**British Orthopaedic Research Society**

BORS 2020 | MS Teams Joining a Live Event as a Presenter

**Joining a live session at BORS 2020 as a Presenter**

During test events some people have found that when they click on the link for the test event, they join the event as an Attendee rather than as a Presenter. This is due to the way that live events are setup in MS Teams.

To give the best chance of joining a live event as a Presenter two things need to have been done beforehand:

1.  You should have been added as a Guest to a Team in the host organisation (Imperial College London for BORS 2020). We have added all presenters to a Team (either "BORS 2020 Presenters and Chairs" or "BORS 2020 Keynote Speakers"). You can check that you have been added as a Guest to a Team by checking that you have "Imperial College London (Guest)" as an option for the organisation in the top right of the MS Teams window beside your user icon. You may need to logout and login to MS Teams for a new organisation to appear.
2.  You should have received an invite for the live session that you will be presenting in at BORS 2020. This may have allowed you to add calendar entry for the event. We recommend that you <u>do not</u> use the link in your calendar to directly join the live event (further details are included below).

If you are unsure about either of the items above please email bors2020@borsoc.org.uk using the email that you use to login to Teams, telling us the session that you are presenting in, and we will check.

To join a live event as a Presenter please complete the following steps in this order:

1.  Open the MS Teams desktop application. You will not be able to join a live event as a Presenter from the web version of MS Teams.
2.  Copy the link from the invitation that you have been sent **but do not join yet**.
3.  Change your organisation in MS Teams to "Imperial College London (Guest)".
4.  Paste the link from the invitation into your browser. If a popup appears saying "Open Microsoft Teams?" click on the "Open Microsoft Teams" button. If a popup does not appear click on the "Launch it now" link beside "Already have the Teams app?" text.
5.  When you are transferred into the MS Teams desktop application you should see "Join as a Presenter" above the title of the live event.
6.  Click the "Join now" button. Do not click the "Attendee" icon as this will join you as an Attendee rather than as a Presenter.

If you have successfully joined a live event as a Presenter, you should see a ribbon like one of the two shown in Figure 1. The first ribbon will show before the live event is being broadcast. The second will show once the broadcast has begun.
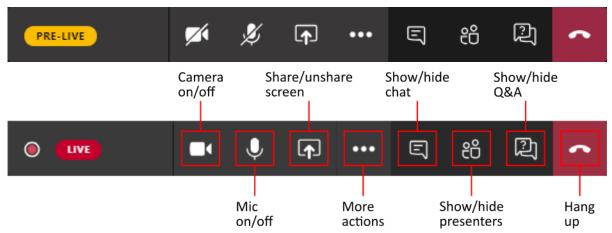


Figure 1: Ribbons that you will see as a Presenter in a live event on MS Teams

The "Join a Live Event as External Presenter" section at https://www.lync.se/2020/04/live-events-external-presenters/ gives a useful guide to the steps above.

3 September 2020 | Andrew Phillips