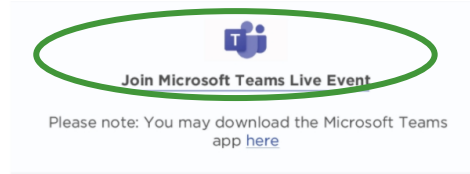


St. Jude Medical Center

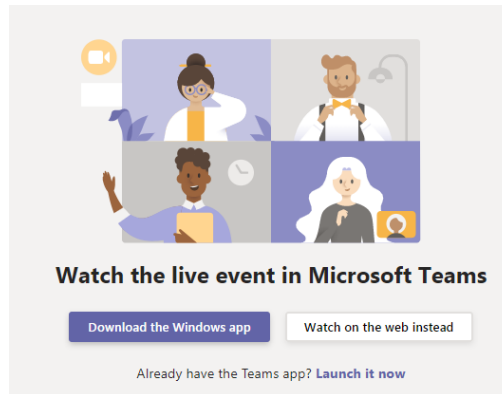
How to Join Microsoft Teams Live Event

** Please note you do NOT have to download the Microsoft Teams app in order to attend this event**

1. Open the email invitation and click on **Join Microsoft Teams Live Event**



- a. This will open a new window to **Watch the Live Event in Microsoft Teams**



2. There will be two options:

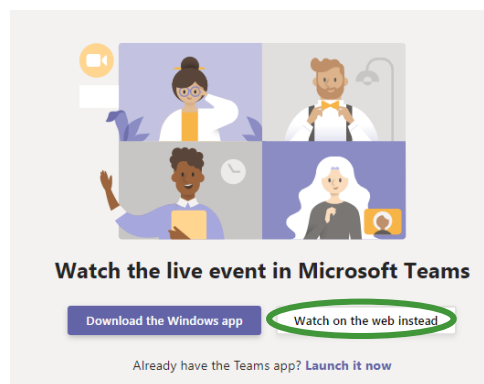
OPTION 1: **Watch on the web Instead**

OR

OPTION 2: **Download the Windows app** (*it is not necessary to download the app*)

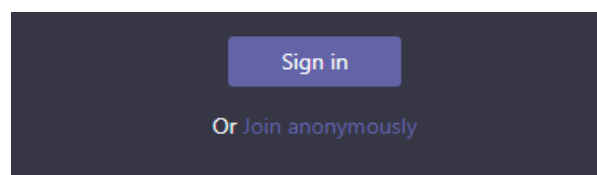
3. If you would like to **Watch on the web instead**

- a. Click **Watch on the web instead**

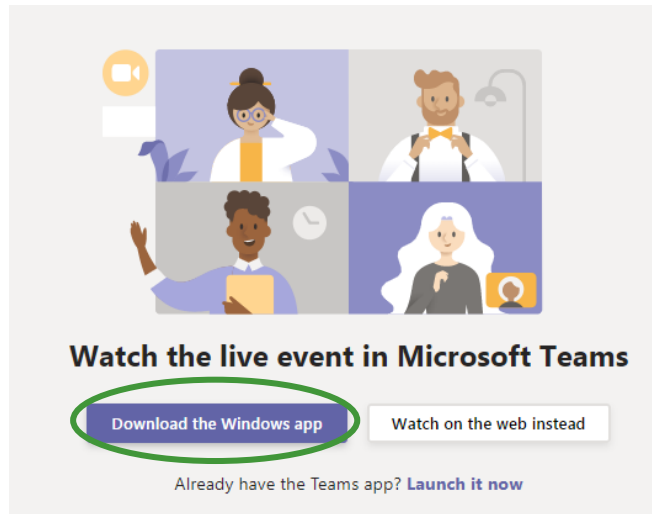


4. Once in the meeting you will be prompted to **Sign in** or **Join anonymously**

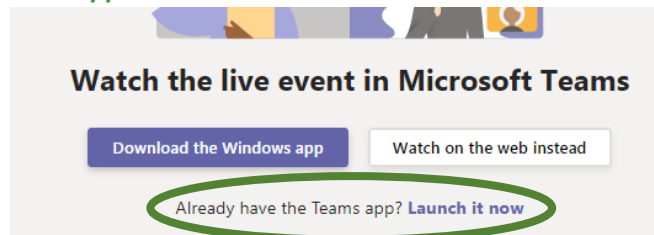
- a. If you do not have a Microsoft Outlook account, you should **Join anonymously**



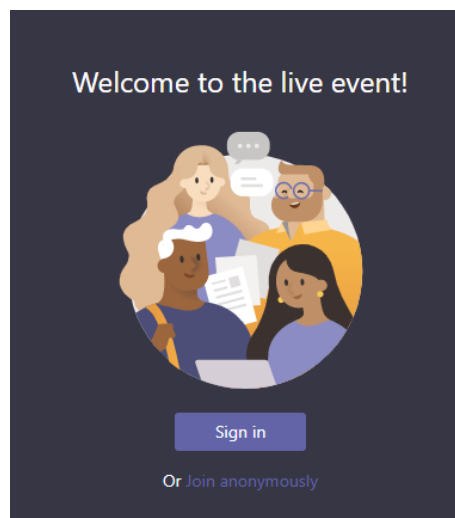
- 5. If you would like to **Download the Windows app**, it is recommended to do this in advance of the meeting date and time
 - a. Select **Download the Windows app**



- b. You will be prompted to take the steps appropriate to download on your computer's operating system
 - c. Once you have downloaded the app, you will follow the instructions in step 6 to join the meeting using the app
- 6. If you already have the Microsoft Teams app you may select the option **Launch it now**, this will open the Live Webcast in your **Microsoft Teams app**



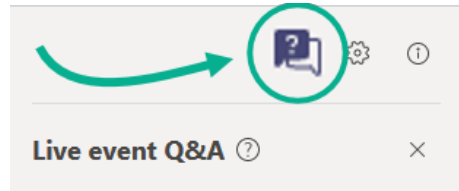
- 7. Once in the meeting you will be prompted to **Sign in** or **Join anonymously**
 - a. If you do not have a Microsoft outlook account, you should **Join anonymously**



How to Ask a Question During the Event

During the event, audience members will not be able to speak, but can use the Q&A function in order to submit questions. Selected questions will be presented to the speaker(s), and we will attempt to answer other questions separately as best we can.

1. Select **Q&A** on the right side of the screen



2. Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.

