How to Attend a Microsoft Teams Live Event

If you have used Microsoft Teams to attend meetings, participating in a Teams Live Event is similar. The main difference is that you cannot activate your microphone and camera during the Live Event.

Attending a Teams Live Event

We will email you a link to the event and instructions for joining before the scheduled time. *We recommend joining 15 to 30 minutes early in case of technical issues.*

Once you select the link, your browser should automatically open and ask if you want to use the Teams app or web browser. **Only select the app if you have an existing account with Microsoft Teams.** If asked to sign in, use your Teams username and password. We recommend choosing the web browser option if you do not have an existing Teams account.

You will see the message "*The live event has not yet started*" if you join before the scheduled event. If you continue to see this after the planned start time, email us at the address in your registration or reminder email.

Using the Playbar to Control the Video Broadcast

There are controls at the bottom of your screen to pause the broadcast and adjust the volume or video quality.

Pause the Broadcast

Use the pause button to stop your view of the broadcast. The pause button will turn to a play button (a triangle pointing right). When you are ready to resume, select the play button to resume where you left. **To rejoin the live broadcast**, select the small circle and slide it to the right as far as it will go or simply click "Live".


Adjust Video Quality

Select the gear icon on the right end of the playbar to change video quality. A small pop-up will appear that allows you to select a lower quality video. This might improve performance if you are having bandwidth or internet issues.

Turn on Closed Captioning

Select the "CC" button on the playbar to turn on closed captions. To change the caption language, select the gear icon, select "Captions / Subtitles", and choose the language you want.

Note: The available languages are set ahead of the event. To request a specific language, email us at the address given in your registration or reminder email.
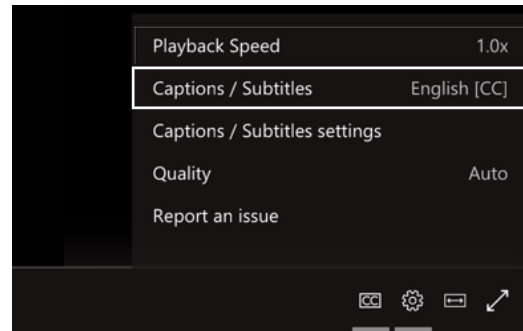
Participating in a Live Event

The only way you can communicate with the presenters or other attendees in a live event is to use the Q&A panel.

Using the Q&A Panel

Select the Q&A button found on the upper right side of the screen to open the panel.

Type your question in the compose box (found at the bottom of the panel), then select the Send button or icon. Select "Post as anonymous" to ask your question anonymously.

Moderators will review and publish questions in the Q&A as possible.

We will review general questions not addressed during the live event and share those answers with all attendees once answered.

Please email site-specific questions to TexasEnviroHelp@tceq.texas.gov or contact the SBLGA Hotline at 1-800-447-2827.
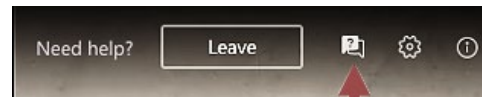
Registering Your Attendance

The moderator will post an attendance link in the Q&A panel during the session. Complete the form to confirm your attendance and receive a confirmation email. We will also send a link to short survey after the live event.

Leaving the Live Event

Select the "Leave" button in the upper right part of the screen next to the Q&A button or close your Teams application.