

How to join Microsoft Teams webinar session



Do you need an account to use Microsoft Teams?

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow the steps to join as a guest. For more information please read [here](#).

Steps you need to take to attend the session:

Step 1. Register to attend the session



Register for a Microsoft Teams webinar session

You can register any time before the training session. Click on the link of your preferred session/s (date & time) provided in our email.

Provide your **First Name, Last Name and Email Address and Club name**

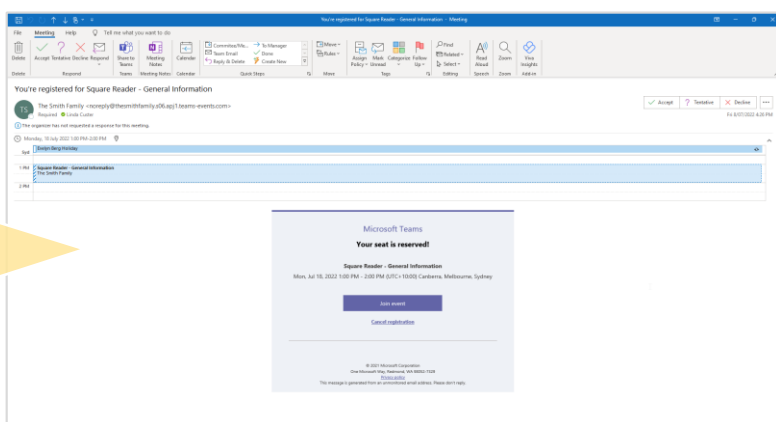
Click **“Register now”**.

You will receive a confirmation email from [The Smith Family](mailto:noreply@thesmithfamily.s06.apj1.teams-events.com) [<noreply@thesmithfamily.s06.apj1.teams-events.com>](mailto:noreply@thesmithfamily.s06.apj1.teams-events.com)

The screenshot shows a registration form titled 'VIEW Training' with a logo in the top right corner. The main heading is 'Square Reader - General Information'. Under 'Event details', there are two items: '16/07/2022, 18:00 - 18/07/2022, 18:00 Teams event (SFC-1026) Canberra, Melbourne, Sydney' and 'Microsoft Teams meeting'. A note states: 'This session will cover a general information about Square Reader and helps you to understand how to use it at your Club or your fundraising activities.' On the right, there is a 'Register for this event' section with a 'Required' label and input fields for 'First name *', 'Surname *', 'Email *', and 'Club Name'. A 'Register now' button is at the bottom right.

We recommend you **save this email** so you can easily locate it or add this event to your calendar.

Please note: The reminder with the session details will be emailed to all registered participants prior the session.



Step 2. Join the session from a PC, Mac, iPad, iPhone or Android device.



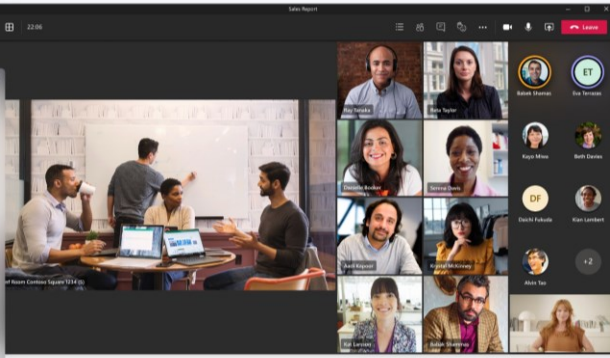
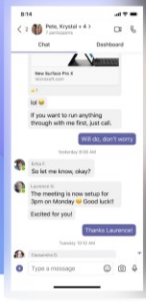
Join the Microsoft Teams webinar session you registered for

To attend the session please go to your confirmation email and click on **“Join event”** button at the time of the session.

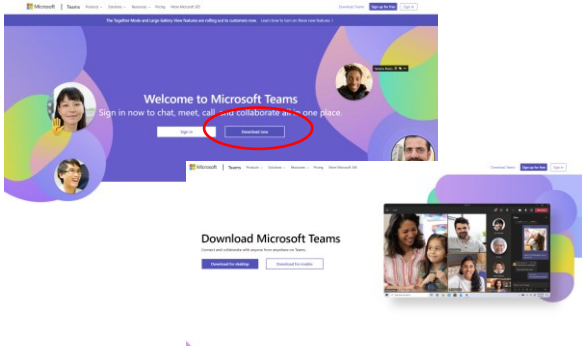
Or click on the link provided in the reminder email.



Erika F.



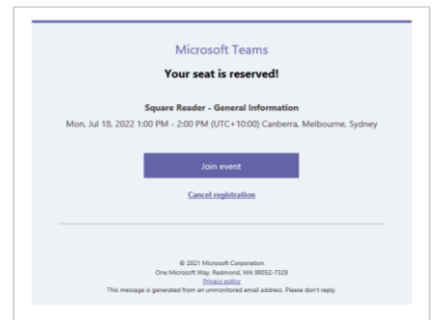
How to use Microsoft Teams



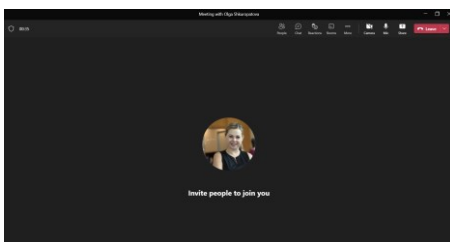
We recommend you download **Microsoft Teams** on your computer or mobile device.

Go to <https://www.microsoft.com/en-au/microsoft-teams/log-in> and click **“Download now”**.

For **participating** in a meeting click **“Join event”** in your invitation and then follow the instructions, if required.

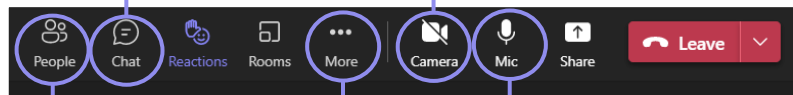


Prior to your meeting, get familiar with your device **audio/video equipment** and Teams **control panel**.



Click to see or send message in **CHAT**

Turn your **CAMERA** on/off



Click to see the **PARTICIPANTS** list

Click to see more **SETTINGS**

Turn your **MICROPHONE** on/off