MOONSTONE

COMPLIANCE AND RISK MANAGEMENT

MICROSOFT TEAMS
WEBINAR USER GUIDE

Contents

What is a webinar?

A Webinar is a live web-based video and audio conference that uses the internet to connect the individual hosting the webinar to viewers and listeners of the webinar on their device (computer, laptop, tablet) from all over the world.

The hosts of the webinar can show themselves speaking, switch to their computer screens for slideshows or demonstrations, and even invite guests from other locations to co-host the webinar with them. There are also interactive features that the audience can use to ask questions and chat with the host. Many people who host webinars include Q&A sessions at the end to answer viewer's questions.

Preferred browser

Microsoft Teams currently supports the following browsers:
- Microsoft Edge,
- Google Chrome,
- Firefox, and
- Safari.

Ensure that you are running the latest browser version on your device to avoid any limitations in terms of features.

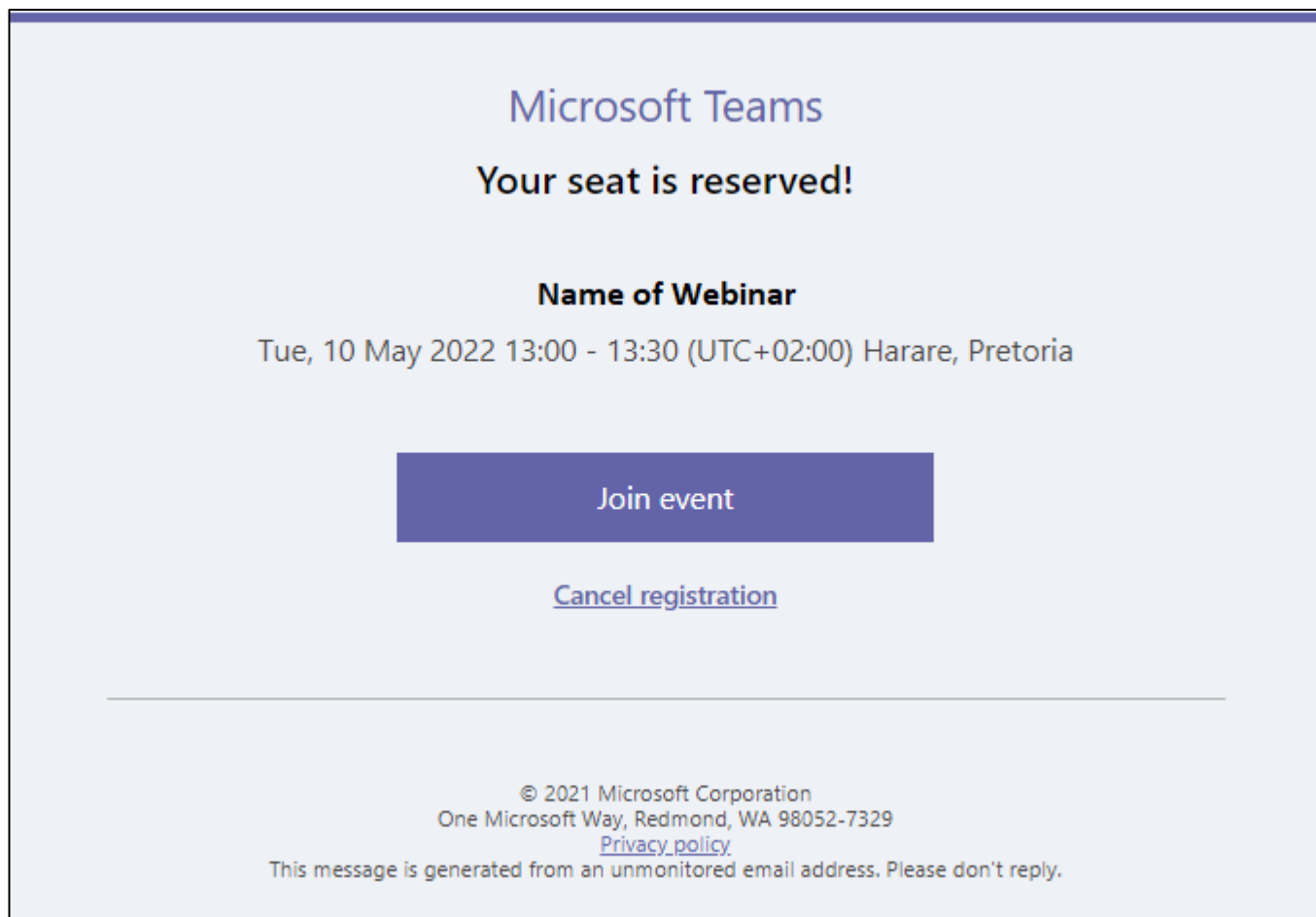# Joining a Webinar via Microsoft Teams

Overview

Prior to the event, you will receive a confirmation email: You're registered for <name of event>.

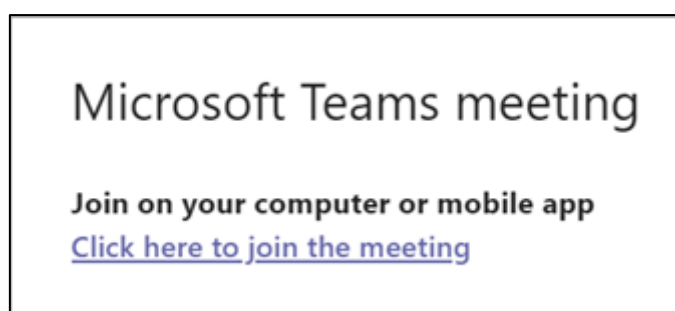You're registered for the **Moonstone Incident Response Management Webinar**

The email contains the link to join the event. Additionally, there is also an attached iCal calendar entry. Kindly open and save the provided calendar entry, that is included in the confirmation email, so that the event is saved in your calendar.

A few minutes before the webinar, you can either click on "Join Event" that is included in the confirmation email:

Alternatively, if you have saved the iCal calendar entry, you can go to your Calendar, open the calendar invite for the webinar, and click on "Click here to join the meeting":


"Join Event" and "Click here to join the meeting" will take you to a page where you can choose to either join on the web/browser or download the desktop app. If you already downloaded the Microsoft Teams application, the meeting would open there automatically.

If you do not have a Teams account, you will need to join via your browser and will have the option to enter your name to join the meeting as a guest.
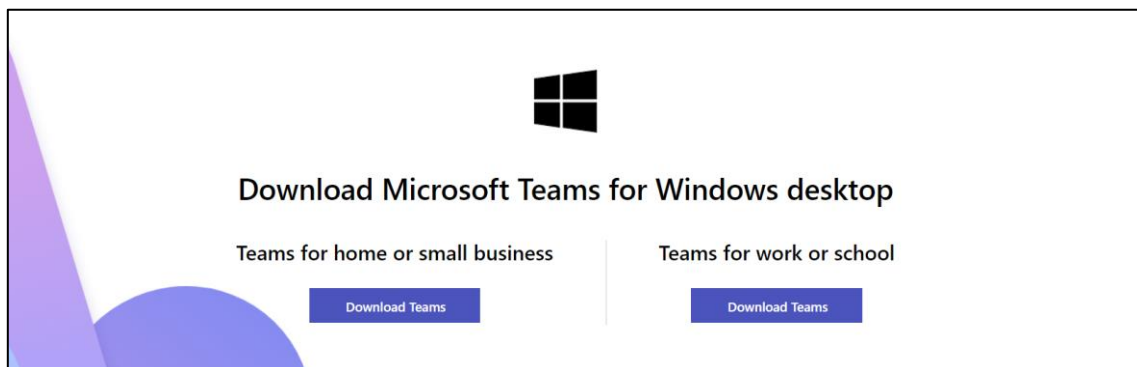
Once you have joined the webinar, you will wait in the lobby until the meeting organizer can admit you.

Option 1 - Microsoft Teams has been installed (Preferred)

To ensure that your attendance information is captured correctly, we recommend that you install Microsoft Teams on your computer or Mobile device prior to joining the webinar. If Microsoft Teams is not already installed, please go to https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app and download and install the app on your device prior to the webinar. It is a free download.
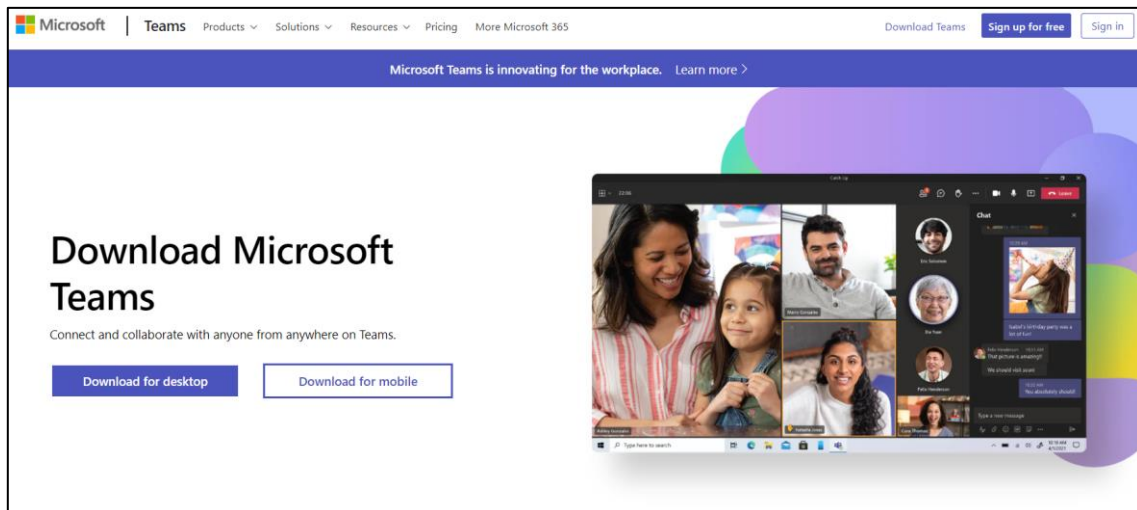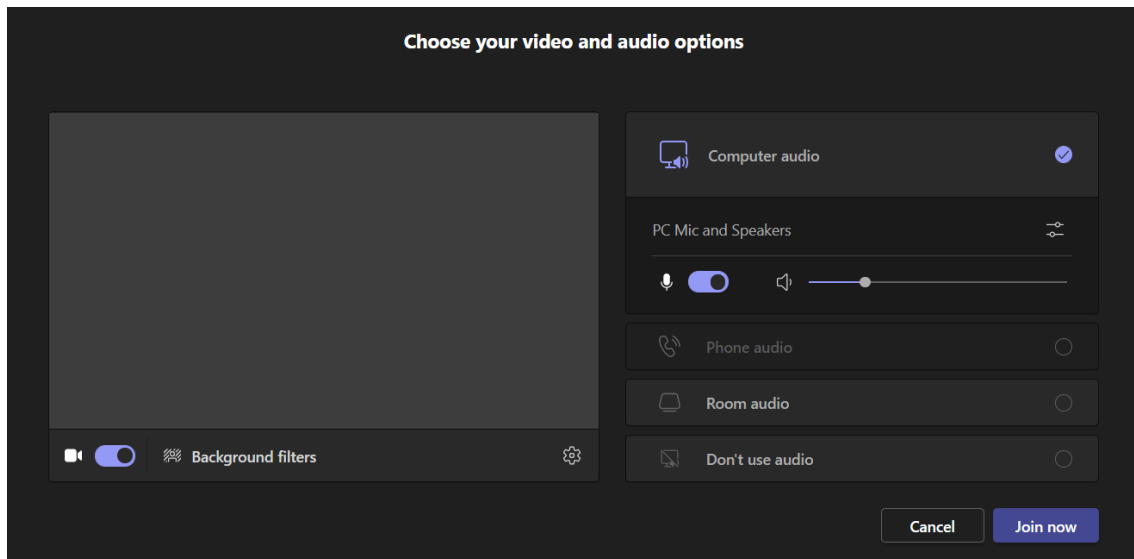

Choose to download the application for home or small business:

The following exe file will then be in your Downloads folder, from which the program can be Run:

Once Microsoft Teams has been installed, you can click on "Join Event" or "Click here to join the meeting", whereafter you can "Join now". From here you will automatically be admitted to the lobby of the webinar.

## Option 2 - Microsoft Teams has <u>not</u> been installed

If you do not have the Microsoft Teams application downloaded, you can still participate through a web browser. Once you click on "Join Event" and "Click here to join the meeting", the following screens will open.

Dependent on your browser settings, you may first be prompted to Open Microsoft Teams.

- If you have Teams installed on your computer/device, please click "open".
- If you do not have Teams installed on your computer/device, please click "cancel" and choose the "Continue on this browser" option. Alternatively, you can also download the Microsoft Teams application here.
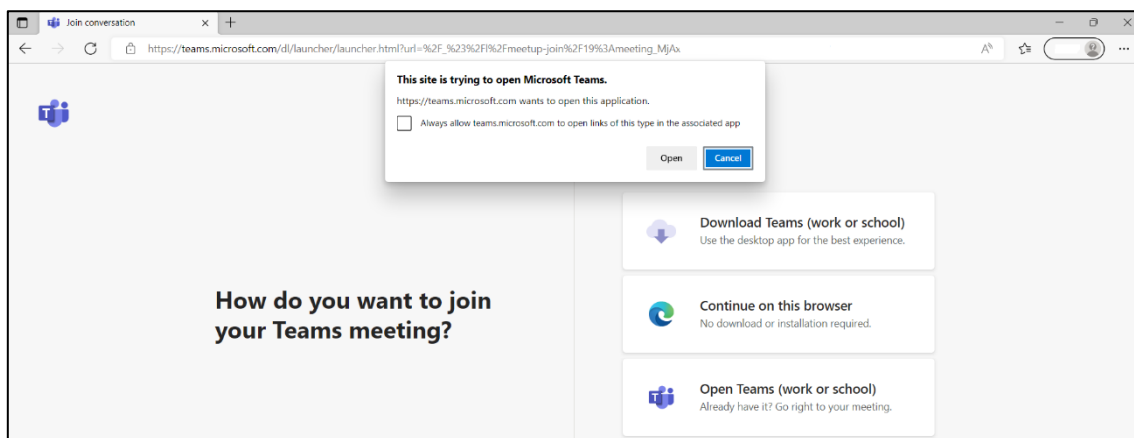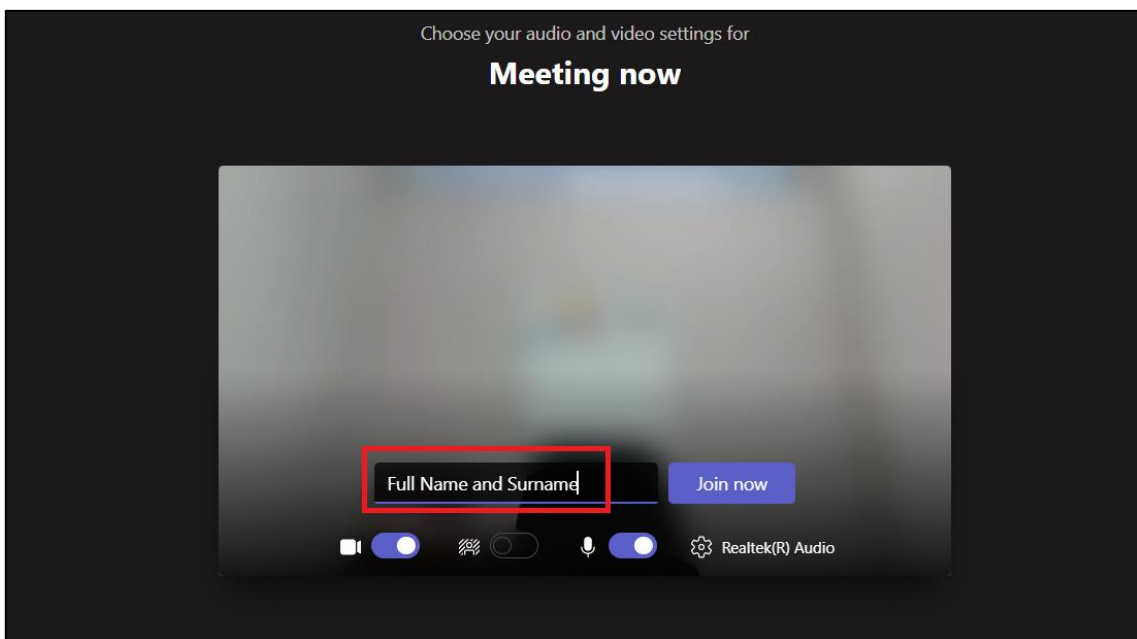

Although your microphone and camera will automatically be muted by the organiser, so you can proceed to "Allow" the use of your microphone and camera.
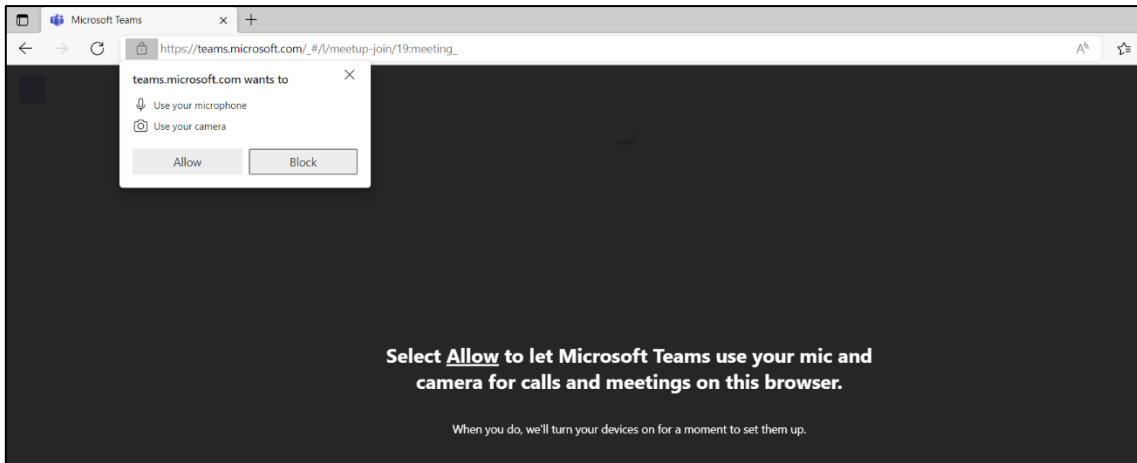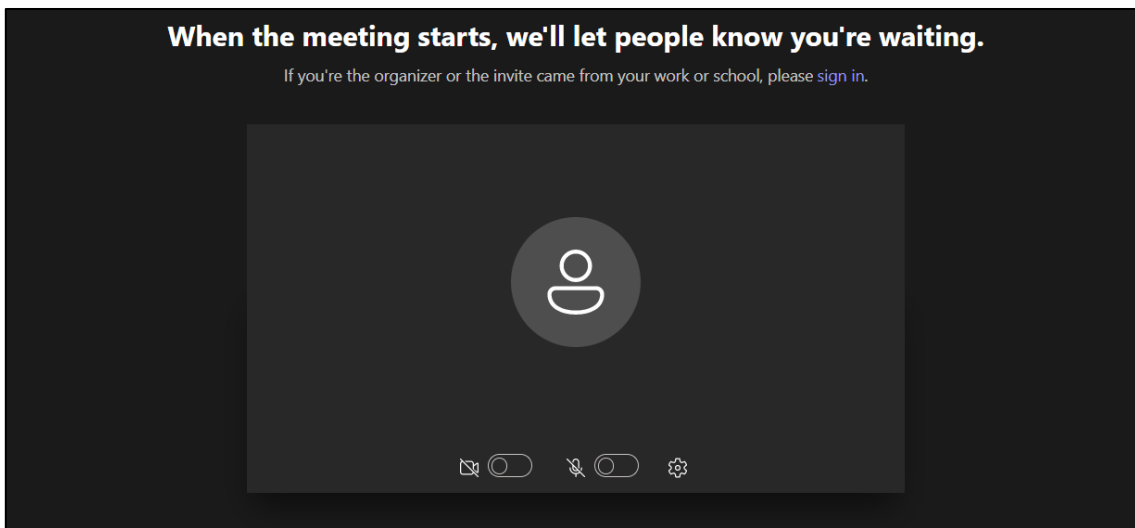
If the following screen comes up, please click on "Continue without audio or video".
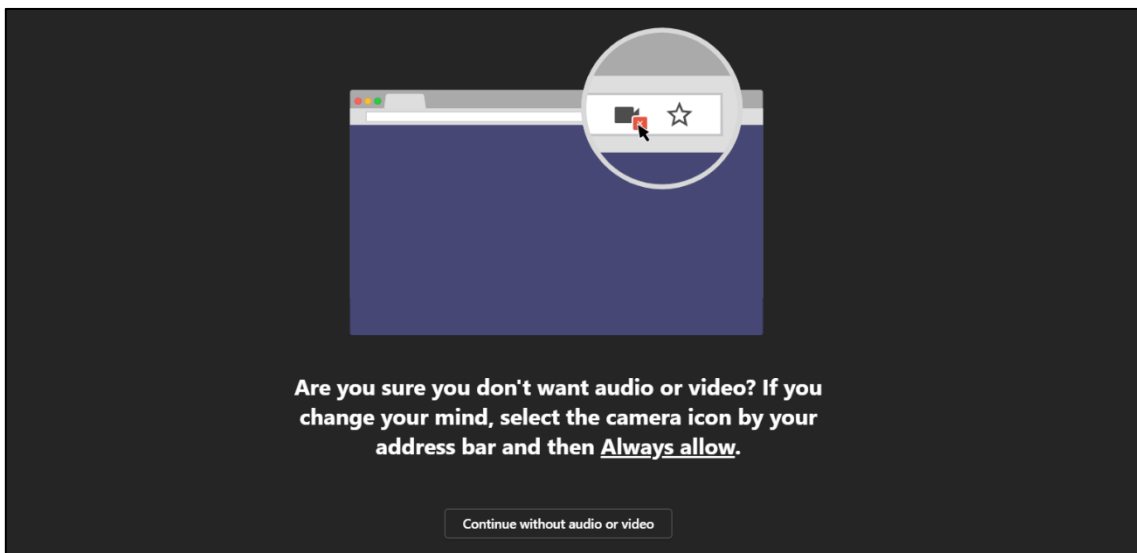
You will then be asked to type in you Name and Surname prior to joining the webinar, whereafter you can proceed to "Join Now":

You have now entered the lobby of the webinar and the webinar organizer will admit you to the meeting:

Completing the Attendance Register during the Webinar

At the start of the webinar the Organizer will post a link to the Attendance Register in the "Chat" section of the session. Please click on the link to take you through to the Microsoft Form that will be used to confirm your information. Kindly complete the relevant fields and click "Submit".
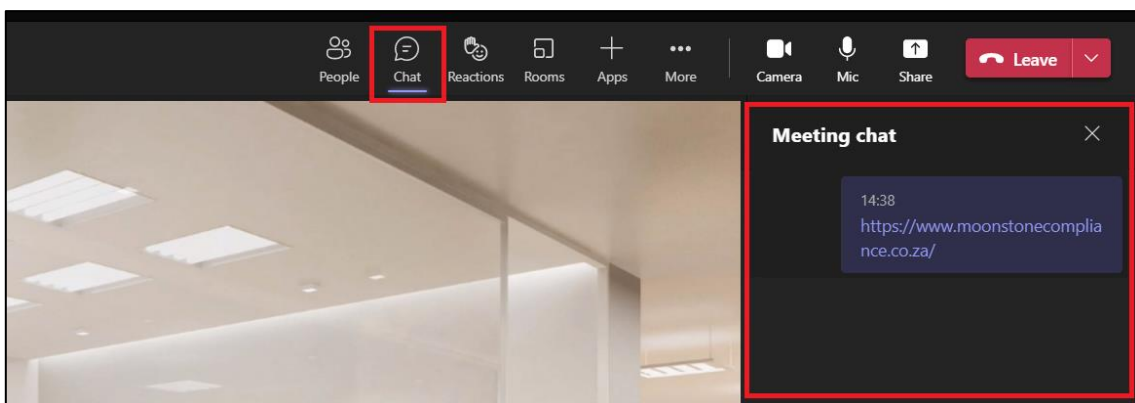
Should you have any questions during the webinar, you can type them in the "Chat" section. Please remember to click the Send Arrow when ready. Our presenter and panellists will respond to your questions here or discuss them during the Question and Answers session.