



July 28 – August 2
PHOENIX, ARIZONA



Tips for Participating in a Microsoft Teams Webinar

Joining the webinar

1. For best results, use a laptop or desktop computer where you can participate in a browser without installing the Teams app. If you are using a mobile device, you'll be prompted to download the required free Teams mobile app.
2. 5-10 minutes before the webinar is scheduled to begin, click the **Join Event** link in the invitation, registration confirmation email, appointment, or reminder email you received.
3. Follow these steps:
 - a. If you have the Microsoft Teams app installed on your device, click **Open Microsoft Teams**. If not, click **Cancel** and **Continue of this browser**.
 - b. Click **Allow** to let Teams use your mic and camera.
 - c. Type your name in the available field and click **Join now**.

Watch this 1-minute video for [a demonstration of joining a Teams webinar](#).

Webinar meeting controls

After joining the webinar, you'll see meeting controls across the top of the screen.

Chat – most webinars have attendee chat turned off in favor of using a Question & Answer window.

Q&A – in this window you can ask a question of the presenters and organizer. Your question may be answered privately, published along with the answer for everyone to see, or replied to verbally.

People – shows the list of Presenters and Attendees.

Camera and **Mic** – these controls are normally disabled in a webinar because of the size of the group. If you need to be able to speak to the group, put your request in the Q&A and organizers can enable your mic and camera as appropriate.

