



# Microsoft Teams Live Events for Students



## Microsoft Teams Live Events for Students

Microsoft Teams Live Events is the platform chosen by The Trinity Catholic School to produce live lessons for its students. Live Events allows teachers to be able to broadcast an online lesson by sharing video and digital content.

As an attendee, students can watch live events and participate in the moderated Q&A if enabled by their teacher, however students will be unable to share their own audio or video.

### Before watching a live event

Before attending a live event we'd always advise that students download the Microsoft Teams app on their chosen device. Students will need to sign into the app with their school email address and password. The format of school email addresses for students are [firstname.surname@tcs.online](#).

You can find Microsoft Teams app download links and system requirements for Android and iOS devices below. Underneath that, instructions for Windows and Mac OS.

#### Android

Operating system supported: Android 4.4 and later

[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB)

#### iOS

Operating system supported: iOS 10 and later

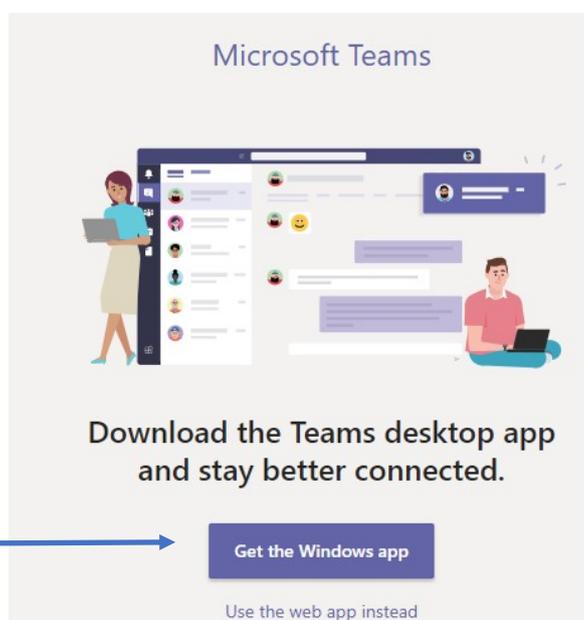
<https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

#### Windows and Mac OS

Operating system supported: Windows 8.1 and later and Mac OS 10.10 and later.

Students can login to <https://teams.microsoft.com/> with their school email address and password.

When you successfully sign-in to Microsoft Teams, if you haven't already downloaded the app, you will be prompted to download either the Windows or Mac app dependant on your device.



Once downloaded launch the installer and follow instructions to install Microsoft Teams. Following installation open Microsoft Teams and sign-in with your school email address.

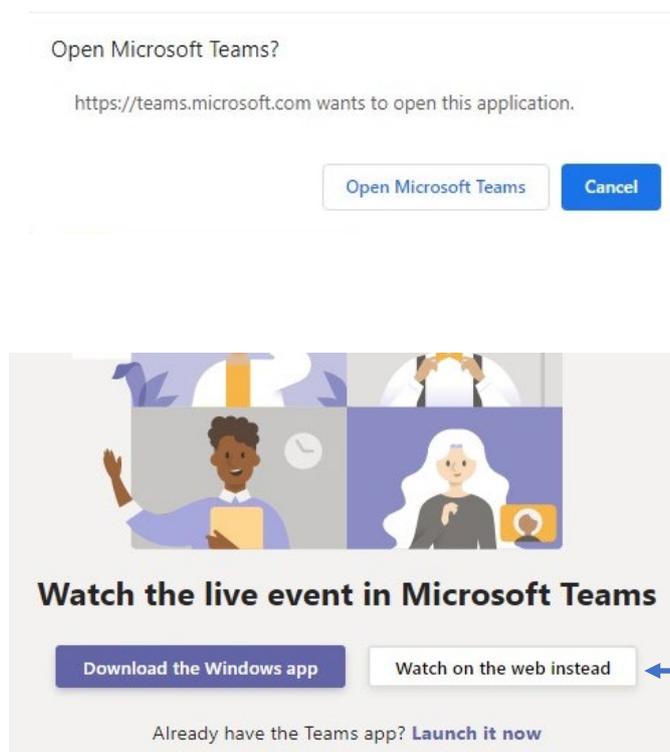
If your device does not support the Microsoft Teams app then you will be expected to use the web version, there is a list of browsers supported, to cover all bases we recommend using the latest version of Google Chrome. You can find the download link below.

### Google Chrome latest version

[https://www.google.com/intl/en\\_uk/chrome/](https://www.google.com/intl/en_uk/chrome/)

## Join the Live Event

Teachers will put the link to join the live event on your Google Classroom classes for each subject. Please login to Google Classroom at <https://classroom.google.com/> using your school email address and password to retrieve these links.



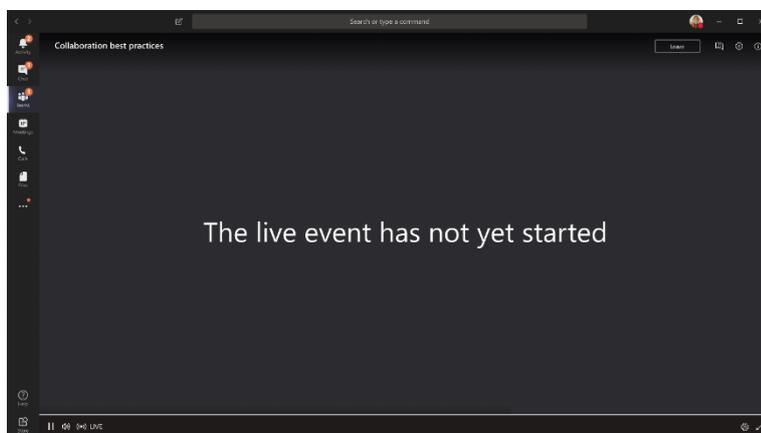
Once you have the attendee link from your Google Classroom, if you have the Microsoft Teams app, you will be prompted to **Open Microsoft Teams.**

If you don't have the Microsoft Teams app on a supported device, you will need to select **Watch on the web instead.**

## Frequently Asked Questions

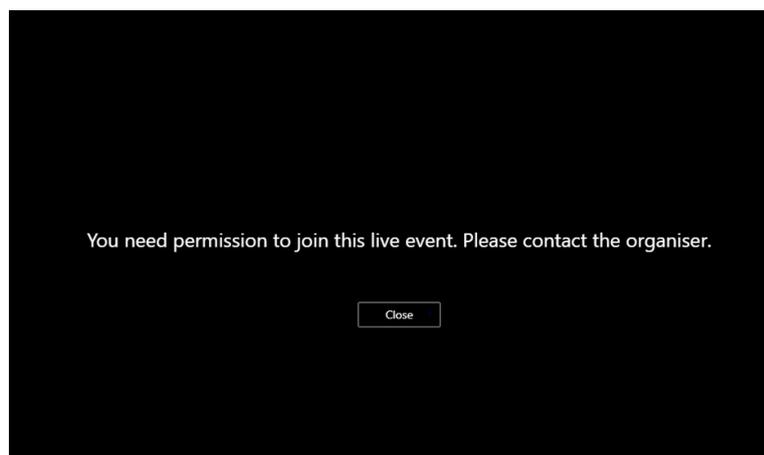
I receive the message 'The live event has not yet started'.

*Please await your teacher to start the lesson at the scheduled time*



I receive the message 'You need permission to join this live event. Please contact the organiser.'

*Please contact your teacher as the organiser of the live event. You may not have been invited.*



*The above message could also mean someone else is signed into the Microsoft Teams app, especially if you share a device. You will need to log out that user and sign-in to your own account, with your school email address and try again.*

I receive the message 'To open the web app, you need to change your browser settings to allow third-party cookies' when attempting to login to the Microsoft Teams web app.

*You will need to enable third-party cookies within your selected browser. As we are recommending Google Chrome, here is the link on how to do that*

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en>

*For any other chosen browsers you will need to search for 'enable third party cookies' and the name of your chosen browser.*

I missed the live event, what should I do?

*Once the live event is over, you can still watch the recording using the same link, if your teacher chose to make the recording available. Your teacher may also upload the recording to you Google Classroom. If in doubt, contact your teacher.*

How do I communicate with my teacher during the live event?

*The only way to communicate with your teacher through Microsoft Teams Live Event is through the Q&A module on the right-hand side of your screen, assuming the teacher has it enabled. If it's not enabled your teacher may give specific directions on how you can ask questions in another form.*