

How to Watch a Microsoft Teams Live Event



Microsoft Teams is easy to use, but if you're brand new to it, we've got your back.

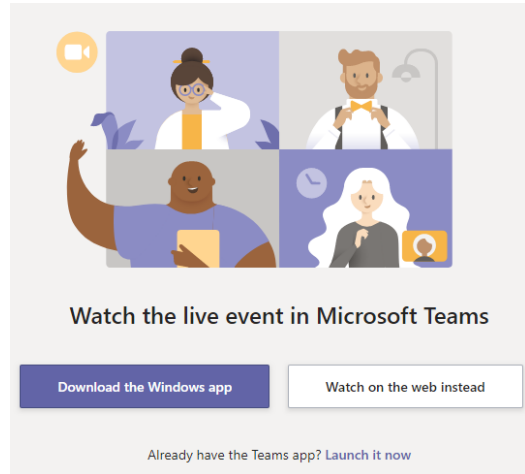
Step one: Click on the Teams link in the Outlook invitation.

When you do, you'll see this on your screen:

Step two: Choose one of the three viewing options.

The viewing experience across all is the same:

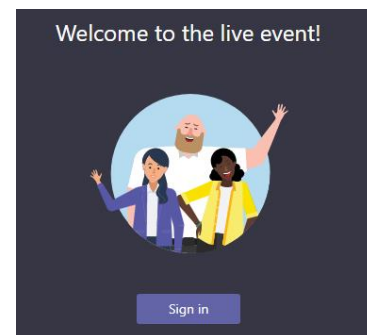
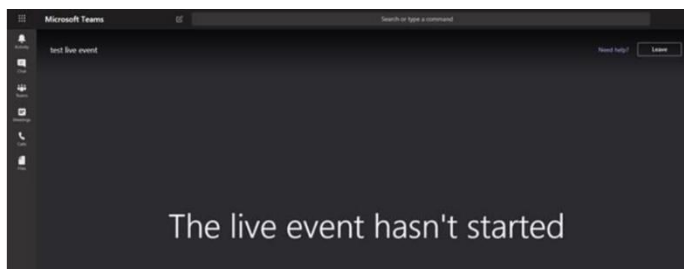
- **Download the Windows app:** Recommended for the full Teams experience. No administrative rights are required.
Mac users: You will see **Download the Mac app**.
- **Watch on the web instead:** Recommended for someone that does not want to download the app.
Mac users: Safari is not supported for Teams Live Events. You can tune in using Chrome or by downloading the Mac app.



- **Already have the Teams app? Launch it now:** The Teams app should load automatically if installed, but if it doesn't, this link will launch Teams.

Step three: Select Sign in (if required) and enter your company email address and password.

Enjoy the show! Before the show starts, you'll see the below:



Helpful Hints:

- If you want to be sure you're "all systems go" before the event starts, you can test it today. Select the event link in the Outlook invitation and follow the steps above.
- If you're working remotely, you'll need to log in through Okta, just as you would to access material on the network normally.
- If you need to join on-the-go, you can tune in via the [Teams mobile application](#).
- If you experience issues while testing, the [Digital Workplace Experience](#) team is ready to help.