

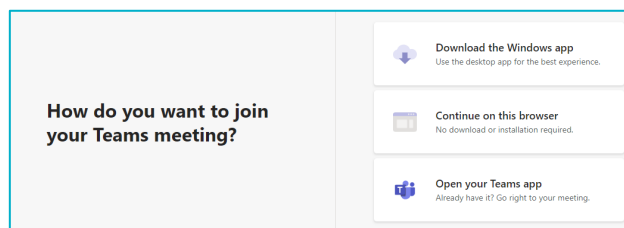
## As a Speaker how do I join the FabChangeDay21 Festival ?



1. To access the Festival please open the Festival web page <https://www.fabchangeday.com/>
2. Find your tent within the programme – you will see there is a join button which you need to click on

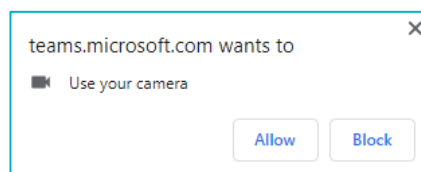


4. You will then see this message

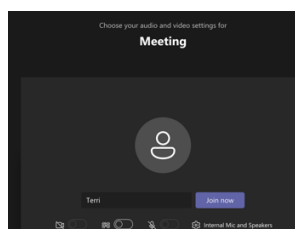


If your computer has Microsoft Teams, you can join the call using the Teams app. If you don't have Teams, we suggest that clicking "Continue on this browser" is the easiest option.

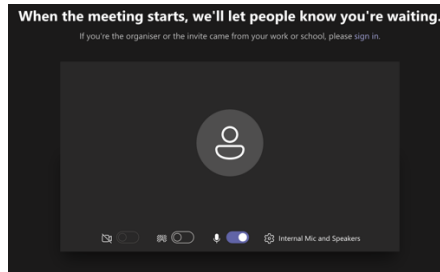
Depending on your computer, you may be asked to give permission for your microphone and/or camera to be used. Please click 'allow'.



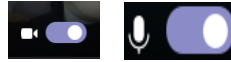
5. You will be asked to provide your name. **Please ensure your microphone is off when you first join and then click "Join now"**.



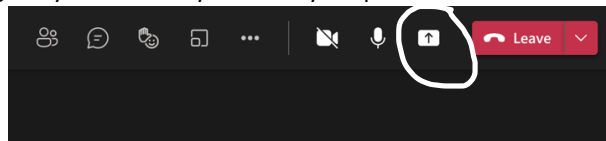
6. You will then see this message, you are in the lobby and your hosts will let you in immediately



You can turn on the microphone and/or camera at any time during the session by clicking the camera or microphone icons.



7. Once in your tent you have the normal functionality you would expect within Teams
8. Clicking on the share icon gives you the ability to share your presentation



If you are sharing a video you need to ensure that you turn on include computer sound.

