How to access ESAN event recaps and recordings

ESAN members can access recordings and related resources from previous events in two ways.

Option 1: Use the "Review Session" Link

1. Find the relevant past ESAN event in the website > https://sustainabilityfirst.org.uk/esan/esan-events/.
2. Click the **"Review Session"** link.
3. You will be prompted to sign in to Outlook.
    a. Make sure you sign in using the email address you used to receive the original invitation to the event.
4. Once signed in, you should be able to access the session recording and any associated resources.

Important: Access is linked to the email address used for the original event invitation. If you sign in with a different email address, you may not be granted access.

Option 2: Access the Recording Through Microsoft Teams

Recordings are automatically shared in the Teams chat connected to the original event invitation.

To access the recording:

1. Open **Microsoft Teams**.
2. Make sure your Teams chat is enabled and accessible.
3. Find the chat for the relevant ESAN event.
4. Look for the recording shared in the event chat.
5. Click the recording to watch it and access any accompanying resources.

This option is available to people who were included in the original event invitation.

If You Joined ESAN After the Event

If you became an ESAN member after the event took place, you can request access to the recording.

1. Click the **“Review Session”** link for the event.
2. When prompted, sign in with your registered email address.
3. If you do not have access, submit a request for permission.
4. Our admin team will review and grant access, provided that the email address you are using is already registered on the ESAN members list.

Please ensure you are signing in with the email address associated with your ESAN membership.

Need Help?

If you are unable to access a recording or resource, please contact the ESAN (vanessa.goodchild@sustainabilityfirst.org.uk) and include:

- The name or date of the event
- The email address you are using to sign in
- A screenshot of any access or sign-in error, if possible