**Team Live Event for Presenters/Moderators**

* Join your scheduled session 30 minutes prior to the start time.
  + Instructions below on how to join via teams desktop, outlook, and google.
* Be prepared to be on camera / presentable or if you aren’t using your camera let us know
* Your producer will do an audio, video, and presentation/share screen check.
* If multiple presenters are on the line, please use the prep time to discuss run of show/transition flow between presenters.
* Info on how learners redeem DMOC and Azure passes included at end of doc.

**Joining a live event in Teams Desktop**

DO NOT click the purple join or you will be sent in as an attendee.

Graphical user interface, application

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Graphical user interface, application

Description automatically generated

**TO JOIN as a presenter- click the second link.**

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**Joining in Outlook:**

Graphical user interface, text, application, email

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**Joining in google:**

**Graphical user interface, text, application, email

Description automatically generated**

**You may the get the following re-direct. ALWAYS launch a teams live event in the desktop app. If you try to join from the web browser, you will get sent in as an attendee.**

**Graphical user interface, text, application

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Turn on your Microphone and Camera

Ensure you have a quality microphone for the delivery and that you are dressed in a professional manner.  

**Graphical user interface, application

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Share your Screen

Graphical user interface

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**Other**



# **From Left to Right:**

# Internal Presenter/Producer Chat

# Participants List: See those invited to join session as presenter, moderator or producer

# Q/A: Access questions from attendees here

…: This is device settings where you can look at your audio/video settings  
   
Camera: Turn Camera on and off  
   
Microphone: Mute or unmute  
   
Arrow: Share screen  
   
Leave: Leave meeting button

**How learners redeem Azure and DMOC codes**

Log in to conference at <https://partnerevents.govirtualconference.com/>

On the top right, locate SWAG BAG.

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**Hit CLAIM to redeem your unique code\*.** No DMOC or Azure Pass codes will be emailed to learners.

\*Learner must be registered for a track for SWAG Bag codes to show.

# **If learner has an issue redeeming a DMOC or Azure Pass**: Have them fill out a support ticket at opsgility.zendesk.com DMOC Codes and Azure Passes

Unless directed otherwise, we should plan on adding Azure passes or Lab codes the Friday before the event starts.

# Azure Passes

Azure passes can be used with any Azure course so when adding either associate with all Azure tracks or if the conference is all Azure associate with All Tracks. Note: If you are not sure which tracks are Azure please escalate to the training team for guidance.

We should create 2 Swag Entries for Azure passes. 70% of the codes in the first and 30% in the 2nd.

* Azure Pass
* Azure Pass (2nd try)

The reason for 2 is because so many students do not follow the directions the first time.

Any support tickets on Azure pass activation problems should be responded with:

Hello,

If your first Azure Pass code is not working correctly, please claim one from the Azure Pass (2nd Try) swag bag. You will need to follow the instructions explicitly as that is the maximum codes that are available for distribution.

**Azure Pass activation instructions**

Add the following instructions to the Azure pass swag item.

**READ ALL THE DIRECTIONS THOROUGHLY BEFORE TRYING TO ACTIVATE THE AZURE PASS!**

Make sure you **DO NOT** use your corporate email address or Microsoft account to activate this code. You **MUST** create a new Microsoft account, or use a personal email not associated with work or your Visual Studio subscriptions for this Azure pass code to be activated.

Please Note - This Azure Pass has a limited amount of Azure consumption time available. Once activated, please only access Microsoft Azure for class training. Otherwise, you could run out of Azure consumption.

**Activating your Microsoft Azure Pass Account**

* **CLOSE ALL INSTANCES OF YOUR BROWSER AND LAUCH A NEW BROWSER** in **Incognito mode** **(Chrome**), OR In-private **(IE**) or and navigate here: <https://signup.live.com/signup?uaid=1c5e7055f4cf4899a33598168515acfa&lic=1> to create a **new** account.
* To activate your Microsoft Azure Pass subscription, you **MUST** create a **NEW** Microsoft Account for the lab environment, or use a personal email not associated with your work or Visual Studio subscriptions.
* After you have created the new Microsoft Account, navigate to: <http://www.microsoftazurepass.com/> and enter your Azure Pass code.

## DMOC Codes

DMOC codes are language and track specific (if the conference is multilingual).

When adding, ensure you select the correct track and language (if there is more than one track).

**Instructions**

Add the following instructions to the DMOC swag item.

**How to redeem your digital courseware (DMOC):**

1. Navigate to [https://www.skillpipe.com](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.skillpipe.com%2F&data=04%7C01%7Cv-svyasa%40microsoft.com%7C4c873225add14774517a08d9a5182322%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637722345388561418%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GHS5nt7agUEVGPfTg3qUnkpMIrnp3HsC2vzP49Pi0PY%3D&reserved=0)
2. If you are new to Skillpipe, please register and create an account
3. Redeem your digital courseware - To redeem your course, please access the main menu, click on the + Add book button and enter your license code received from Swag Bag
4. Video Instructions: [https://www.youtube.com/watch?v=2jPxVFPyYLc](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D2jPxVFPyYLc&data=04%7C01%7Cv-svyasa%40microsoft.com%7C4c873225add14774517a08d9a5182322%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637722345388561418%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=0onb7UXYJL1gvcCFCNjPj58PlV4iBCuYDAA1H3INGug%3D&reserved=0)

## Duplicate Code Warning

VCM has duplicate code detection built in. If you receive a warning that the codes you are importing are duplicate do not proceed. You will need to check to see where the code has been used before to ensure you do not pass out codes that have already been distributed.