Centre of expertise on child sexual abuse

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Joining a Teams Webinar

A CSA Centre guide to joining a Teams webinar

Glossary

Web browser: this is just what you use to get onto the internet, such as Google Chrome, Internet Explorer or Microsoft Edge.

Device: whatever you are using to access your work on – desktop PC, laptop or smartphone.

Online: you are connected to the internet.

On the Web: this just means online, using the internet. Instead of the Teams app opening, a new tab will open on your web browser for your meeting.

Application: the different programs within O365 are called applications, e.g. Outlook, Word, PowerPoint, Teams.

Icon: the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle)

Desktop apps: applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu. You don't have to be online to see and access them.

Window: In computer terms, a window is an area on the screen that displays information about a program. You can have multiple windows open, displaying different websites, documents and applications.

Windows 10: the operating system of your device. Where Windows has a capital W, it means this system and not a window on which you can see your documents, websites, etc.

Ellipsis: the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all options.

Collaboration: working with others either by attending a meeting to discuss topics or sharing documents to work on together.

Background: this is what appears behind you when you are on camera. You can select this either before you join a meeting or during. You can have no background so that people see your environment or you can choose to blur this. You can choose from pre-loaded backgrounds supplied on Teams or you can load your own.

Download: means your computer receives data from the Internet. For example, if you want an application on your device, you will download it to your computer.

How webinars are different from ordinary meetings

Typically, meetings are collaborative and conversational. Teams can discuss plans, share materials, and more.

Webinars, on the other hand, are more structured. Presenters share ideas or provide training to their audience. Attendees have limited audio and video permissions.

Webinar tips

Before the webinar

Attendees:

1. View event details and the event page.
2. Receive an email containing webinar info and the link to join it.

Note: Attendees can join a webinar on up to three devices at the same time.

Attending from a conference room? Join a webinar from a Microsoft Teams Room.

How do I join a Teams Webinar?

To join a Microsoft Teams webinar, follow these steps:

1. Register for the Webinar

- Find the webinar invitation link, website page or social media post shared by the organiser.
- Click the link to open the event registration page.
- Fill out the required registration form (such as your name, email, and organisation details) and click **Register**. [1, 2]

2. Locate Your Confirmation Email

- Check your inbox for the confirmation email sent after you registered (check your spam or junk folder if you do not see it).
- Open the email and click the **Join event** or **Join the webinar** link. [1, 2]

3. Choose How to Join

- When the browser window opens, choose one of these options:
    - **Open Teams app / Open Microsoft Teams:** If you already have the desktop or mobile app installed.

- **Continue on this browser:** If you do not have the app or do not want to download it (works best in Microsoft Edge or Google Chrome).
- **Download Teams:** To install the desktop client. [1, 2, 3]

4. Enter the Webinar

- Type your name in the provided field.
- Choose your audio and video settings (note that in public webinars, your microphone and camera will usually be disabled by the organiser by default).
- Click **Join now**.
- If the organiser has enabled a lobby, wait until you are admitted.

You either join a meeting using the Teams app or join 'on the Web'.

The 'Teams app' option will be only for people who have Teams downloaded on their devices or those who can load it. The Web method can be used by those who either are not signed into Teams or do not have the application on their laptop. Anyone with a camera/mic and web browser can join a Teams meeting on the Web.

To access Teams on the web, you can go through **www.office.com** and select the Teams icon from the Apps list on the left of your Office 365 home page.

How to Join via Web Browser

1. **Open the Invitation:** Click the **Join the webinar** or **Join Microsoft Teams Meeting** link found in your confirmation email or calendar invite. [1, 2]
2. **Choose Web Option:** When the browser page opens, select **Continue on this browser** (or **Join on the web**) instead of downloading or opening the app. If a prompt pops up asking to open the Teams app, select **Cancel** or close it. [1, 2, 3]
3. **Enter Your Name:** Type in your name (or join as a guest if you do not have a Microsoft account). [1, 2]
4. **Configure Audio/Video:** Allow the browser to use your microphone and camera if prompted (though attendee cameras and mics are typically muted or disabled by default in webinars). Adjust your speaker/headset settings. [1, 2, 3]
5. **Click Join Now:** Select **Join now** to enter the webinar or wait in the lobby if the organiser admits participants manually. [1, 2]

Alternative options to join a Teams webinar

There are various ways to join a Teams meeting depending on your preference and set-up, including:

a) Via Outlook calendar

b) Via Outlook reminder

c) Via Teams calendar

d) Via the ‘blue box’ that appears if someone joins before you

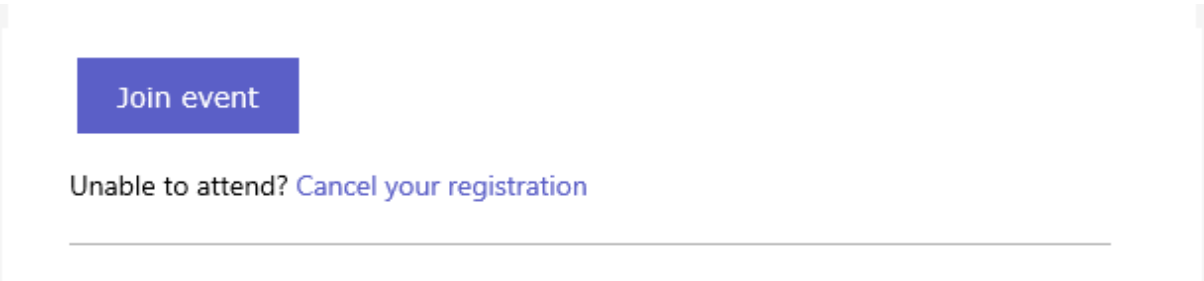
a) Via Outlook calendar

You can go into your Outlook calendar and find the meeting. This is the same process whether you are using Desktop Outlook or Online Outlook.

1) Double click onto the meeting invite in your calendar.

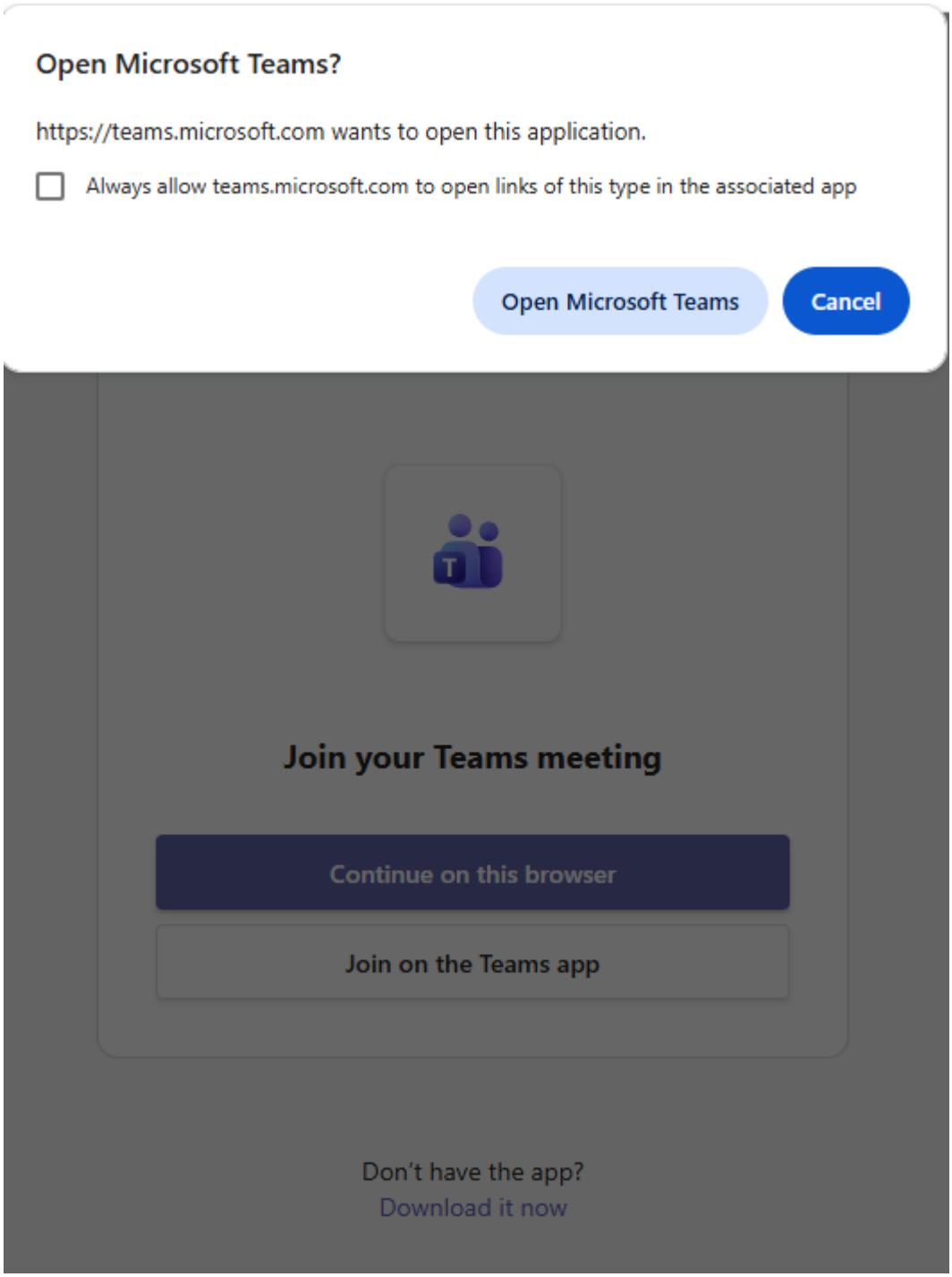


2) Click on the ‘Join event’ button at the bottom of the invite.

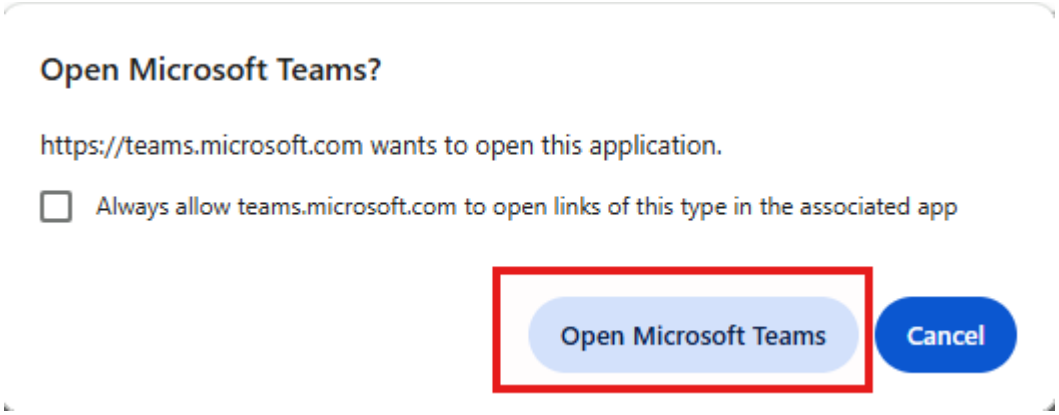


If using Online Outlook

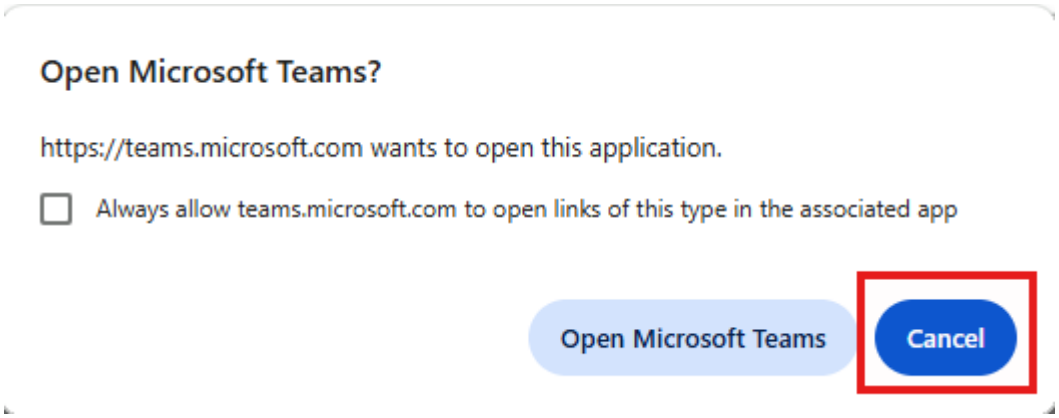
The following box will appear:



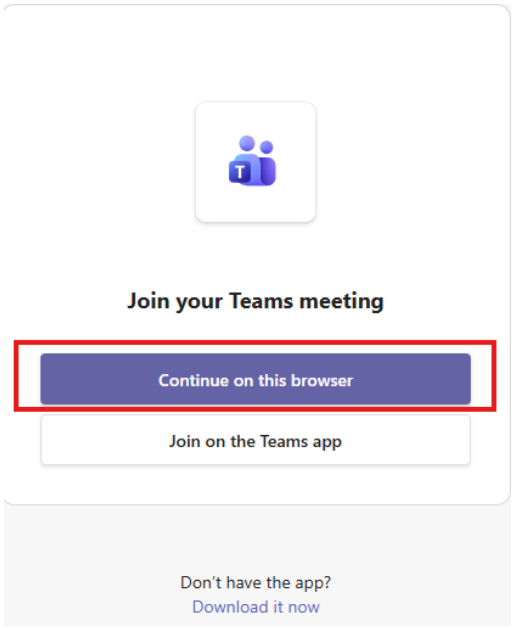
You can then either join via the Teams Desktop by clicking on ‘Open Microsoft Teams’



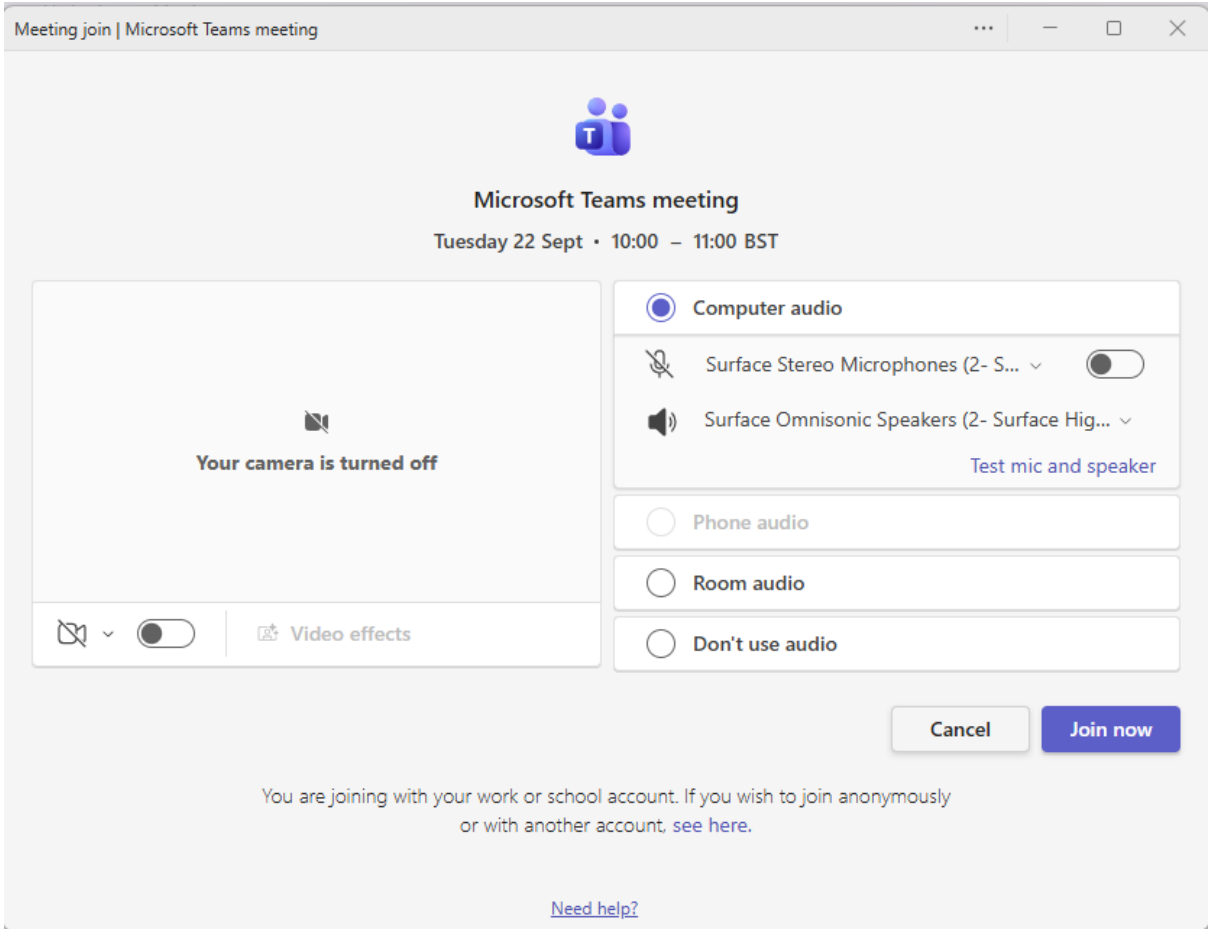
Alternatively, you can click on cancel:



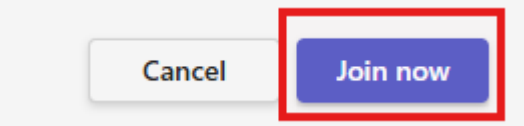
Then click on ‘Continue on this browser’:



Both Outlook options will take you to the joining screen below.



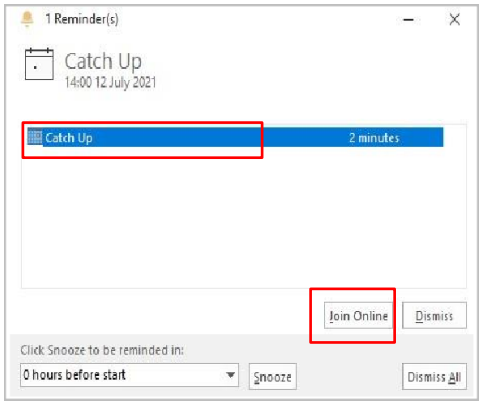
Click 'Join Now' to get into the meeting.



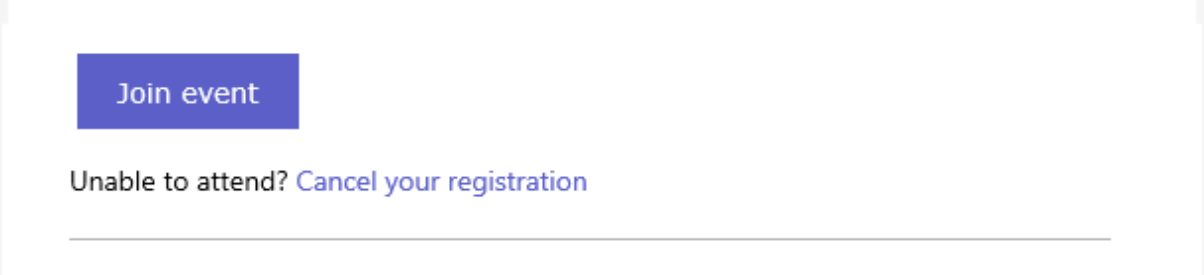
b) Via Outlook reminder

Depending on whether you are on Outlook Online or Outlook Desktop, these will look different.

If using Outlook Desktop



Double clicking onto the name of the meeting, as shown above, will produce the email invitation with the 'Join Event' link at the bottom of the invite.



This will then take you to joining screen.

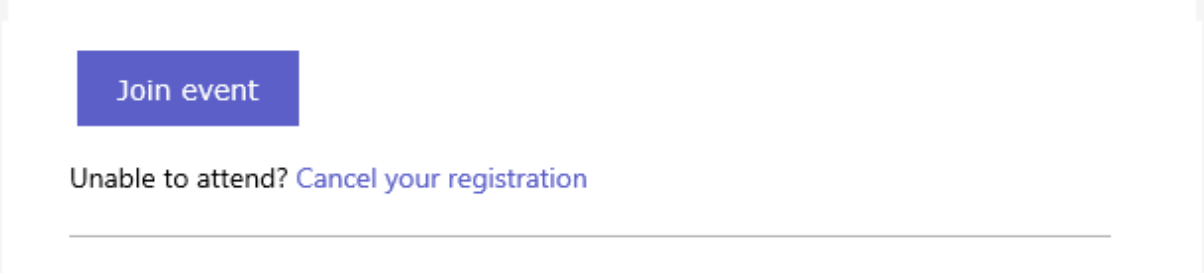
Or

Click onto 'Join Online' to get straight to the joining screen.

If using Outlook Online

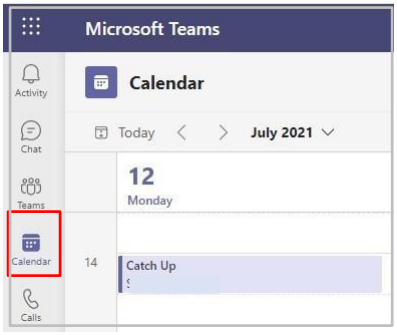


To join via this reminder: click on the meeting name and the invite will appear with the 'Join event' link at the bottom of the invite.

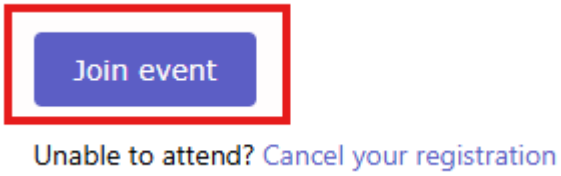


c) Via Teams calendar

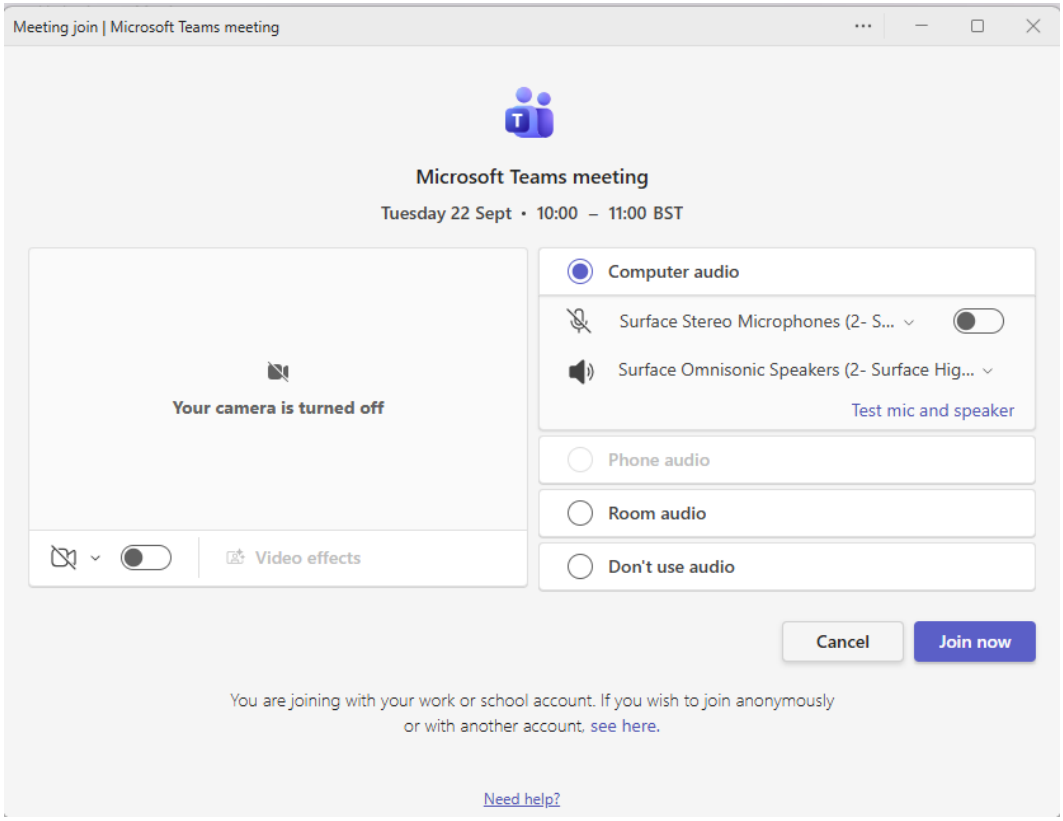
Go to your calendar on Teams and find the relevant meeting.



Double click on the meeting and the meeting invite will open. Then scroll down to the bottom and click on 'Join event'.

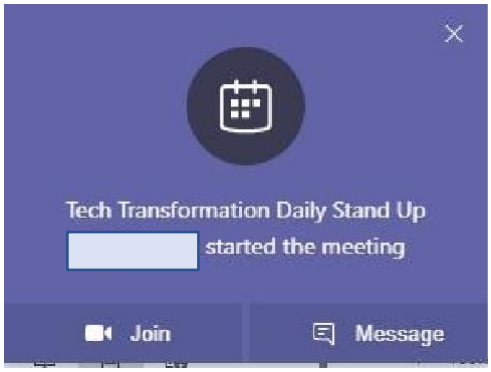


Because you are already using Teams in this method, this will take you straight to the joining screen:



d) Via blue box

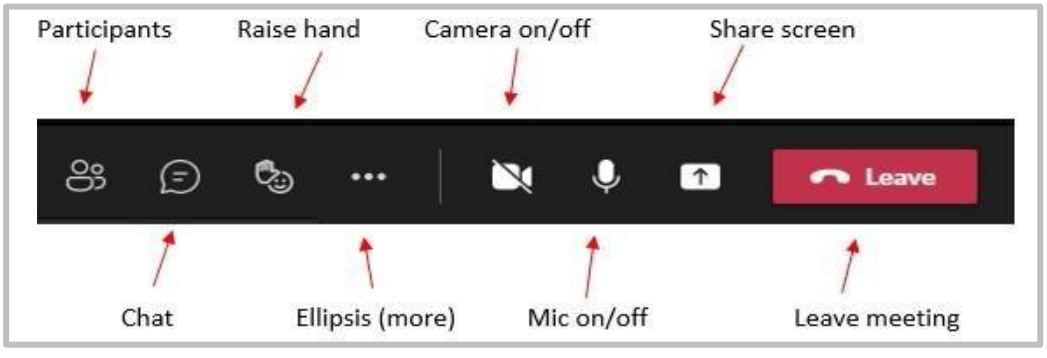
If someone else joins the meeting before you, a blue box will appear in the bottom right of your screen. It does not stay there for more than a minute but if you are ready to join, you can use this to do so by clicking onto Join.



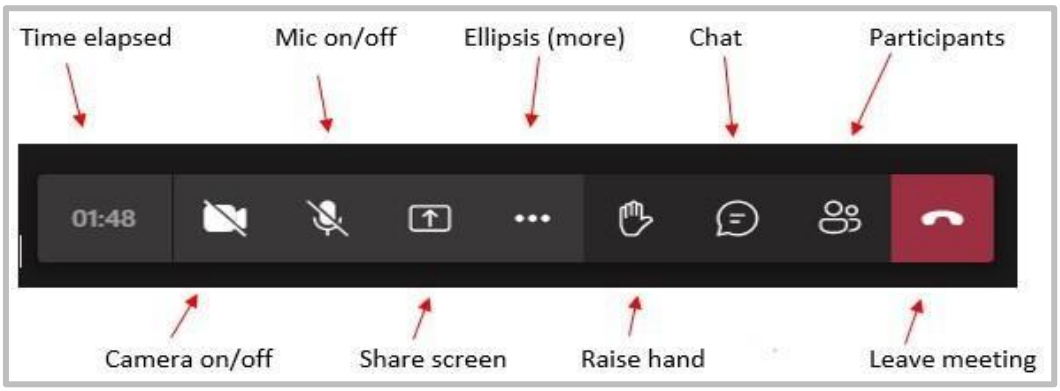
During the webinar

- External attendees will wait in the event lobby after they join the event. Then, organisers and presenters can let them into the webinar.
- In a public webinar, attendees won't be able to turn on their mics or cameras. Mics and cameras won't be available unless an organiser or co-organiser turns them on for everyone.
- The presenter controls audience participation.
- External presenters can join the event as attendees. Then, the organiser can make them a presenter.
- If an attendee registers after a webinar starts, they might see this error message: "You haven't registered for the event. Please register here to join the event." It can take up to five minutes for registration to go through. Then, they should retry joining.

If you join using the Teams app, the controls will be along the top of your screen.



If you have joined via a Web browser, the controls will be at the bottom of your screen.

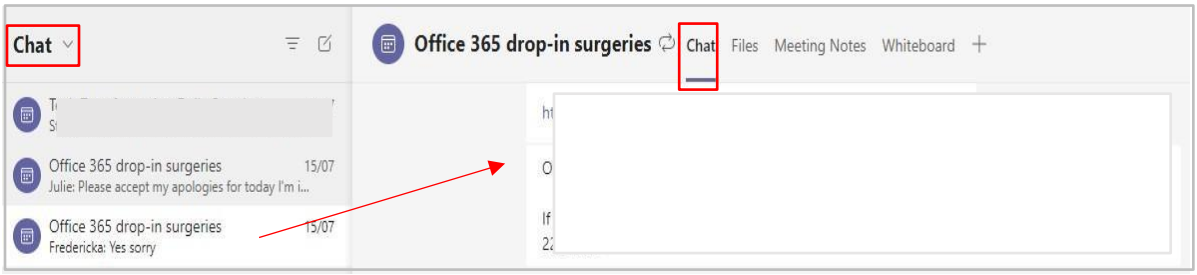


Show conversation/ Chat

Chats are a way of communicating with individuals or smaller groups within Teams. You can do this with the attendees of your meeting.

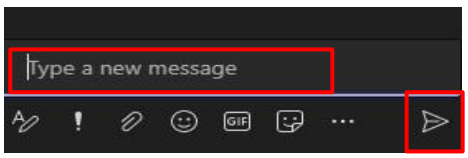
Each meeting you attend will have its own chat that only the attendees see. The chat is available even after the meeting has ended but remember that others may not monitor the chat afterwards.

New chats will arrive in the Chat column of Teams main screen and you can type into any Chat this way both before, during or after the meeting. This way, you will have access to any document or link shared in the Chat.



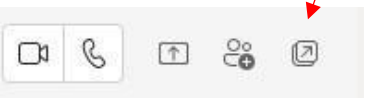
But they also are accessed during the meeting by clicking onto the speech bubble icon on your control panel and the current conversation appears to the right.

This is where you can add links for others, ask questions, attach files and so forth, whilst the meeting is taking place. In a large meeting. it is good practice to use this chat space rather than have lots of raised hands, although this is up to the organiser to manage.



Type your comment or question into the 'type' box, use the paperclip to add any files you want them to see, use the '!' to set the message importance, or add an emoji, GIF or sticker. You can also paste hyperlinks into this space rather than attach files.

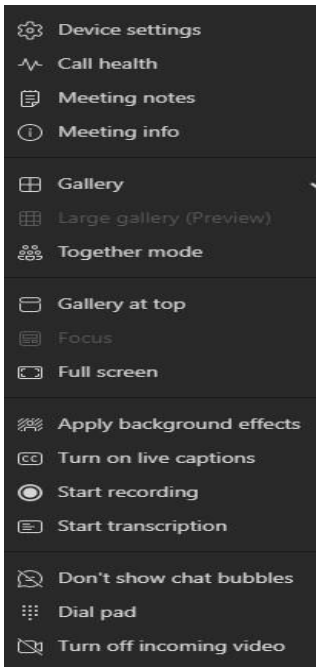
You have the ability to 'pop out' a chat to open it in a new window if it makes it easier to follow and interact.



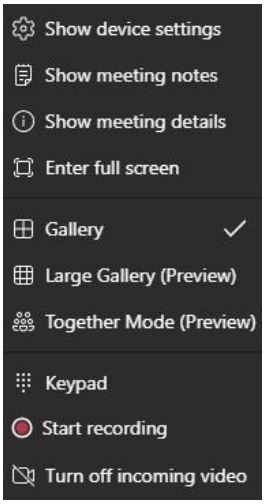
Ellipsis

The ellipsis (the 3 dots) contains some more actions for you to choose. The choices differ between Teams app and On the Web version of your meetings.

Desktop Teams Meeting



On the Web Teams meeting



Raise your hand

Raise your hand during a meeting to let others know you have something to share without interrupting the speaker.

To raise or lower your hand, select **Raise** , **React** > **Raise hand** , or **More actions** ••• > **React** > **Raise hand** in your meeting controls.

Others will see that your hand is raised, and in which order it was raised if others have their hands raised.

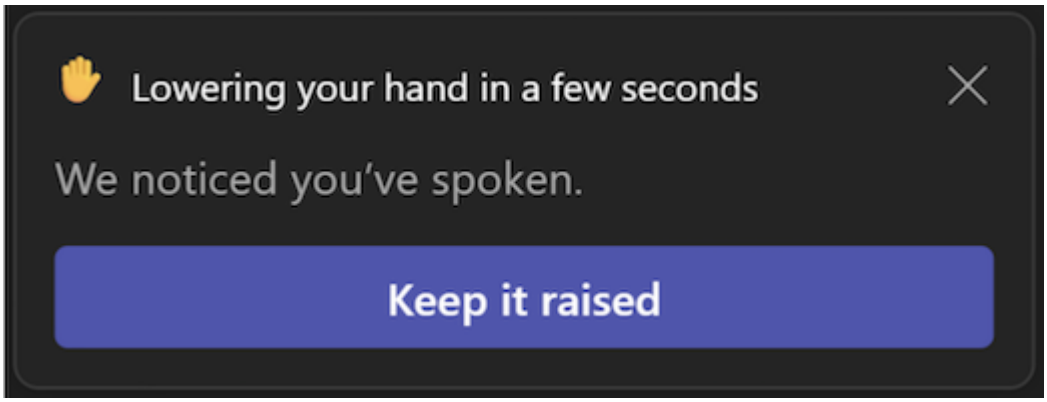
To pin **Raise hand** to the new meeting controls bar:

1. Select **React** in your meeting controls.
2. Right-click **Raise hand** .
3. Select **Pin** .

You can also drag and drop it onto your meeting control bar.

Lower your hand

Teams detects when you've spoken in the meeting, and a notification will inform you that your hand will automatically be lowered. Select **Keep it raised** if you still want to show your hand raised.



If you haven't yet spoken but want to lower your hand, return to the meeting controls at the top of your meeting view and select **Raise** , **React** > **Lower hand** , or **More actions** > **React** > **Lower hand** to put your hand down.

Note: If **Noise suppression** is turned off (which happens by default when your device has high CPU usage), your hand will not automatically be lowered once you've spoken.