

# Microsoft Teams Live Event Overview

Quick reference guide

## Attendee: Joining a Live Event

Microsoft Teams Live Events are an extension of Teams Meetings that enable you to schedule, produce and broadcast events to large audiences online. As an attendee, you can view the event (i.e. conference) live from your desktop, web browser or mobile phone or at a time that suits you (i.e. “on-demand”).

- 1 You will receive an invite to the Live Event in your Outlook Inbox.
- 2 Open the email and click **Accept** as you would any meeting invitation.
- 3 You can **join the Live Event** from **your Teams or Outlook calendar** when the time comes by **clicking Join** on the invitation.

The sequence of screenshots illustrates the process of joining a Microsoft Teams Live Event:

- Step 1:** An Outlook inbox showing an email from Stephen Mitchell titled "Stakeholder Conference". The email body says "Please click on this link:". A notification bubble shows the meeting details: "Stakeholder Conference" by Stephen Mitchell, scheduled for 3:43 PM.
- Step 2:** The email is open, showing the "Stakeholder Conference" details. The "Accept" button is highlighted, along with other options like "Tentative", "Decline", and "Propose New Time".
- Step 3:** The Microsoft Teams calendar view is shown. The event "Stakeholder Conference" is highlighted. A "Join" button is visible in the event details pane.

Cont.

# Microsoft Teams Live Event Overview

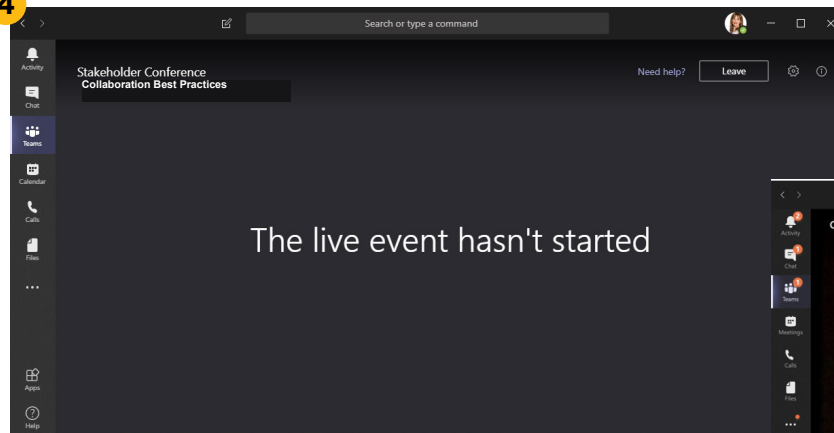
Quick reference guide

## Attendee: Joining a Live Event

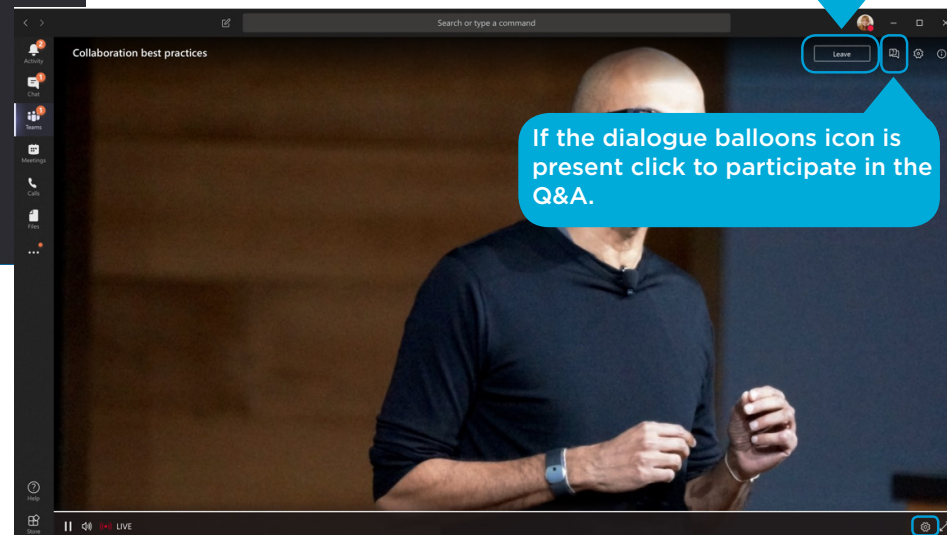
4

Once you have joined the Live Event interface will open. If the event hasn't started there will be a message on screen notifying you, wait for the event to start.

4



Click the Leave Button to leave the event.



If the dialogue balloons icon is present click to participate in the Q&A.

Click on Settings Cog > Quality to increase resolution, if required.