

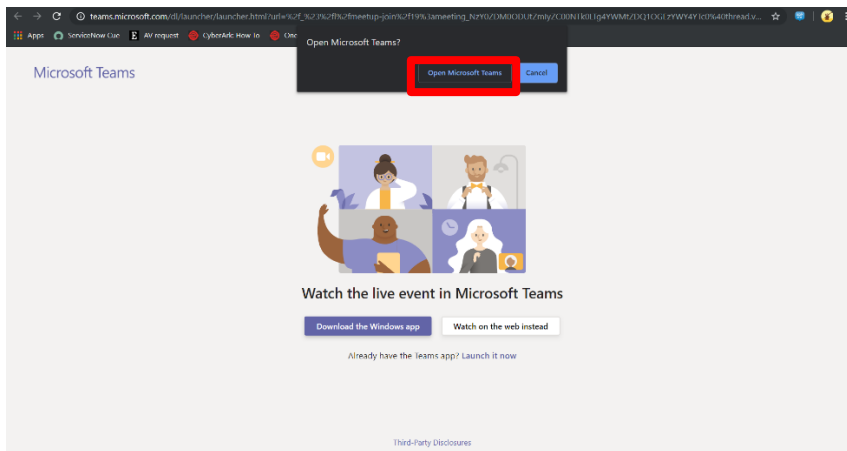
Microsoft Teams Live Events

Join webinars through Microsoft Teams

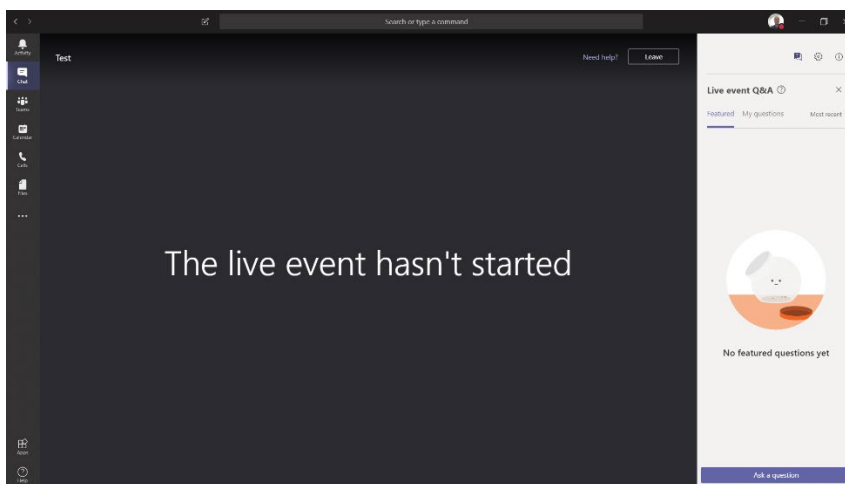
Please note that there's no need to download any specific application. The Microsoft Teams tool is compatible with PC & Mac.

In order to attend the webinar through Microsoft Teams Live Events, please follow these steps:

1. Click on the link on the invitation
2. Click "Open Microsoft Teams" on the web browser

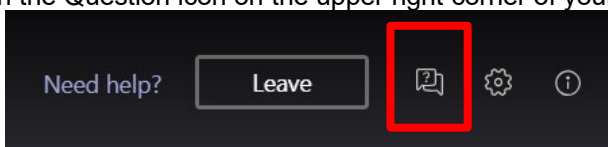


3. Wait for the event to begin

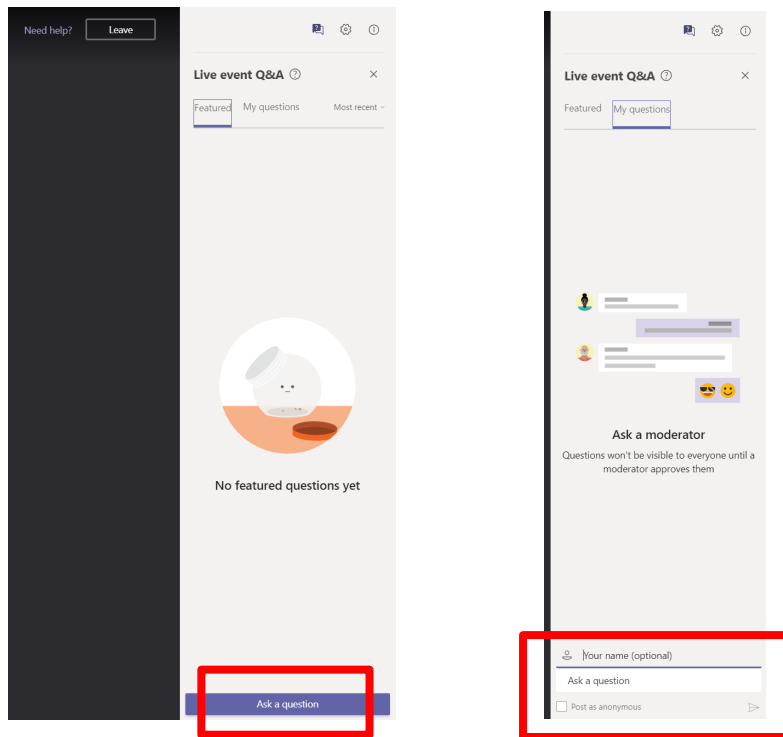


4. Feel free to ask as many questions as you like in advance and during the meeting.

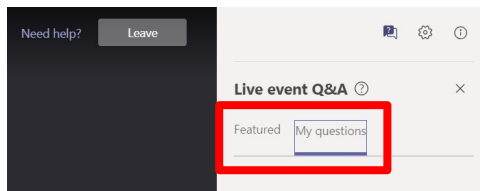
Click on the Question icon on the upper right corner of your screen



5. A Live event Q&A tab will appear. Click on the purple **“Ask a question”** button on the bottom and type your question in the **“Ask a question”** field that will appear in its place. You may tick the **“Post as anonymous”** box if you wish. Once you’re done typing your questions, click on the **“Send”** icon



6. You will be able to see your submitted questions under the **“My questions”** tab; the questions selected to be answered by all participant will show under the **“Featured”** tab.



*** Please make sure you are equipped with headphones to listen in through your computer.**

