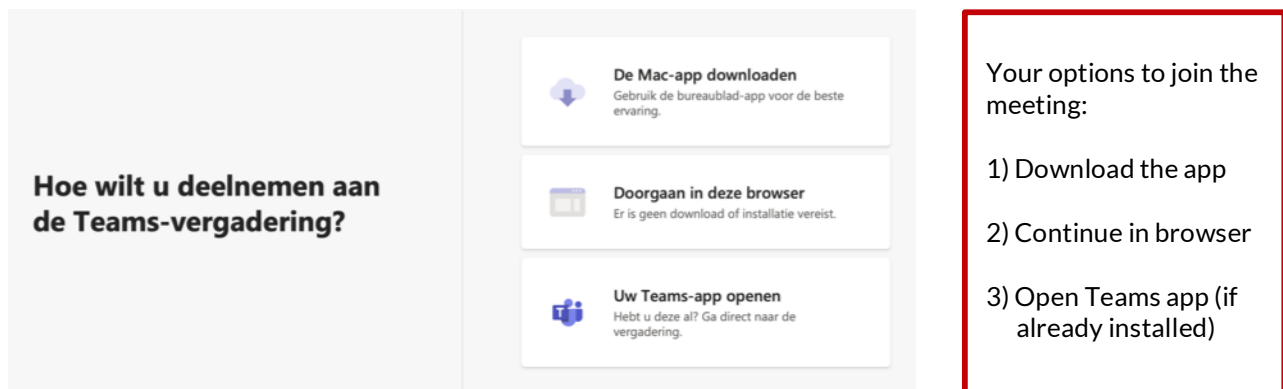


HOW TO USE MICROSOFT TEAMS

BEFORE ENTERING THE TEAMS MEETING

Together with the confirmation e-mail for participation in the CICIND conference you will receive a participation link to the Teams meeting. When clicking on the participation link, you will be prompted to either download and install the Microsoft Teams app, join the session in your browser (no download or installation required) or open your Teams app, if it has already been installed.



You may download the Microsoft Teams app for desktop or mobile device on <https://www.microsoft.com/en-us/microsoft-teams/download-app>.

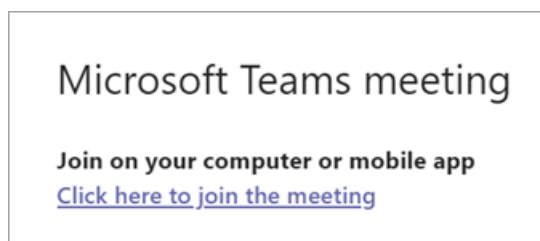
HOW TO JOIN

Teams meetings are best when you join them from the Teams app or Teams on the web. These are the two easiest options:

- 1) Join by link
- 2) Join from calendar

Join by link

All you need to join a Teams meeting is a link.

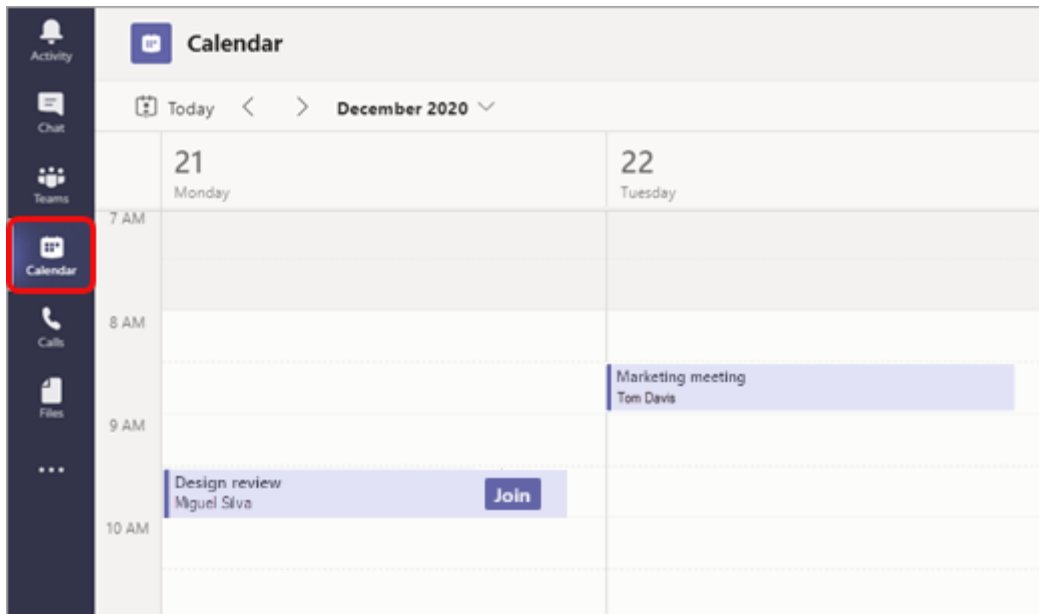


Select *Click here to join the meeting* in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organiser has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select *Sign in* to join with access to the meeting chat and more. Then, depending on the organiser's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join from calendar

1. Select Calendar on the left side of Teams to view your meetings.

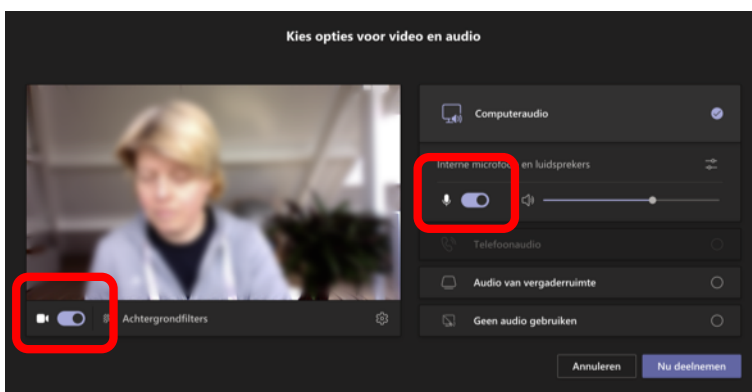


2. Find the meeting you want and select Join.

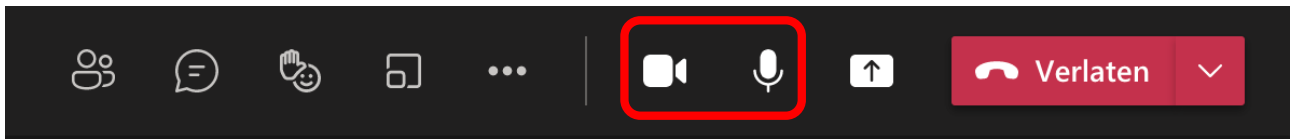
Or, if someone starts the meeting, you'll get a notification you can use to join.

AUDIO AND VIDEO

Before you can join the Teams meeting, you will be put in the waiting room. Here you have the possibility to check your audio and video settings. The host will then add you to the meeting.



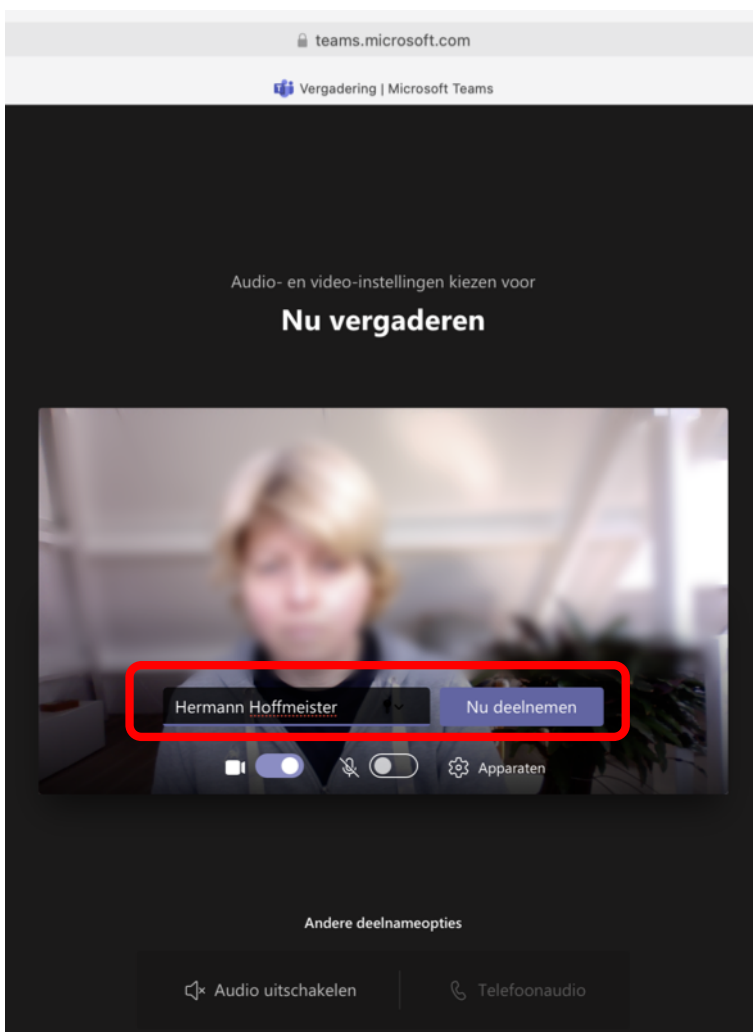
Please make sure that your audio is turned off when entering the meeting room. Once you are in the meeting, switch your microphone or camera on/off using the following two functions in the control panel at the top right. You can switch on your microphone if you have any comments or objections.



For those eligible to vote during the CICIND NGA: to ensure a legally compliant vote, your camera must be switched on during the voting process.

PARTICIPANTS

Please make sure you enter your **full name** when joining the Teams meeting. In case Teams assigns you a pre-set name, e.g. *Hermann (guest)*, you have the possibility to change your name prior to entering the meeting.



DURING THE MEETING

Questions can be asked after the respective lectures. If you would like to raise a question for the Q&A time, please click on the Chat icon on the control panel. This will open the chat function. You can type a message into the chat box and wait for the presenter to respond before the end of each session.

