

How to watch and ask questions on a Microsoft Teams Live Event

You can watch and ask questions *via text* on your computer, smartphone or tablet. We will *not* be able to see or hear you or even know that you are watching during the meeting.

On your computer (without the Teams software)

You do not have to install any Teams software, since you will be able to watch on your Chrome, Firefox, Edge (but not Safari) browser. Microsoft has a one-minute video to describe the [web login process](#), or you can follow these directions.

First click on the meeting link. After clicking on the meeting link you will be brought to the following screen. If it has the small window near the top click the cancel button. Then click **“Watch on the web instead”**. (Screens may appear slightly different on different browsers).

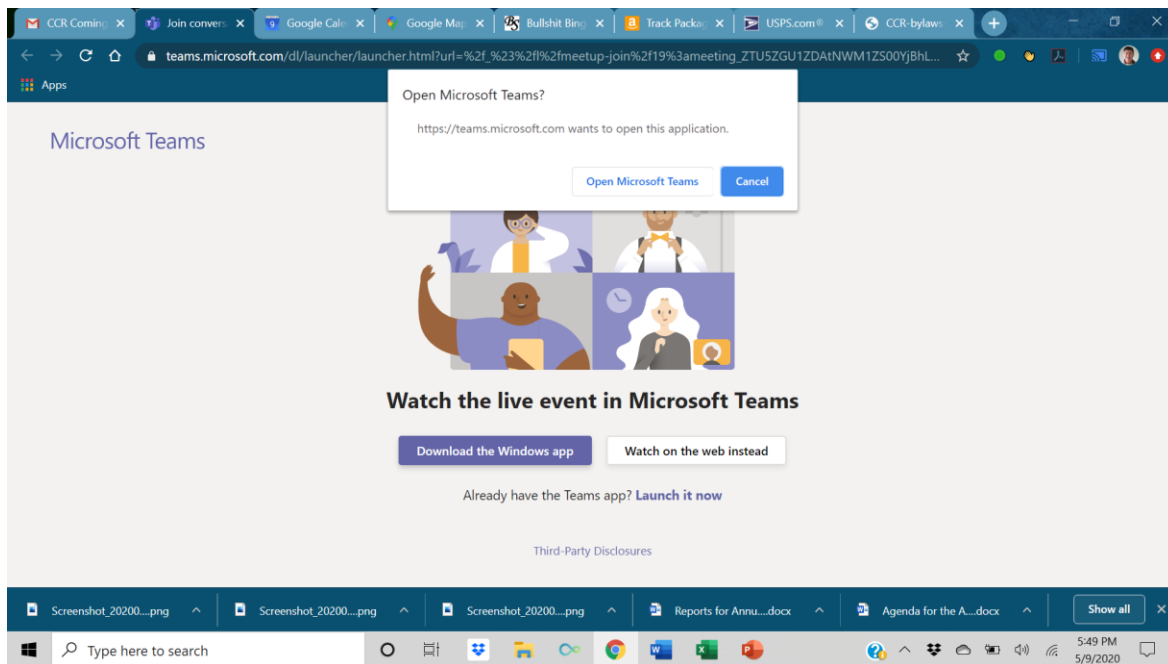


Figure 1 Opening screen on your Web browser

Below is the next screen. You do not have to sign in. Just click **“join anonymously”** near the bottom in the very fine print.

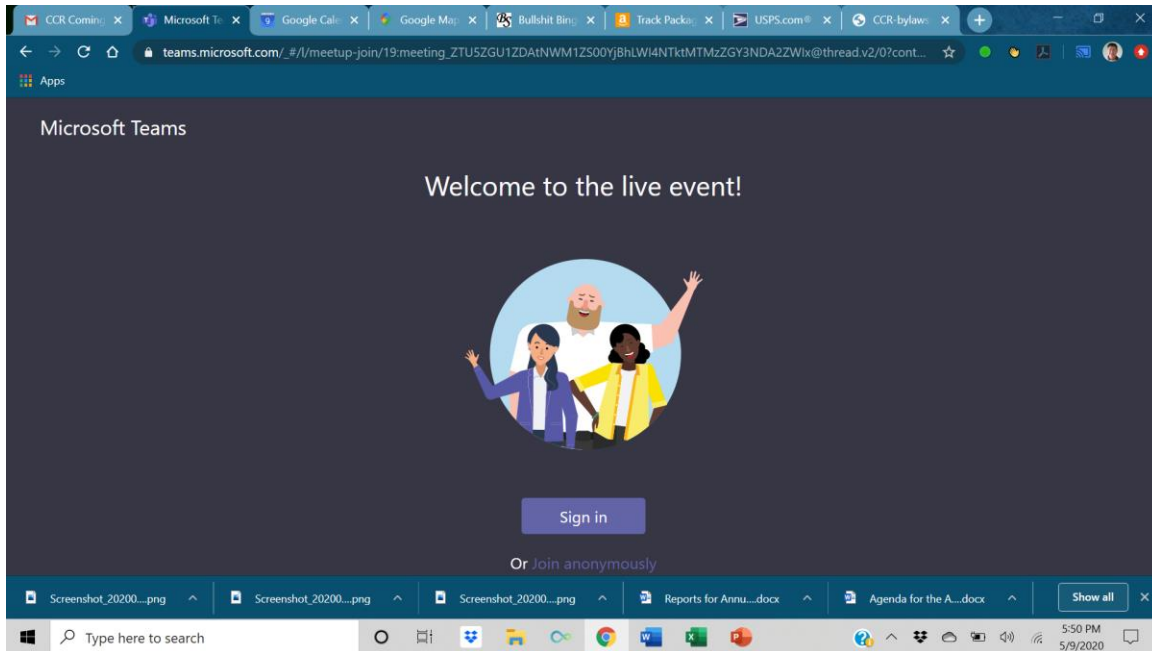


Figure 2 Second web screen. Click on the tiny "join anonymously" at the bottom

This is what you will see before the meeting has started. Note the title of the session on the top left of the screen. The Q&A window may already be enabled. The screen will automatically show the live presentation once it has started. You can open and close the Q&A window during the meeting as you wish.

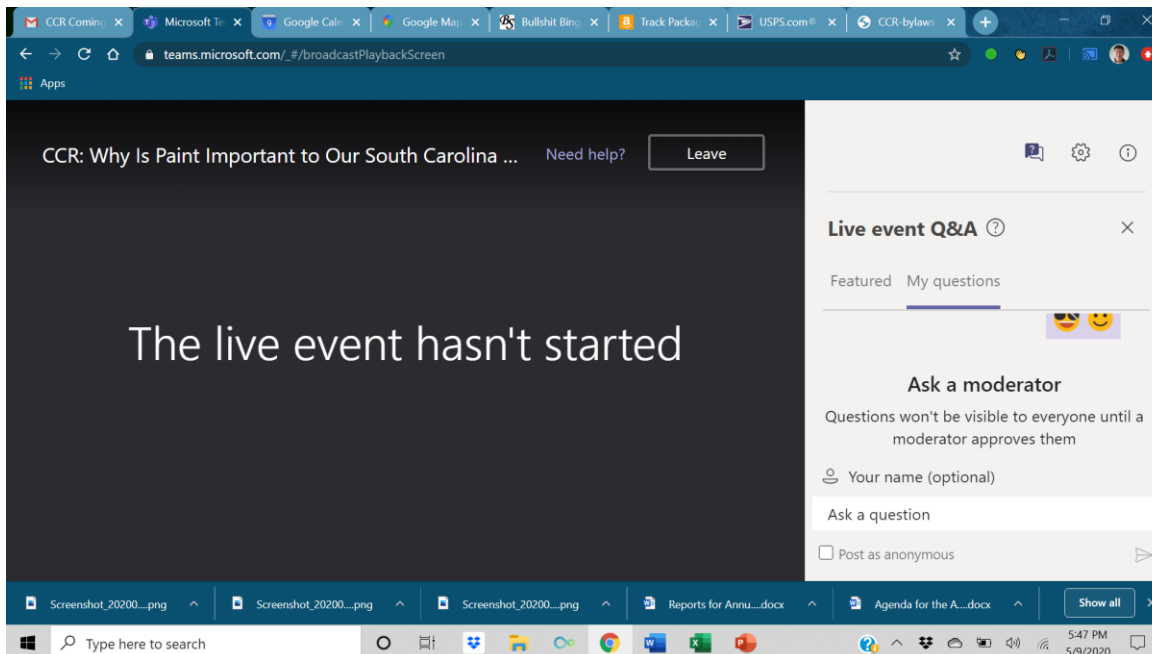


Figure 3 Final web screen prior to start of meeting.

To ask a question if the Q&A window is not open, just tap on the ? mark toward the upper right corner of the screen. You can see previously asked questions by selecting Featured. You will not immediately see your questions under Featured. Our moderator will dismiss duplicate or inappropriate questions before publishing them.

Speakers will respond to the questions at the end of their presentations.

This video demonstrates the web login process on a computer:

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

On your smartphone or tablet (Android or Apple)

You must first install the Microsoft Teams app. This only has to be done once, but it should be done well before the start of the live event you want to watch. You may have to create a (free) account before using the app.

"On the tablet you do have to create a Teams account and the first thing it asks you is if your account will be for school, work or personal interaction. I tried school because somehow that seemed the most applicable to me, but that didn't work because it checks with their school software and says you're not a registered student. Then I tried personal interaction but that just tells you to download Skype. Choosing the work option is the ticket, that worked fine. I used CCR as the workplace but I'm not sure that matters. After creating the account it leads you to sign in, I just told it to save my user name and password since there's no personal info on the account. Then I clicked on the link you sent in the email and it found the event with no trouble." After completing this process it takes Microsoft Teams several minutes to configure your setup.

Once installed, just touch the link for the meeting. That will open the Teams app to the meeting. If the meeting has not started, you will see the following screen. The screen will automatically show the live event once it has started. Please be patient if we have not started exactly on time.

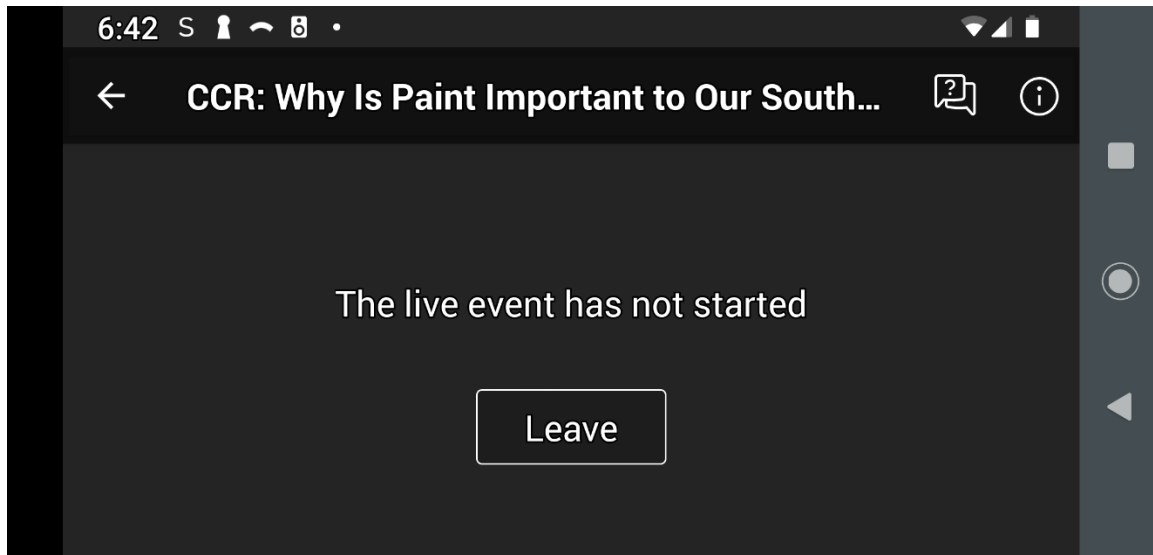


Figure 4 Screen before the meeting has started.

Once the meeting has started you may see something like the following while our speaker is showing a slide. This is in the full screen view.



Figure 5 Full screen mode during a presentation.

In order to ask a question, you must first get out of full screen mode by clicking the bottom right icon showing arrows point at each other. That will bring you to this screen.

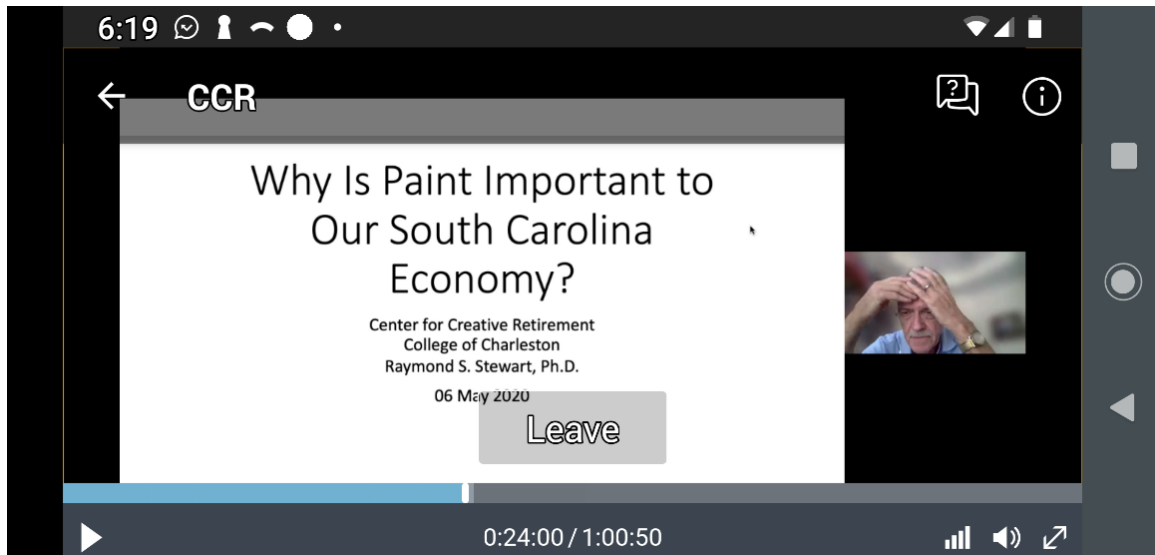



Figure 6 Regular view during presentation

To ask a question, first tap on the  toward the upper right corner of the screen. You will then see something like the following. You can see previously asked questions by selecting Featured, so you do not have to repeat them. You will not immediately see your questions under Featured. Our moderator will dismiss duplicate or inappropriate questions before publishing them.

Speakers will respond to the questions at the end of their presentations.

6:19



← Q & A

Featured My questions



[Redacted]

[Redacted]




[Redacted]



Ask a moderator

Questions won't be visible to everyone until a moderator approves them

 Your name (optional)

Ask a question

Post as anonymous



Figure 7 Q&A Window