

ONLINE SESSIONS: LIVE EVENTS

This is a guide to help you participate in Parks Victoria meetings, webinars and workshops. It includes step-by-step instructions to join and participate in an event.

Joining the Microsoft Teams event

Once you are registered you will be sent a link to participate in a Microsoft Teams event. This will say 'Join Microsoft Teams Meeting', or it may be a hyperlink that starts with 'teams.microsoft.com/'

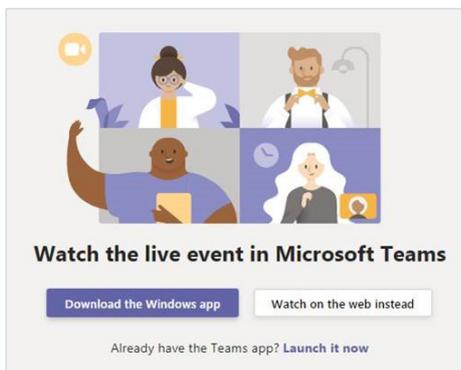
1 Click the link:

[Join Microsoft Teams Meeting](#)

Learn more about Teams Meeting options

2

You will then be given the option to open using a browser, or the app. You must use Google Chrome or Microsoft Edge browsers for this to work.

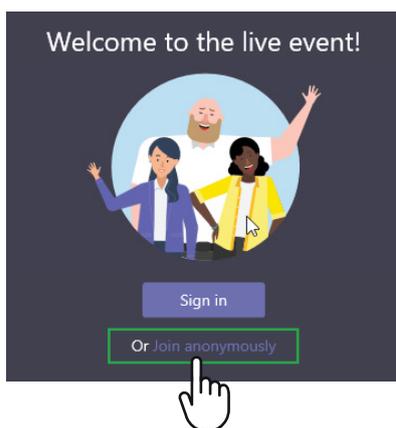


Option 1: If you already have the Microsoft Teams App or Microsoft office and wish to download it you may choose either 'download the Windows app' or 'launch it now'.

Option 2: Choose 'Watch on the web instead'.

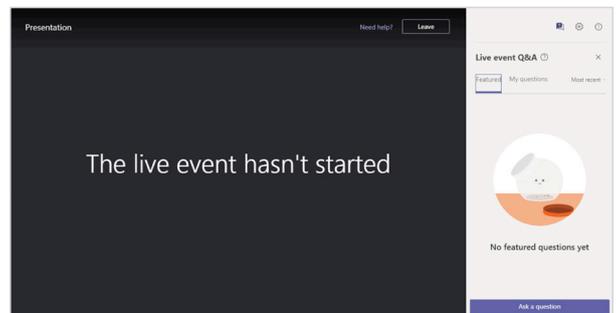
3

Select 'Join anonymously'.



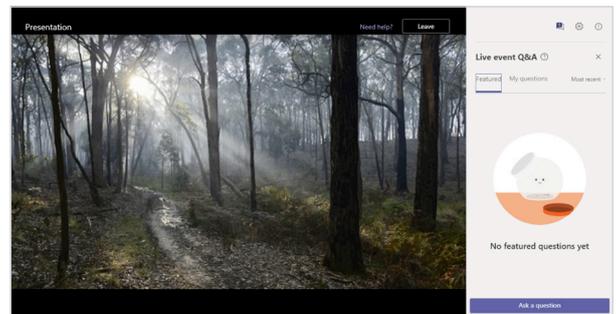
4

You will now enter the event. If you join prior to the event starting, you will see the below screen. Please wait for the presentation to start.



5

The screen will change once the presentation begins.



See page 2 for tips and tricks on participating in an online session.

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Browser and internet requirements

You need a connection to the internet to participate in Microsoft Teams Live Events. This can be either WiFi, or a network connection (through a cable). You will need to use Google Chrome or Microsoft Edge browsers.

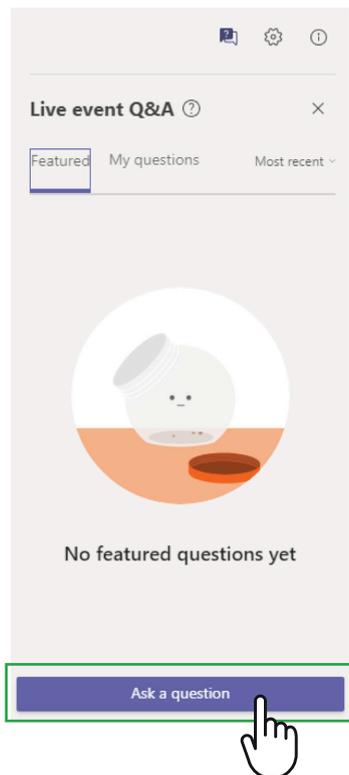
Video and microphone

In a Microsoft Teams Live Event, all audience members are muted and their cameras are turned off. All meetings will be recorded and may be posted online for others to view.

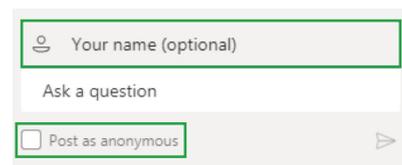
Participating in Q&A sessions

You can ask a question or type a comment during a Live Event using the Q&A panel on the right of your screen.

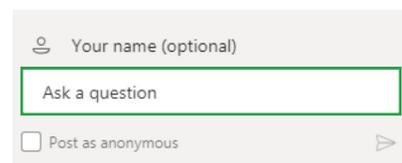
- 1 Click the 'Ask a question' box.



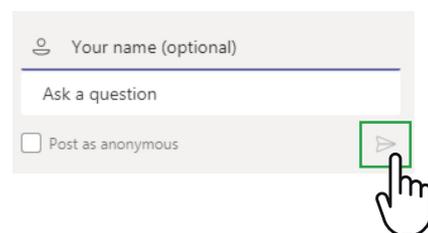
- 2 Type your name, or check the box next to 'Post as anonymous'.



- 3 Type your comment or question in the box that says 'Ask a question'.



- 4 Click the paper plane symbol or press 'Enter' to send.



For further assistance, please call the number provided on your confirmation email.
We look forward to your participation in a Parks Victoria online session.