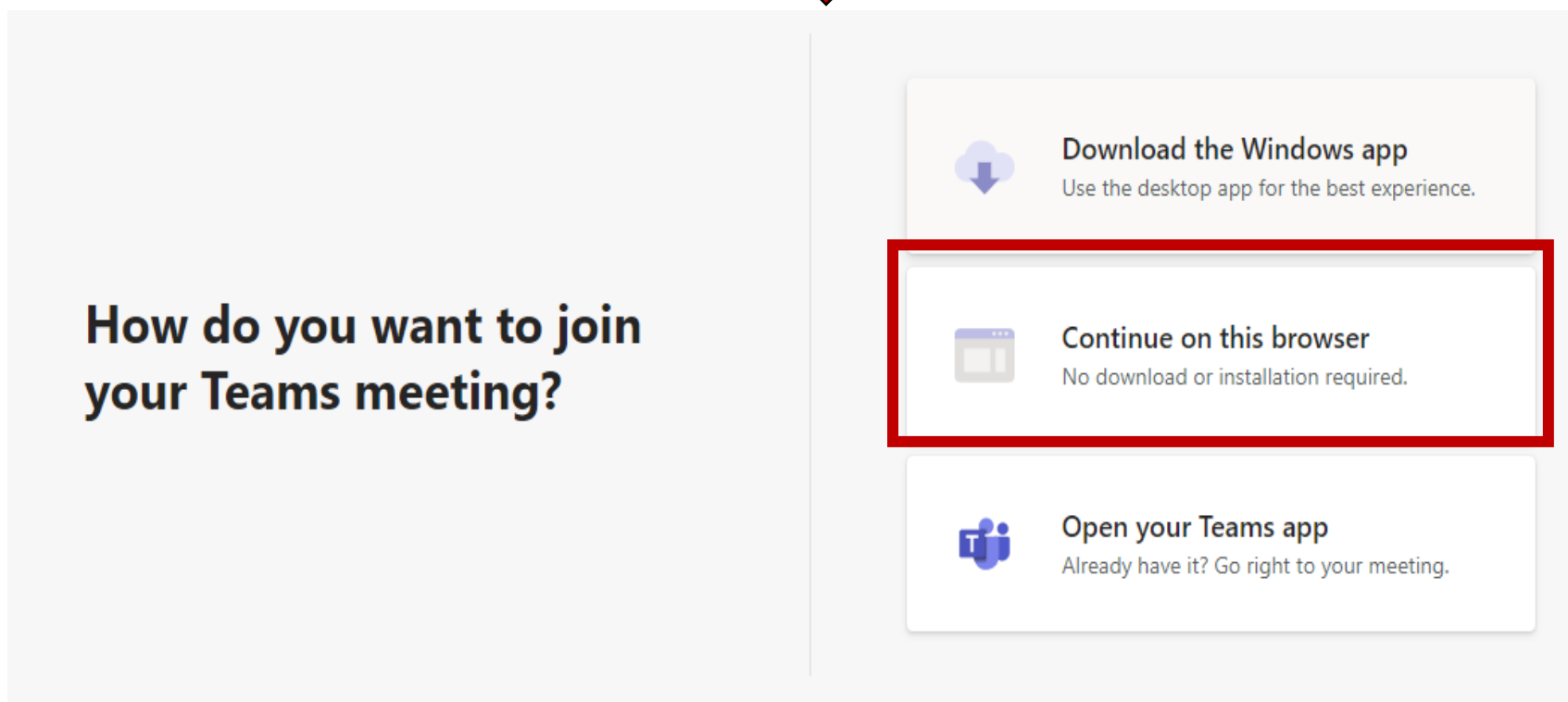


Tutorial on connecting to Teams Conference




Web Browser



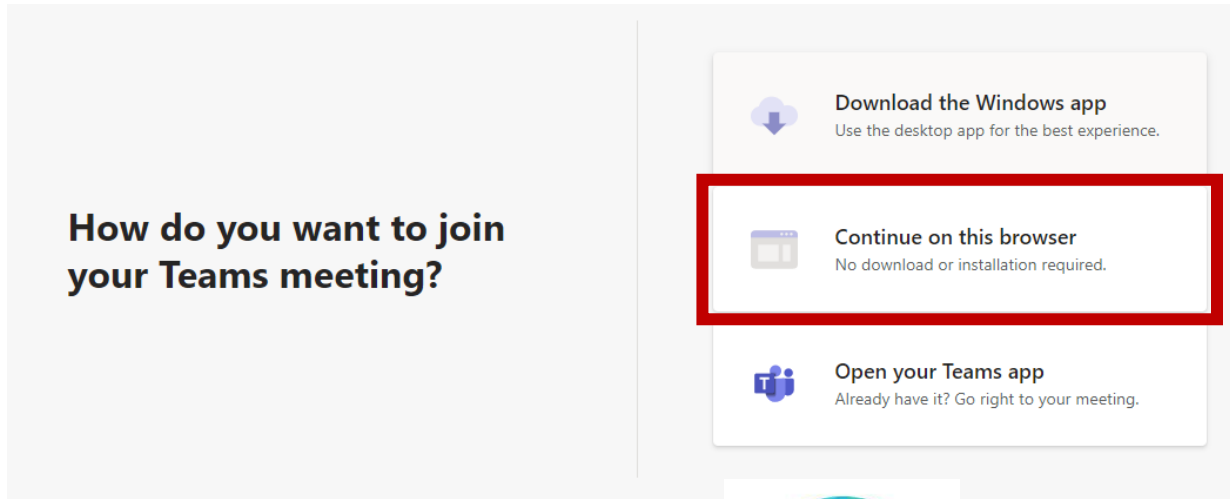
Every participant **will receive** a link-invitation for Teams conference
or
Click on the **meeting link** provided in the ICMSEM2021 pamphlet.



**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.

1 B) Access to the meeting



Different browsers are available:



**Video and microphone
allowed**

Users **can** share their screen.

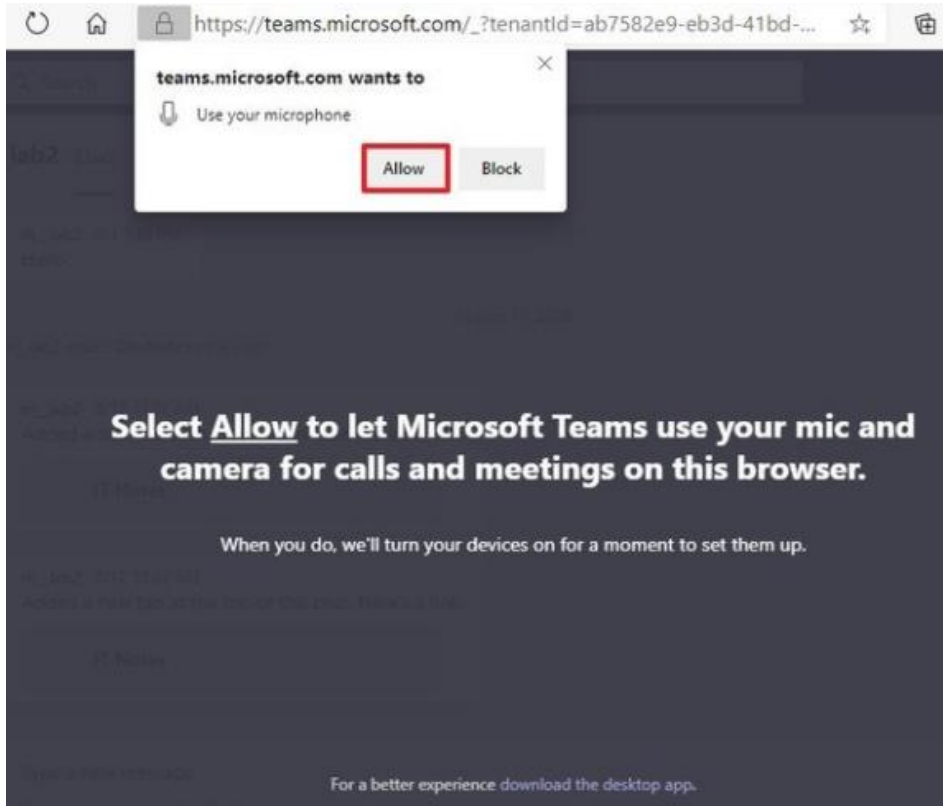


**Video and microphone
not allowed**

Users **cannot** share their screen, although they can view a screen that is shared by another participant in the meeting

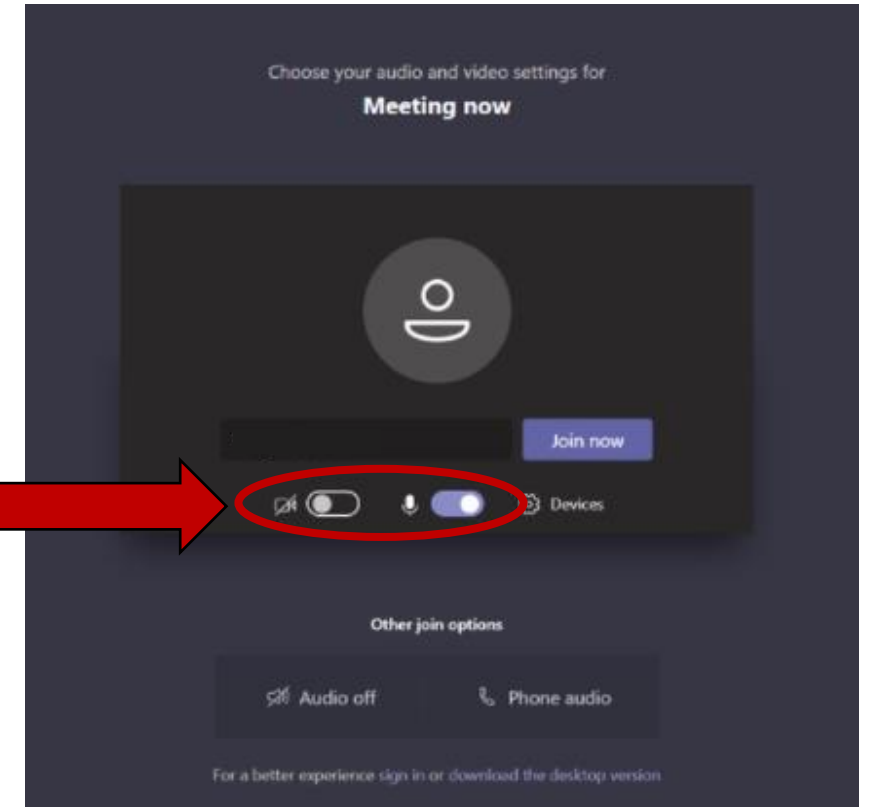


2 Video and Audio options



Allow to Microsoft Teams the access to microphone and camera

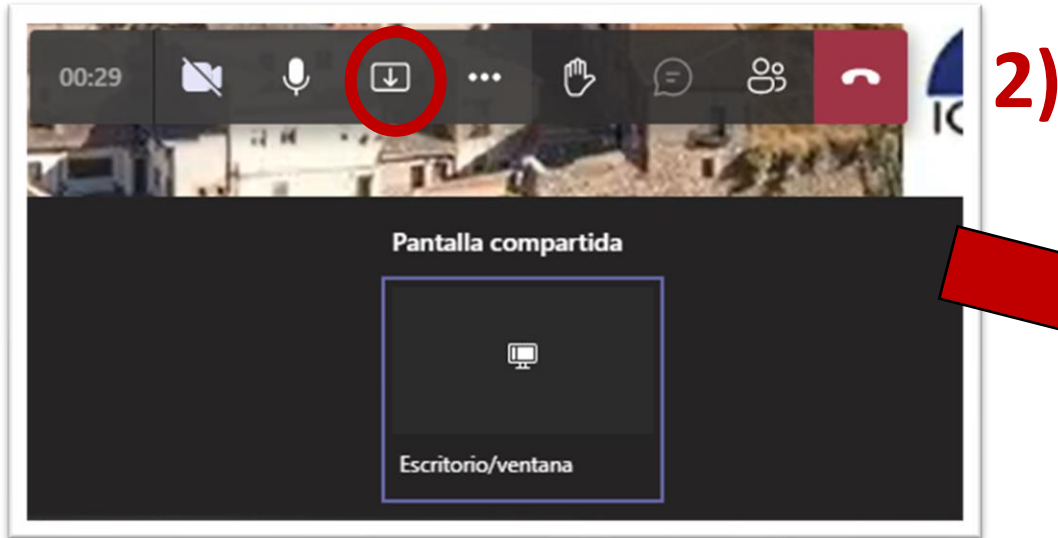
Ensure that video and microphone are activated



Select your name and configure the devices

Microphone is **muted** by defect in the conference, being posible to make questions after each presentation

3. To share your screen



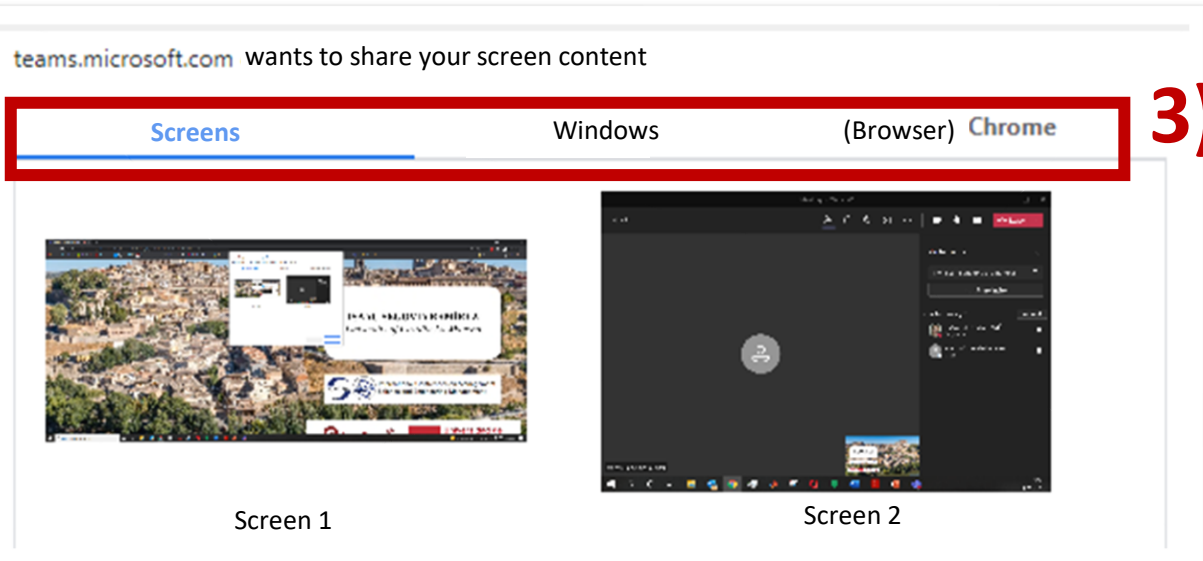
1) Open your PPT presentation or the file you want to share

2) Select **Share content**

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

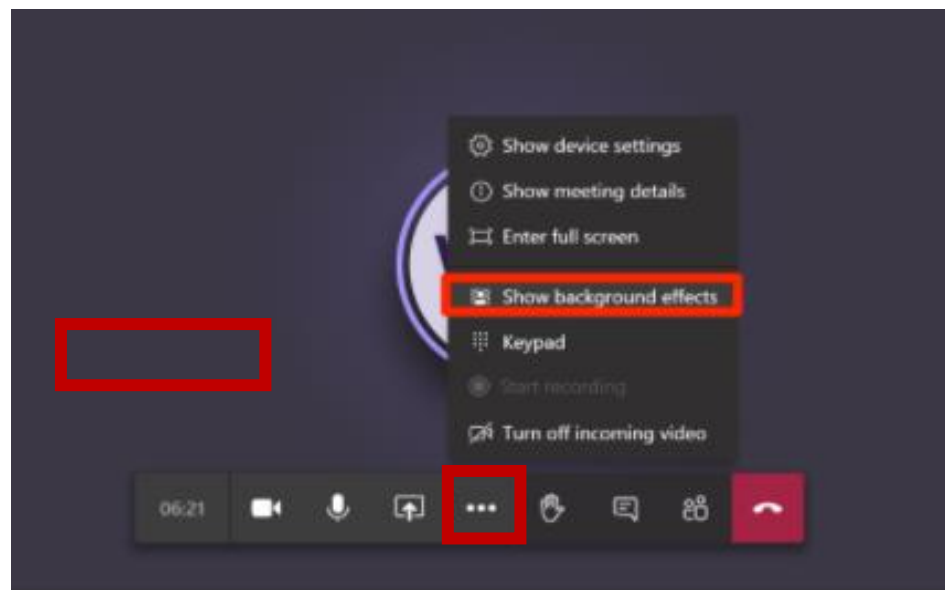
It is recommended to share with the **screen** and select full screen in the Powerpoint presentation.

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



4. Conference Background

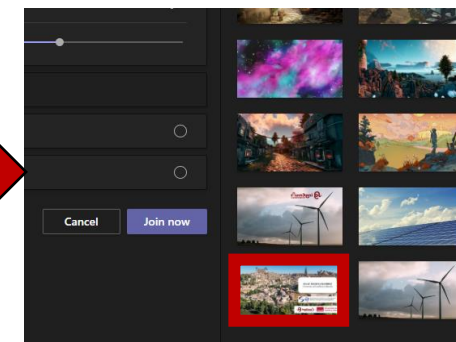
It is proposed an **official wallpaper** for the background. In Meeting Details and Conference Background ([LINK](#)) or [Direct Download](#), you can add your personal information, save the slide as image and define it as background.



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.



4. Conference Background

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



Tutorial on connecting to Teams Conference

Web Browser

