

## Guest guidance for Microsoft Teams

This event is being hosted on Microsoft Teams. All guests will be required to sign up for Microsoft Teams.

If you have received your invitation on a Microsoft personal email address (Outlook or Hotmail), or you have access to Microsoft Teams already via your workplace, please **go directly to Step 2**.

### Step 1: Registering a non-Microsoft account

If you do not have access to Teams through your workplace, and you received an invitation to a non-Microsoft email address (e.g. Gmail, Yahoo, etc), you can register for a free Teams account. Please go to the following website and select 'Sign up for free': <https://products.office.com/en-gb/microsoft-teams/group-chat-software>

Enter the email address you received an invitation to and create a password to access Teams with.

### Step 2: Accessing the event

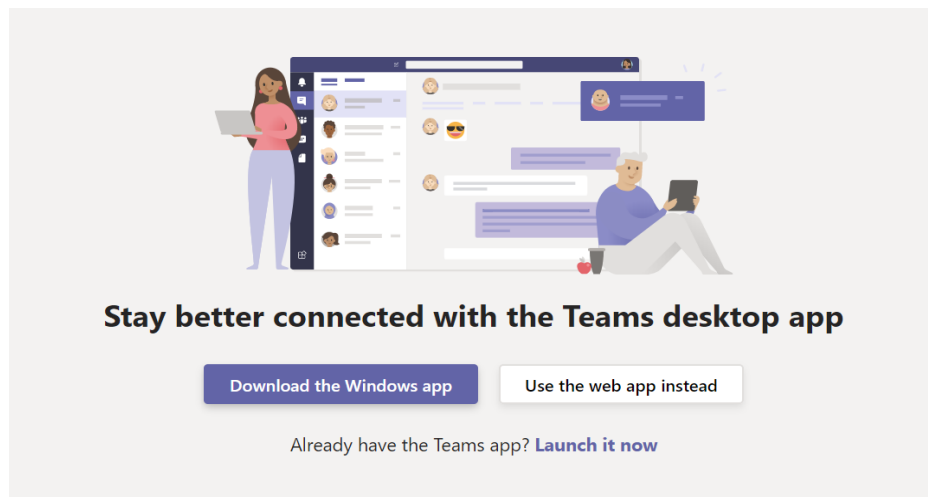
*Please note some of the below steps may occur in a different order depending on your computer/browser.*

We recommend accessing the event as early as possible to ensure there are no technical issues.

You will receive an invitation via email with a link to join the event. Open the email and select 'Open Microsoft Teams'.

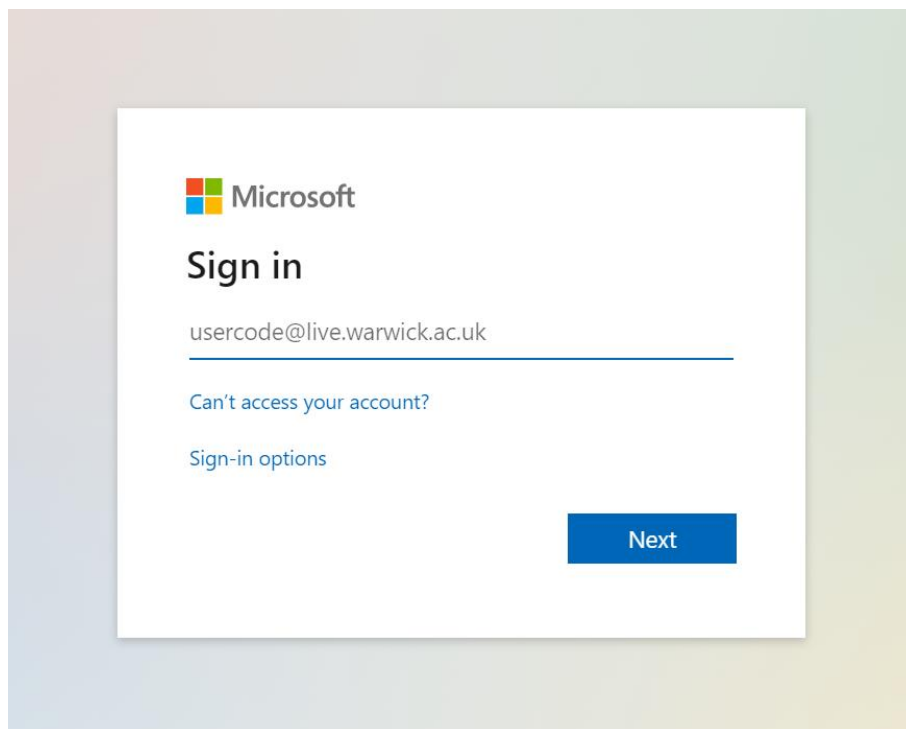


You should then see the following page:



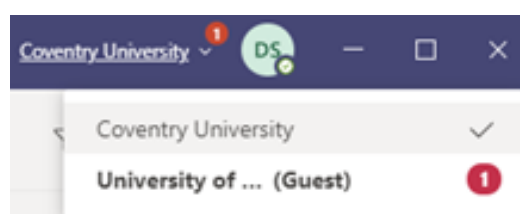
For simplicity we recommend selecting 'Use the web app instead' – however you are welcome to choose whichever option you would prefer. If you are presenting at the event and expecting to share your screen, we recommend using the Teams desktop app if possible.

**If you are using a personal email address**, you should see a Microsoft sign-in page:



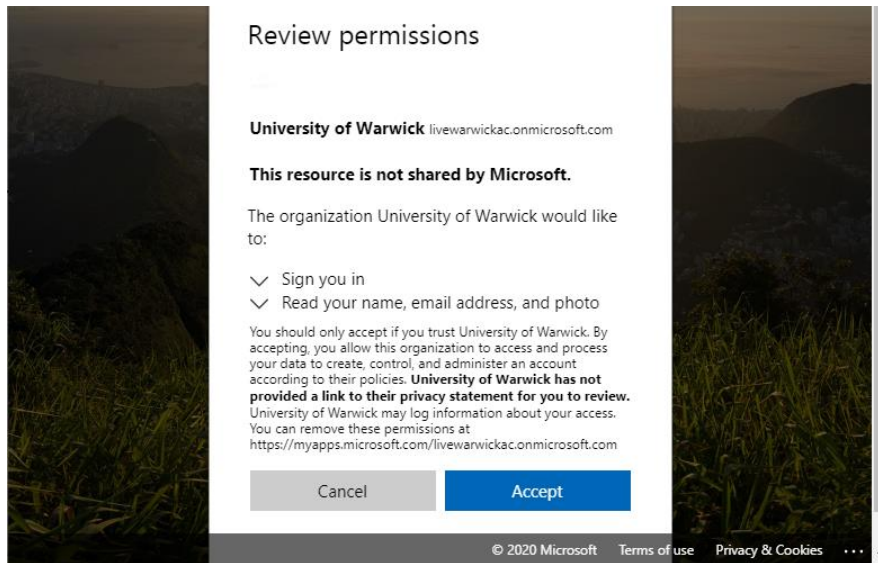
Enter in the personal email address you signed up for Teams with.

**If you are using an institutional/work email address with Microsoft Teams access**, you should see your existing organisation's Teams setup. However note that a red notification will appear in the top right as illustrated below. *You may need to sign out and sign in again to see this.*



Click the dropdown arrow and select “University of ... (guest)”.

You should now be prompted to review some permissions. Please read and, if happy to, select ‘Accept’.



Microsoft Teams should now be open and you should now see the event “channels” on the lefthand side, with announcements and event content on the righthand side.

