



Charity Commission Webinar – Joining instructions

Thank you for registering to attend a Charity Commission webinar, delivered via Microsoft Teams Live Events.

As an attendee in Microsoft Teams Live Events, you will not be visible or audible to other attendees or the Commission but you can participate in the moderated Q&A throughout the webinar.

Joining Instructions

The simplest way to join the webinar is via the web from your desktop. You can also join via the Microsoft Teams app on either your desktop or mobile device. Please note, if joining via a mobile device, you will only be able to join via the Microsoft Teams app but you will not need a Microsoft account.

For full instructions, please select one of the options below to be directed to the relevant section:

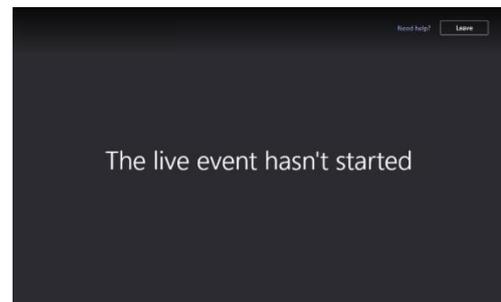
[Option 1 – Watch on the web \(only available via desktop\)](#)

[Option 2 – Watch in the Microsoft Teams App via desktop](#)

[Option 3 – Watch in the Microsoft Teams App via mobile device](#)

If you have not previously joined a Microsoft Teams Live Event before, a 45 second explainer video is [available from Microsoft Teams](#).

Once you have joined the webinar, you will see the following message until it begins.



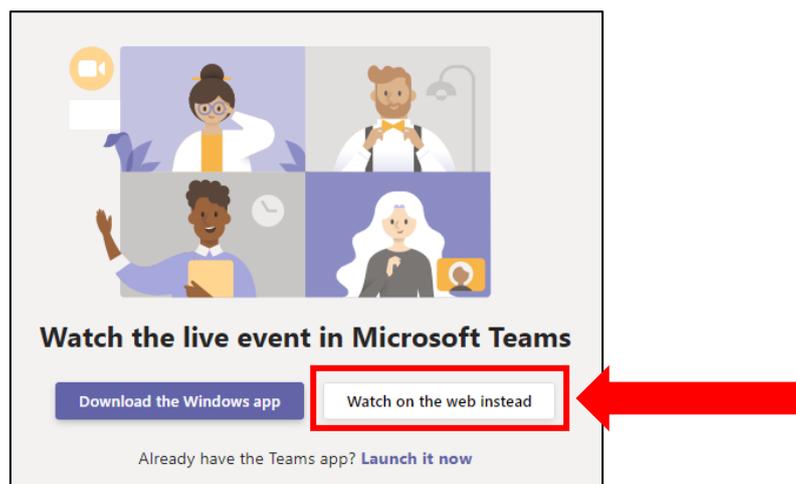


Option 1 – Watch on the web

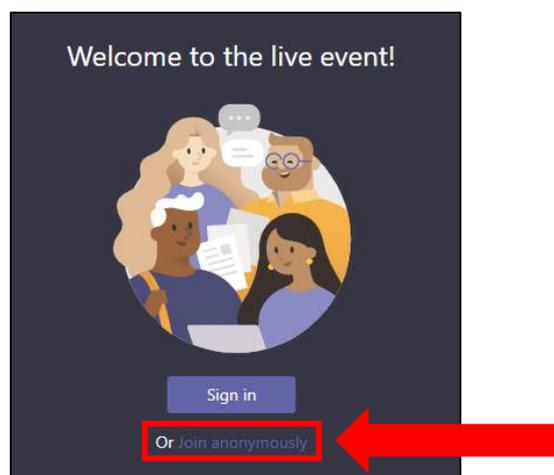
Please note, this option is not possible from a mobile device and you will need to follow the instructions below for joining via a mobile device ([see Option 3](#)).

Firstly, click on the required link for the webinar. The link is provided in the Bookwhen booking confirmation email as well as being sent by the Charity Commission via email to attendees in advance of the webinar.

Once you have clicked the required webinar link, the following window will appear and you need to select 'Watch on the web instead':



The following window will then appear:



We encourage you to select 'Join anonymously' to access the webinar. If you have a Microsoft account though, you can also sign in to access the webinar.

For information on how we process your data when you book onto or attend Charity Commission Outreach events, please see [our privacy notice](#).

For information on how Microsoft processes your data when accessing Microsoft Teams Live Events, please see [Microsoft's privacy statement](#).

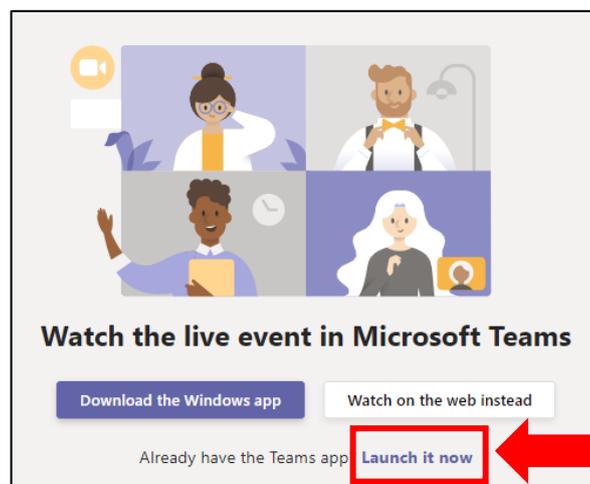


Option 2 – Watch in the Microsoft Teams App via desktop

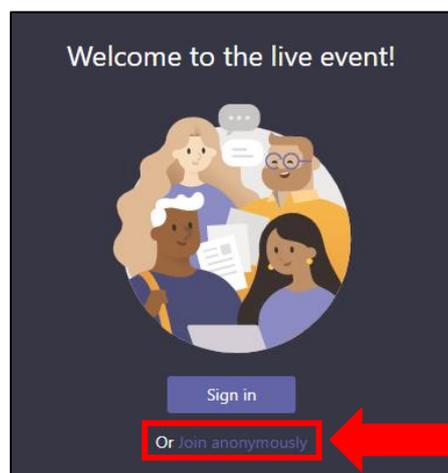
It is recommended that you [download the Microsoft Teams app](#) prior to joining the webinar.

Once you have downloaded the app, click on the required link for the webinar. The link is provided in the Bookwhen booking confirmation email as well as being sent by the Charity Commission via email to attendees in advance of the webinar.

After downloading the app and clicking the required webinar link, you will see the following window and should click 'Launch it now':



The following window will then appear:



We encourage you to select 'Join anonymously' to access the webinar. If you have a Microsoft account though, you can also sign in to access the webinar.

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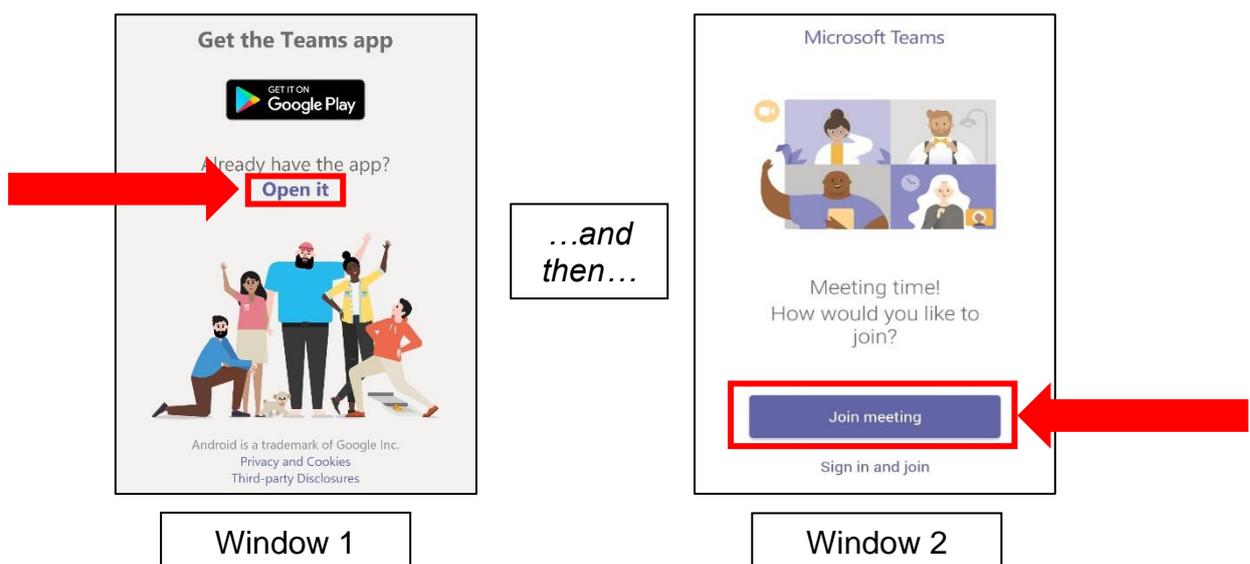


Option 3 – Watch in the Microsoft Teams App via a mobile device

If you are watching via a mobile device, you must have the Microsoft Teams app but you will not need a Microsoft account. It is recommended that you [download the Microsoft Teams app](#) prior to joining the webinar.

Once you have downloaded the app, click on the required link for the webinar. The link is provided in the Bookwhen booking confirmation email as well as being sent by the Charity Commission via email to attendees in advance of the webinar.

After downloading the app and clicking the required webinar link, you will see the following window and should click '**Open it**' and then, in the following window, click '**Join meeting**' to access the webinar without signing into an account:



If you have a Microsoft account though, you can also sign in to access the webinar.

If you do not sign in, Microsoft will then ask you to provide a name. The Commission does not require you to provide your personal details here and you are welcome to simply type 'Anonymous' – as demonstrated here.

Then click '**Join meeting**'.

