

# KEY TIPS FOR JOINING ELDERS LIVE EVENT HOSTED IN MICROSOFT TEAMS

## FOR ATTENDEES:

1. You will receive a url link to the Live event via email invitation.
2. The event will have a scheduled start time.
3. A few minutes before the start time, please click on the link to access the Event.

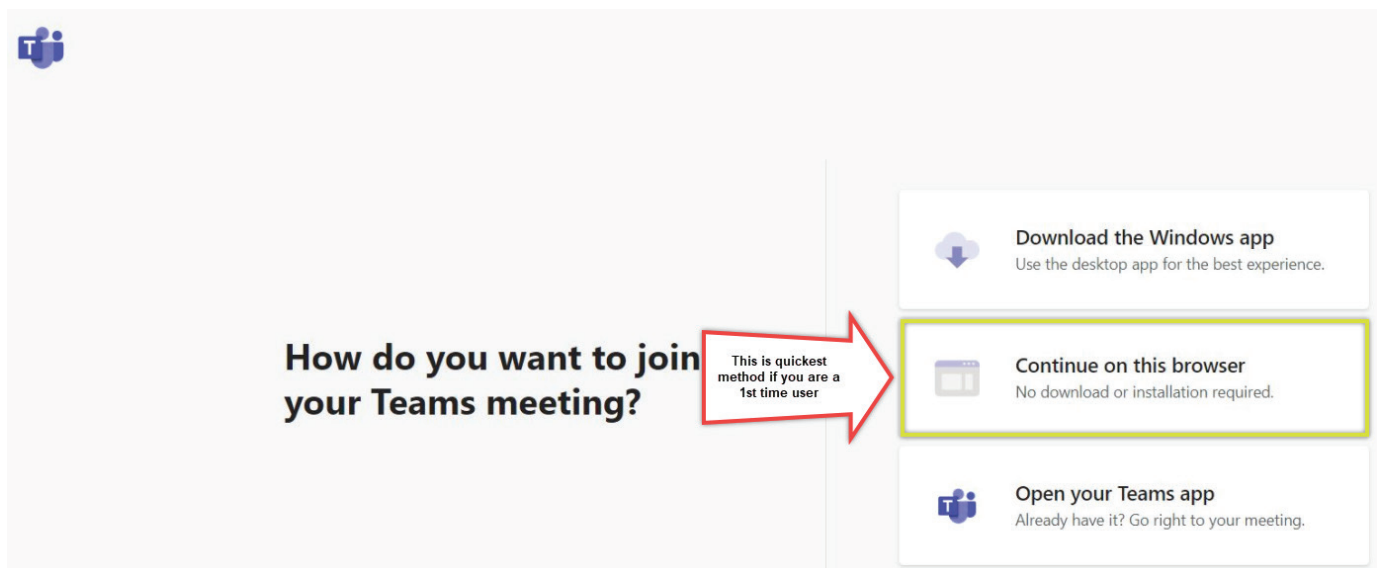
## IMPORTANT NOTE:

In order to access the live event successfully, you should ensure that your device:

- **has a good internet connection.**

Keep in mind the following preferred ways to connect per device type:

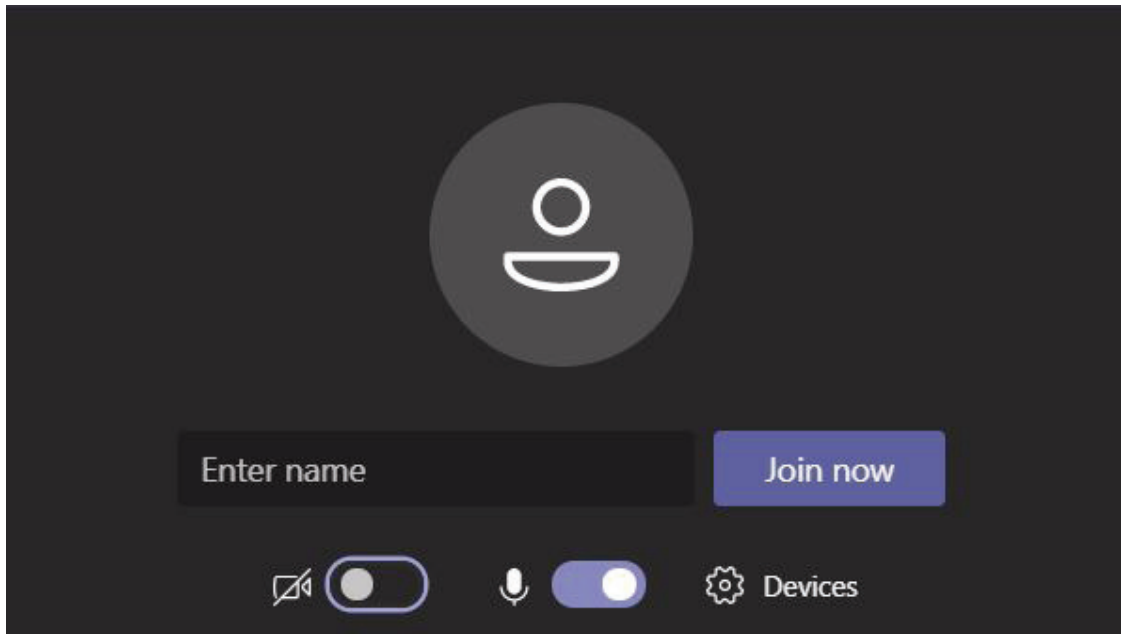
- **Computer (Laptop or Desktop)** – This is the preferred device recommended to use to connect to the Live Event. Once you click the event link, an internet webpage will open automatically on your device (Chrome, Firefox, or Edge are recommended) to bring you into the live event Platform. Here are the screens you will see once you click the link:
- **Mobile Phone or Tablet** – If you don't have a computer, then you can also connect to the Live Event through these devices. It is recommended to first install the Microsoft Teams app due to the app being more reliable and user friendly than the web on these devices.



The screenshot shows the Microsoft Teams interface with the question "How do you want to join your Teams meeting?". Three options are listed: "Download the Windows app", "Continue on this browser", and "Open your Teams app". A red arrow points to the "Continue on this browser" option, which is highlighted with a green border. A text box next to the arrow says "This is quickest method if you are a 1st time user".

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.



The screen that appears after allowing the Microsoft Teams Mic and Camera

### DOWNLOAD TEAMS APP ON YOUR TABLET OR PHONE BY:

1. Tap your **App Store**



2. Click **Search** and type **Microsoft Teams**, select the **Teams app**



3. Click **GET/INSTALL** to download Teams onto your device (Teams is free, you will not be charged)

You will be asked to Enter your email address to get access to the free sign in. This will set up your app. If you are not able to download and open the app for any reason, then click the live event link from the invitation and it should open in a web browser on your device.

### SYSTEM REQUIREMENTS AND SUPPORTED PLATFORMS

- Supported operating systems: Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- Supported mobile operating systems: Android 4.4 and later, iOS 10 and later
- Supported web browsers: Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari