

Tutorial on connecting to Teams Conference




Microsoft Teams Application



Every participant **will receive** a link-invitation for Teams conference
or
Click on the **meeting link** provided in the ICMSEM2021 pamphlet.

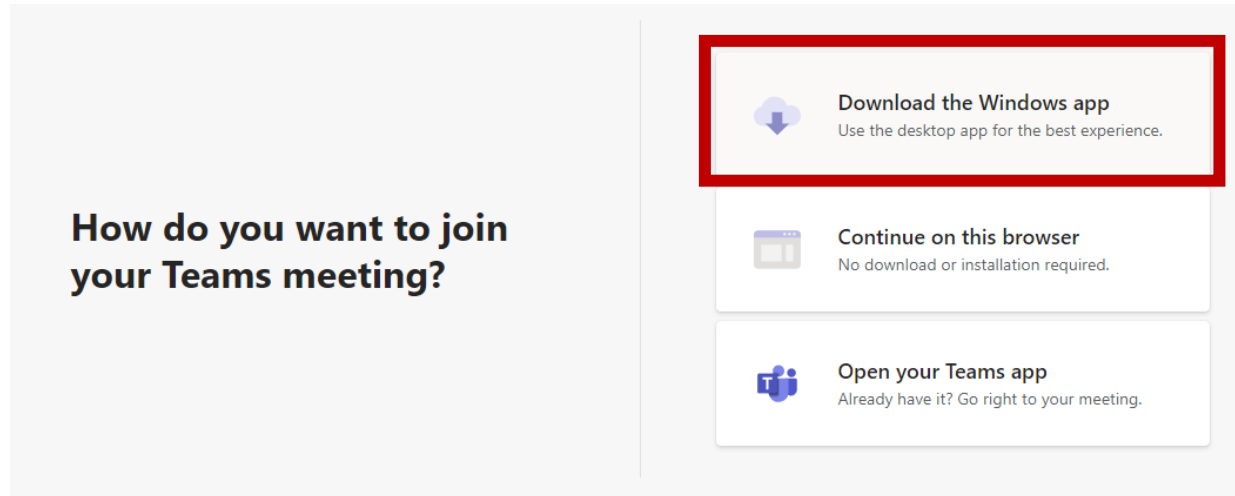


How do you want to join your Teams meeting?

-  **Download the Windows app**
Use the desktop app for the best experience.
-  **Continue on this browser**
No download or installation required.
-  **Open your Teams app**
Already have it? Go right to your meeting.

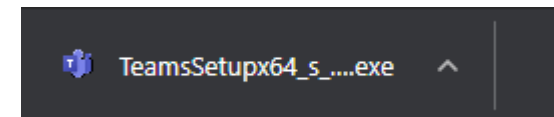
A)**B)**

1 A) Access to the meeting

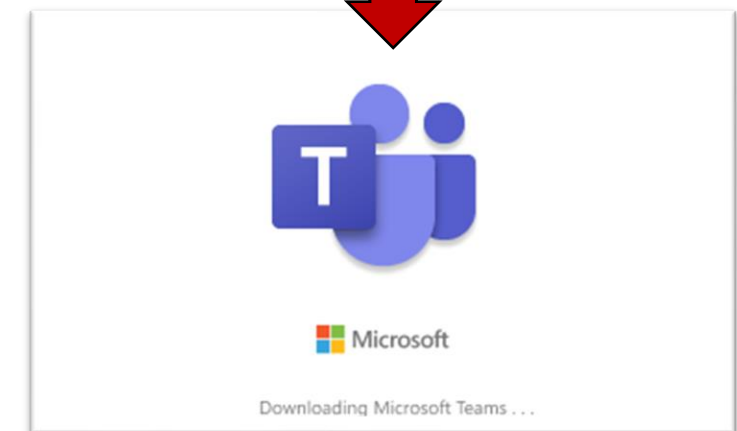


Windows application download is required

Click on this option and the program will download automatically.



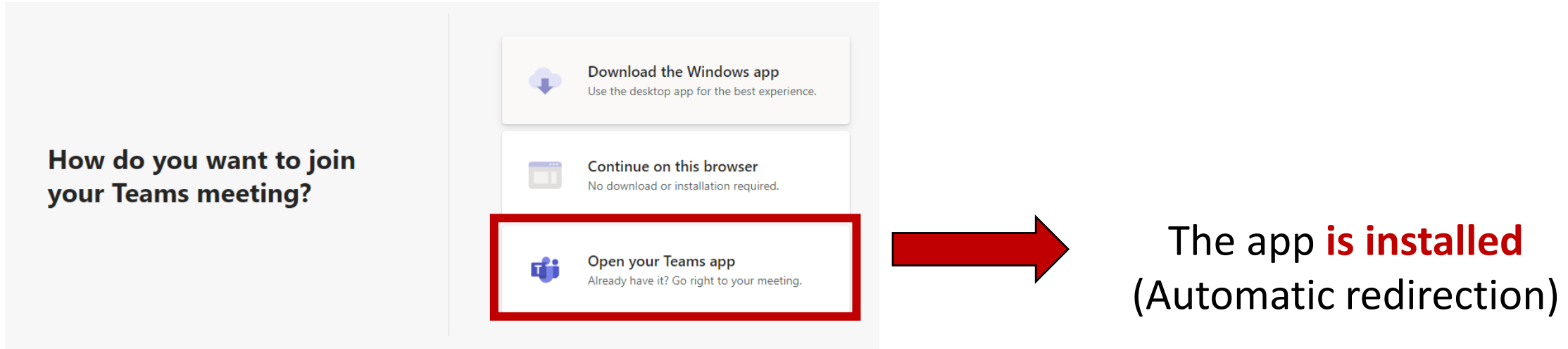
Click on the file



Once it has been installed, the conference access window opens.

Microsoft account is required to activate Microsoft Teams: Outlook and Hotmail accounts are allowed.

1 B) Access to the meeting



How do you want to join your Teams meeting?

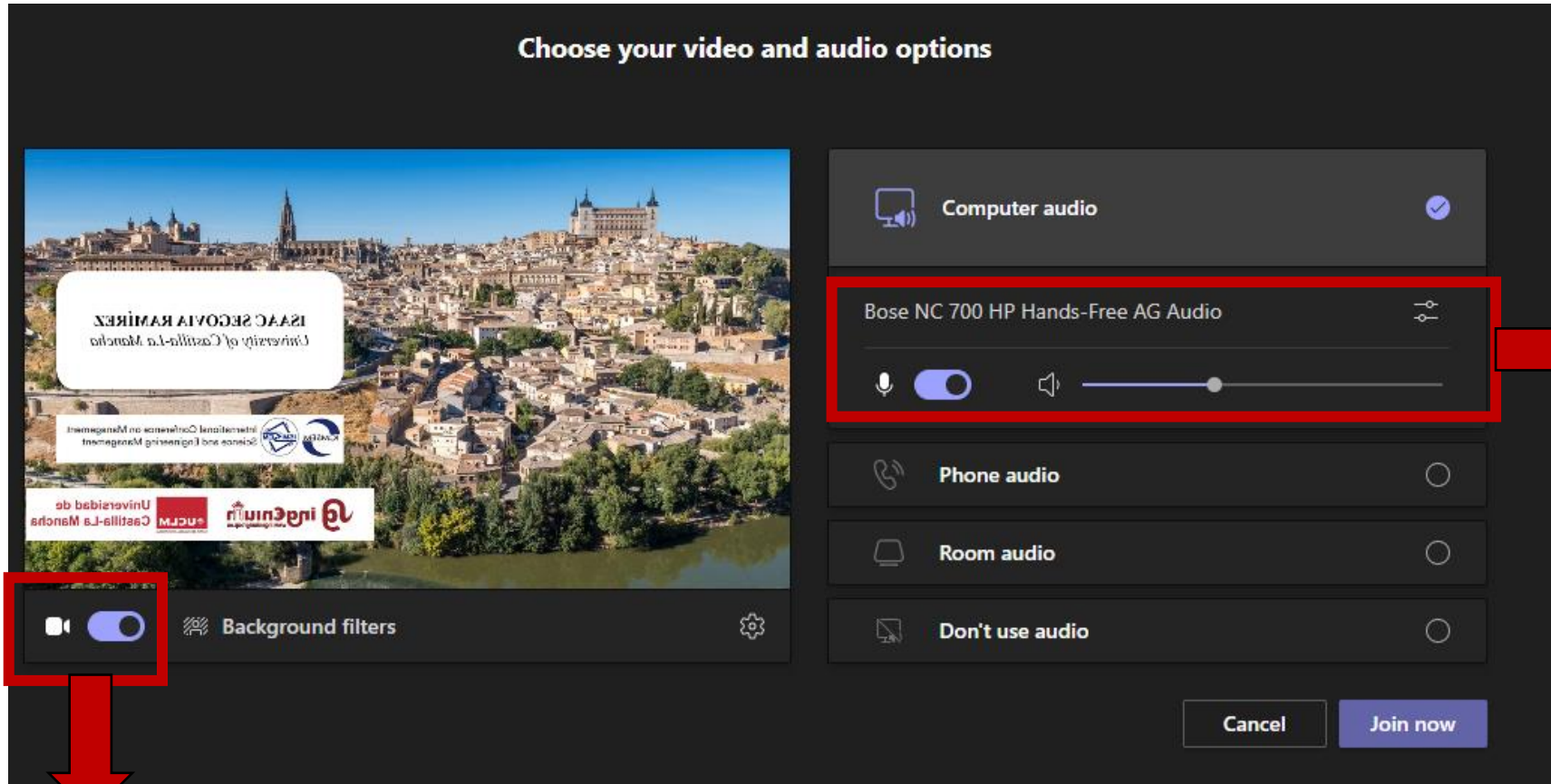
- Download the Windows app
Use the desktop app for the best experience.
- Continue on this browser
No download or installation required.
- Open your Teams app**
Already have it? Go right to your meeting.

The app **is installed**
(Automatic redirection)

If you have the Teams application on your computer, the application launches automatically.

In this case, the conference access window opens.

2 Video and Audio options

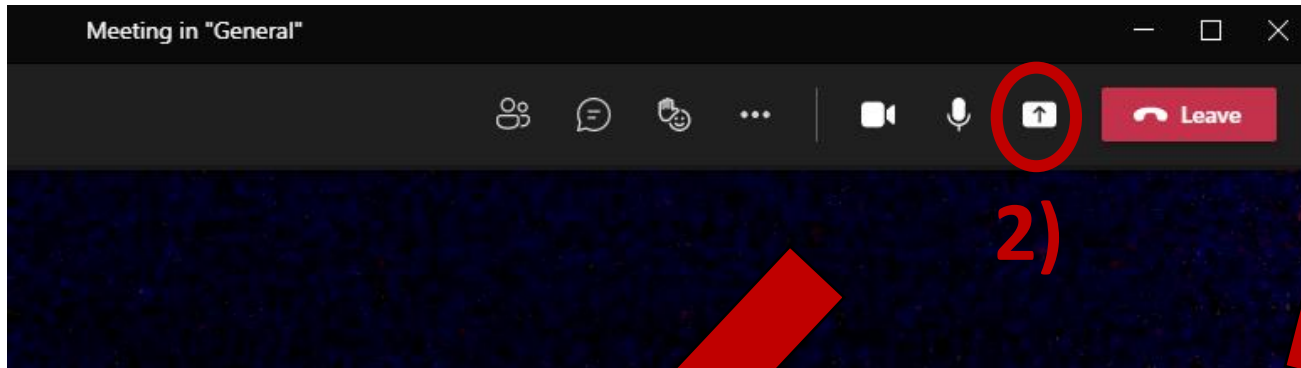


Audio:
Select your device and
check that your
microphone is activated.

By defect, **you will be muted**, but the chat is allowed and it will be possible to make questions after presentations

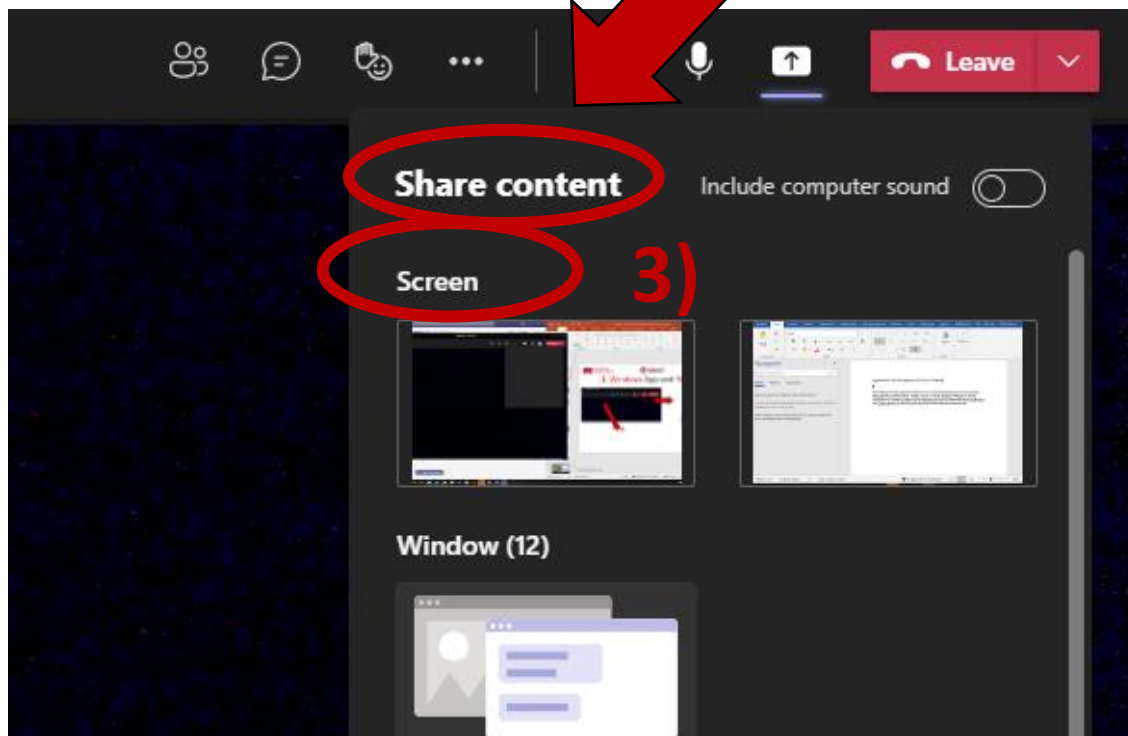
Video: Select your camera and check that it is activated

2. To share your screen



1) Open your PPT presentation or the file you want to share

2) Select **Share content**



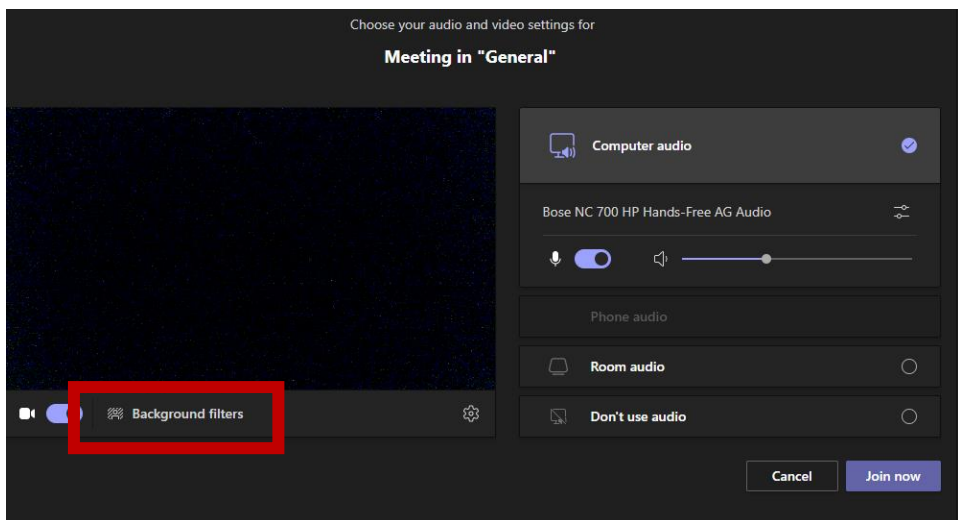
3) Select **Screen** or **other window type** (Powerpoint, PDF,...)

It is recommended to share with the **screen** and select full screen in the Powerpoint presentation.

If you have two screens, it is possible to select each one

3. Conference Background

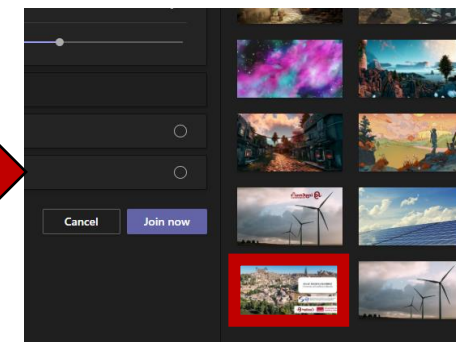
It is proposed an **official wallpaper** for the background. In Meeting Details and Conference Background ([LINK](#)) or [Direct Download](#), you can add your personal information, save the slide as image and define it as background.



In your configuration, select "Show background effects"



Select the image



Upload the image with your personal information



The objective is to see the personal information, please try to configure your position in this way.

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