

Joining a Microsoft Teams webinar - attendee guide

To make the most of your experience in the Teams webinar, we have listed some top tips below which we hope you will find useful.

Getting ready...

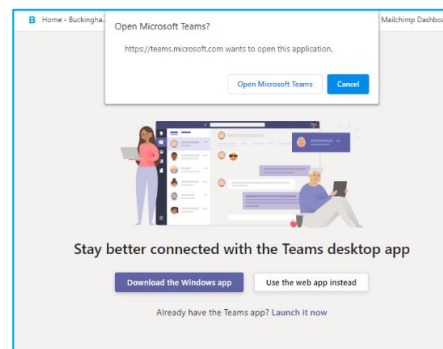
We recommend using a computer or laptop if possible, rather than a mobile phone, as this will give you an improved experience of the Zoom meeting. Microsoft Teams works on both a Windows PC and a Mac - applications available for either and Teams may also be used via the browser on either device. App's are also available for mobile and tablets - both iOS and Android

Entering the meeting –

- The link to join the Microsoft Teams meeting will be included in your joining instructions email.
- Click on this link. You may be asked to enter your name.
- When you click the link, you will receive a prompt to open Microsoft Teams similar to the below:

Join Microsoft Teams Meeting

[Learn more about Teams](#) | [Meeting options](#)



When Teams is open, you'll be prompted to JOIN

- If you are working from home and on a video call you might want to use the 'Blur the background' feature which hides/blurs the background so other participants can see you but not whatever is behind you.
- You will be encouraged to switch your camera on - it is much easier to connect with someone

you can see. It also helps to pick up non-verbal communication if you can see other participants body language.

- **Equipment** – You will need a computer or device with a webcam and microphone to participate fully in a Zoom session. Using a headset or in-ear headphones with a microphone works well and ensures that you can hear the presentation more clearly, whilst also improving sound for other attendees listening to you. Don't worry if you haven't got these – you will still be able to take part using the inbuilt microphone and speakers in your laptop/computer.

- **Workspace** – If you can find a quiet spot for your meeting with few disturbances and little background noise, this would be best. We do understand that this isn't always possible, and there is the ability to mute your microphone in the meeting, so don't worry too much about background noise!
- **Refreshments** - Prepare with a cup of tea/glass of water and sit back ready to join the session.

During the webinar...

- **Microphone** - You will be asked to mute your microphone whilst presenters are speaking – this helps to cut out any distracting background noise.
- **Video** - If you are happy to turn on your video, this helps to connect you with others in the meeting – it's always easier to talk to someone when you can see them!
- **Breaks** – If joining a half or full-day session, don't worry, there will be lots of regular breaks built in which your presenter will confirm at the start of the meeting. During breaks, we recommend you turn off your video and mute your microphone whilst stretching your legs and topping up on refreshments.