MS Live Events Attendee View   **Contact: registrar.medicine@utoronto.ca**

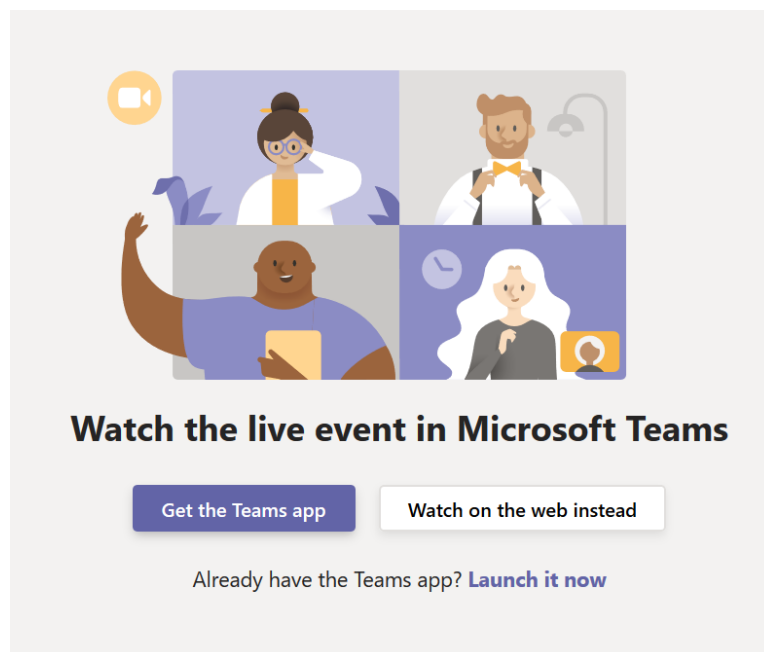**An Attendee can access the live event using a computer, laptop, tablet or mobile device.**

1. Click here to access the live Pre-convocation ceremony event.

   You can also copy and paste this URL into your browser's address bar:
   https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGI4NjY1MTEtN2ZlZS00MjY4LWEwYWItMWMxOTE1NjAwYTM1%40thread.v2/0?context=%7b%22Tid%22%3a%2278aac226-2f03-4b4d-9037-b46d56c55210%22%2c%22Oid%22%3a%224332f947-0d88-4b32-9d88-93e6ec00031b%22%2c%22IsBroadcastMeeting%22%3atrue%7d&btype=a&role=a

2. MS Teams screen will appear in the web browser. Attendees have two options to access the live event.
   a. Web browser by clicking "Watch on the web instead". It is recommended to use Google Chrome.
   b. MS Teams app by clicking "Launch It Now". It is recommended to sign into the app prior to using the link, although MS Teams will automatically prompt an Attendee to sign in after launching the app.


Watch the live event in Microsoft Teams

[Get the Teams app]   [Watch on the web instead]

Already have the Teams app? **Launch it now**

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3. The welcome screen will appear and provide two options.
    a. Sign in using your email. Your name will automatically be shown when posting a question in the Q & A if available.
    b. Login anonymously. You can choose to enter your name when posting a question or post anonymously in the Q & A if available.
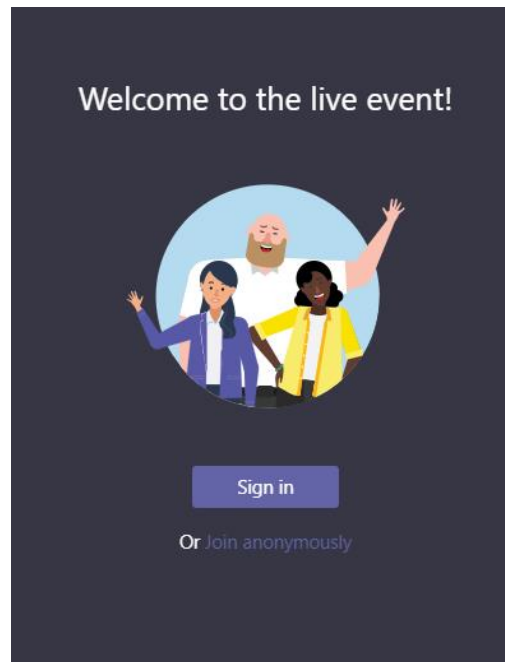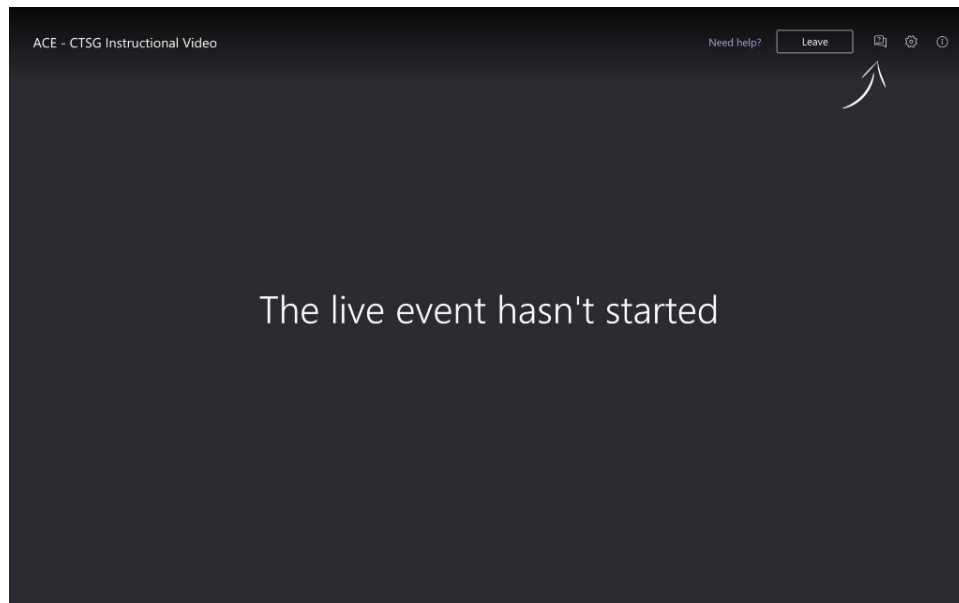

4. You will immediately be brought into the live event. If the event has not started you will see "The live event hasn't started".
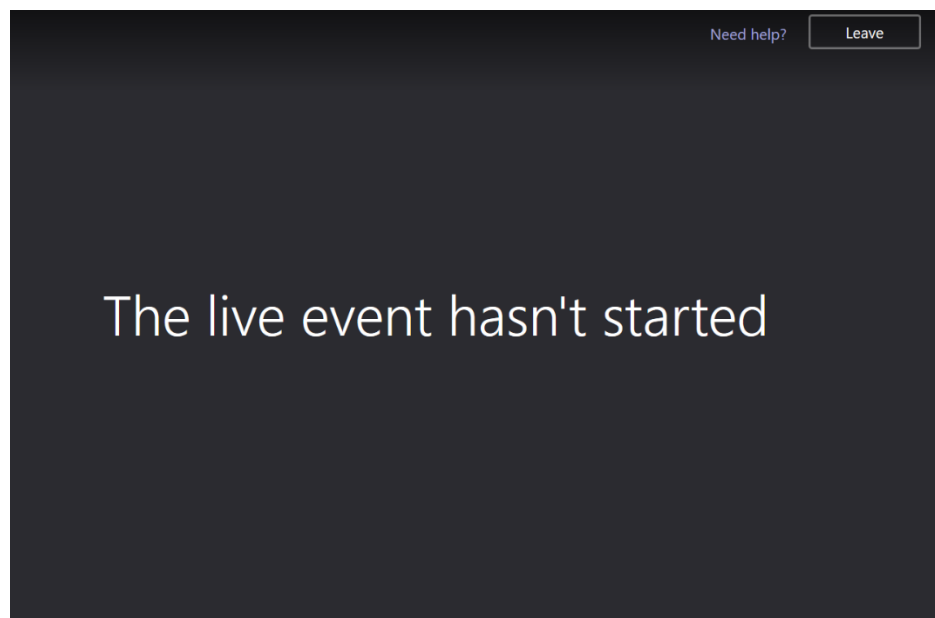
5. If the Q & A option is available during the event, you will see the Q & A icon in the top right corner.

6. There are two different sections under the Q & A tab.
   a. "Featured" will show all the questions and answers that are published and made public.
   b. "My Questions" will only show your questions. The event moderator can also privately reply to your questions for further clarification prior to posting. The reply will not show once the question is published.
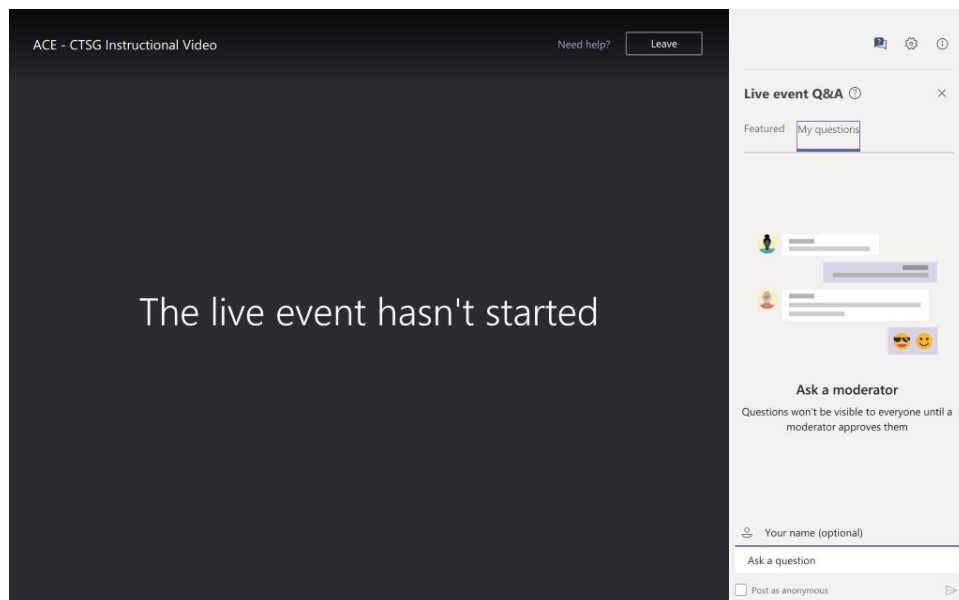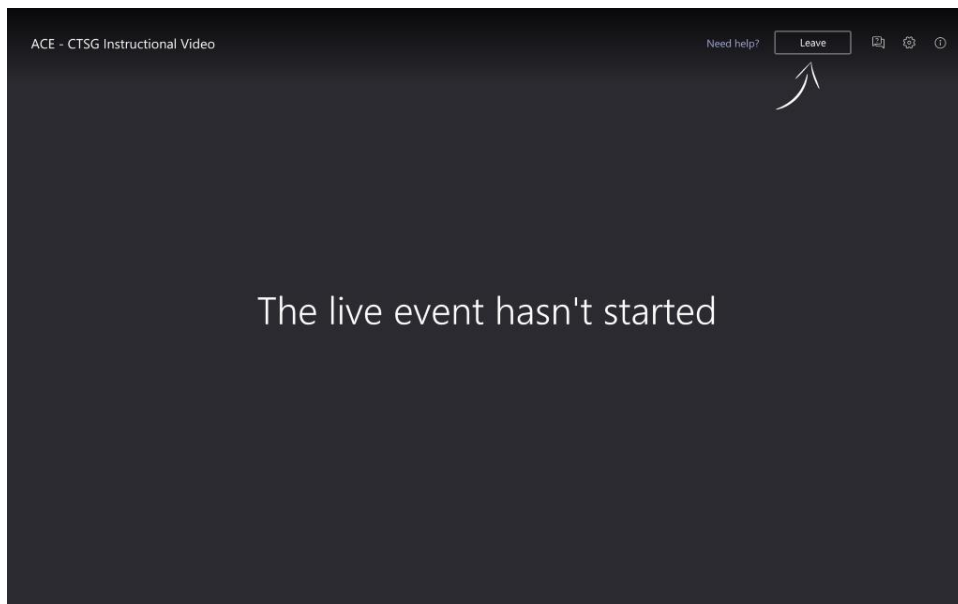
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7. For additional help and resources click the "Need help?" link in the top right corner. It will take you to the MS Teams Overview and FAQ.
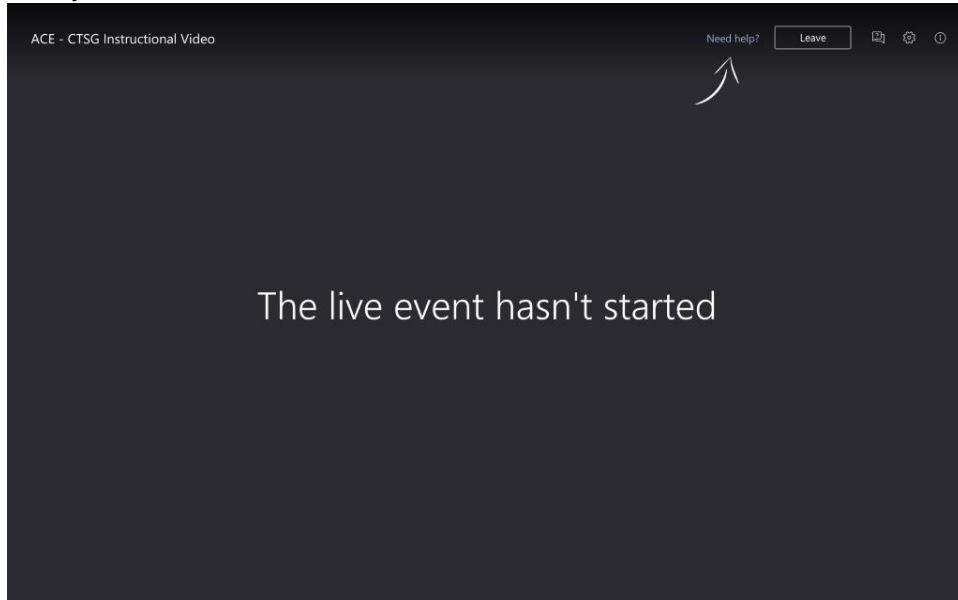
8. If you have to refresh or leave the event for any reason, click the "Leave" in the top right corner.

9. The event will automatically start once it is live. If the screen is still showing "The live event hasn't started" past the scheduled event start time you may be required to refresh the page by leaving and re-entering the event.