

Instructions for attendees

Prerequisites: Edge or Chrome browsers, or Teams desktop app

Browser:

1 - Visit <http://www.office.com> and click on “Sign in” (Fig. 1)

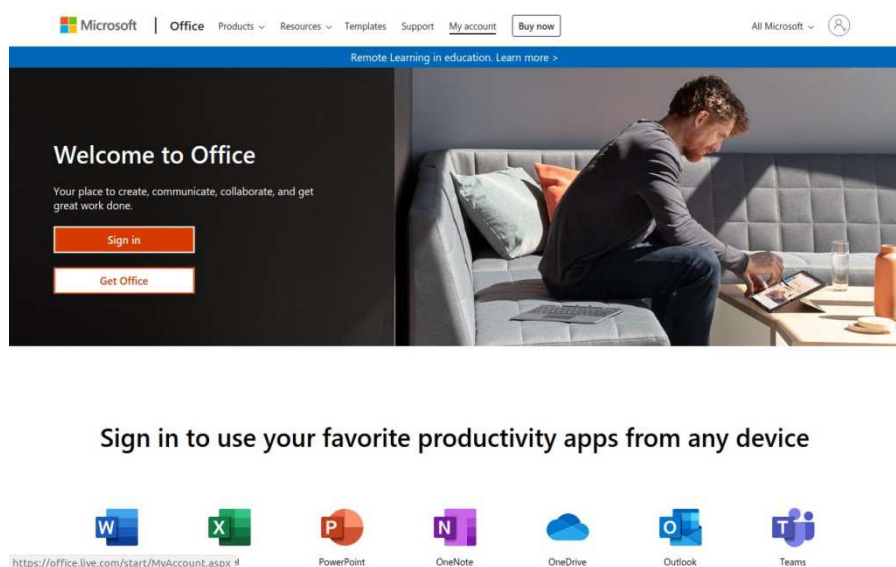


Fig. 1

2 - Type the username received by email at “Sign in” box and click on “Next” button (Fig. 2)

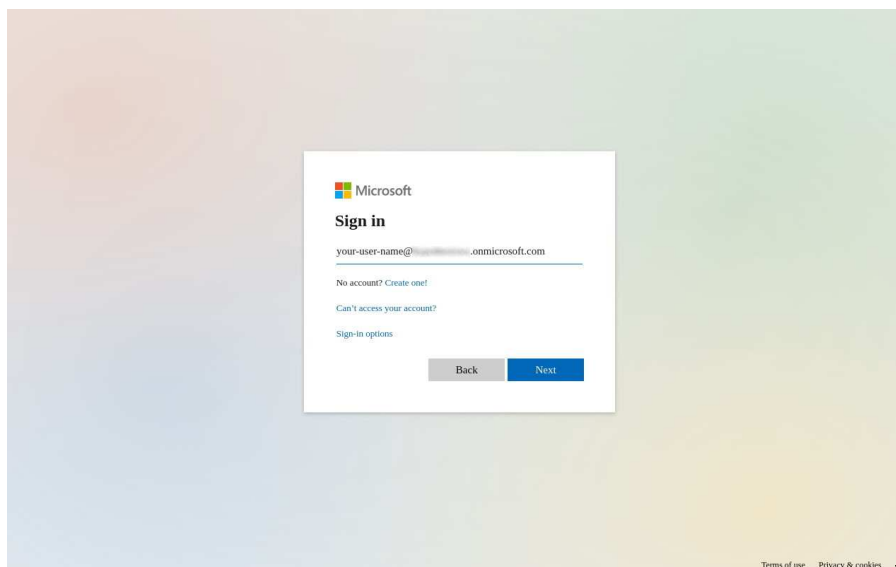


Fig. 2

3 - Enter your password and click on “Sign in” (Fig. 3).

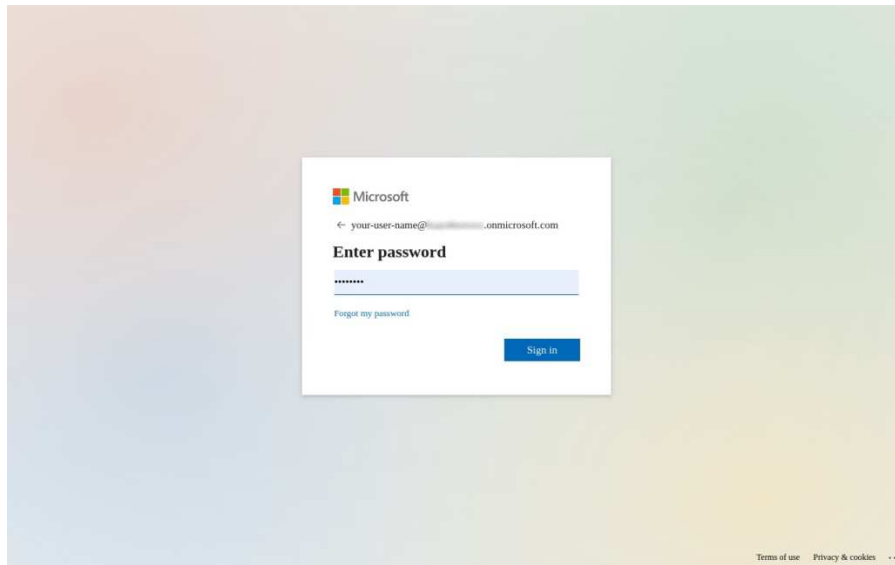


Fig. 3

4 - You may be asked to verify your email address for password recovery, please be sure to verify it! Then choose if you want to stay signed in and if you want to show this alert again, and then click on selected option (Fig. 4):

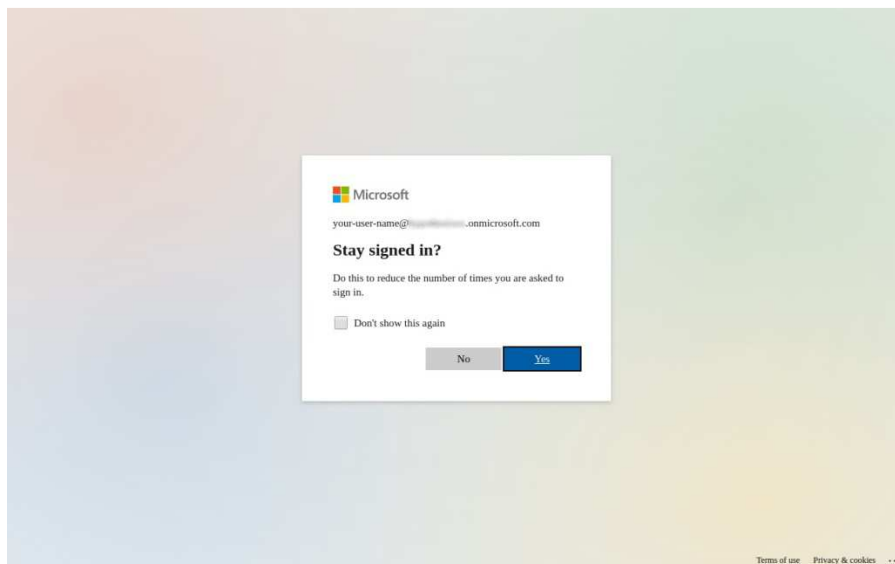


Fig. 4

5 - View or skip the 4 presentation slides about Office 365 apps (Fig. 5-A), and then you will be redirected to the apps page (Fig. 5-B); then click on “Teams” icon (highlighted in red) to reach the web app (see Fig. 12).

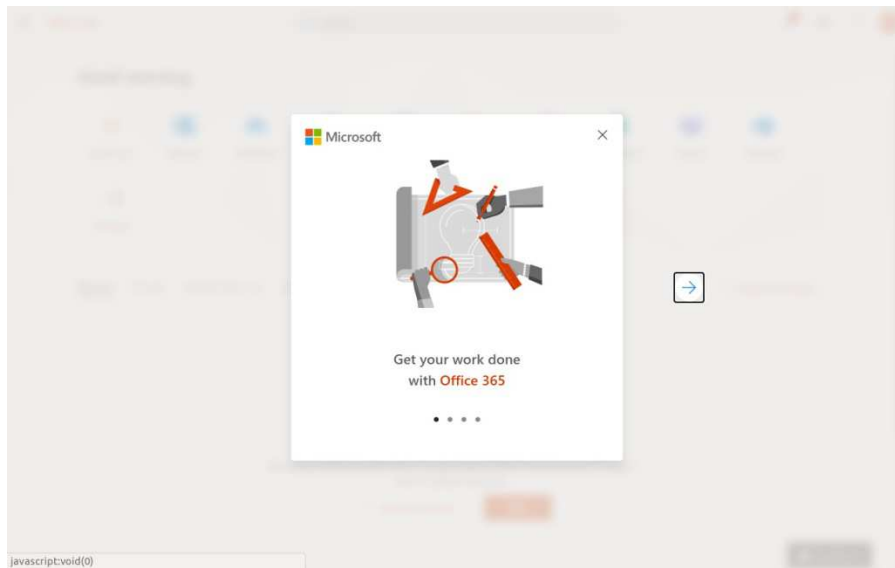


Fig. 5-A

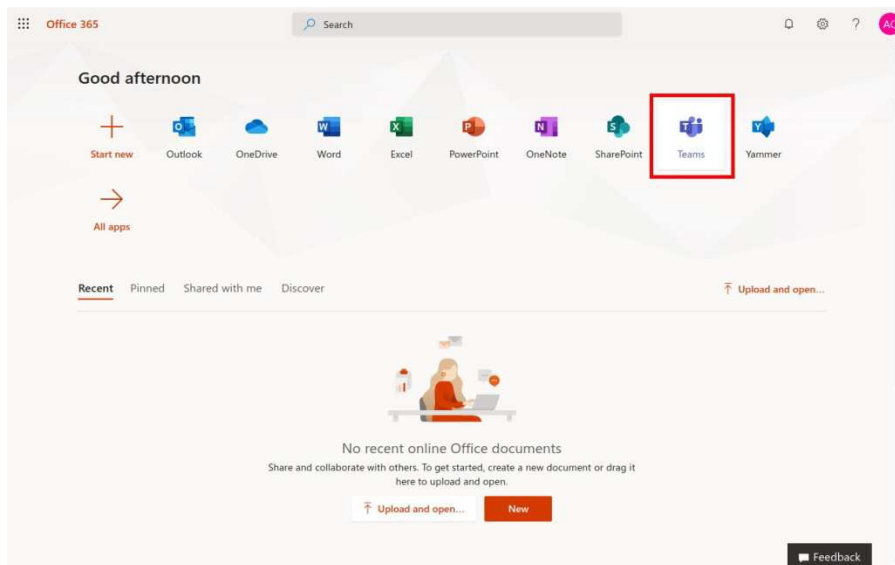


Fig. 5-B

App for desktop:

In case you prefer desktop app, please visit <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>, click on “Download for desktop”, and then on “Download Teams” button.

If your operating system is Linux, at the same page you will find listed both Linux versions, DEB or RPM (depending on your distribution) 64-bit.

After successful download, please double-click and follow setup procedure to complete the installation.

Procedure for login is very similar to browser version.

1 - Type the username received by email at “Sign in” box and click on “Next” button (Fig. 6)

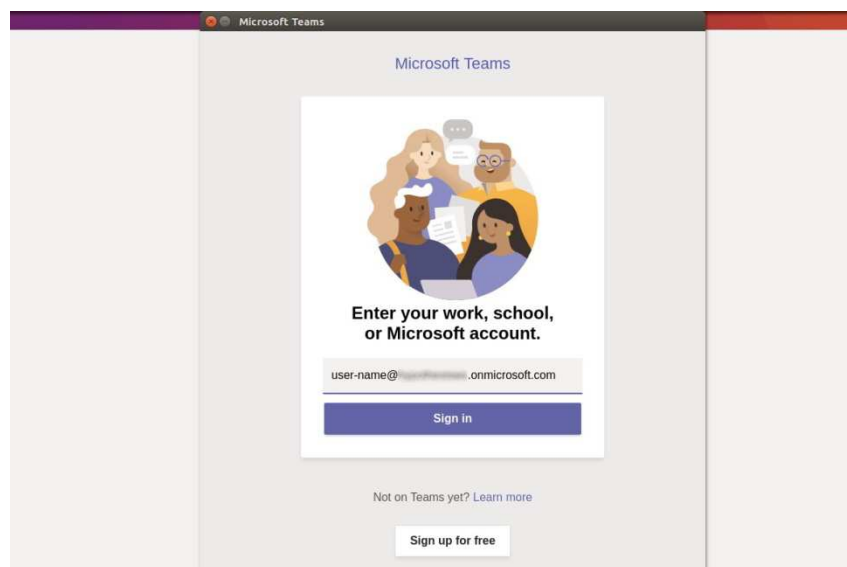


Fig. 6

2 - Confirm your user name and click on “Next” (Fig. 7)

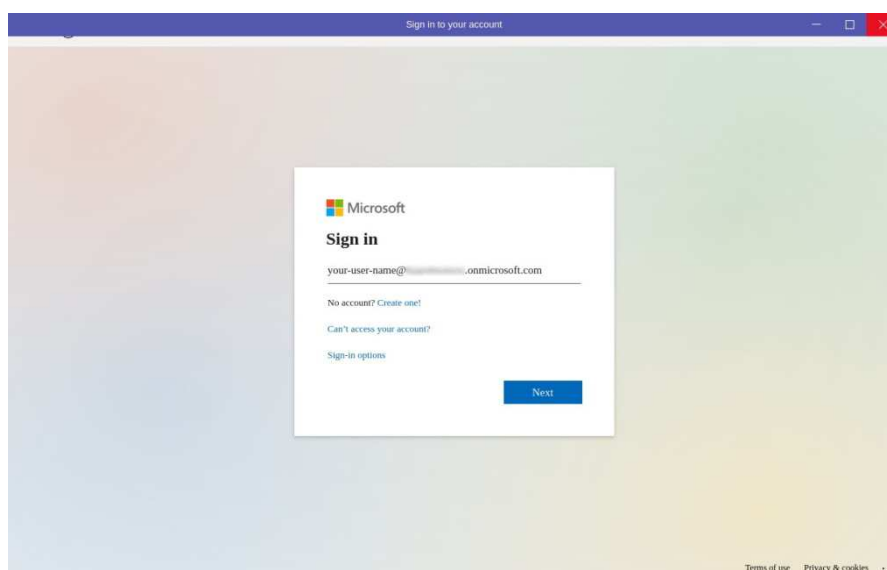


Fig. 7

3 - Enter your password and click on “Sign in” (Fig. 8)

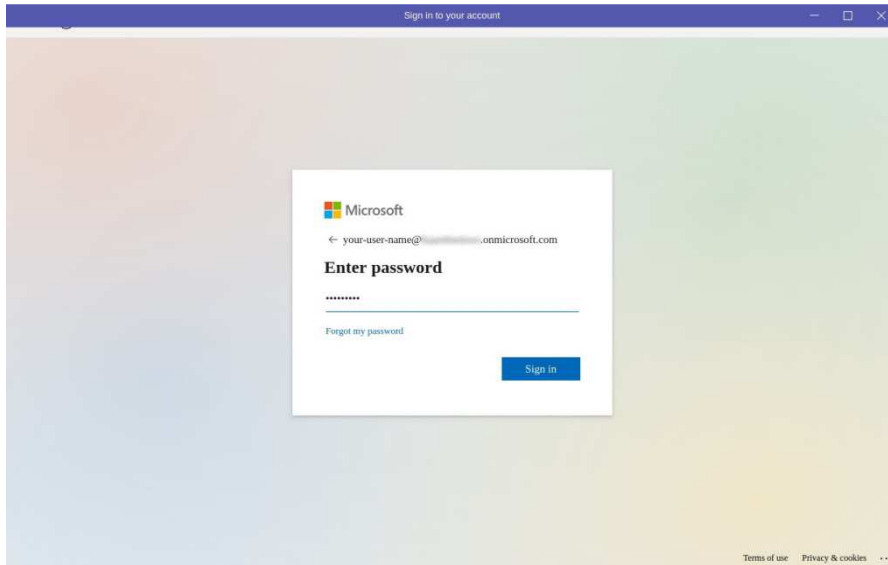


Fig. 8

4 - Choose if you want to stay signed in and if you want to show this alert again, and then click on selected option (Fig. 9):

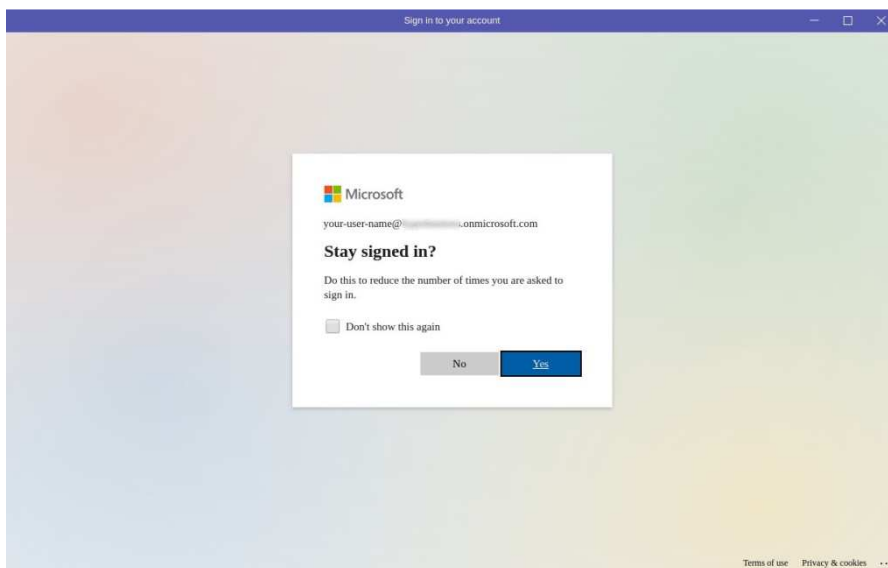


Fig. 9

Connection to the Conference:

Click on the button “Get the app” if you prefer to use the desktop app, or click on the link “Use the web app instead” if you prefer the browser; please remember that only Edge and Chrome are compatible (Fig. 10).

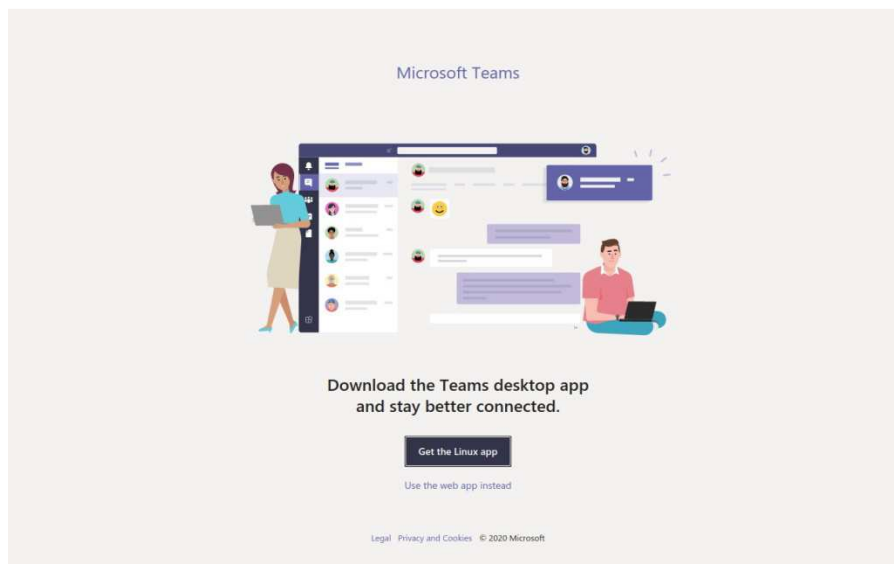


Fig. 10

Again, view or skip the 5 presentation slides about MS Teams (Fig. 11), and you will get Teams interface (Fig. 12).

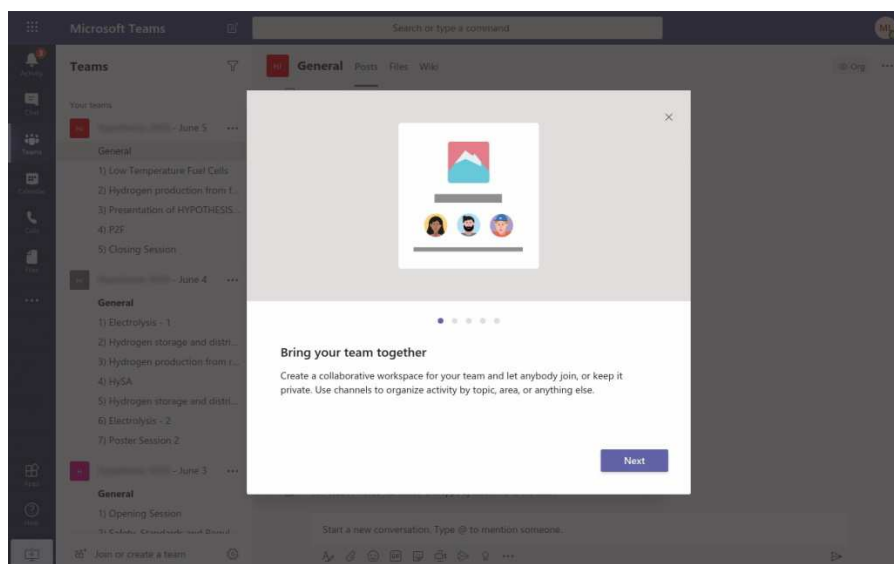


Fig. 11

Please note the tabs icons in the left bar, Calendar and Teams.

In the Teams tab, you will find some pre-built Teams, one for each day of the conference, and in every Team (“Day”) a “channel” per session. Inside each channel/session there is a button with the name of the session.

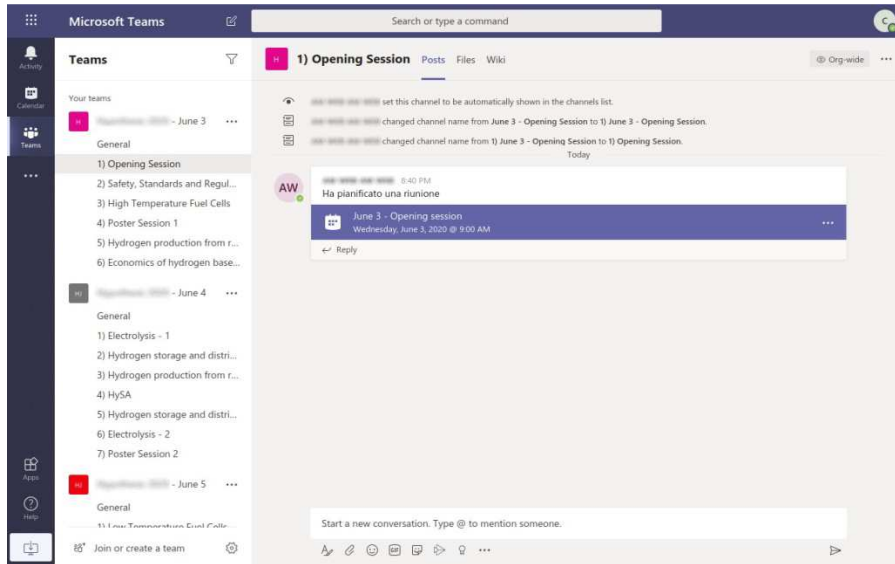


Fig. 12

Click to see the details (Fig. 13) and then click on “Join” button (top right) to join the session.

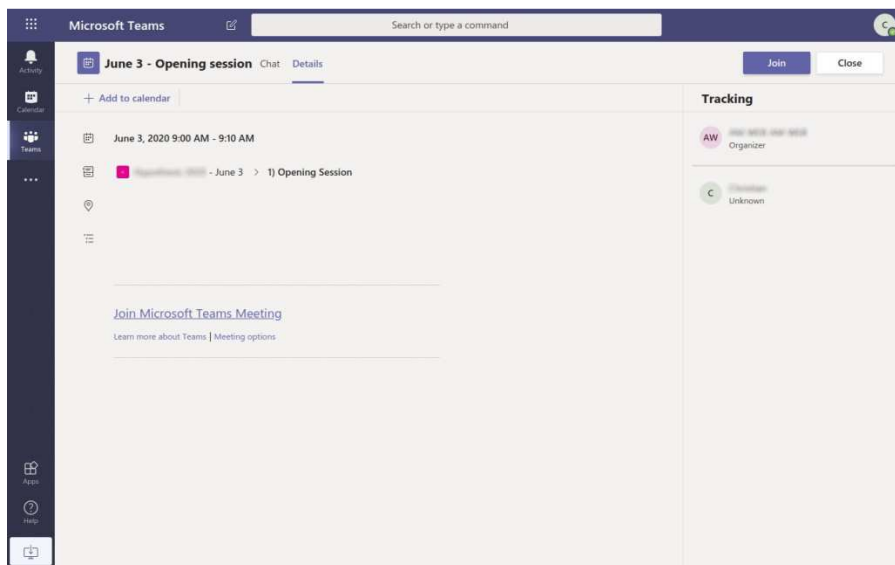


Fig. 13

Click on the microphone slider to mute it and finally click on the “Join now” button (Fig. 14) to join the session (Fig. 15).

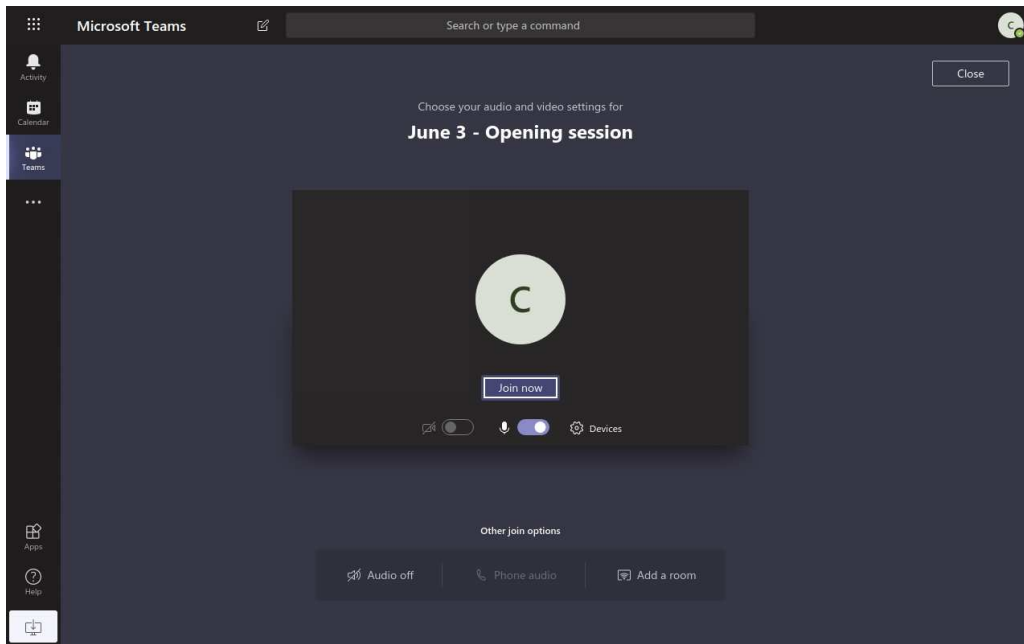


Fig. 14

Icons on the bottom bar are self explanatory, but hovering on the icon with your mouse you will get a tooltip (see again Fig. 13); anyway, from left to right:

- time passed from the beginning of session
- camera switch (keep it disabled please)
- microphone switch (please keep it muted, if you have questions at the end of presentation please type into the chat box with the dedicated icon - see below)
- share your desktop or a single application window (disabled by default, you can enable only if you are a presenter)
- “three dots” shows an additional menu with non-essential features for attendees
- raise your hand, i.e. if you have a question during Q&A at the end of the presentation please raise your hand and type your question in the chat box
- session chat box - please use it for your questions
- list of attendees connected
- leave the session terminating the call

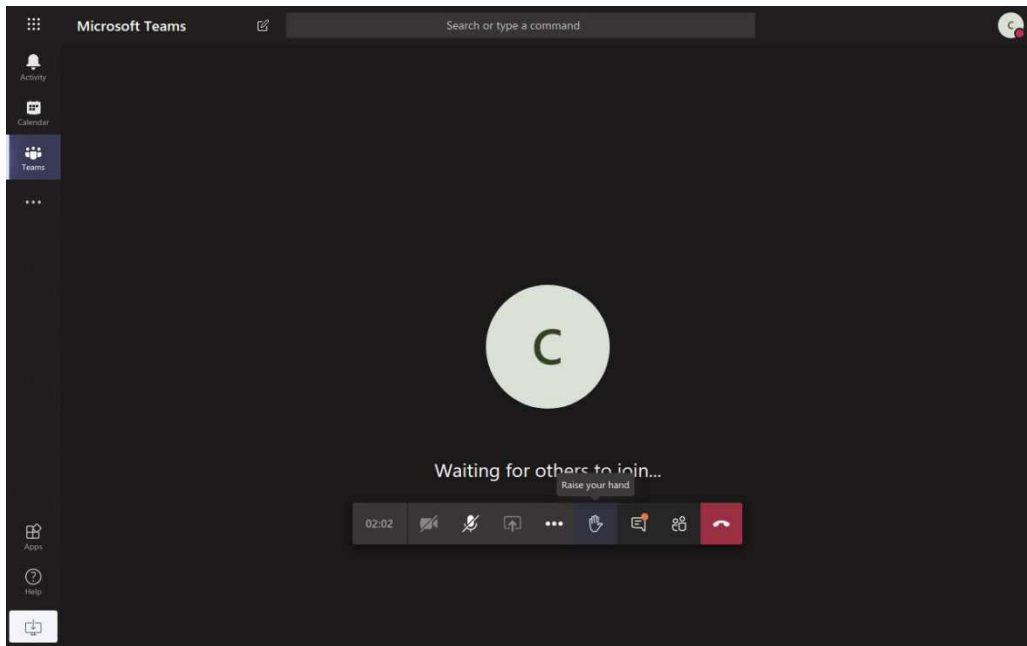


Fig. 15

Poster sessions:

Do not ask to show the whole poster during session poster: it will not be easy to read.

Read the posters before the Workshop at the following link:

<https://www.iwccu.org/index.php/documents-video/poster-session>

and go to the poster session only to discuss with the author. There you can ask to zoom into specific part of the poster.

Every time you join a poster session presentation, please click on the chat box to check how the presenter wants to interact with attendees connected.