

Early Diagnosis Research Virtual Session Spring 2023

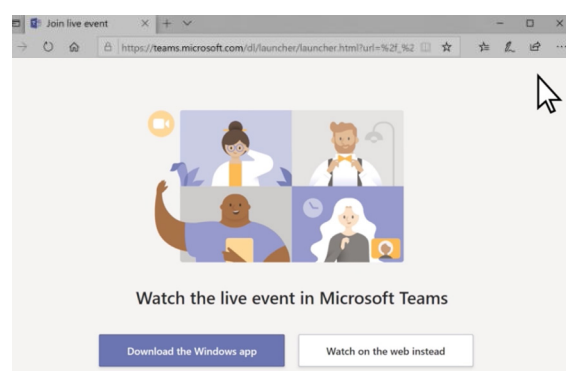
#CRUKEDVirtual2023



Joining a Microsoft Teams Live Event as a delegate

Download the Windows App – (strongly recommended)

- This is the best option when joining
- No risk to your computer
- Gives you full functionality and reliability



Join on the web itself

- Ensure you are using Google Chrome or Microsoft Edge
- Remember to add your name so people know who you are



Avoid using these browser for Microsoft Teams Live

Microsoft Teams Live is NOT fully supported by:

- Internet Explorer
- Firefox
- Safari



You will not be able to use the computer audio for the meeting

Using the link

- From the invitation you were sent, click on 'Join live event'
- Always use the designated link to join the event
- The link can also be used to access on-demand content on the platform for 180 days after each event
- If already signed into Teams, you'll join as an authenticated user
- If not signed into Teams, you'll join anonymously on the web
- If you are struggling to connect to Microsoft Teams on the day, try moving closer to your router

Microsoft Teams

[Join live event](#)

Join as producer or presenter when it's time for the live event.
Do not forward this invite to the attendees.

+44 20 3855 4234 United Kingdom, London (Toll)

Conference ID: 941 890 741#

[Local numbers](#) | [Reset PIN](#)

[Producer help](#) | [Presenter help](#) | [Learn more](#)

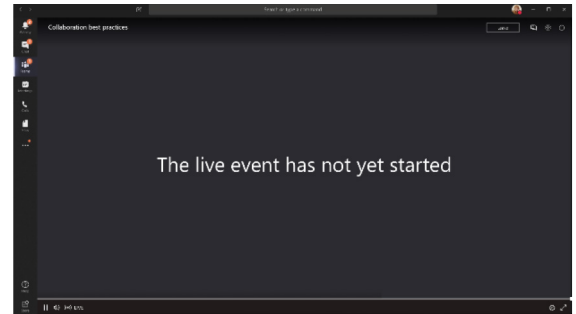
[Manage live event resources](#)

Dial in – only if you can't use the link

- Call the phone number and use the conference ID
- Be aware - you may only experience the audio of the meeting

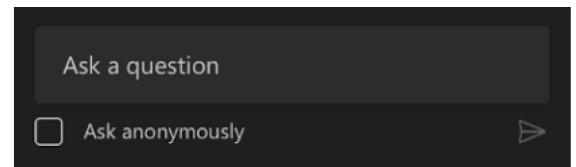
Participant experience

- As an attendee of a live event in Teams, you can watch live events but cannot share audio or video
- You can also pause, come back to the event at the point you left or in real time and activate closed captions if required
- If the live event hasn't started yet you will see the screen seen on the right



Participating in the moderated Q&A

- Select the Q&A button on the right hand side of the screen and type your question in the compose box, and then select send. You have the choice to ask anonymously
- You can give a question a 👍 to vote for it to be moved higher up to be asked to the panel



Mentimeter

To ensure the event is as engaging as possible we will be using the interactive programme Mentimeter which will be integrated into the event. There is no preparation required for this as you will be given the link during the event.

If you are having problems during the event?

- If you can't hear anything, try using headphones or un-plugging and re-plugging your headphones if you're already using them
- Leave and re-join the call using the initial invite link

Click [here](#) to see how Microsoft Teams Live will look and feel on the day

Technical support: Our team are available to you before the events at EDConference@cancer.org.uk and during the events through the Q&A function