

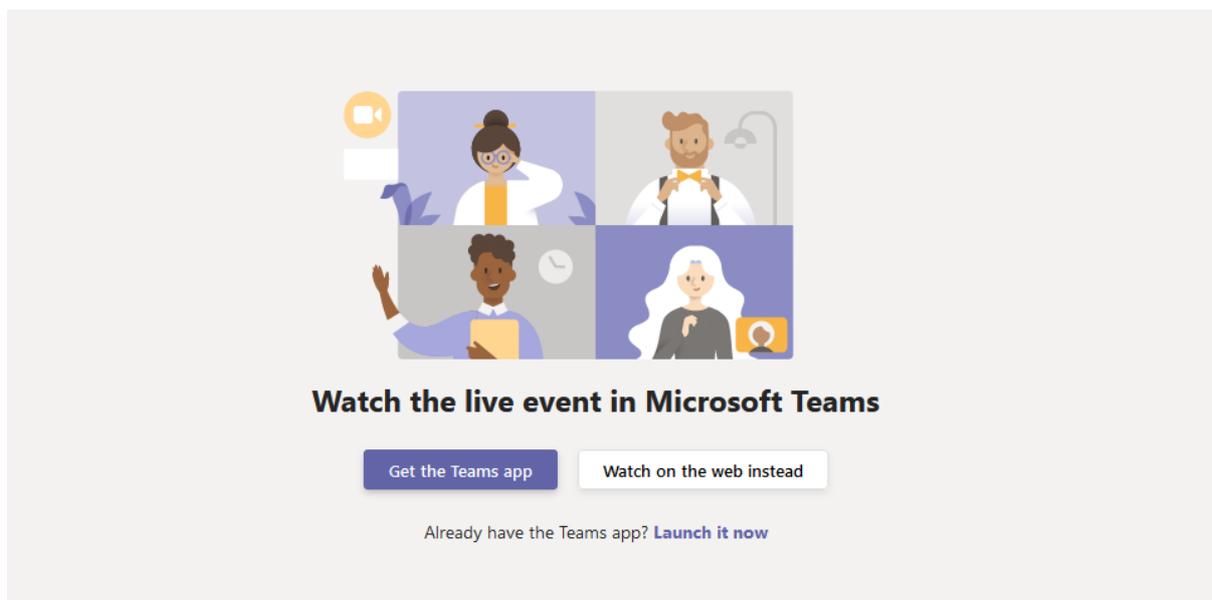
FPA webinar access guide

The FPA webinar on 4 March will be held on Microsoft Teams. This is a guide to taking part, and may help resolve some common issues if you have any trouble participating.

Joining the event

You do not necessarily need to have Microsoft Teams installed. You will receive a link to join the event by email, and the way the link behaves will depend on the device you are using:

If watching on a laptop or desktop computer, when you click the link to join you will be taken to the following page.



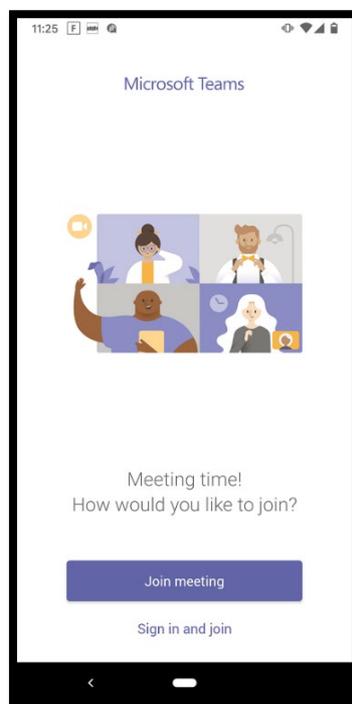
From this page, you can click the 'Watch on the web instead' button to watch online.

Note this may not be possible using the browser Safari on Apple devices - if you have an Apple laptop and want to watch online, we recommend you install and use another browser, such as Google Chrome or Mozilla Firefox, or click to get the Teams app instead.

If watching on a tablet or mobile device, you may not be able to watch through your browser and may instead be prompted to install the app. You do not require a Teams account to do this, just the app itself.

If you do not already have the Teams app, the process on a tablet or mobile is:

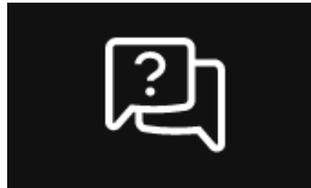
1. Click the event link
2. You will be taken to a page which allows you to get the app. Click the button here to get it on the app store used by your device.
3. After the app installs, click to open it
4. On a tablet or mobile you should be taken directly to the screen shown below (on a laptop or desktop computer the screen will have similar options, and you can choose to 'join anonymously'). If you don't have a Microsoft account, simply click 'Join meeting' and enter your name to join the event. If you do not see this screen, navigate back to the event link from step one and this time choose to open it via the app.



Similarly, if you already have the app, simply follow the first two steps above, but on step two click the link that says 'Already have the app? Open it'.

Interacting

During the event, there will be an opportunity for attendees' questions to be answered. Any attendee can submit a written question using the Q&A button within the event screen:



Thank you

If you have any further questions, please contact us on sales.support@goldencharter.co.uk or 0800 171 2964.