

# How to Attend a Microsoft Teams Live Event

## Background

If you've already been using Microsoft Teams within your own Company to attend meetings, participating in a Teams Live Event will be similar. The main difference is that, even if you have a microphone and camera, they won't be active during the Microsoft Teams Live (MS Live) event. For the attendees, it will be more like watching a video, but it will be live.

## Attending a TCEQ Stakeholder Meeting Live Event

**Note:** *If you are a TCEQ employee connecting to the meeting does not require access via VPN. Please disconnect from VPN before joining the live event meeting to avoid technical issues.*

Enrolled Stakeholders and TCEQ participants will receive an email from [Outreach@tceq.texas.gov](mailto:Outreach@tceq.texas.gov) before the Stakeholder Meeting live event. The email will contain a link for joining the Stakeholder Meeting on the day and time that it is scheduled.

**Note:** *we recommend joining 15 – 30 minutes early.*

Once you select the link provided in the email, your web browser should automatically open, and you will be prompted to use the MS Teams app or your Web browser. Choose whichever method you prefer. You'll see different instructions based on how you join the event (from the Teams app or the web).

**Note:** Only select MS Teams app if you have an existing account with MS Teams, you may be prompted to "Sign in," input your username and password. If you do not already have a MS Teams account, we suggest going through the Web browser option. If the live event hasn't started, you'll see the message "The live event has not yet started."

## Using the Playbar to Control the Video Broadcast

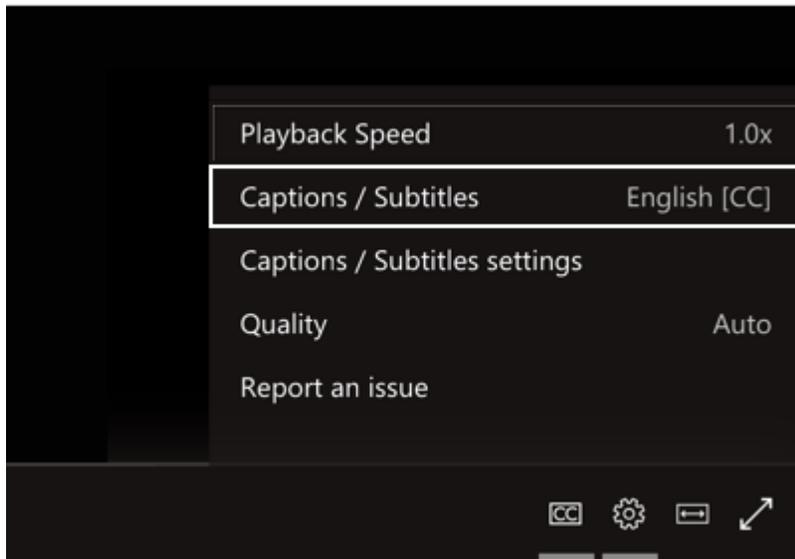
There are controls at the bottom of your screen to pause the broadcast, adjust the volume, and the video quality. Use the pause button to stop the video broadcast of the live event, if needed. The pause button will turn to a play button (a triangle pointing right). When you are ready to resume, select the play button. To rejoin the live action, select the small circle and slide it to the right as far as it will go. This will take you back to the live action.



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

## Using Live Captions and Subtitles

To turn on live captions and subtitles, select “Captions/Subtitles On” in your video controls. To change the caption language, select “Settings”, “Captions/Subtitles”, and choose the language you want.



## Participating in a Live Event

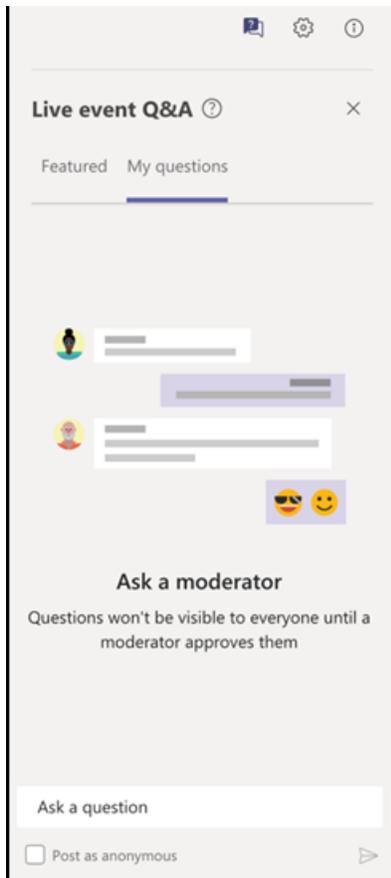
Because your microphone and camera will not be available to you for the live event, the only way you can communicate with the presenters or other attendees is to use the Q&A panel.

## Using the Q&A Panel

To open the Q&A panel, select the Q&A button found on the upper, right side of the screen.



To ask a question, type your question in the compose box (located at the bottom of the panel), and then select the Send button or icon. If you want to ask your question anonymously, select “Post as anonymous.”



The questions that are sent to the presenters will be moderated. Questions will be published and/or elevated as feasible.

## Leave the MS Live Event

To leave the event, select the “Leave” button in the upper right part of the screen next to the Q&A button (see image below).

