



Joining a Microsoft Teams Live Event

You can join with a phone, tablet, or computer.

Join by Phone

Download the Microsoft Teams app to your phone before the Live Event starts.

iOS (Apple) Phones: Download from the [Apple App Store](#).

Android Phone: Download from the [Google Play Store](#).

- When you are ready to join the meeting, click the link provided for the Live Event. The Microsoft Teams app will open and ask you how you want to join.
- Click the **Join as a guest** button.
 - You may be prompted to allow Teams to use your mic. If so, follow the prompts. When done, close the window. Click the Live Event link again and **Join as a guest**.
- Enter your name.
- Click the **Join meeting** button.
- The Live Event will open in the app.

Join by Tablet

Download the Microsoft Teams app to your tablet before the Live Event starts.

iPad: Download from the [Apple App Store](#).

Android Tablet: Download from the [Google Play Store](#).

- When you are ready to join the meeting, click the link provided for the Live Event. The Microsoft Teams app will open and ask you how you want to join.
 - If a Microsoft Teams page opens, click on the **Open it** link.
- Click on **Join meeting** button.
- Enter your name.
- Click on **Join meeting** button.
- You will see the live event on the app.

Join by Computer:

- Click the link to the event and your internet page will open with a message of joining on the web or downloading the app.
- Click **Watch on the web instead** button.
- Click the **Join anonymously** link.

Meeting Options for all Devices:

During the meeting you can view and hear the presentation.

- Icons at the bottom of the screen provide additional controls.
 - Click the Closed Captioning (**CC**) icon to turn subtitles on and off.
 - Click the Gear icon to change Caption/Subtitle settings, including Spanish.
- To ask a question or make a comment, enter text in the **Ask a question** field.
 - If you do not see the **Ask a question** field, click the Question mark (?) icon to open it.
- To return to the Live Event, click the back arrow or the Live Event window.
- To exit the Live Event, click the **Leave** button.