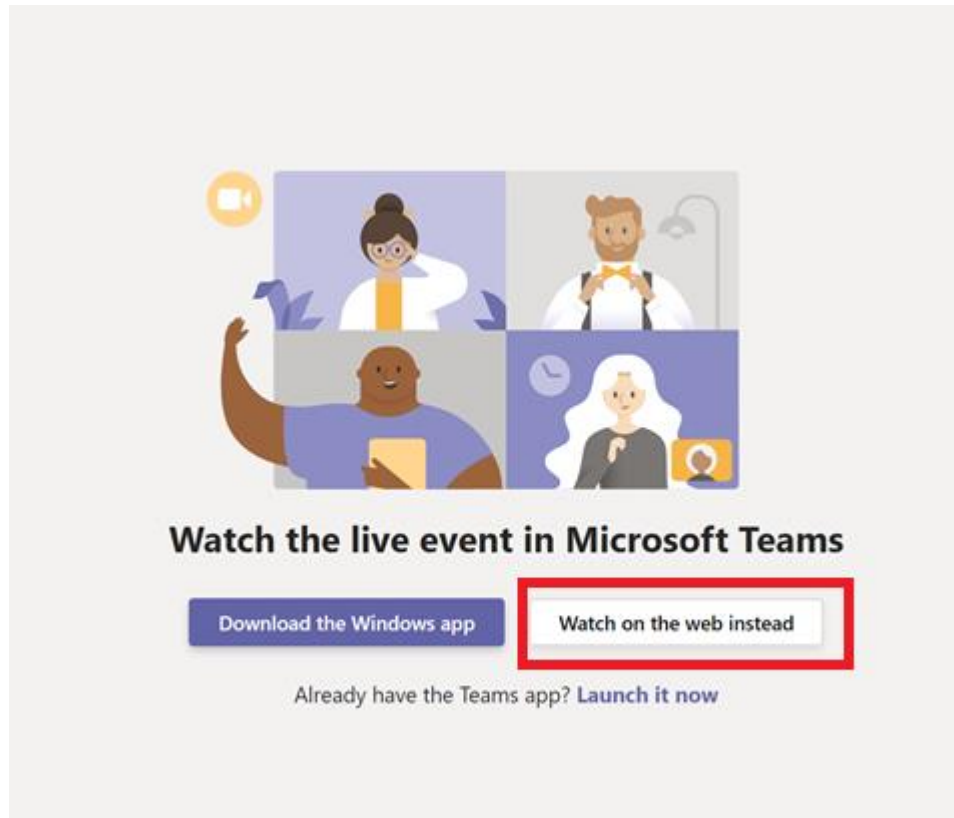


IMPORTANT TIPS BEFORE JOINING THE EVENT

- Please Join the Event **10 mins before the start time**, so that you're all set when the Live Event begins.
- You can join the broadcast via –
 - **Desktop / Laptop –**
 - Please use **Chrome, Firefox, or Edge browsers only**. Please DO NOT use Internet Explorer or Safari.
 - If you have the Teams app on your machine, you may also use the same to attend the broadcast. To download the app, click <https://aka.ms/getteams>
 - If you have a Teams Login ID and Password, you can “Sign in and join” else you may “Join as Guest”. For more details check the next slide.

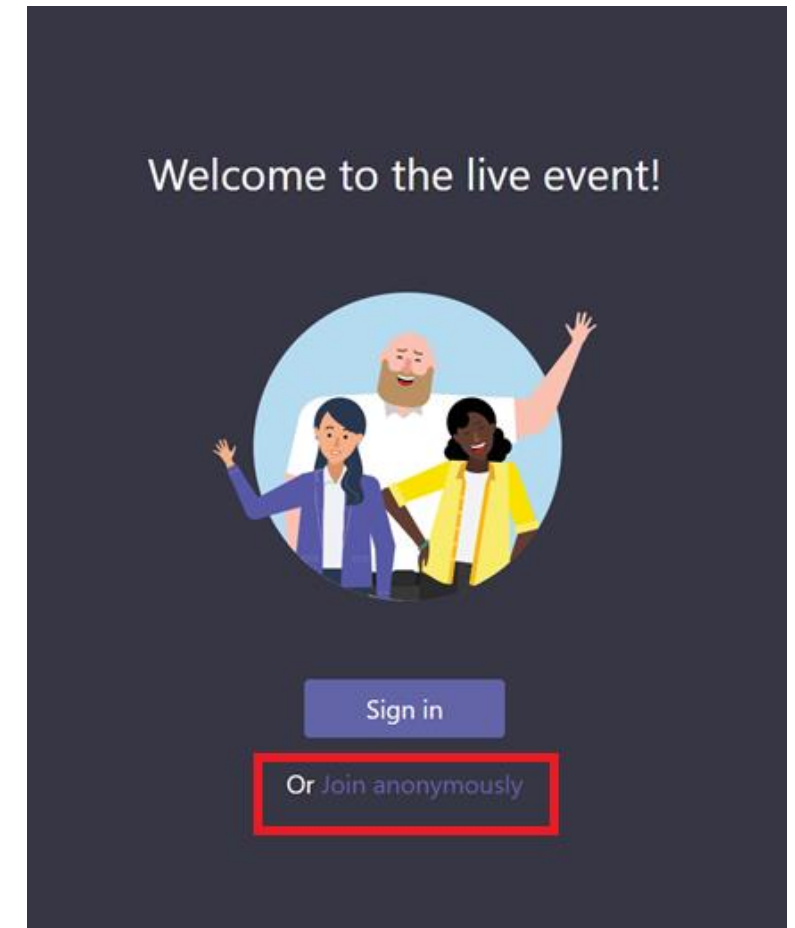
AFTER CLICKING THE JOIN LINK -

Step 1 - Click the Live event invite and on the web page that opens, select “Watch on the Web”



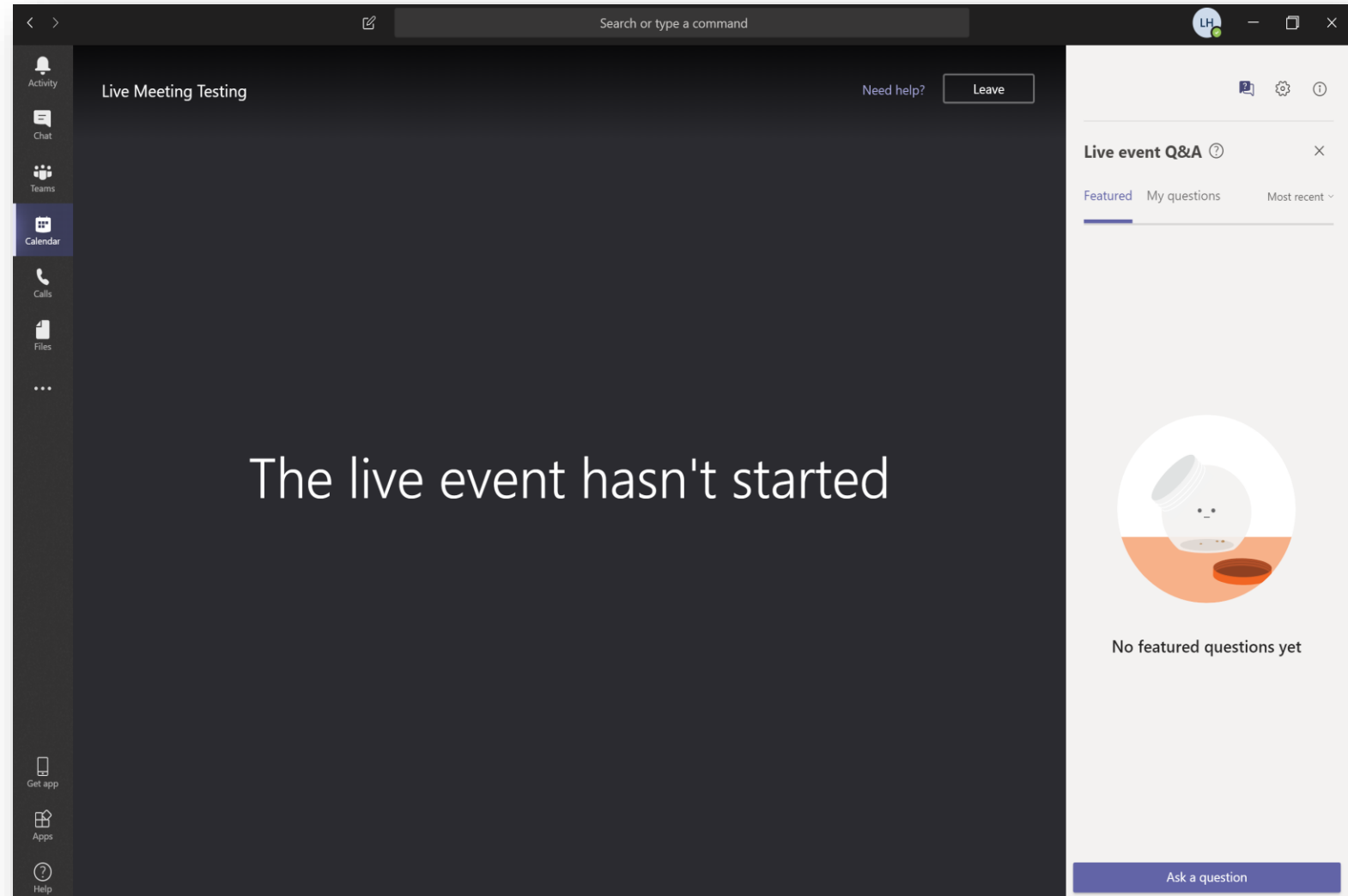
Step 2 –

- If you do not have a Teams login id, click “**Join Anonymously**”
- If you have a Teams Login ID, you can “Sign In” and join the event



PRE-EVENT SCREEN

- If the live event hasn't started, you'll see the message "The live event has not yet started."
- Wait for the presenter to commence the broadcast



LIVE EVENT STARTED

- Once the broadcast has started you would see the “LIVE” status.
- At any point, you can go back to an earlier segment of the broadcast on-demand. You can then click on “LIVE” again to be in sync with the Presenter

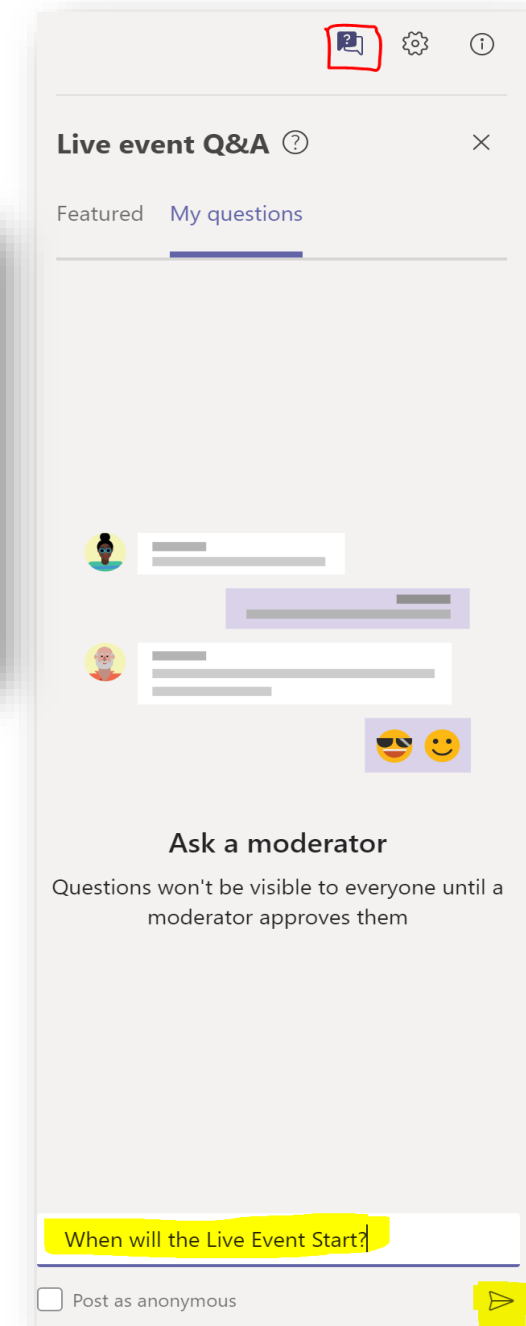
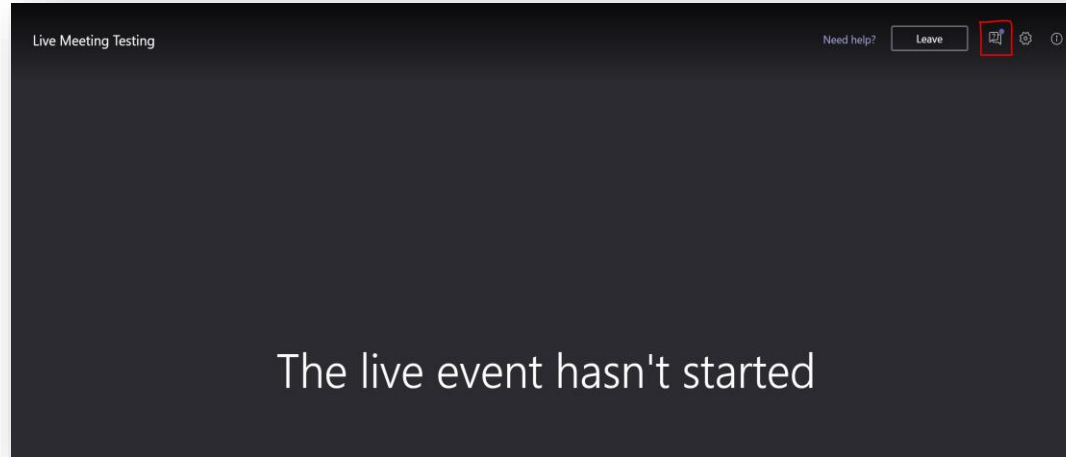
The screenshot displays a Microsoft Teams live event interface. The main window shows a document titled "Welcome to Live Event.docx" with the text "Welcome to Live Event" centered on the page. The document viewer includes a ribbon with tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. The View tab is active, showing options for One Page, Multiple Pages, Page Width, and Zoom (100%).

On the right side, there is a "Live event Q&A" panel. It features a "Featured" section with a question: "Live Event Will Start In Next 5 Min." and a "Moderator" response: "Live Event On IT Learning". Below this, there is an "Ask a question" button.

At the bottom of the screen, there is a control bar with a "LIVE" indicator circled in red, indicating that the event is currently live. Other controls include a play/pause button, a volume icon, and a settings gear.

Q&A PANEL

- To ask any queries, use the Q&A Panel on the top right of your screen



Q&A PANEL FEATURED V/S PRIVATE REPLIES

- **Featured** – Queries where the Presenter publicly sends a response will appear under Featured.
- **My Questions** – Queries where the Presenter privately replies to you will appear under My Questions.

Featured

Live event Q&A ? ×

Featured My questions Most recent ▾

Moderator 4:28 PM

Live Event Will Start In Next 5 Min.

Moderator 4:29 PM

Live Event On IT Learning

Sandip Rajput (You) 4:44 PM

How does this apply to everyone in daily life?

Moderator 4:44 PM

This is important in our daily IT activity.

My Questions

Live event Q&A ? ×

Featured My questions

Sandip Rajput (You) 4:33 PM

When will the Live Event Start?

← Reply

Sandip Rajput (You) 4:41 PM

Can you explain the process to achieve this?

Moderator 4:43 PM

Yes

← Reply

LIVE EVENT COMPLETION

- When the Presenter ends the broadcast, you will see “The Live Event has ended”
- You may access the recording by clicking on the same attendee link again.

