

MS Teams Manual

The conference will be held via MS Teams.

We hope this short manual proves useful for those of you who have never used Teams.

We recommend installing MS Teams on your computer. Although it is possible to join a meeting via your Internet browser, that option is more likely to cause connection problems and doesn't allow you to share your screen. If you already have Teams, skip points 1-3.

1. Create a free Teams account.

1.1 Go to the Microsoft webpage:

<https://www.microsoft.com/en-us/microsoft-teams/group-chat-software>

1.2 Click **Sign up for free** and follow the instructions (important: make sure that the date of birth you give while installing makes you an adult)

1.3 After you sign up, you'll get an email with a verification code. Copy the code and paste it where you are asked to. You should be signed up now.

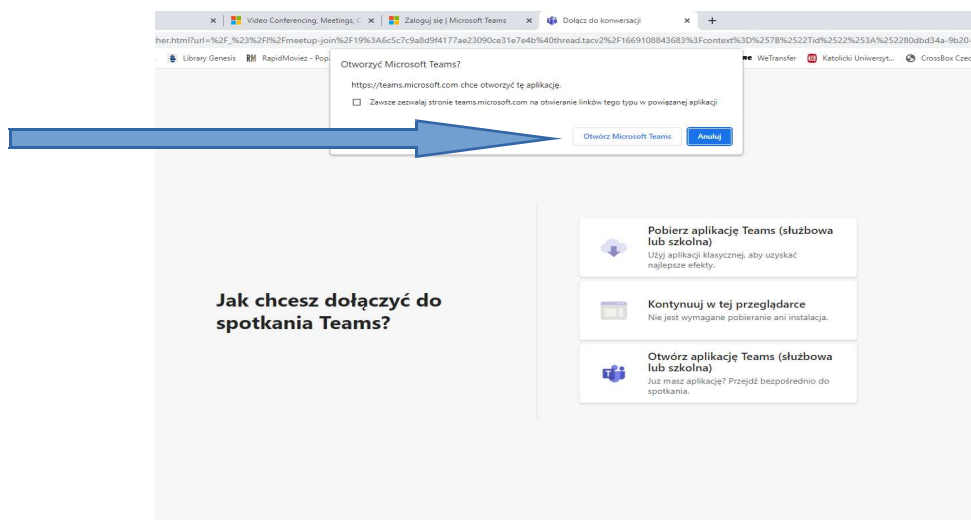
2. Download MS Teams for home or small business users. If it doesn't work, try MS Teams for work or school.

<https://www.microsoft.com/pl-pl/microsoft-teams/download-app>

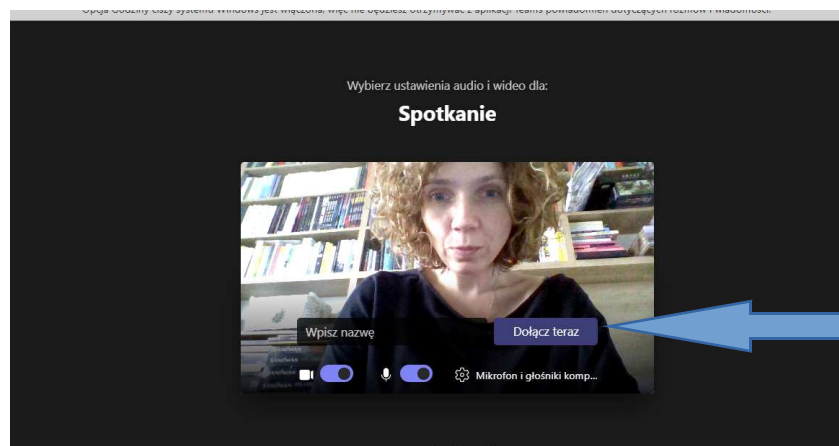
3. Install MS Teams and log in using the account you've just created.

4. In the conference program, each meeting can be accessed via a hyperlink. Choose the session you want to attend (e.g. Session 1: The art of losing) and then press Ctrl+Left-click to activate the hyperlink.

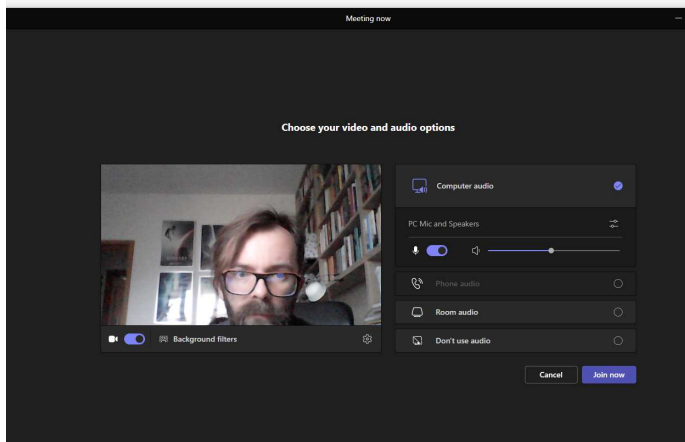
5. Your browser will ask you if you want to open MS Teams. You do (Click).



6. MS Teams window will appear. Write your name (what you write here will be the name other participants will see) and press **Join now**.



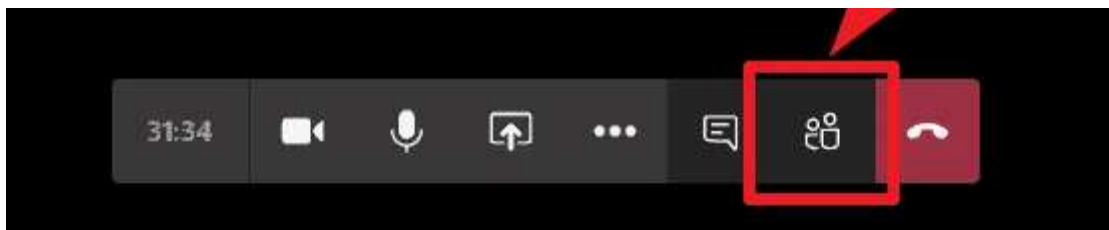
This is an alternative window you may encounter. Press **Join now** as well.



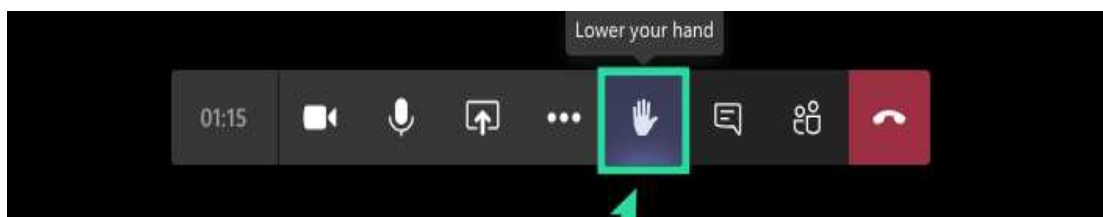
Before joining the meeting, in the same window, you may also turn off both your camera and microphone.

7. During the meeting, you can:

- see who is in the room



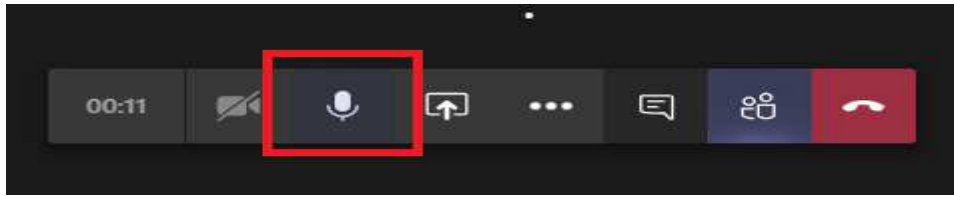
- raise your hand to signal you want to ask a question (particularly useful during a discussion)



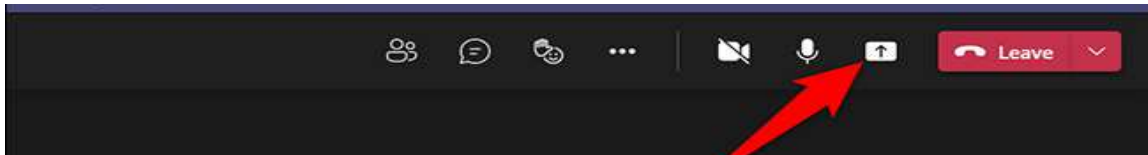
- turn on/off your camera



- turn on/off your microphone



- share content

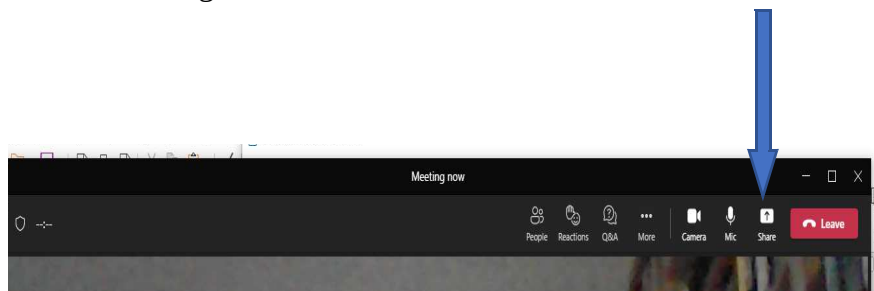


Microphones and webcams

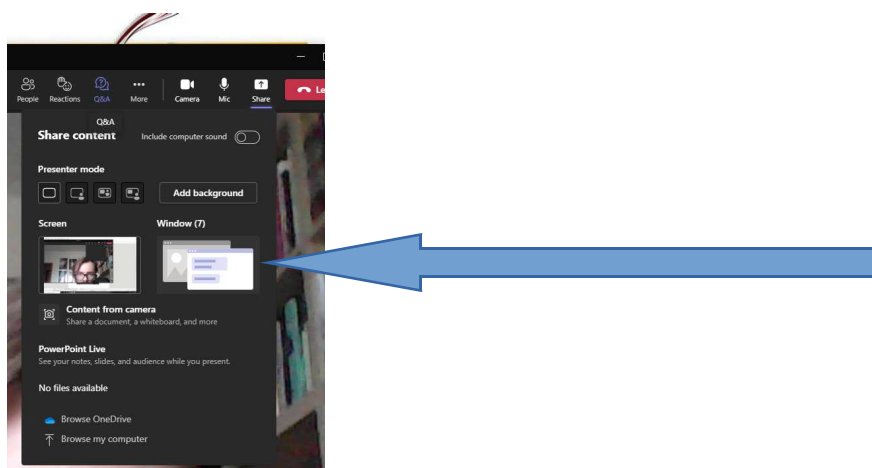
Please mute your microphone either before or shortly after joining the meeting. We encourage you to stay visible during panels, as visibility enhances engagement. Definitely turn on your webcam when presenting or asking questions.

Sharing a presentation

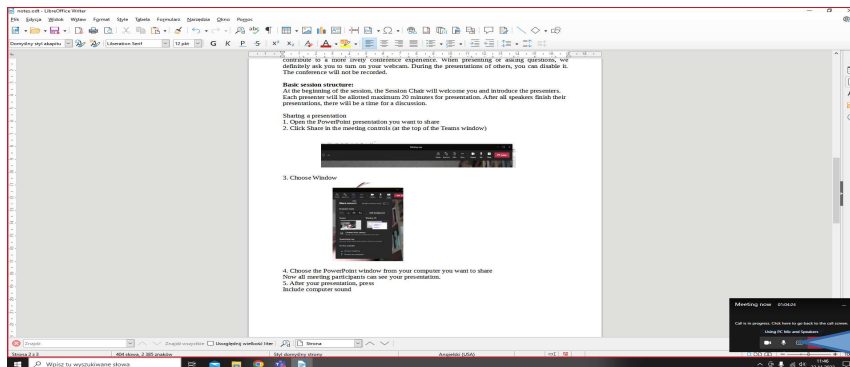
1. On your computer, open the PowerPoint presentation you want to share
2. Click **Share** in the meeting controls



3. Choose **Window**



4. A menu of windows that are open on your computer will appear. Choose the PowerPoint window you want to share. Now all meeting participants can see both you and your presentation.
5. After your presentation, press **Stop Sharing** (right bottom corner)



Important: Sometimes PowerPoint presentations freeze. Should that happen, use a PDF of your presentation (it's good to have a backup plan).

Sharing a movie

It is possible to share a movie clip with other participants. To prevent your screen from freezing (overloads happen with many people in one room), we recommend sharing your screen instead of sharing a window. Also, we advise against playing the clip in full screen mode – it will be smaller, but it will hopefully neither lag nor freeze. Finally, remember about including computer sound.

