



Attendee

During your event

Attendee experience in Teams meetings & Live Events



Top

Live Event Attendee experience

The Attendee experience includes controls for Pause and Play, as well as Fast Forward through the event. You can also turn on Closed Captioning if it has been enabled for your event, and the Q&A appears on the right.

Microsoft Teams Immersion

Welcome to our Microsoft Teams Immersion live event

0:20:20 / 1:09:01

Live event Q&A

Featured My questions Most recent

Anonymous 4/23/2020 11:45 AM 1
When will Teams be rolled out to us all?

Moderator 4/23/2020 11:46 AM
Teams is coming next week.

Ask a question

The screenshot shows a Microsoft Teams live event interface. On the left is a video player with a 'Microsoft Teams Immersion' title and a 'Welcome to our Microsoft Teams Immersion live event' subtitle. The video shows two women looking at a laptop. At the bottom of the video player are playback controls (pause, volume, progress bar) and a settings icon. On the right is a 'Live event Q&A' panel with a search bar, tabs for 'Featured', 'My questions', and 'Most recent', and a list of questions and answers. A 'Moderator' has responded to an 'Anonymous' question. At the bottom of the Q&A panel is an 'Ask a question' button. A blue callout box points to the settings icon in the video player, and another blue arrow points from the Q&A panel to the settings icon.

NOTE: The link to your Live Event can be provided to attendees in a variety of ways. You may put it in the body of a placeholder appointment, share it via a formatted invitation email or place on an internal event webpage. You can not simply forward the producer/presenter appointment.

Live Event with Captions

The screenshot shows a Microsoft Teams meeting interface. The main video feed displays a man with a beard and glasses, wearing a brown plaid jacket over a maroon shirt. A caption at the bottom of the video reads "Congratulations everyone on a fantastic quarter". The interface includes a top navigation bar with a search bar and a "Leave" button. A left sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Calls, Files, and Help. A bottom control bar shows playback controls (pause, volume, LIVE indicator) and a settings menu. The settings menu is open, showing options for Playback Speed (1.0x), Captions / Subtitles (English), Captions / Subtitles settings, and Quality (Auto).

Search or type a command

Collaboration best practices

Leave

Activity 2

Chat 1

Teams 1

Meetings

Calls

Files

Help

Store

Playback Speed 1.0x

Captions / Subtitles English

Captions / Subtitles settings

Quality Auto

CONG

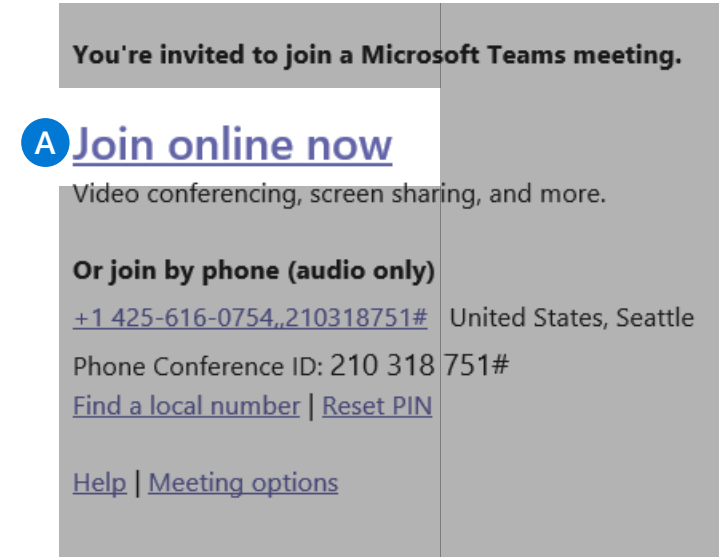
|| 🔊 (●) LIVE

CC ⚙️ ↗️

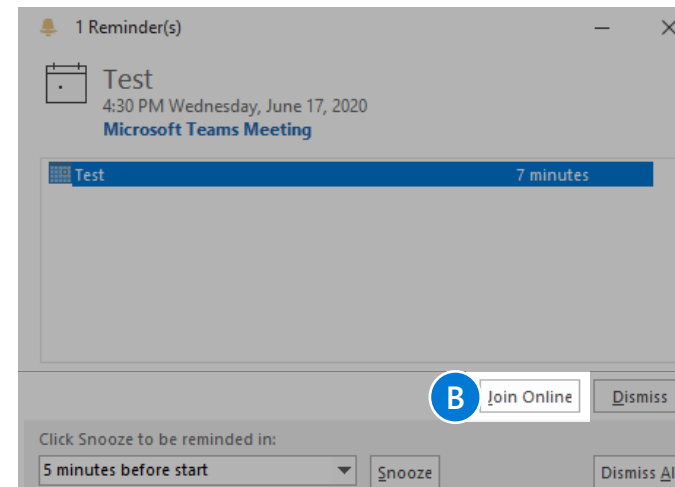
Congratulations everyone on a fantastic quarter

Teams meetings – join from Outlook

- A Option A:
Click **Join Online Now** link in the meeting request.*




- B Option B:
In the meeting reminder click **Join Online**.

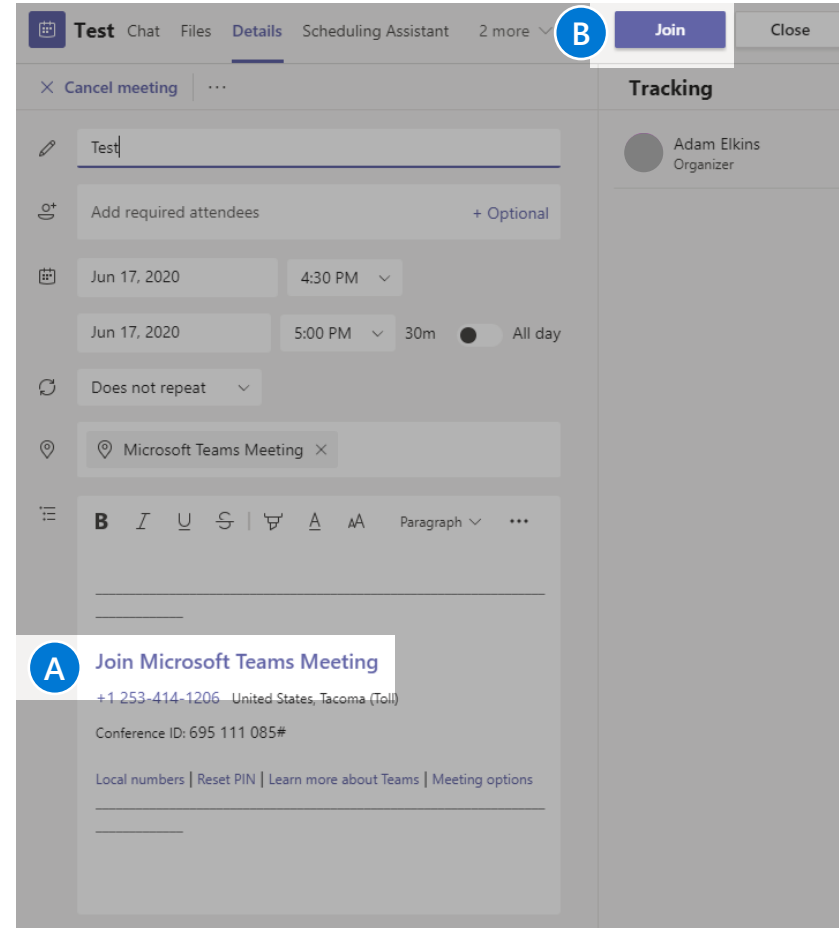


*If a conference number appears in the invite, you should only be leveraging the number and ID if you are unable to access the Teams app or Teams through the web.



Teams meeting – join from Teams

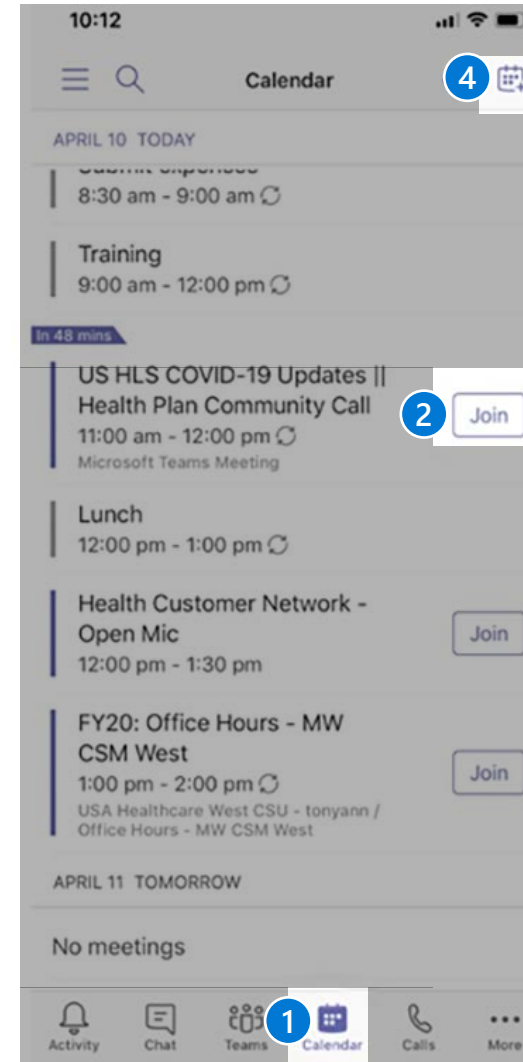
Open the **Teams** client, select the Calendar  icon located on the left side in the navigational side bar. Select the meeting invite in the calendar. You have two options to join the meeting:

- A** Option A:
Select the Join Microsoft Teams Meeting link in the meeting invite.
- B** Option B:
Select the **Join** button located on the top right side of the screen.



Teams meetings – join or create from mobile

- 1 Open the **Teams** app and select the **Calendar**  icon located at the bottom of the screen.
- 2 Next you will see your meetings listed in your calendar. Find the meeting you want, and then select the **Join** button which will connect you to your meeting.
3. Tap anywhere in the meeting to have the meeting icon bar pop up (ex: mute icon).
- 4 To create a new meeting invite, select the **Calendar**  icon located at the top of the screen.



Teams meetings – pre-join settings

Next you will see the following screen, in which you will have the following selections prior to joining the meeting

1

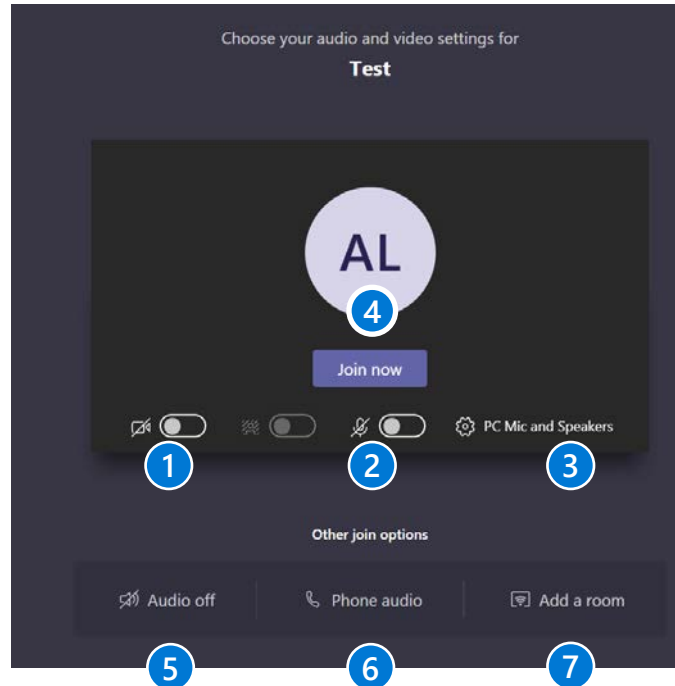
Camera

If you turn on your camera you may notice the icon below. This is to enable background effects. This will **not** be available if you are using the Teams web client.

2

Microphone

If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.



3

Device settings

Select audio device and camera settings to make adjustments to your audio or camera source.

4

Join now

Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

Other Join Options:

5

Audio off

Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

6

Phone audio

Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:

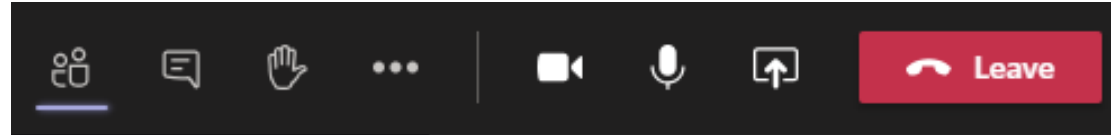
- "Call me" option
- Information to dial in manually









7

Add a room

Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.


Options available in Teams meetings




 Turn camera on/off	 Show meeting chat
 Mute/unmute sound	 Show participants
 Share screen: options include desktop, window, specific application	 Hang up/leave meeting
 More actions	 Raise your hand

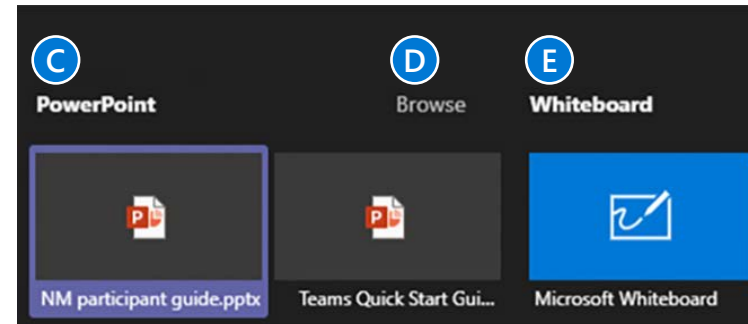
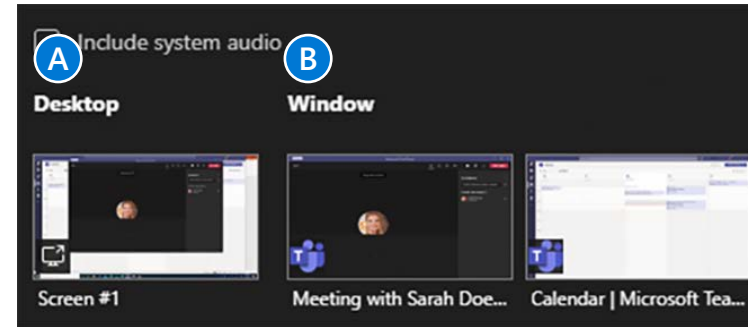
For more details on Share Screen and More Actions, refer to the next slides.

Share Screen icon

1. Select the **Share Screen** icon 
2. Select what you want to share:
 - A Desktop** lets you show everything on your screen.
 - B Window** lets you show a specific app.
 - C PowerPoint*** lets you show a presentation.
 - D Browse** lets you find the file you want to show.
 - E Whiteboard** allows you draw/write on the screen.
3. After you select what you want to show, a purple border surrounds what you're sharing. Double click the item selected to start sharing.

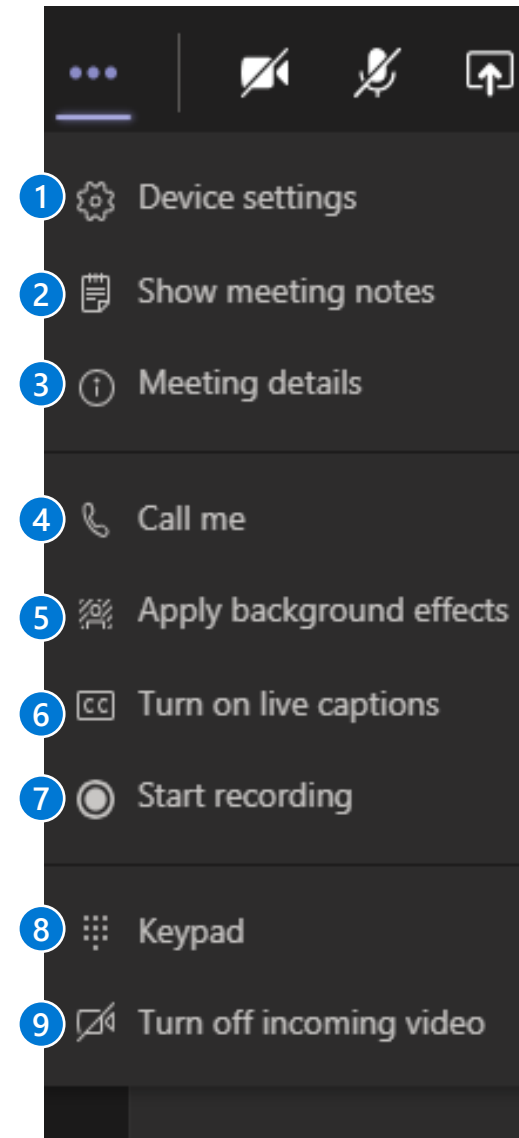
Note that the **Include System Audio** box is unchecked by default. Check if you want to play a video or audio clip as part of a presentation.

*When sharing directly from PowerPoint, Word, etc. the audience may scroll through the pages independently of the presenter (without impacting the presentation). If you don't want people to be able to independently navigate through the PowerPoint file you are sharing, select (it's  to **Stop presenting**) to prevent it.



More Actions icon

- 1 **Device Settings:** Select audio device and camera settings. Set restrictions to allow parties to move through shared presentations on their own.
- 2 **Show Meeting Notes:** Notes you take are shared with others and are accessible before, during and after the meeting.
- 3 **Meeting Details:** Join meeting link info/dial info.
- 4 **Call Me:** Transfer call to another device.
- 5 **Apply Background Effects:** Apply blur background or apply a custom background so participants in the meeting are not distracted by what's going on behind you when your camera is turned on.
- 6 **Turn On Live Captions:** Live captions can make your meeting more inclusive to participants who are deaf or hard of hearing, people with different levels of language proficiency and participants in a loud place.
- 7 **Start Recording:** When you record a meeting, a banner will appear, letting attendees know that the recording has begun. You can access the recording after the meeting ends in the meeting chat or in Stream.
- 8 **Keypad:** Dial out from the Teams meeting using the Teams Audio Conferencing Services.
- 9 **Turn Off Incoming Video:** Help the quality of the audio on incoming video by turning off video.





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During your event

Guest Attendee join experience in Teams meetings



Top

Microsoft Teams

External users joining a Teams meeting

The following slides are to provide examples on what an external user will experience when joining a Teams meeting. Anyone can join a Teams meeting as long as they have an email address. Teams can be accessed through Mac, iOS, Android and Windows devices.

As Teams evolves, please continue to refer to the following links below for new feature updates to the application.



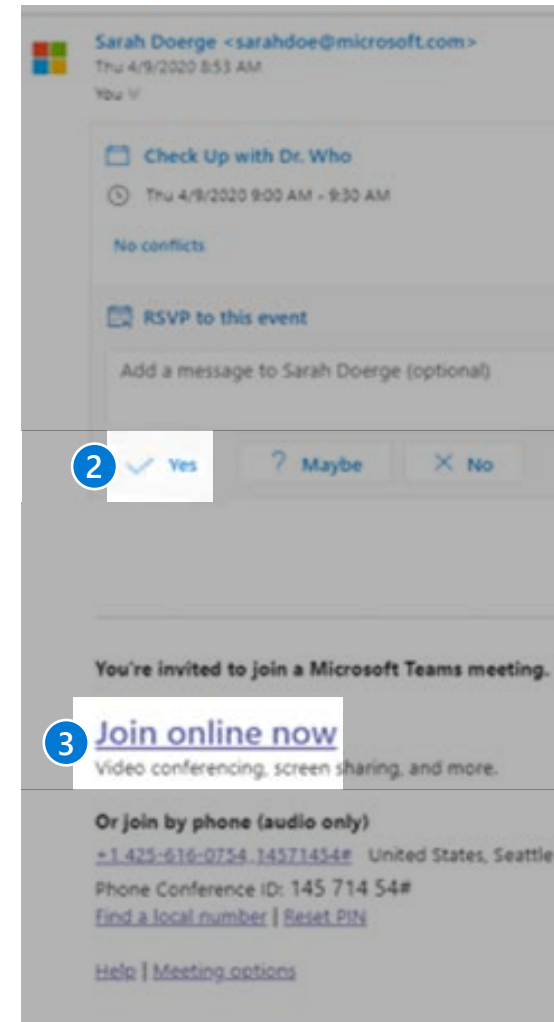
[Microsoft 365 Roadmap](#)



[Join a Teams meeting \(Desktop and Mobile\)](#)

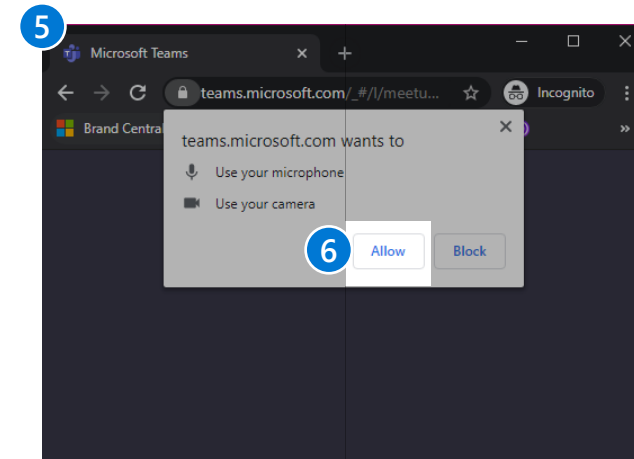
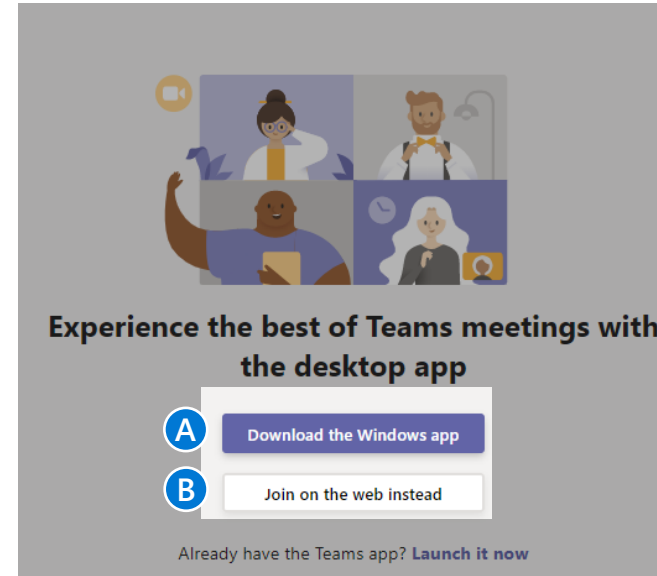
Joining from desktop as an external user (slide 1 of 3)

1. Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. To the right is a snapshot of what an end user will see in their inbox once a Teams meeting invite has been sent out.
2. To accept the meeting invite, the participant will need to select Yes.
3. If the participant selects the **Join Online Now** link, they will see the screen to the right if they don't have the Teams app installed.



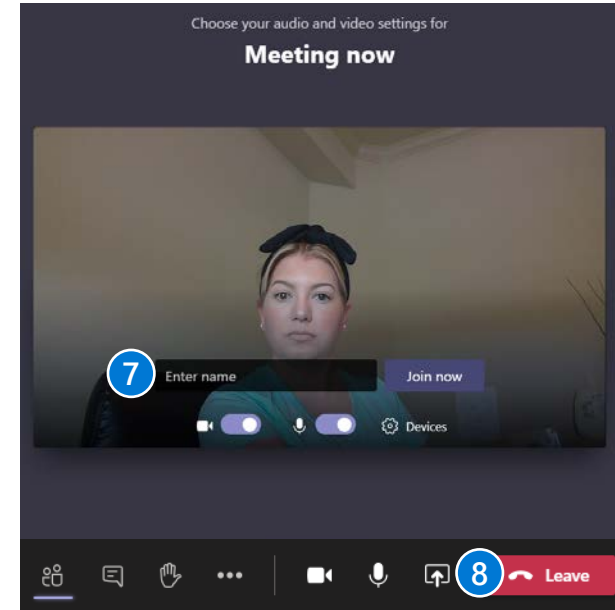
Joining from desktop as an external user (slide 2 of 3)

4. The user will have **two options** if they don't have the Teams app:
 - A Download the Teams App
 - B or Join on the Web Instead.
Supported Web Browsers
- 5 If the participant selects **Join on the Web** Instead, they will then see this screen. This is requesting access to the microphone and the camera.
- 6 Select **Allow**.



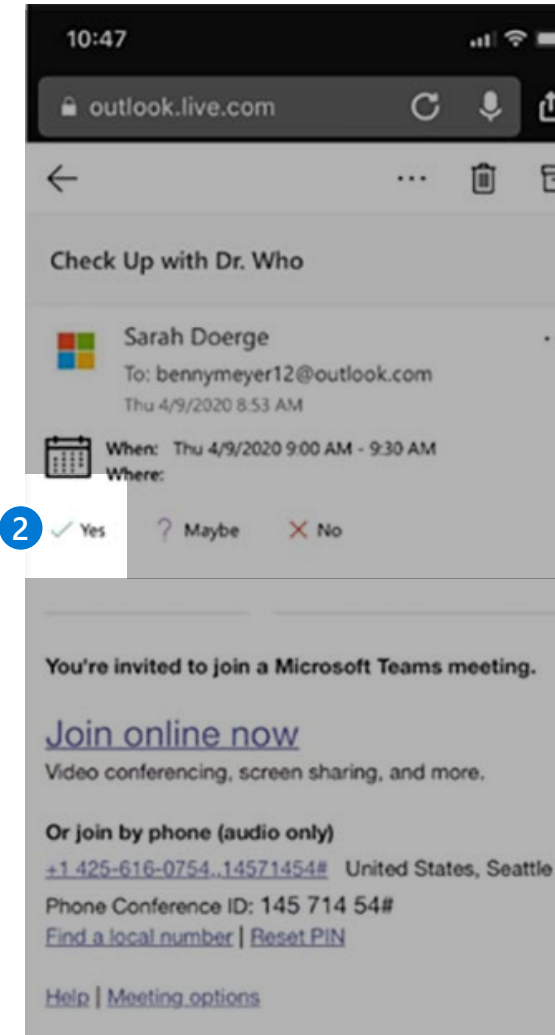
Joining from desktop as an external user (slide 3 of 3)

- 7 Next, the participant will see the following screen. They will need to input their **Name** and select the **Join now** button.
 - They will also have the option to turn off the camera and/or mute themselves prior to joining the meeting.
- 8 To leave the meeting, select the **Red phone** icon listed in the user bar.



Joining from mobile as an external user (slide 1 of 3)

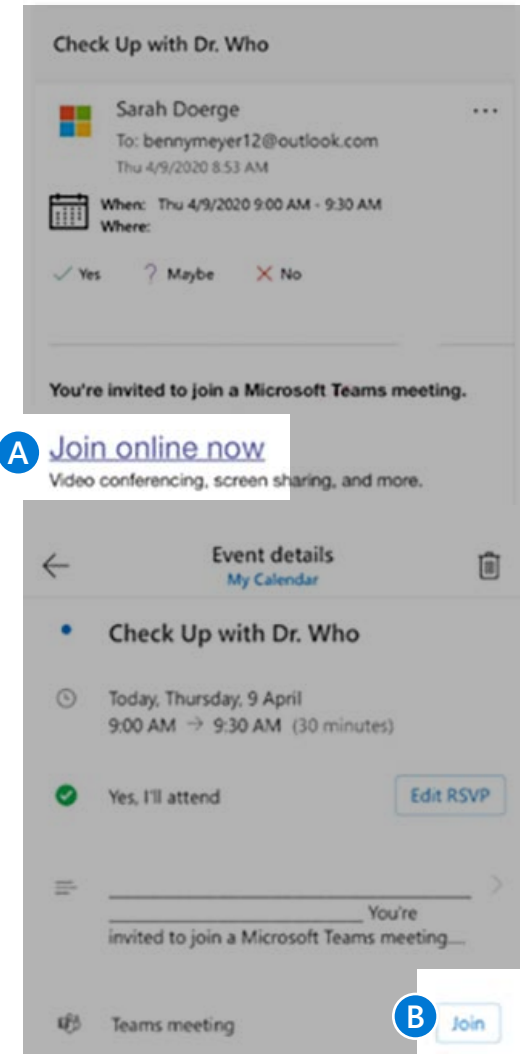
1. Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. To the right is a snapshot of what an end user will see in their mobile email inbox once a Teams meeting invite has been sent out.
2. To accept the meeting invite the participant will need to select **Yes**.



Joining from mobile as an external user (slide 2 of 3)

3. To join the meeting the participant can select:

- A Option A:
Join Online Now link listed in the email or
- B Option B:
Join button listed in their calendar.



Joining from mobile as an external user (slide 3 of 3)

- 4 If the participant does not have the Teams mobile app, they will be directed to a screen to **download the app**.
- 5 Next the participant will see the following screen. To join the meeting, select the **Join Now** icon. The participant has the following selection options prior to joining the meeting.
 - A **Join now** – Select to join the meeting with current meeting options.
 - B **Blurred background** – Select this option to blur the background of your video call.
 - C **Camera** – Select this to turn your camera on or off.
 - D **Microphone** – Select this button to turn your microphone on or off. If it's off, others will not be able to hear you.
 - E **Speaker** – Turn your speakers on in order to hear the conversation.
- 6 To leave the meeting, select the Red Phone icon listed in the user bar.

