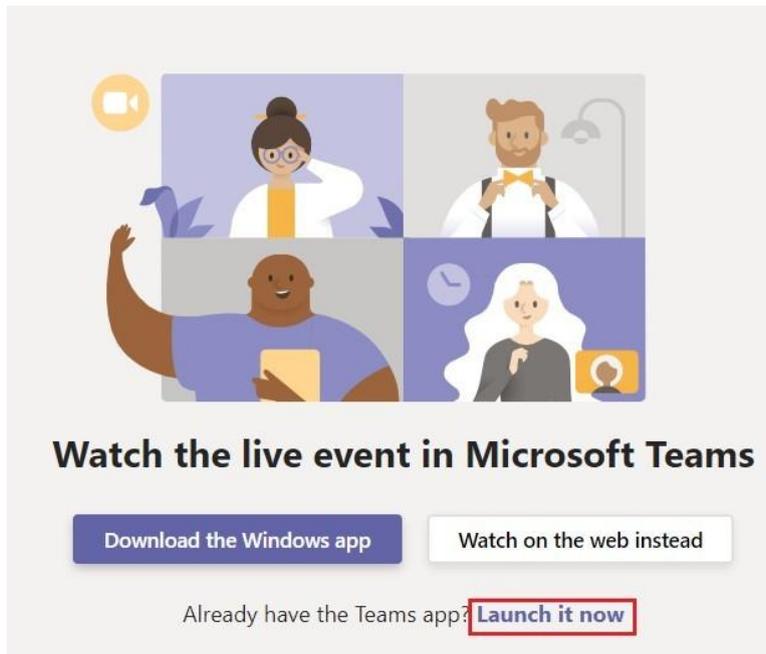
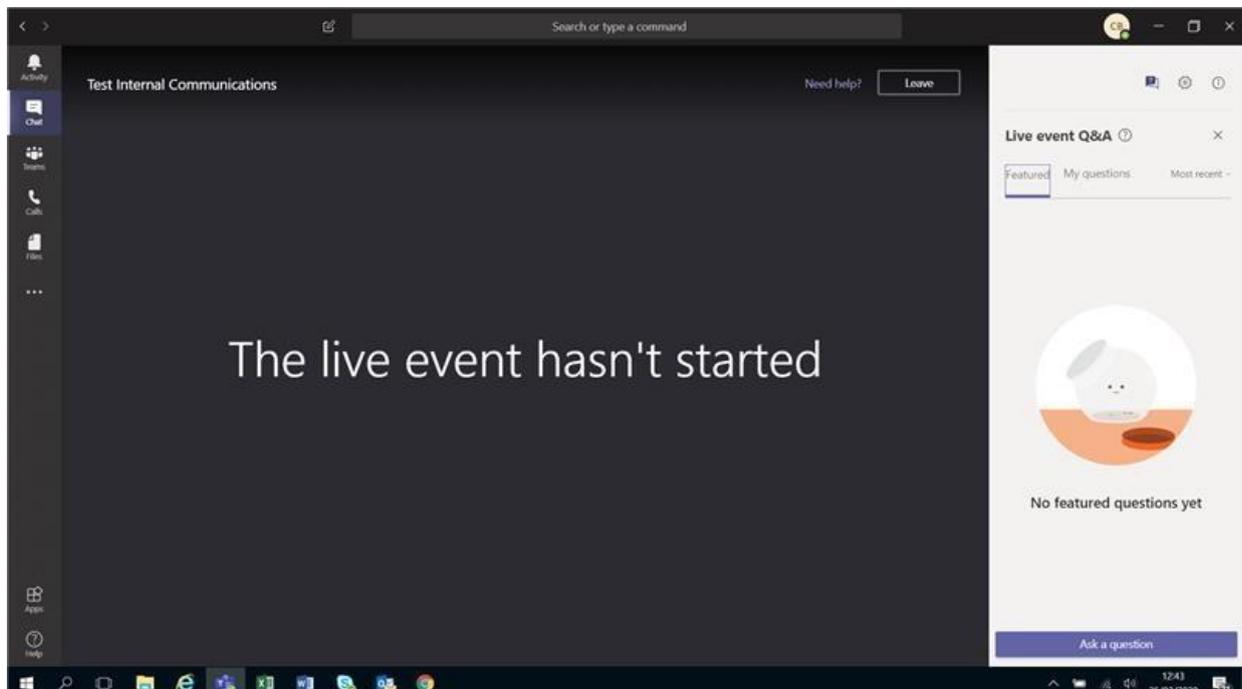


# Attendee instructions for Teams Live

To join the event, click on [the link](#). It should open up in your Teams app. If it does not automatically open, select 'Already have the Teams app? **Launch it now**'.



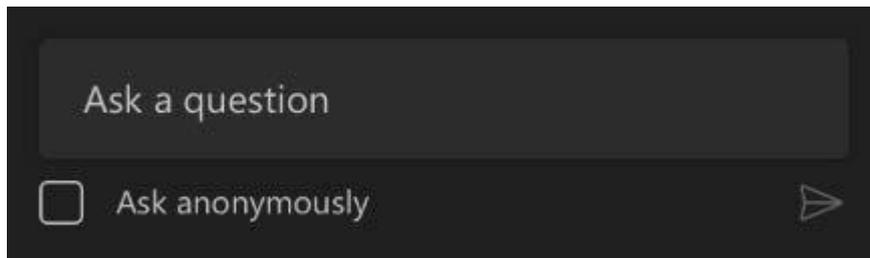
You will see a screen as below showing 'The live event hasn't started'. Please wait for the event to go live.



When the live event starts you will be able to see a presenter, the meeting slides and a BSL interpreter.

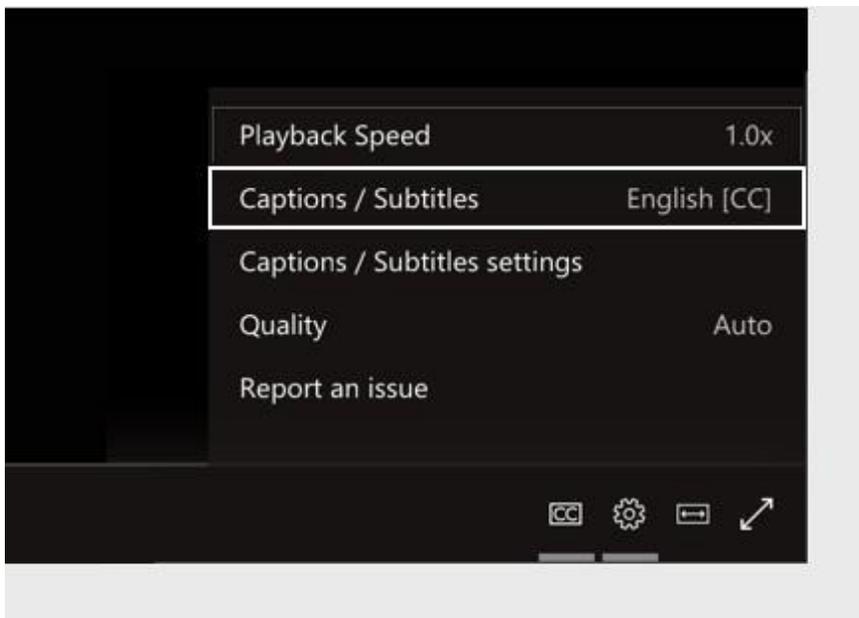
To ask a question, select '**Ask a question**' on the right side of the screen.

Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.



To turn on live captions and subtitles, select **Captions/Subtitles On**  in your video controls.

To change the caption language, select **Settings**  > **Captions / Subtitles**, and choose the language you want.



## Top tips to join and troubleshooting

- Make sure you've shut down and re-started your laptop from the day before. This makes sure any updates have installed.
- Join the meeting 10-15 minutes before the start of the stream, you can leave it running in the background until it starts.
- Make sure you're not downloading anything over WiFi when joining the meeting and try to avoid others in your home livestreaming at the same time.
- Close any unused browsers, browser tabs and other unused windows.
- Items like microwaves, cordless phones and baby monitors can sometimes interfere with home WiFi. Switching them off temporarily may make a difference.
- Try to minimise obstructions between your working area and WiFi aerial.

- [Download the Teams app to your work or home mobile](#), and log in to watch the meeting using 4G.
- To turn on live captions and subtitles, select Captions/Subtitles On in your video controls.