

Microsoft Teams Webinar - Joining Instructions for external participants

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Version: 2.0

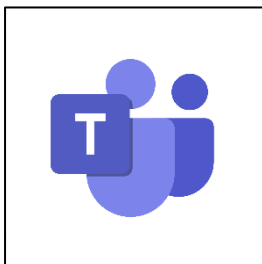
Before the webinar

Once the date and time have been decided for the Teams webinar, an email link will be issued inviting you to attend. Please follow the steps below to successfully attend your chosen webinar.

Please note: If you are using your smartphone or tablet, you will need to [download the Microsoft Teams app](#).

We would recommend downloading the app before you are due to attend. If this is not possible, allow yourself 15 minutes before the webinar starts to download it.

Otherwise, if you do not already have the app on your device, when you select “Join Event” from your registration email this will push you to the Google Play or App Store - depending on whether you use an Apple or Android device. Make sure you download the official app; only install the app with the name Microsoft Teams and issued by the Microsoft Corporation. The logo is a white background with two blue/purple cartoon figures on the right-hand side with a letter “T” in front of them.



If you are joining the webinar from a laptop, you can use an internet browser (Chrome, Edge etc) and do not need to download the app.



Joining Instructions

- You will receive an invite for the Teams webinar to your email address. Always make sure to check your Junk or Spam folders, just in case.
- The link will likely be included in the body of an email issued by a staff member.
- Select the link in the email.
- This will open a Microsoft Registration page and will show you the date and time of the Webinar you are registering for.
- Select the button on the bottom right-hand side that says "Register".
- This will open a form for you to fill in. Please note, you do not have to create an account with Microsoft to attend the webinar.
- Enter your first name, surname, email address, and then confirm you agree to the Microsoft Terms and Conditions by selecting the checkbox.
- Once you have entered these details, select Register.
- The webpage will confirm your registration has been processed.
- You will receive a confirmation email stating, "You're registered for (webinar name)" from Guide Dogs.
- You will have the option to add this to your calendar (on your smartphone, tablet or laptop).
- On the day of the event, open the confirmation email to access the link to attend.
- In the Confirmation Email, select the "Join Event" button.
- Teams will open on your device and ask you to enter your name. Your Video and Mic will automatically be turned off, so do select these icons (just above where you have entered your name) to turn them on. Please note: these icons are accessible and are described as buttons by screen readers.
- Once you have entered your name, you can select "Join Now".
- You may need to wait a few moments while the webinar organisers admit everyone to the webinar.



- When the webinar has finished, the organiser will end the session, or you can select the red “Leave” button on the screen.
- If you experience any issues with Teams, please contact the meeting organiser for advice.

If you have any issues with this guide or need further assistance, please contact [IS Knowledge Management](#)

Governance Information. Please do not remove.

Governance Review & Approval Table*:

The table below contains two rows and five columns.

Governance Area:	H&S	Protection of Children & Adults	Insurance	Legal	GDPR
Date Approved:					

Review Frequency:

Best Practice Guidance: Annually

Reviews should be done in accordance with relevant regulation, legislation changes or as a result of ad hoc activity, such as continuous improvement initiatives.



Version control table:

The table below contains four rows and four columns. (Only the original approval date and the most recent amendment should be included in the table.)

Date	Version	Status	Details of Change
4/3/24	1.0	Approved	CGE/KP - Check GP
24/01/25	2.0	Updated	MOH

***Please see below when a document must be reviewed by Governance**

Safeguarding - All documents with any reference to safeguarding, recruitment and training, working with clients (Adult and CYP).

Legal - All documents with any reference to agreements or contracts, third party partnerships, potential reputational risk, reference to compliance with any statutory or regulatory obligation.

Health and Safety - All documents where an activity could cause harm to a member of staff, service user, volunteer or third party or where there is reputational risk.

Insurance - A change to the way we deliver our services.

GDPR - If we are gathering any personal information on volunteers or service users.

End of document