

Microsoft Teams Webinar – Attendance Guidelines

1. Registering for the Microsoft Teams Meeting

- Please register using the link provided in your invitation.
- After registering, you will receive a confirmation email with the link to join the webinar.
- On the day of the webinar, click the link a few minutes early to allow time to connect.

2. Joining the Meeting

- You can join using a computer, tablet, or smartphone.
- Make sure your device is connected to the internet.
- We recommend joining from a quiet place where you can listen without interruptions.

3. Microphones

- All attendee microphones will be **switched off automatically**.

This helps:

- Reduce background noise
- Prevent interruptions
- Ensure everyone can hear the speakers clearly

If the host needs you to speak, they will invite you and unmute your microphone.

4. Asking Questions – Q&A Function

- If you have a question, please use the **Q&A function** on your screen.
- You can submit your question at any time during the meeting.
- Questions will be answered during the session or at the end.
- Using Q&A helps us track, group, and respond to questions fairly, and ensures none are missed.

5. Chat Function

- The chat function will be disabled during the webinar.

This helps:

- Keep the session focused
- Manage large numbers of attendees
- Ensure all questions are handled through Q&A

6. Follow-Up

- If there is not enough time to answer all questions, they may be followed up after the session.