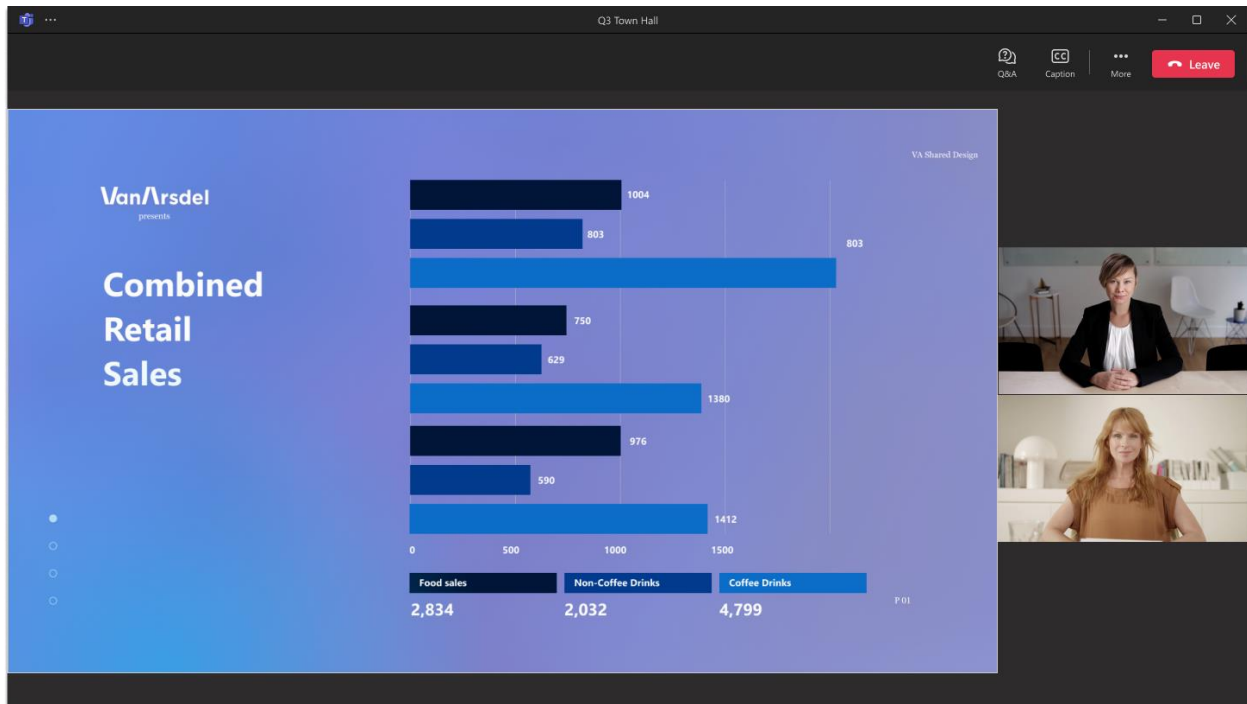


Attending a Microsoft Teams Townhall

The Teams Townhall is a live event where you can engage in the moderated Q&A. There will not be an open chat among attendees.

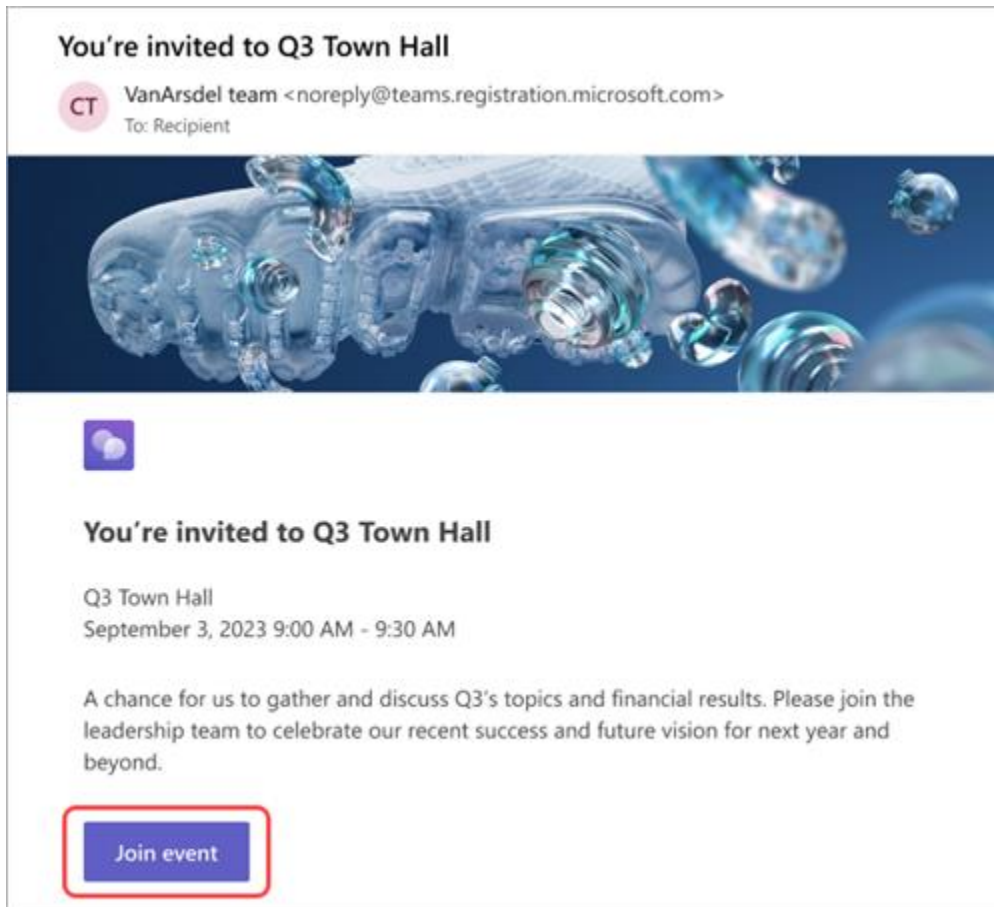


Joining a town hall

Before you join a town hall, make sure to [download Microsoft Teams](#) on your device.

To join a town hall:

Open the invitation you received and select **Join event**.



1. When you select **Join event**, the event will launch automatically in Teams, where you'll see the event screen.



Note: Attendees cannot join a Teams town hall using Firefox or Safari at this time.

Accessing Live Captions

The screenshot shows a Microsoft Teams meeting interface. At the top, it indicates 'STREAMING | 15k' and '22:06 | Q3 Town Hall'. The meeting controls include 'Q&A', 'Caption', and 'More' buttons, along with a 'Leave' button. The main content area displays a presentation slide from VanArsdel presents. The slide is titled 'Combined Retail Sales' and features a horizontal bar chart comparing sales data for three categories: Food sales, Non-Coffee Drinks, and Coffee Drinks. The chart shows values for each category across six different data points. Below the chart, the text reads 'Good morning' and 'Thank you for coming to the event today. We have two speakers'. On the right side of the screen, there is a video feed showing two speakers: a woman in a black blazer and a woman in a brown top.

Category	Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Food sales	1004	803	750	629	1380	976
Non-Coffee Drinks	590	1412	500	2032	2834	2032
Coffee Drinks	803	803	803	803	803	803

To use live translated captions during a town hall:

1. Select **Caption**  in your Teams window.
2. Hover over **Caption language or track** .


The screenshot shows a Zoom meeting interface. At the top, the status bar indicates 'STREAMING | 1.36 | 22:06 | Q3 Town Hall' and a 'Leave' button. Below the status bar, there are icons for 'Q&A', 'Caption', and 'More'. A dropdown menu is open, showing the option to 'Capture language or track: English' with a list of languages: English (selected), French, German, Japanese, Portuguese (BR), and Spanish. The main content area displays a presentation slide for 'VanArsdel combined' with the title 'Combined Retail Sales'. The slide features a horizontal bar chart with data points: 1004, 803, 803, 750, 629, 1380, 976, 590, and 1412. A legend at the bottom of the chart identifies three categories: 'Food sales' (2,834), 'Non-Coffee Drinks' (2,032), and 'Coffee Drinks' (4,799). The slide also includes the text 'Good morning' and 'Thank you for coming to the event today. We have two speakers'. On the right side of the meeting, there are two video thumbnails showing participants.

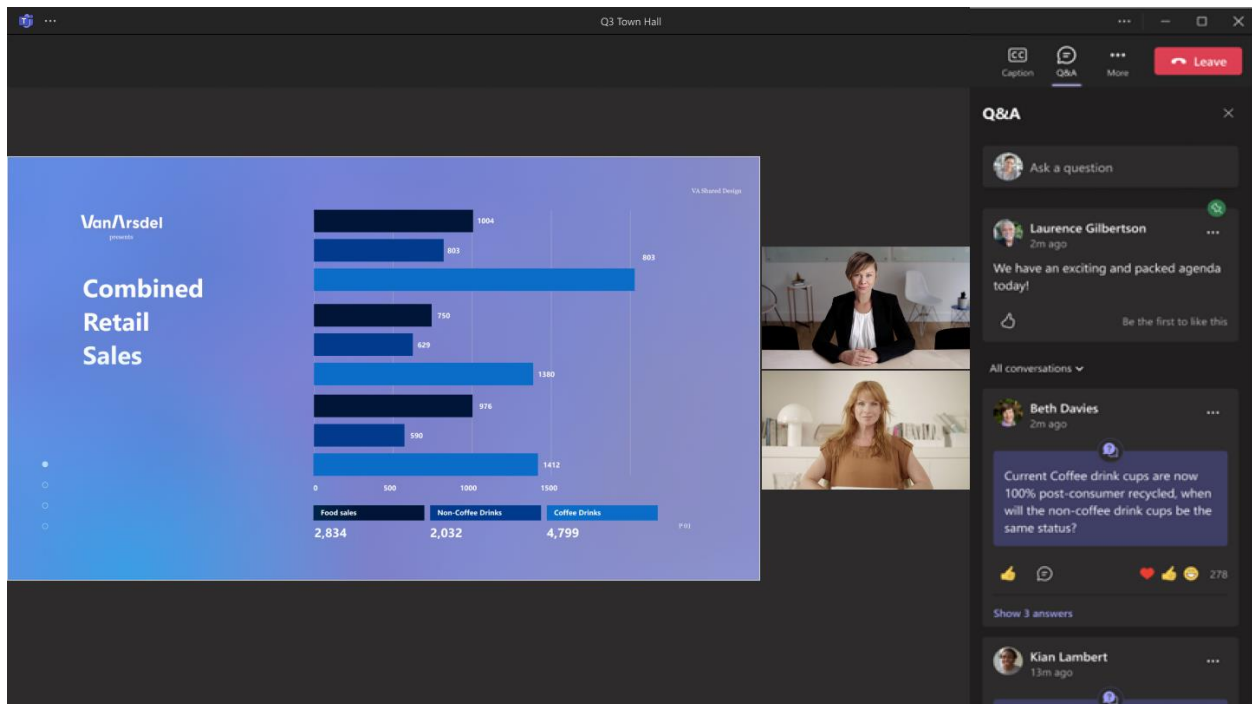
3. From the available languages, select the one most familiar to you.

You'll now be able to view live captions in the selected language.

Participate in Q&A

During a town hall, you can engage in [Q&A](#), where you can post, reply, and react to questions. If the Q&A is moderated, you'll receive a notification that an organizer received your question and will review it before posting.

To open Q&A, select **Q&A**  at the top of your Teams window.




Category	Food sales	Non-Coffee Drinks	Coffee Drinks
1	1004	803	803
2	750	629	1180
3	590	576	1412
4	2,834	2,032	4,799

To ask a question, type in the **Ask a question** text box at the top of the Q&A panel.

To learn more, see [Q&A in Microsoft Teams meetings](#).

Leave a town hall

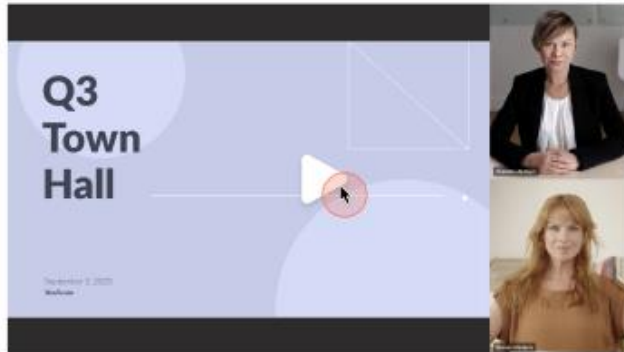
You can leave a town hall at anytime by selecting **Leave**  in the top corner of your Teams window.

Access a town hall recording

After a town hall ends, the event organizers can choose to publish the event recording for attendees to watch. If a town hall recording is published, you'll automatically receive an email with a link to the recording.



Q3 Town Hall



Wed, Sep 3, 9:00 AM - 9:30 AM PST

Online event

Details

A chance for us to gather and discuss Q3's topics and financial results. Please join the leadership team to celebrate our recent success and future vision for next year and beyond.

[Microsoft Privacy Policy](#), [Contoso Privacy Policy](#)

This event is powered by Microsoft Teams, under the direction of the meeting organizer. The data processing that occurs for purposes of this event is subject to the terms of the meeting organizer.

By default, most event recordings expire after 30 days but can be extended by the organizer.