



Fostering Potential: How to join a webinar

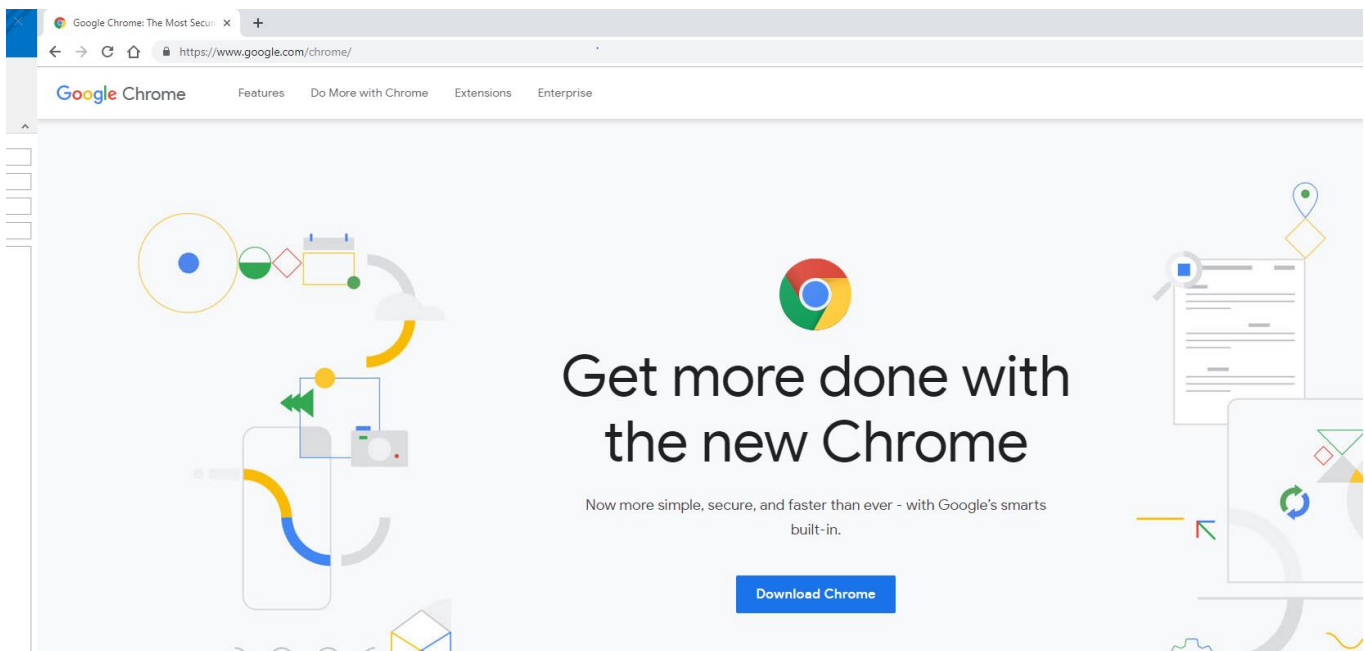
The Fostering Potential webinars are being broadcast using Microsoft Teams. Please follow these instructions to join a Microsoft Teams session.

1. Download Google Chrome

Microsoft Teams works best on Google Chrome. If do not have Google Chrome, follow these steps to download it onto your device. You should only need to do this once.

On your device, open your web browser. This might be Safari, Internet Explorer, Mozilla Firefox or similar.

Go to <https://www.google.com/chrome/> in your browser. Please search for this exact address and it will take you to the download page.



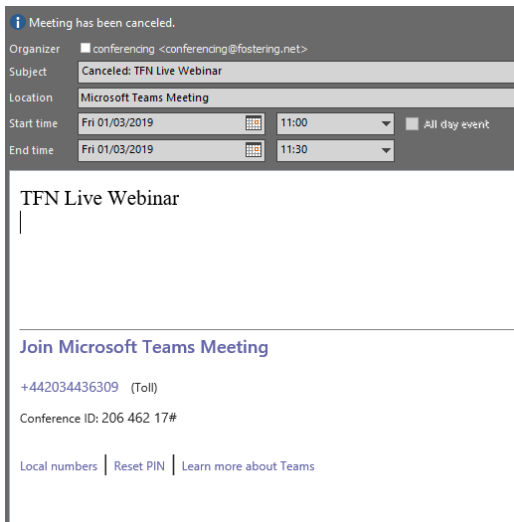
Select the blue button, which is “Download Chrome”. You will be prompted with a message to download chrome. Please click Accept and Install

A file will begin to download. The file name is “ChromeSetup”. Click 'Run' and Chrome will install.

2. Joining a webinar

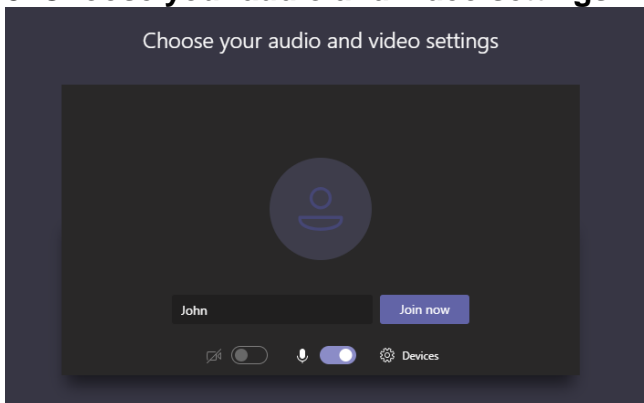
On the day of the webinar, simply click on the link that has been sent out by email. This might be from your local project coordinator or from The Fostering Network.

Or, you may receive a calendar invitation that looks like this:



If you have received this type of invitation, click on the blue link that says 'Join Microsoft Teams Meeting'.

3. Choose your audio and video settings



Type your first name or initials only into the box.

Select the camera option if you have a web-cam and would like video of you to be shown in the webinar. This is optional.

Select the microphone option if you would like the option of asking a verbal question at the end of the webinar. You can also ask questions using the text chat function.

You may need to adjust the sound and video settings on your own device.

4. Join the webinar

Click the purple 'Join Now' button. You will be taken into a waiting space and the request will be sent to the presenter who will let you in.