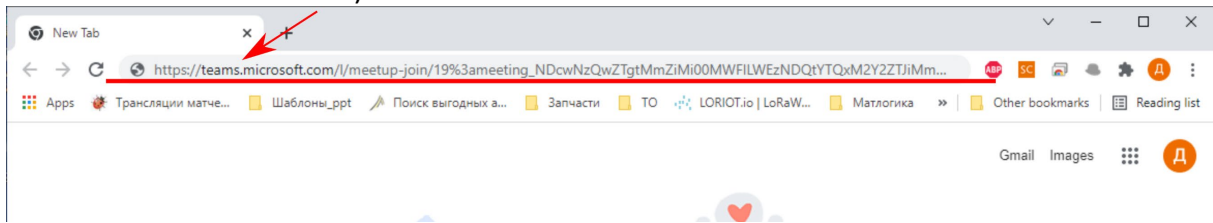


Instructions for connecting to the conference in MS Teams

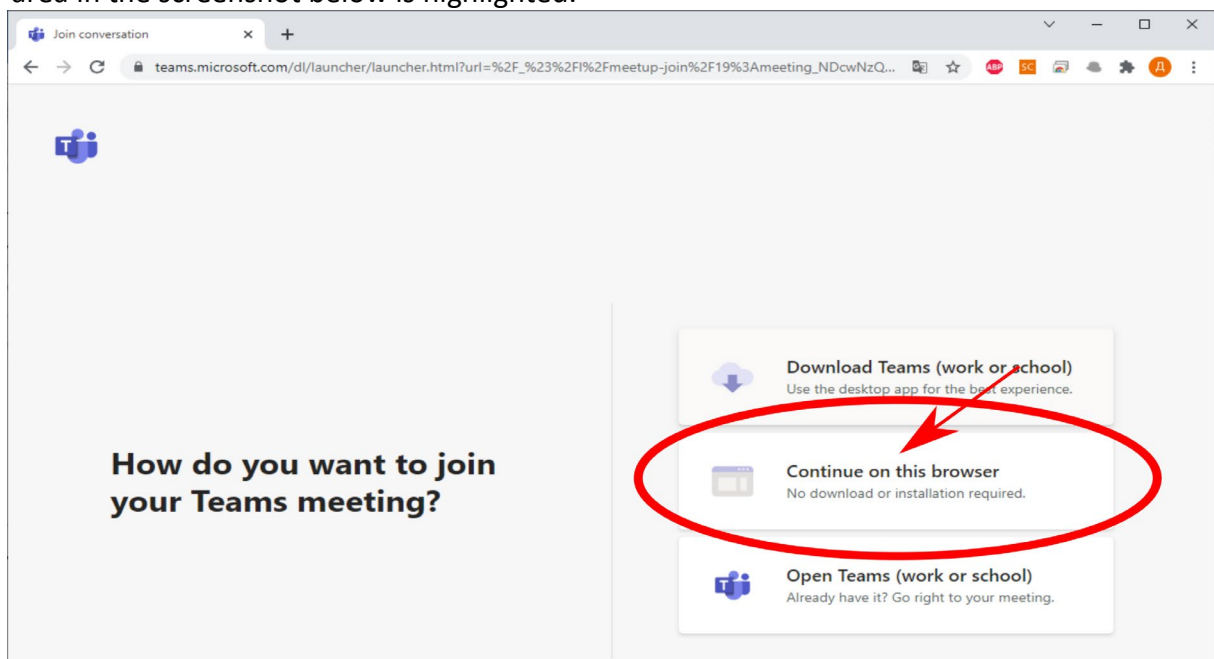
NOTE!! Please use Google Chrome browser.

You can download it at the following link: <https://www.google.com/chrome/>

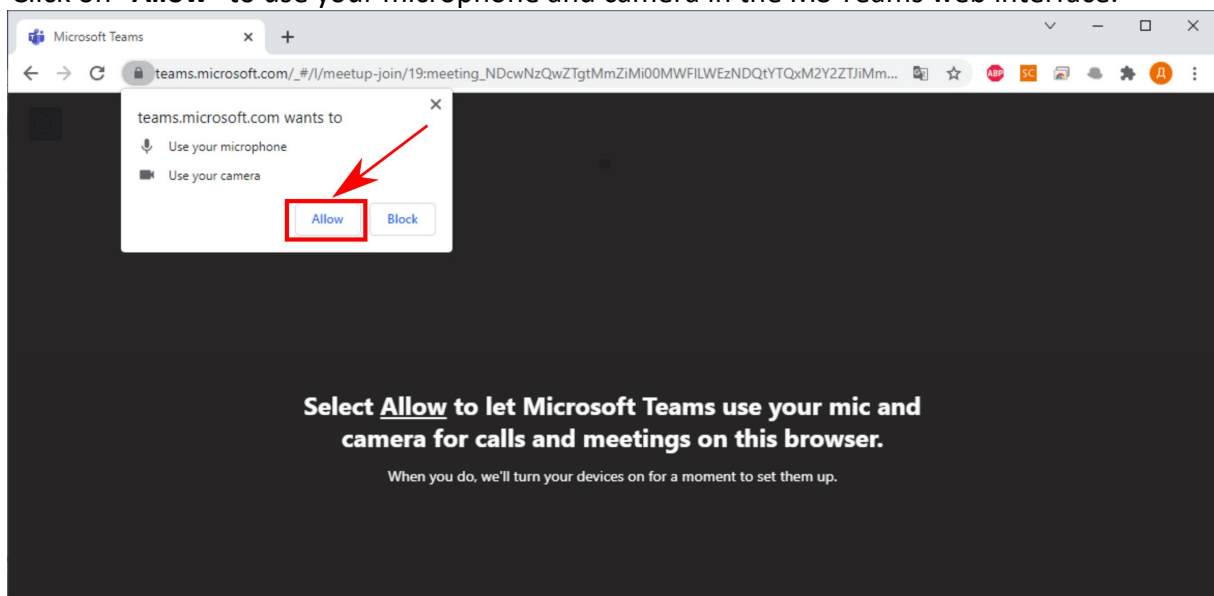
1. Open the link to connect to the conference in the google chrome browser. (The link will be posted on the conference website)



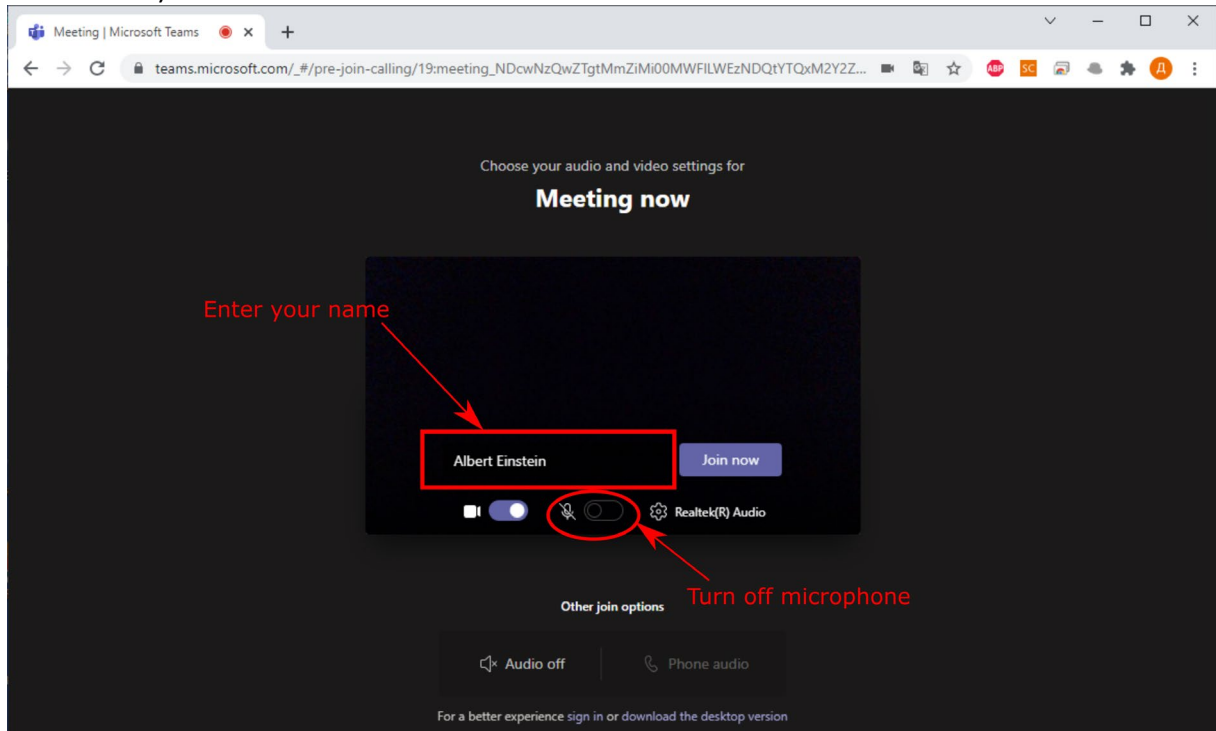
2. Click on the **"Continue on this browser"** option to launch the MS Teams web interface. The relevant area in the screenshot below is highlighted.



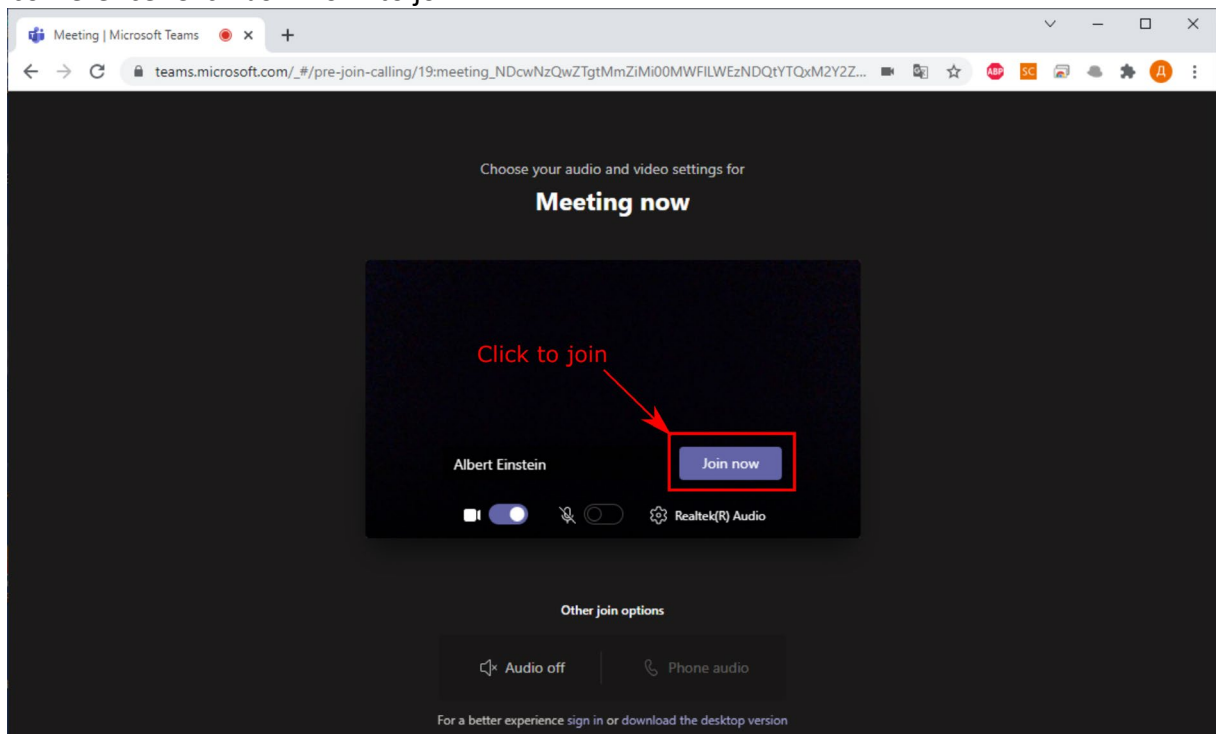
3. Click on **"Allow"** to use your microphone and camera in the MS Teams web interface.



4. Before you can join the meeting, you will need to type your guest name. Please use the following format: **First Name Last Name**. To disable your microphone or camera, click on the slider button next to the symbol for each device. (**NOTE! Please turn off the microphone when connecting to the conference**)



5. Once everything is configured, and you have typed your name, you are ready to join the conference. Click 'Join now' to join.



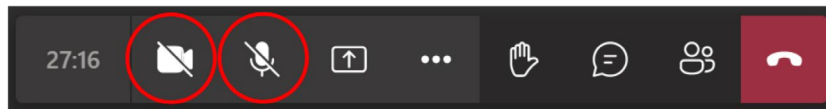
6. Screen control

The main controls will appear at the bottom center of the screen.

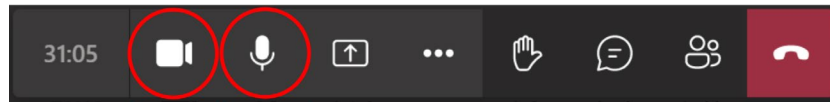


6.1. Click on the microphone to mute and unmute, and the camera to turn your camera on and off

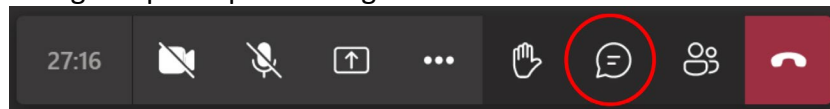
Camera and microphone OFF



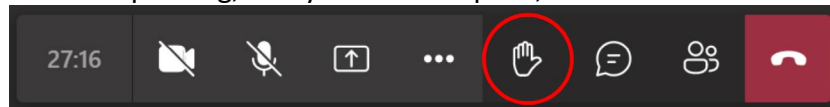
Camera and microphone ON



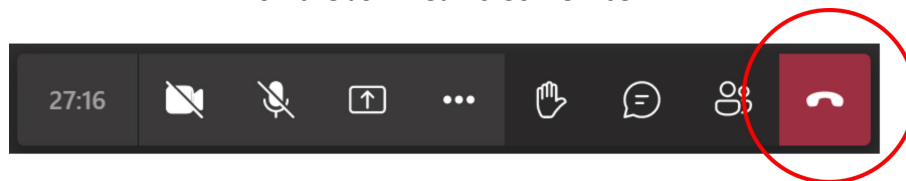
6.2. You can message all participants using the Chat function.



6.3. If someone else is speaking, and you wish to speak, click the hand to alert others.



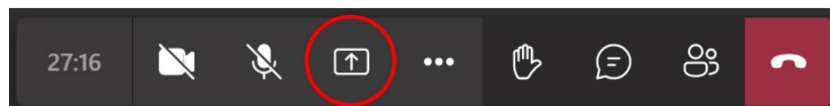
6.4. Click the Leave red button to end the call. You can re-join the conference again by clicking on the Join Teams Conference Link.



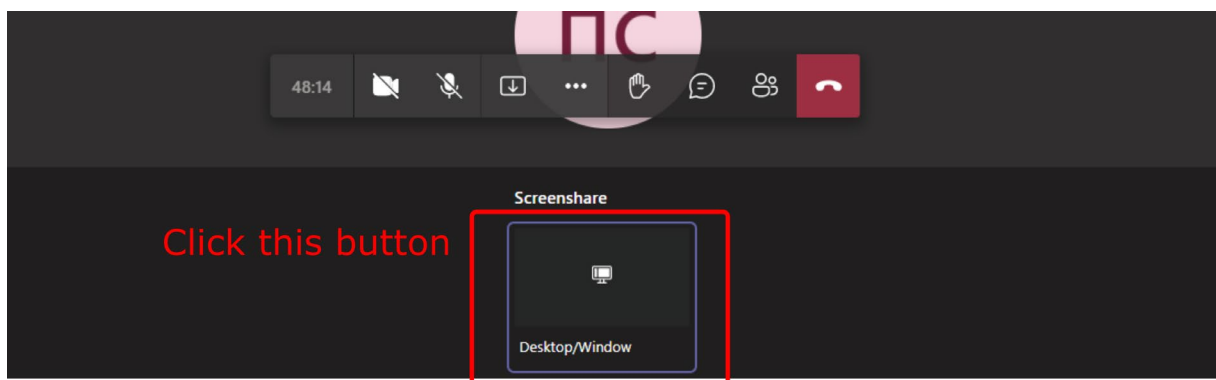
7. For speakers to share your slides.

7.1. Click "Open share tray" to share your computer screen with all participants

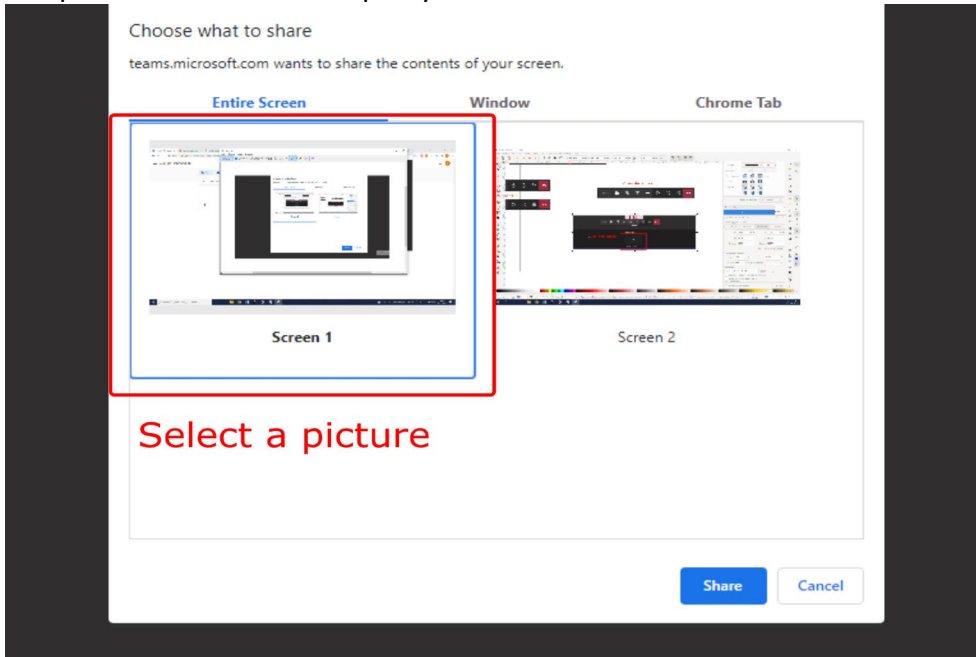
Open share tray



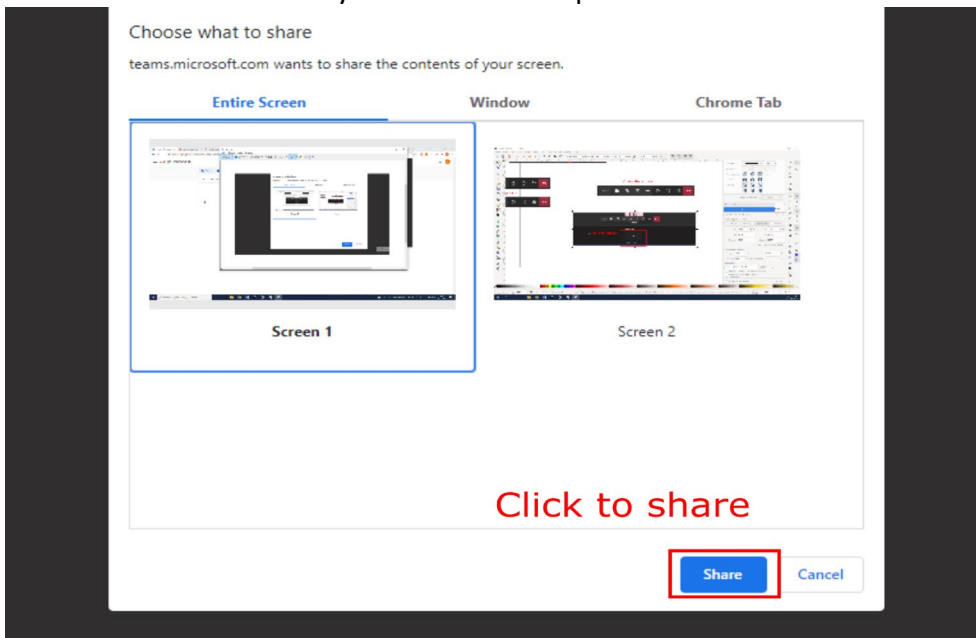
7.2. Click "Desktop/Window" option



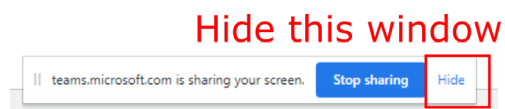
7.3. Select a picture with the desktop of your PC



7.4. Click "Share" button to share your entire desktop



7.5. Please click "Hide" at the bottom of the screen



7.6. After completing your presentation, open your MS Teams browser window and stop the screen sharing in the control panel

