**Attending Teams Webinars**

Thank you for booking an online event hosted by

Leicestershire & Rutland Wildlife Trust.

The online event will take place via Microsoft Teams.

You can join a Teams Webinar from any device, whether or not you have a Teams account.

To help you join a webinar using Teams, we have put together the following guidelines:

1. You will need to register for the event first. The link for registering on a webinar will be in your invitation or will be a booking link online.
2. Once registered, you will receive an email with a link to Join the webinar. There is an option at that point to create a free Teams account if you wish to do that but it is not essential as you can view the webinar from your web browser.
3. You will receive a reminder an hour before the webinar is about to start with the Join link.
4. Click on the Join link. At the point, you will be asked to join the webinar either via your Teams account (if you have one or set one up recently) or via the web browser.
5. The next screen will include a button link to Join.
6. You may be held in a ‘lobby’ before the presenter lets you in at the start time.
7. Once you are in the webinar, you can ask questions in the Q & A function.
8. Depending on whether the organiser has permitted these options in the webinar set up options, an attendee may be able to raise their hand to ask a question or send a reaction such as a thumbs up.
9. For any questions prior to the webinar, please contact 0116 262 9968 or email [info@lrwt.org.uk](mailto:info@lrwt.org.uk) during office hours.