

Kit for Remote Watch Parties

FP&M Employee Recognition Awards Premiere 2021

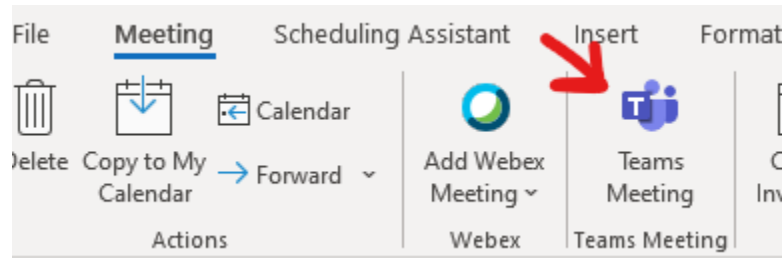
Extended Leadership Team members: please follow the instructions below for setting up a **remote** watch party.

First, please [RSVP](#) if you haven't already so that we know how much popcorn you need.

Setup (Meeting Organizer)

■ *Ahead of time:*

1. Send an [email to your team](#) to explain what the team is doing. Download, open, and customize the message.
2. Invite your team(s) using an Outlook Meeting invite(s). See [example and instructions here](#).
3. Within Outlook, select the button to make the event a Teams Meeting

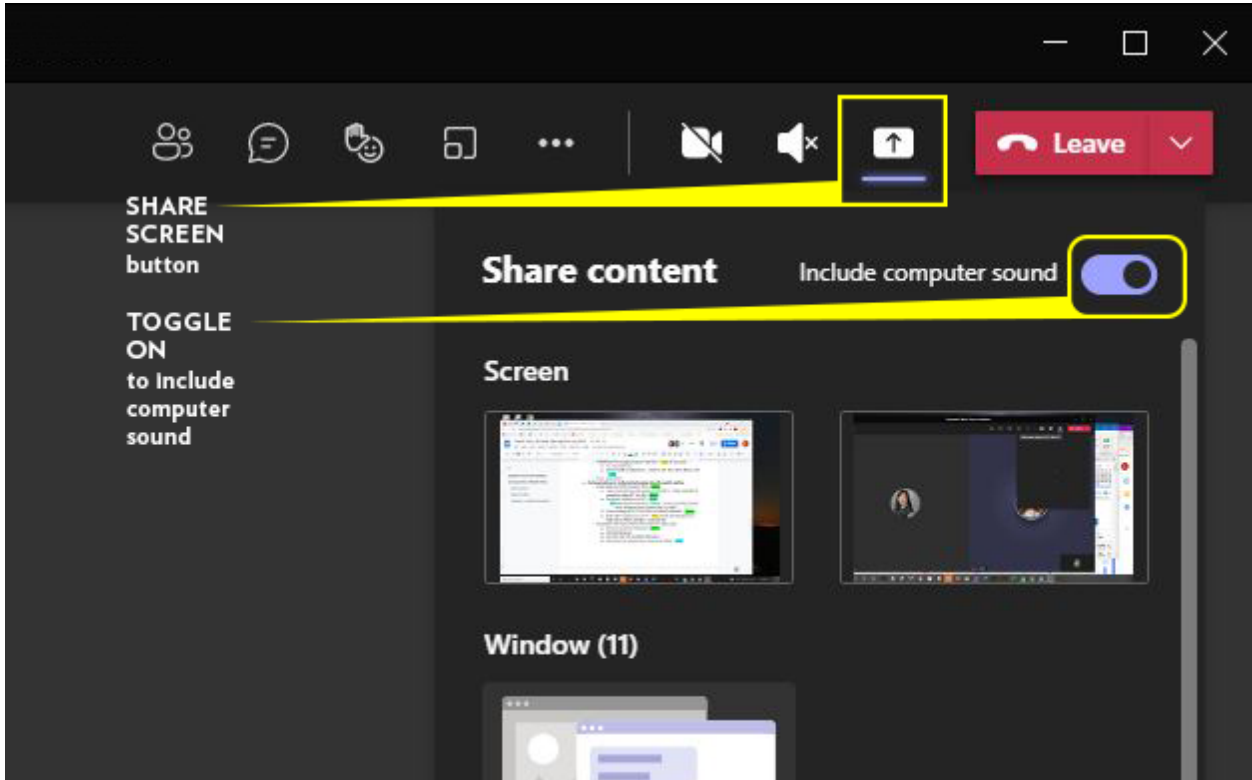


- Modify the date and time as needed. (Must be at or beyond the time of the Awards Premiere, 7/22 at 10:00AM)
 - Add email recipients under "Required" to invite your teams
 - Click "Send"
4. Locate your popcorn delivery and arrange for team members to pick up popcorn the next time they are in the office.

■ *Day of Watch party:*

1. Open the [Awards Video](#) and maximize the window
2. Assure that your computer sound is turned up
3. Join Teams meeting
4. Share video via Teams

- Click the Share Content icon (screen with arrow pointing upwards; see screenshot below)
- Toggle the “Include computer sound” setting (see screenshot)



Screen-shot: Microsoft Teams Menu (above)

- under “Window”, select the video window
5. Chat with team
 - Watch Party participants can chat right within the Teams meeting while watching together
 - Send a message in the meeting chat to get the conversation started
 6. Have fun!

