

## Preparing for the Live Event Meeting or a Teams Meeting:

If you are a community member of a LDSB Committee or a special guest external to Limestone, you will need to work through the following set up prior to the MS Teams Live Event to ensure connectivity.

### Step 1: [Already using Teams at your organization?](#)

If you are using Teams at your organization, there are some additional steps you need to follow to join a Team from another organization.

### Step 2: [Joining a Teams Group](#)

To join a Teams live event or meeting hosted by Limestone, you first must be part of the team hosting the event (Please note: @limestone.on.ca email is not required). You only need to do this step once for each Team you are invited to.

## To join the Live Event:

Please note: To join the live event as a 'presenter', you must be running the Desktop app on a Windows or Mac PC. Live events are not supported using the web or mobile version.

**Limestone account holders:** To join the live event, ensure you are logged into MS Teams first and join from the link in your Teams calendar

**Non-Limestone account holders:** To join the live event, do not use the **Join live event** link included in the email message, instead log into MS Teams and join via the link posted as an announcement in the Chat window.

## Additional help:

- [Produce or Present in a Live Event using the Desktop App \(win or mac\)](#)
- [Microsoft Teams and Live Event General Help and Support](#)



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Wellness First**



**We're Turning  
Innovation into Action**



**We're Committed  
to Collaboration**

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.  
Suzanne Ruttan (Chair) | Krishna Burra (Director of Education and Secretary) | Craig Young (Treasurer)

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