**Attend or watch a Microsoft live event**

You will have received an email from State Office with a Microsoft Teams Live Event link in it.

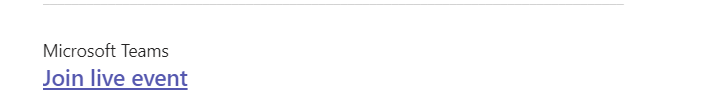
**Before the day:**

* You will have received an email from State Office with a Microsoft Teams Live Event link in it.
* Decide which device you will be joining the meeting from. If it’s a smart phone or tablet you will need to download the Teams app before the day.
* If its your PC you can just follow the below steps

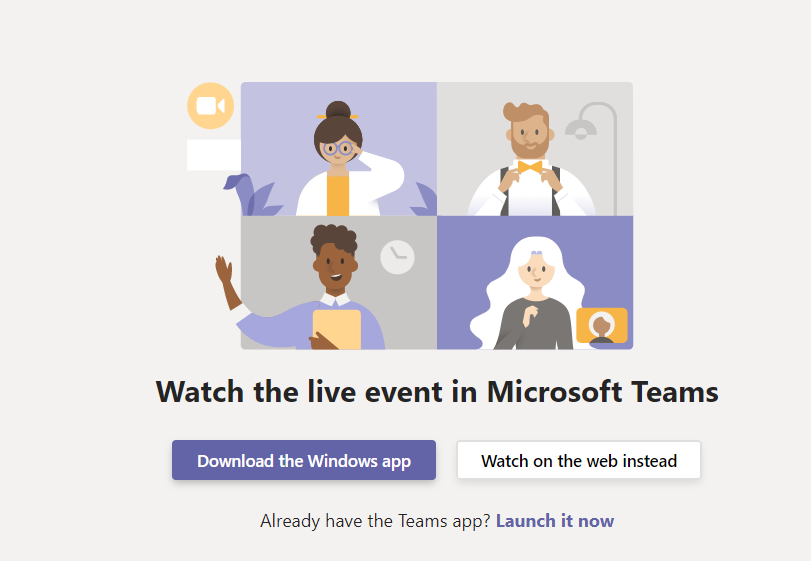
--------------------------------------------------------------------------------------------------------------------------

**On the day:**

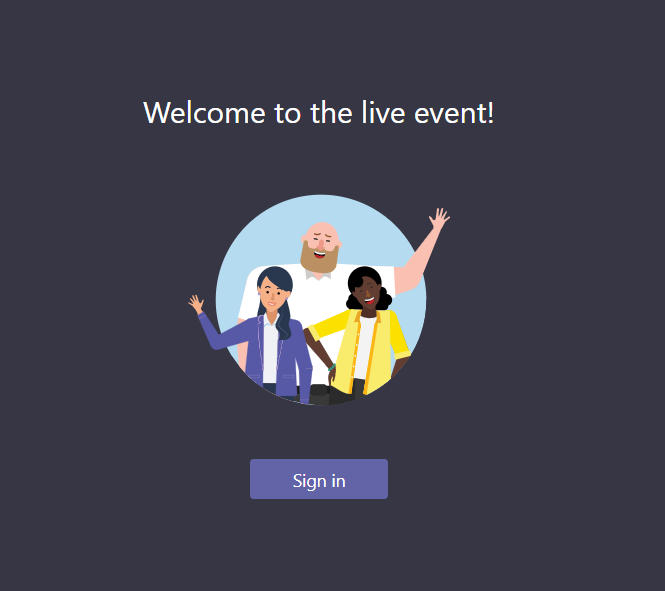
1. Select the live event link in your email.



1. You'll see different instructions based on how you join the event (like from the Teams app or watch on the web – just click the **web option** if you do not have the app installed).

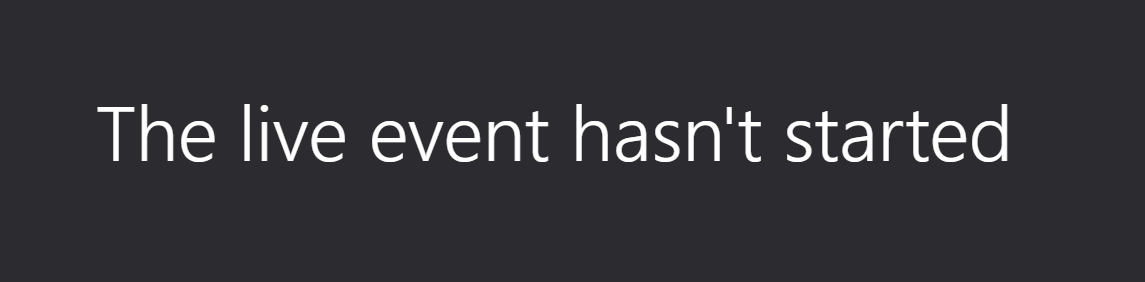


1. Sign in using your Scouts NSW email address and password.



*Optional Step - If you have not signed in on this device before using your Scouts NSW Email address it may ask you to verify who you are by sending a text message to your registered phone. You will then need to enter a code into your device.*

1. If the live event hasn't started, you'll see the message "The live event has not yet started." Just wait and it will start shortly.



1. There are controls at the bottom of your screen to pause the action, adjust volume and the video quality.
2. Once the event begins - If the video is jumping around or stopping/starting it is likely your internet connection is slow and unfortunately, we cannot assist with that.

----------------------------------------------------------------------------------------------------------------------

**Participating in a live event**

The Q&A panel only appears only if organizers have set it up. To ask a question:

1. Select **Q&A** Q&A button on the right side of the screen.
2. Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.
3. In a Teams Live Event it is a presentation webinar – you cannot be seen on screen or heard.