

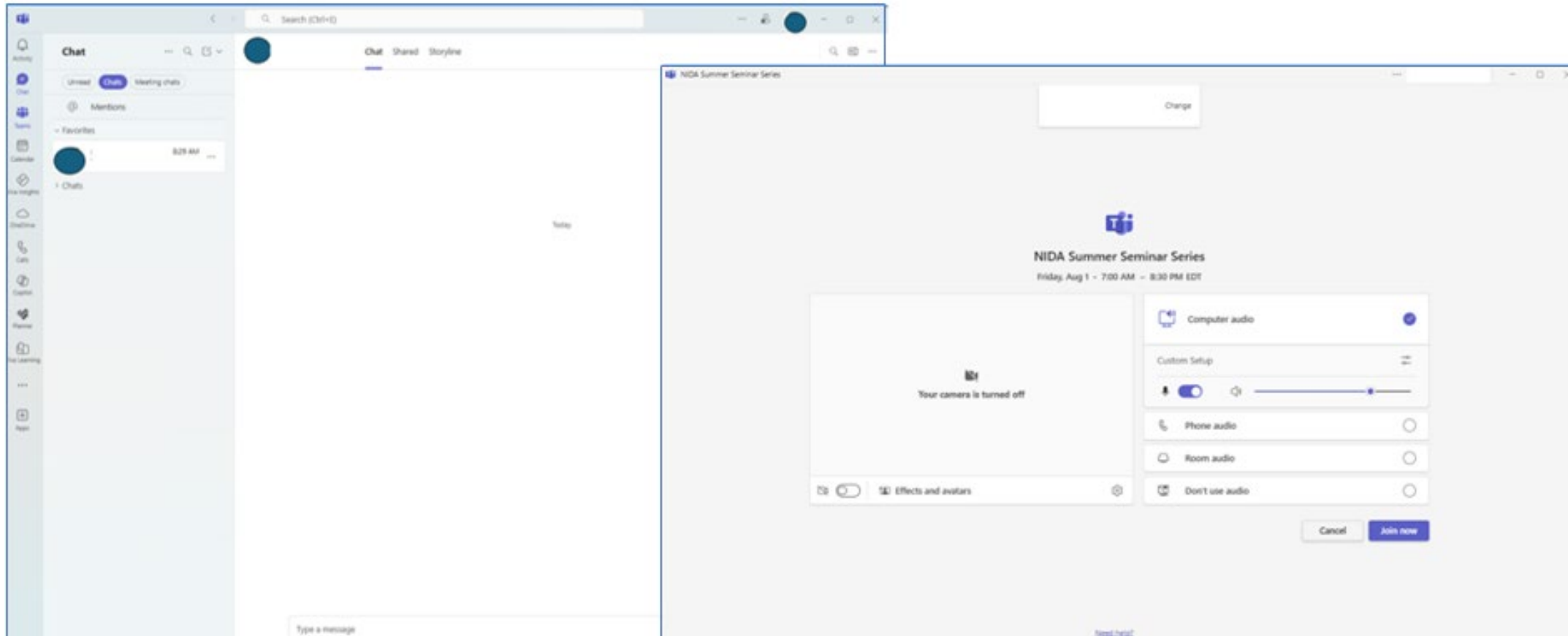


National Institute  
on Drug Abuse

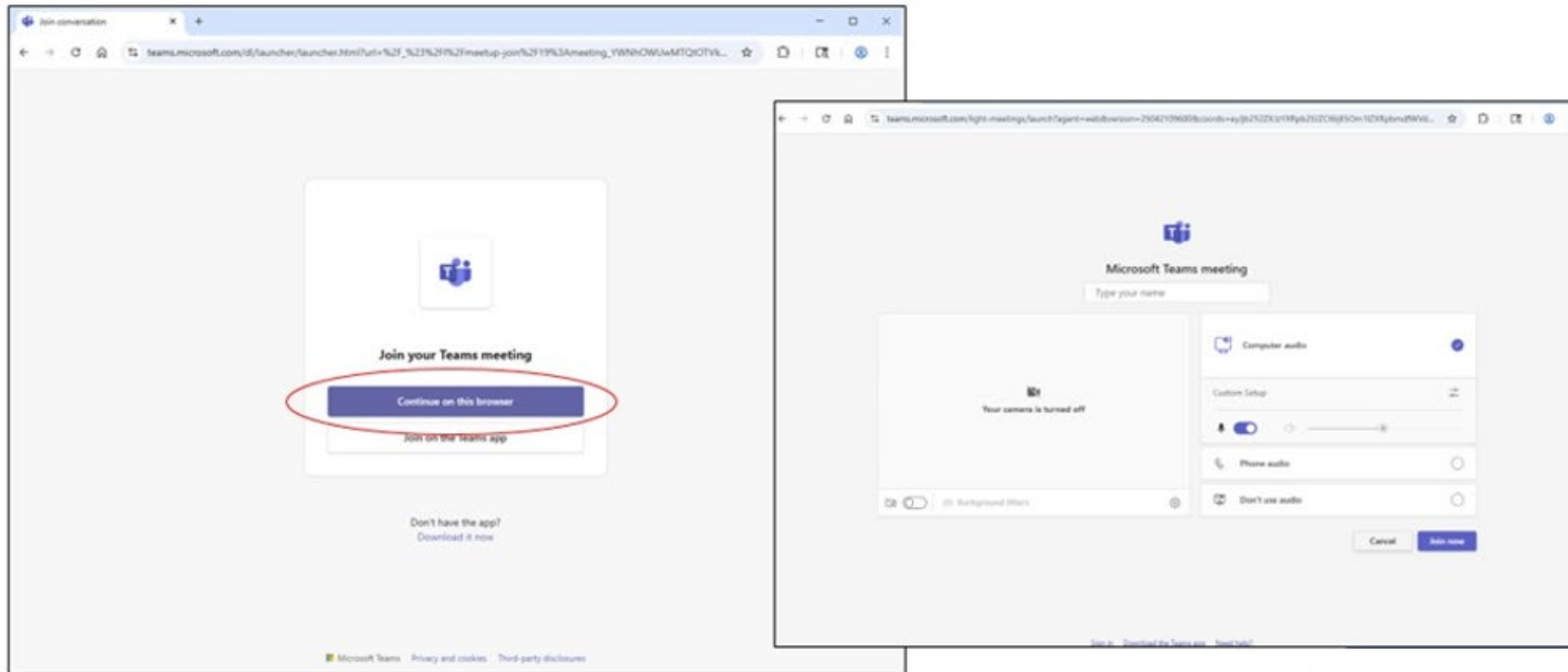


# Attendee Guide

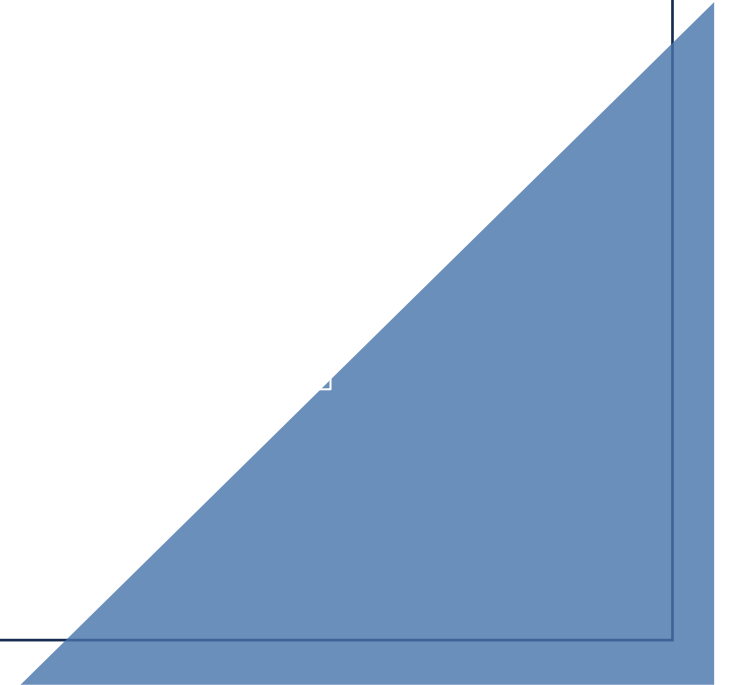
# The Platform is Microsoft Teams Desktop App



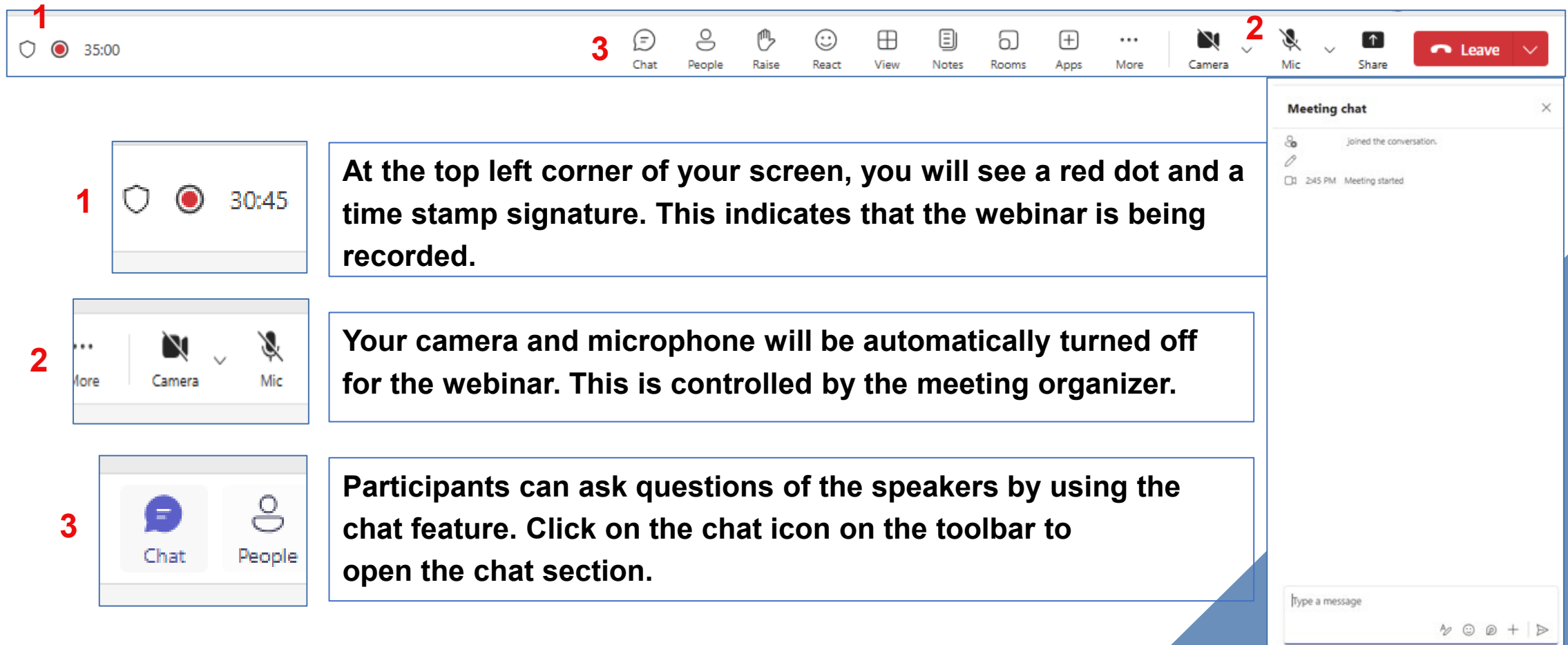
# The Platform is Microsoft Teams Web Browser



# **Participating using the Desktop App**



# Microsoft Teams: Desktop App



The screenshot shows the Microsoft Teams desktop application interface. At the top, a toolbar contains various icons for meeting controls. Callout 1 points to the top-left corner showing a red recording dot and a timestamp of 35:00. Callout 2 points to the Camera and Mic icons in the toolbar, which are shown with a slash through them, indicating they are turned off. Callout 3 points to the Chat icon in the toolbar. On the right side, a 'Meeting chat' sidebar is open, showing a list of messages and a text input field at the bottom.

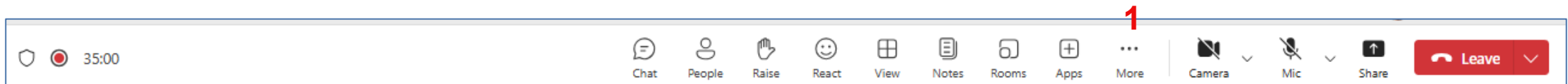
**1** At the top left corner of your screen, you will see a red dot and a time stamp signature. This indicates that the webinar is being recorded.

**2** Your camera and microphone will be automatically turned off for the webinar. This is controlled by the meeting organizer.

**3** Participants can ask questions of the speakers by using the chat feature. Click on the chat icon on the toolbar to open the chat section.

# Microsoft Teams: Desktop App

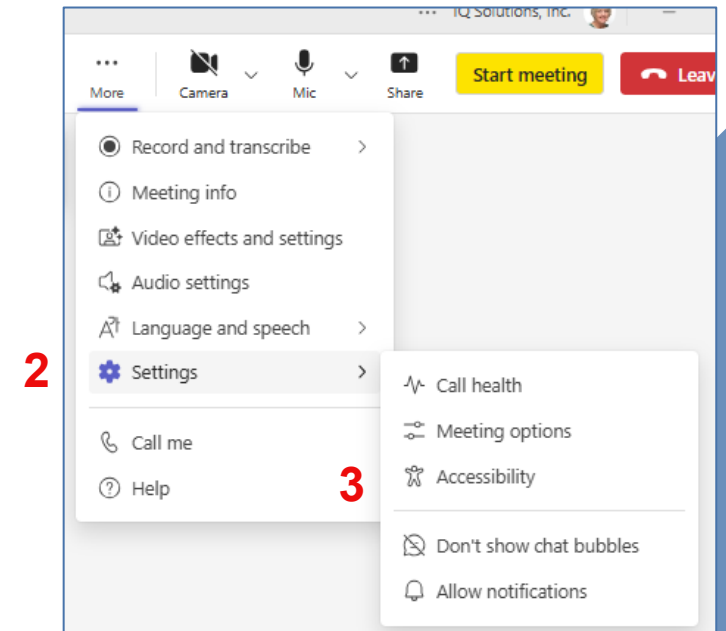
A participant can turn on live captioning, if needed, to have the speaker's spoken words displayed as text on the screen in real time.



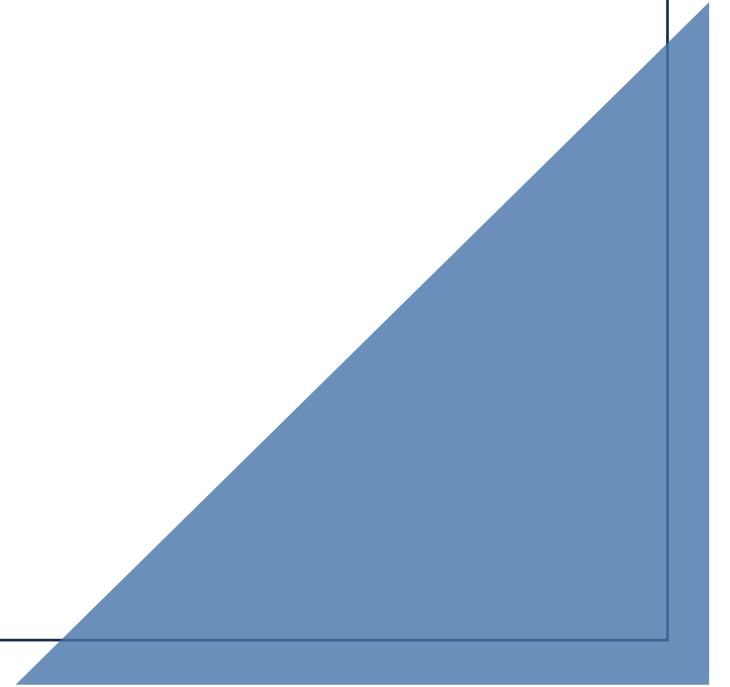
**1** From the toolbar, click on the three dots above the word “More.”

**2** From the drop-down menu, click on the word “Settings.”

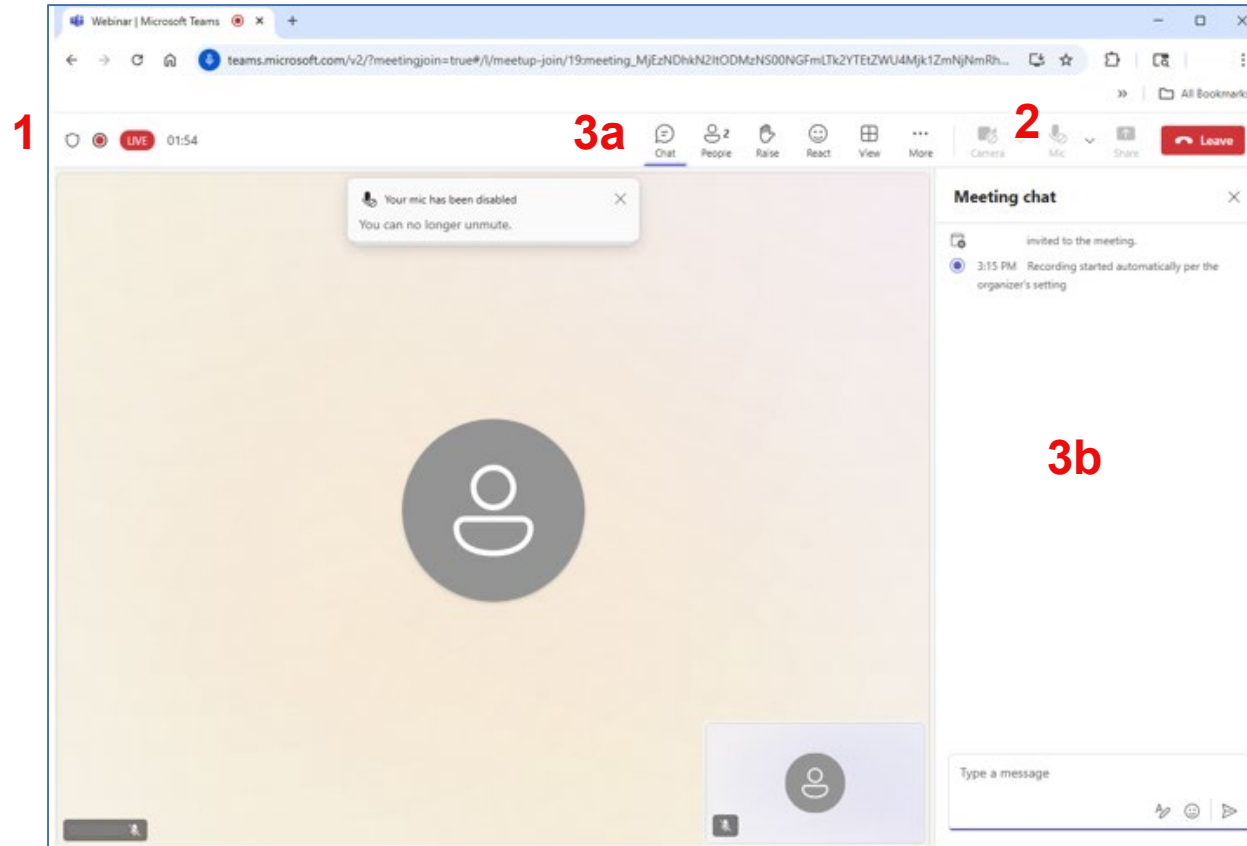
**3** From the next drop-down menu, click on the word “Accessibility.”



# **Participating using a Web Browser**



# Microsoft Teams: Web Browser



**1** At the top left corner of your screen, you will see a red dot and a time stamp signature.

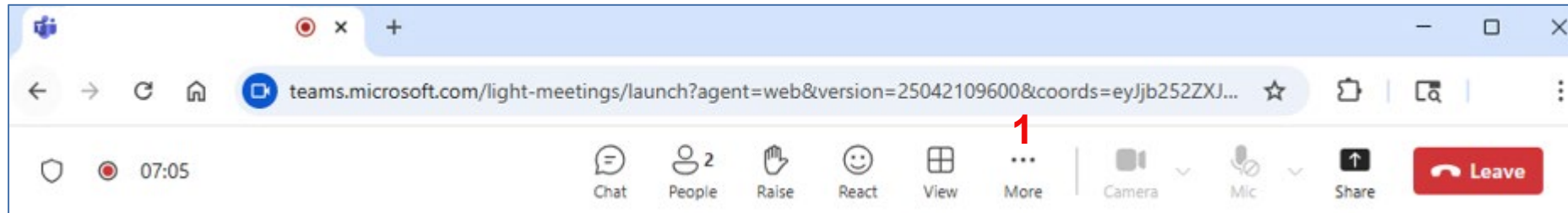
**2** The toolbar with chat icon.  
**2** Your toolbar should show the camera and microphone are disabled.

**3 a & b** The chat section.



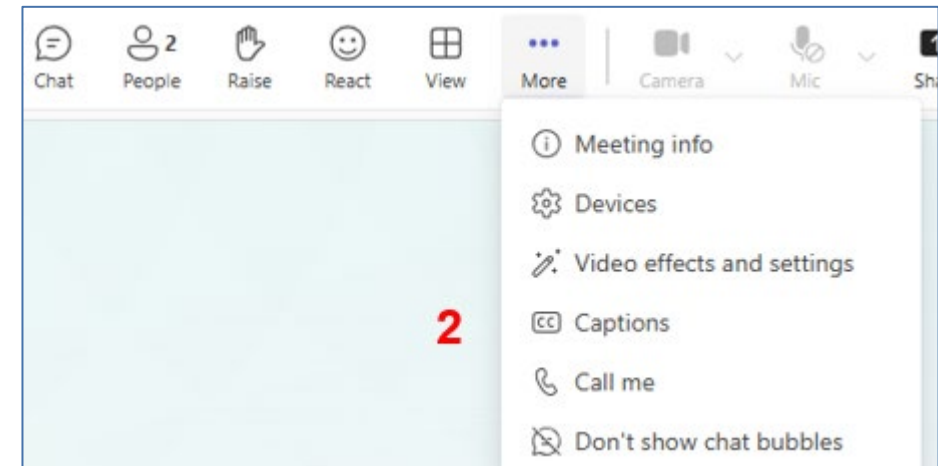
# Microsoft Teams: Web Browser

A participant can turn on live captioning, if needed, to have the speaker's spoken words displayed as text on the screen in real time.



**1** From the toolbar, click on the three dots above the word “More.”

**2** From the drop-down menu, click on the word “Captions.”




# We hope you will join us!

Free to attend.

No registration.

Simply join each week via this [webinar link](#).\*

*\*Please plan to join the webinar 5 minutes early to prevent any technical delays as this is a new webinar format being used by NIDA.*

A large blue triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

# Questions?

Email: [ip@nida.nih.gov](mailto:ip@nida.nih.gov)

