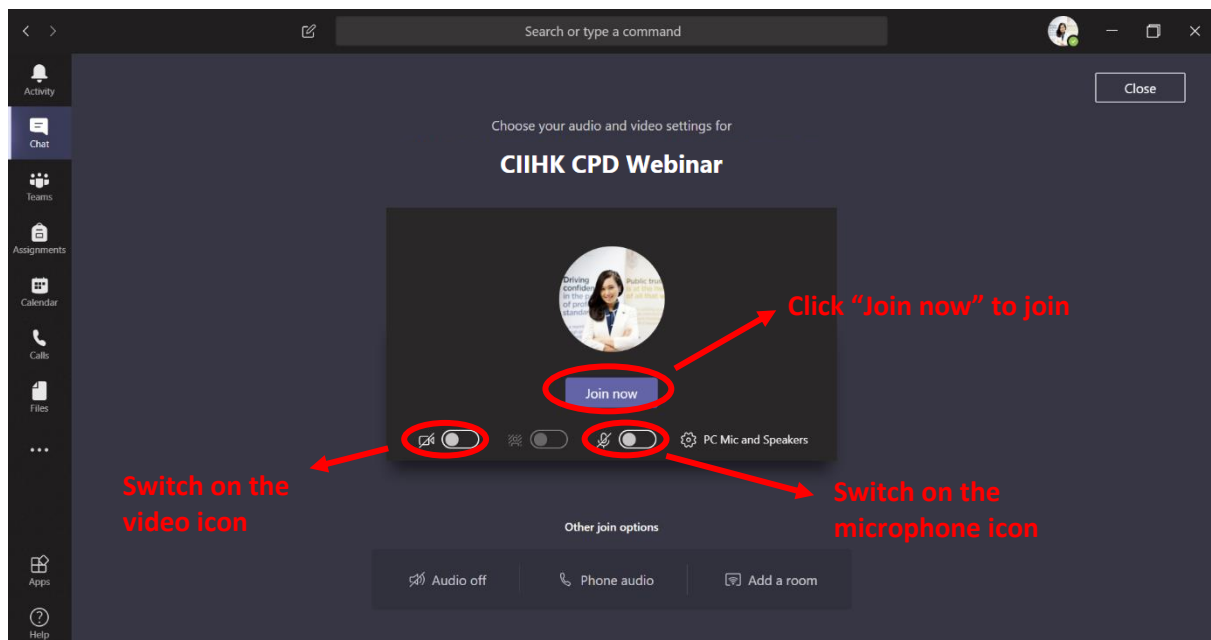


CIIHK CPD Webinar Joining Instruction via Microsoft Teams

There are 3 options to join the CIIHK CPD webinar through Microsoft Teams;

1. **Laptop/Desktop with Webcam Users (those who have installed Microsoft Teams application on their desktop):** Open Microsoft Teams application on your desktop
 2. **Laptop/Desktop with Webcam Users (those who have NOT installed Microsoft Teams application on their desktop):** Join on the web via Google Chrome on your PC. This will NOT support on mobile devices (smart phone or tablet). If you would like to join the webinar via your mobile device, please follow Option 3
 3. **Mobile Device Users:** Open Microsoft Teams application (you should have downloaded it before from your app store)
1. **Laptop/Desktop with Webcam Users (those who have installed Microsoft Teams application on their desktop):** Open Microsoft Teams application on your desktop
 - After clicking the meeting link, the Microsoft Teams application will open automatically. Please switch on the video and microphone icon, click “Join now” to join

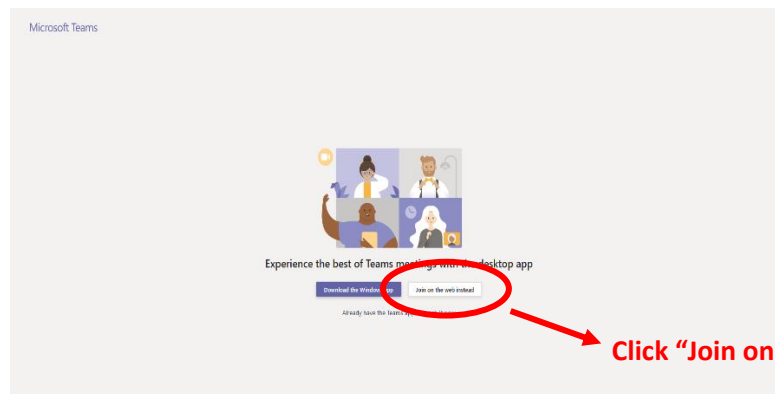


- Make sure you switch on the video icon – to put the video on during the entire webinar session to record your attendance. One CPD hour will be deducted if you put the video off for more than 15 minutes. No CPD certificate will be issued if you put the video off for more than 30 minutes

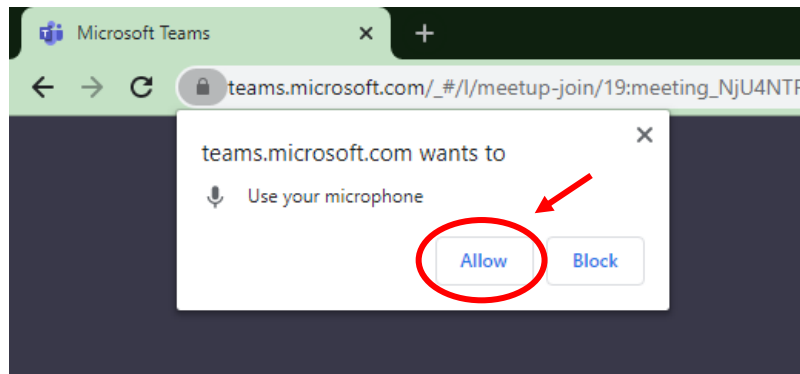


2. **Laptop/Desktop with Webcam Users (those who have NOT installed Microsoft Teams application on their desktop):** Join on the web via Google Chrome on your PC. This will NOT support on mobile devices (smart phone or tablet). If you would like to join the webinar via your mobile device, please follow Option 3

- Open the meeting link via Google Chrome, then click **“Join on the web instead”**

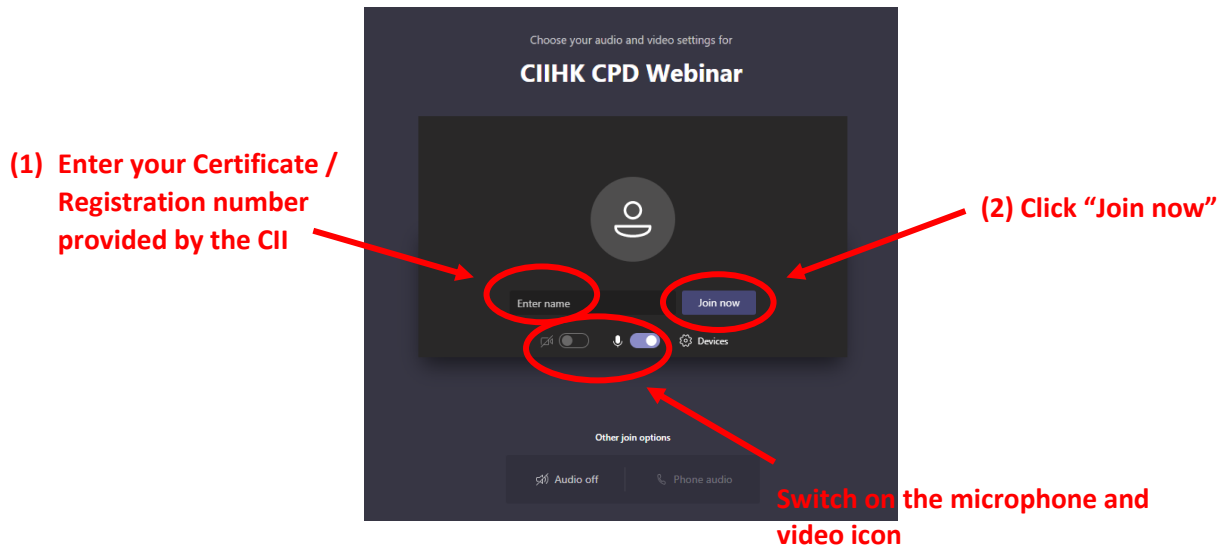


- If prompt as below, press **“Allow”** to use the microphone function





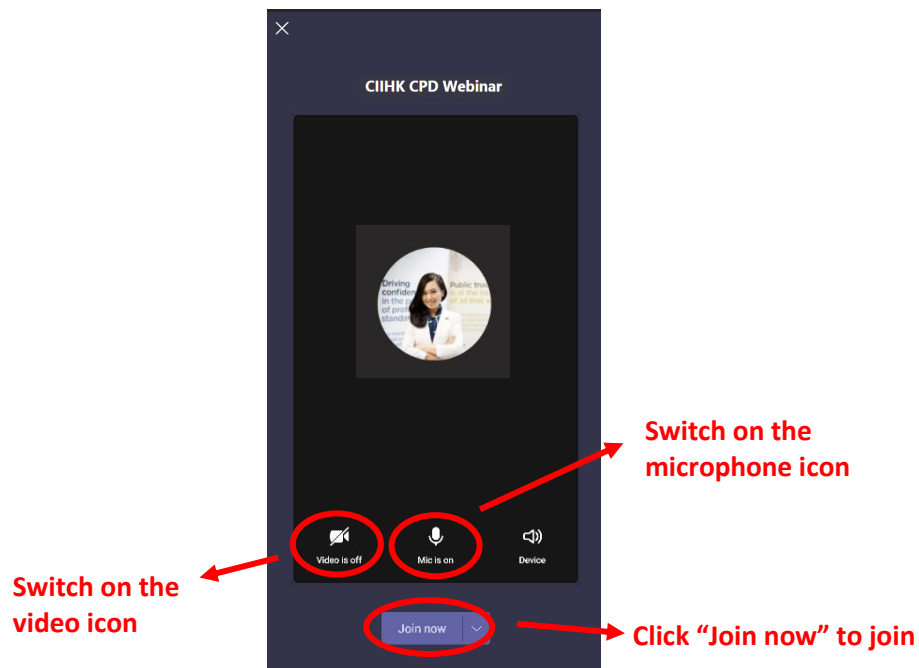
- Please enter your certificate / registration number provided by the CII (1) and switch on the video and microphone icon, click “Join now” to join (2)



- Make sure you switch on the video icon – to put the video on during the entire webinar session to record your attendance. One CPD hour will be deducted if you put the video off for more than 15 minutes. No CPD certificate will be issued if you put the video off for more than 30 minutes



3. **Mobile Device Users:** Open Microsoft Teams application (you should have downloaded it before from your app store)
 - After clicking the meeting link, the Microsoft Teams application will open automatically. Please switch on the video and microphone icon, click **“Join now”** to join



- Make sure you switch on the video icon – to put the video on during the entire webinar session to record your attendance. One CPD hour will be deducted if you put the video off for more than 15 minutes. No CPD certificate will be issued if you put the video off for more than 30 minutes