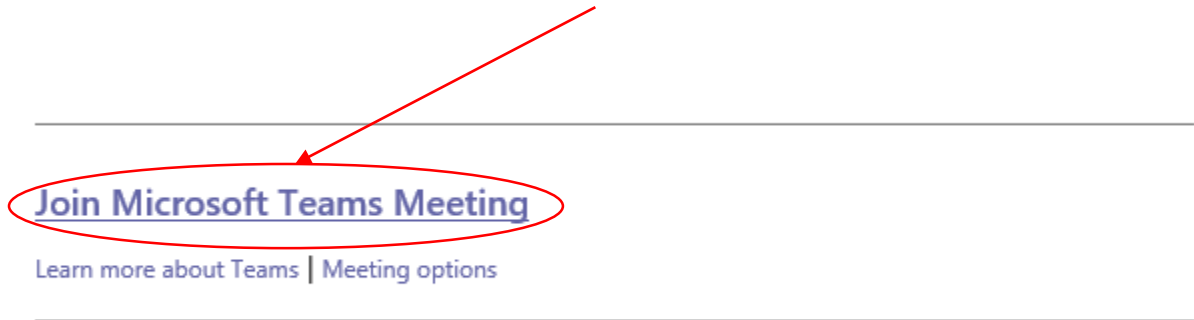


How to participate in a MS Teams meeting

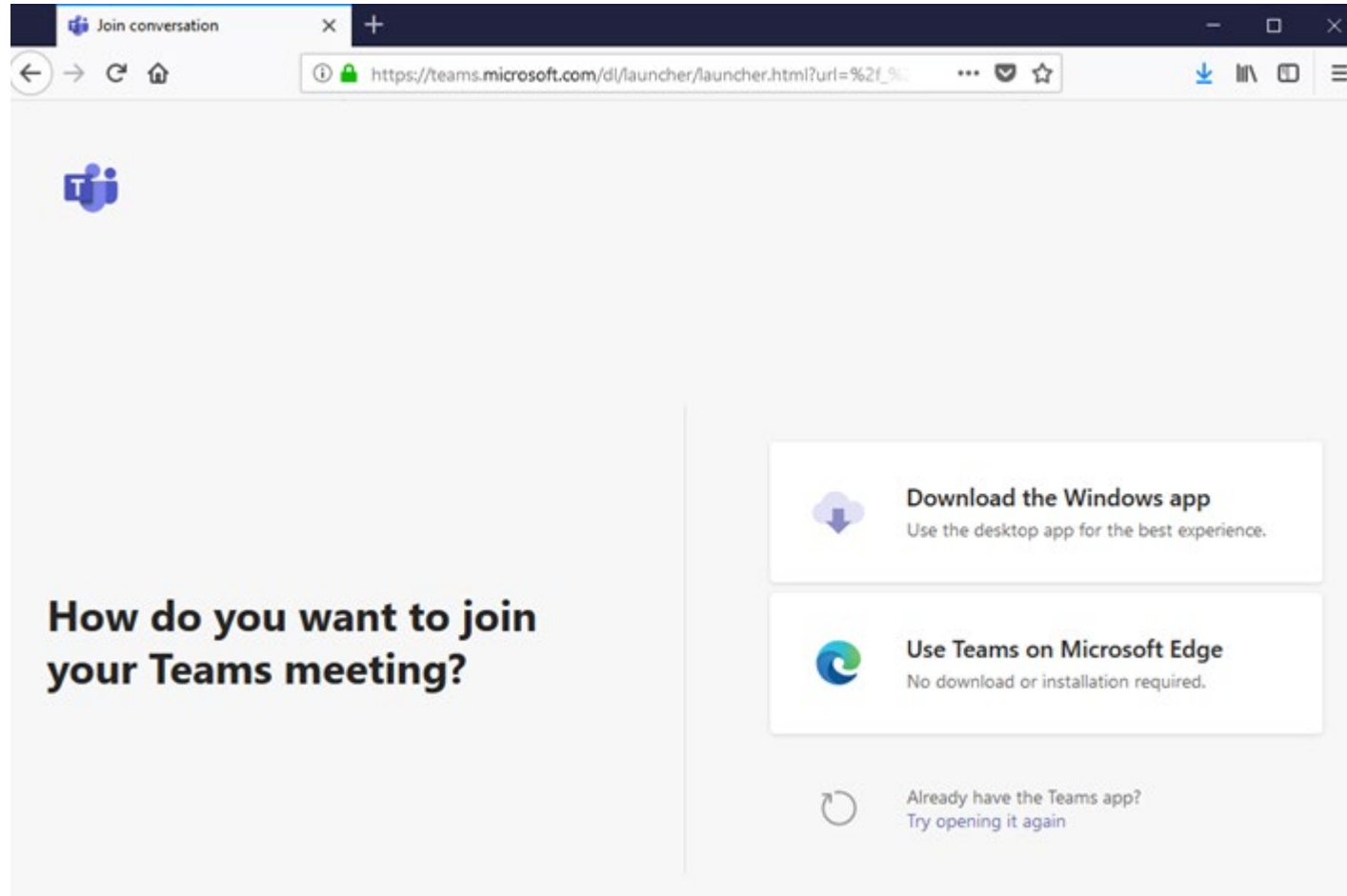
Guide for participants

How to join

- Open the email with the invitation to join the meeting and click on «Join Microsoft Teams Meeting» at the bottom of the email



Choose your platform





- If you have Teams installed in your computer, it will open automatically (see slide 4)
- If you don't have Teams, you can either:
 - Download and install the Windows app
 - Connect using Microsoft Edge

Joining directly with Teams

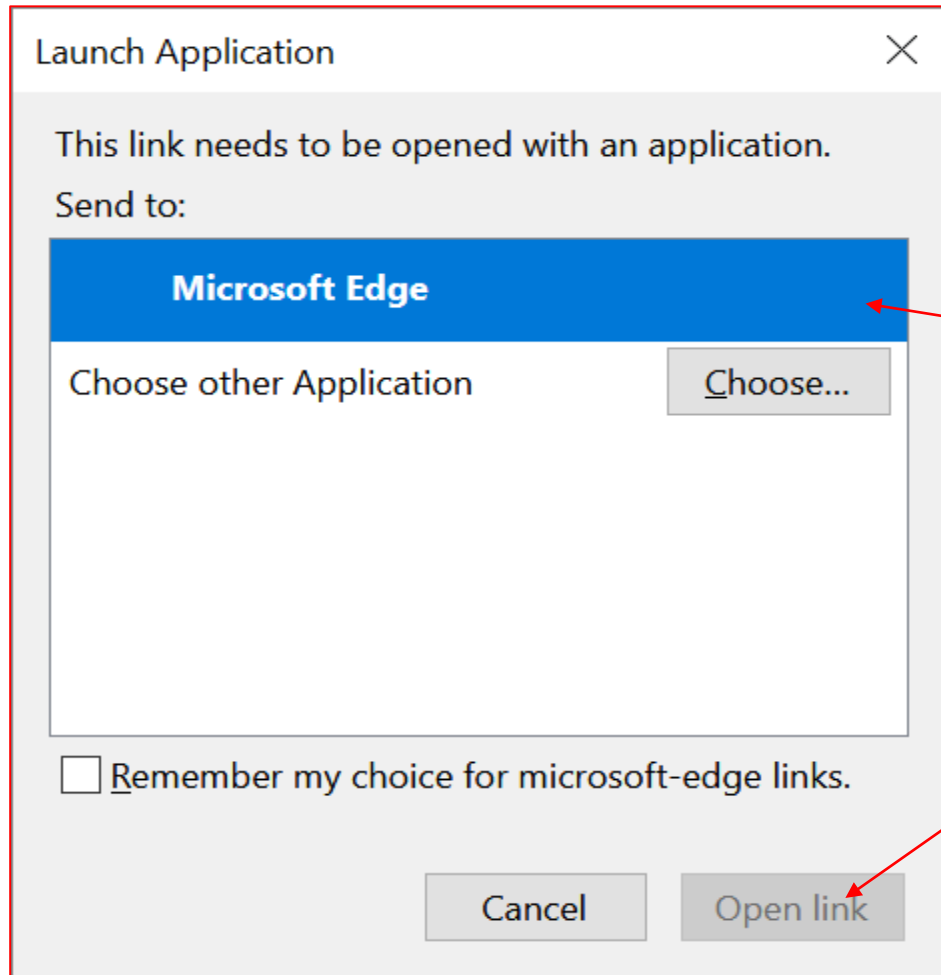


- If you are joining in with your Teams account:

- **Disable** your camera and microphone  

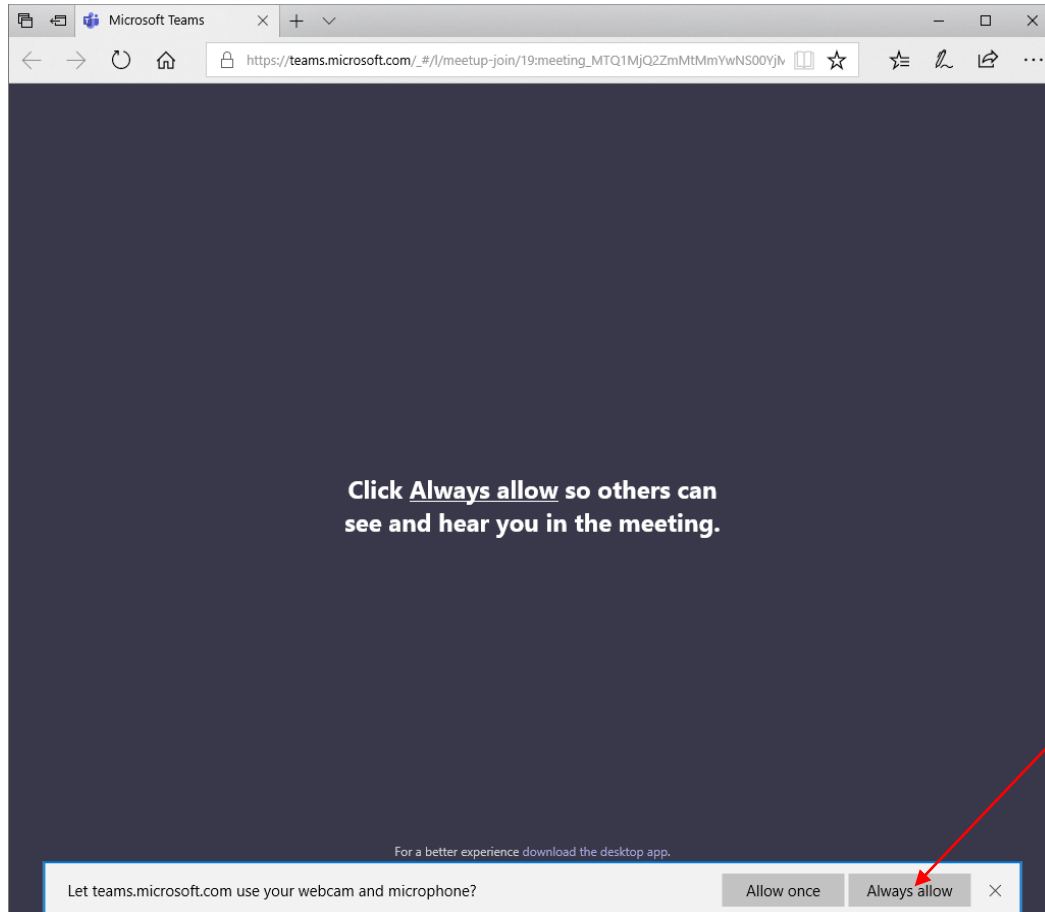
- Then, click on 

Joining with Microsoft Edge



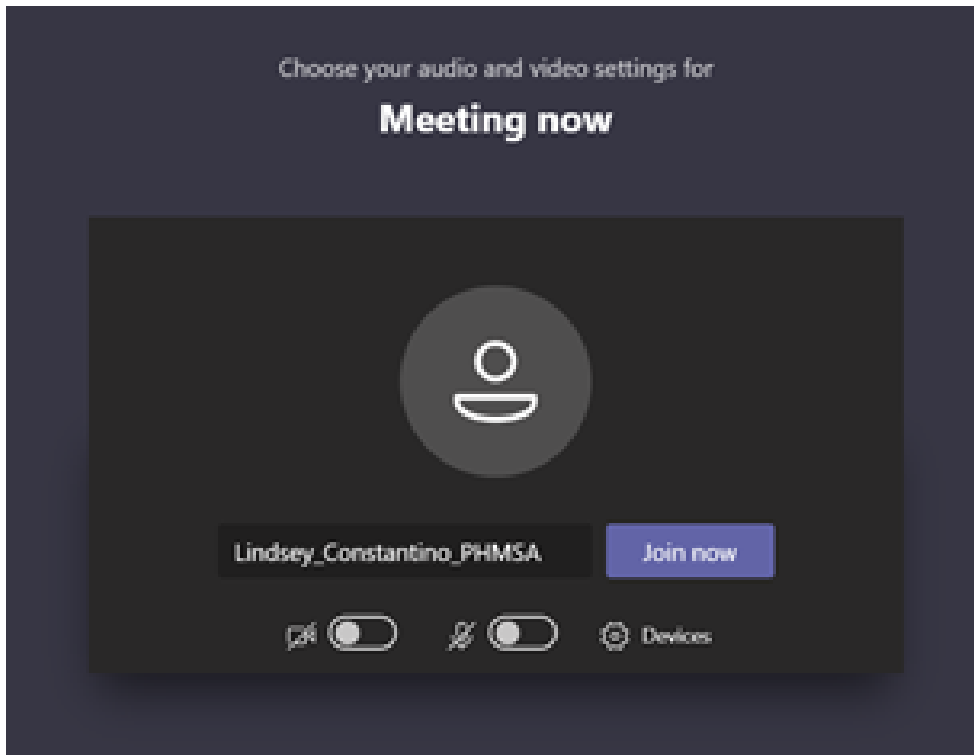
- After clicking on «Use Teams on Microsoft Edge» (see slide 3), the following «Launch Application» dialog may pop up
- Select «Microsoft Edge» and then «Open link»

Joining with Microsoft Edge



Select «Always allow» to enable Edge access your camera and microphone. This will allow you to use them during the meeting

Identifying yourself

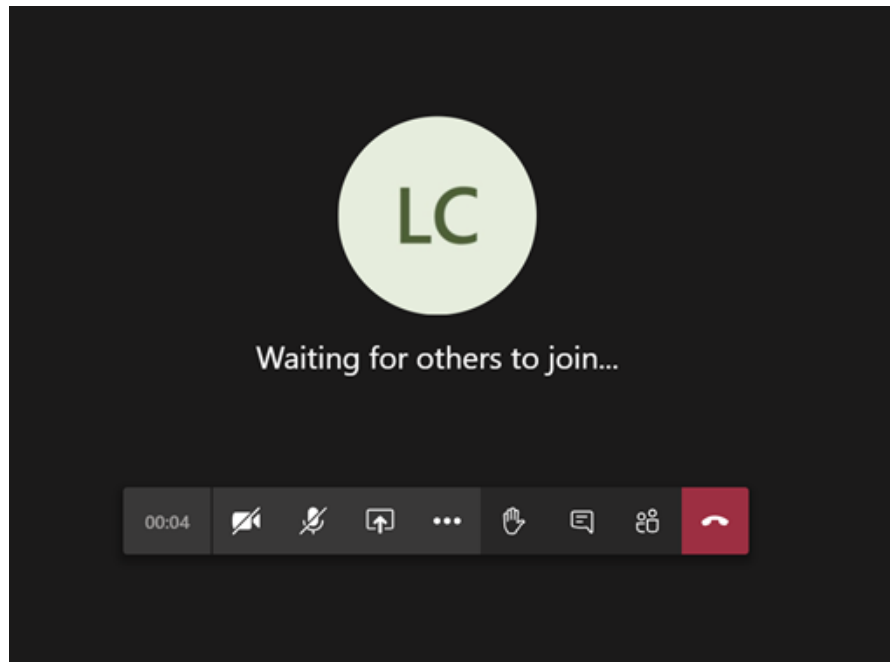


- When prompted to enter your name, enter your first and last name followed by your company or organization:
 - First name_Last name_Company/Organization

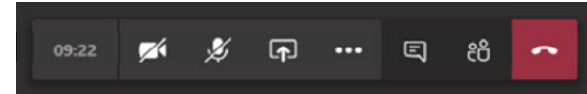
(This will allow the chair to easily identify who is asking for the floor)

- **Disable** your camera and microphone and click 

In the virtual meeting room



Once you have joined the meeting, you will see a screen with a tool bar



This icon indicates that your camera is off. To turn it on, click on it.

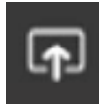
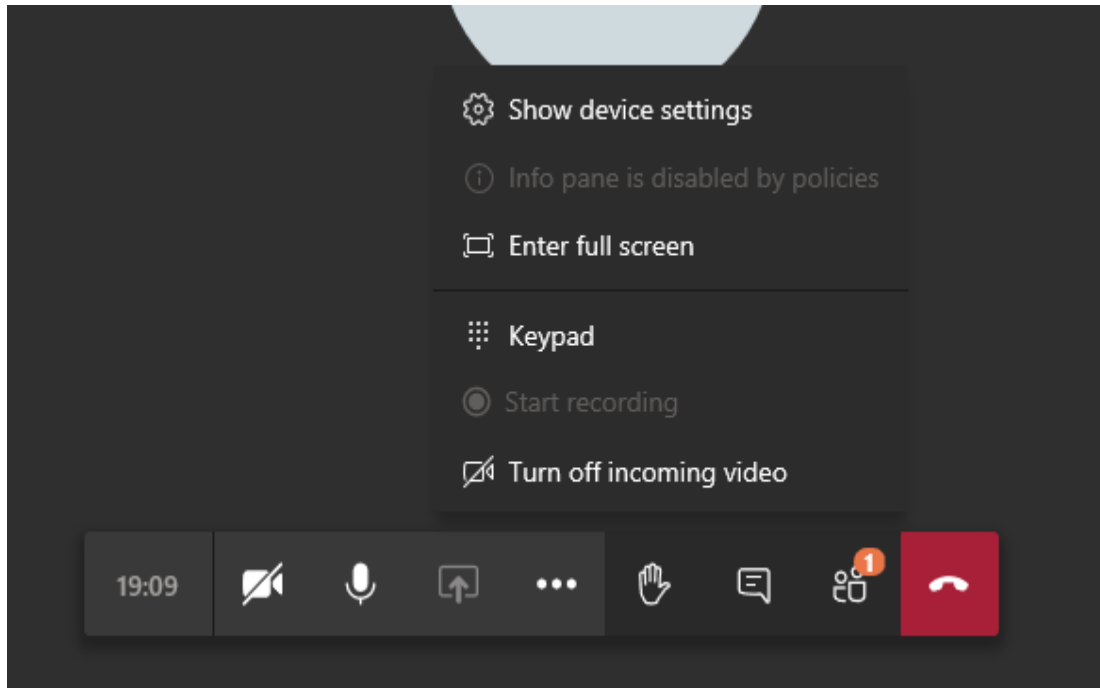
Keep your camera off during the meeting and turn it on only when given the floor to speak.



This icon indicates that the microphone is off. Unmute yourself by clicking on it when you are presenting.

*To minimize background noise and avoid interference during the meeting it is important to **keep your microphone off** when you are not speaking.*

In the virtual meeting room



This icon allows you to share your screen with all participants. This option is only available if you joined with TEAMS.

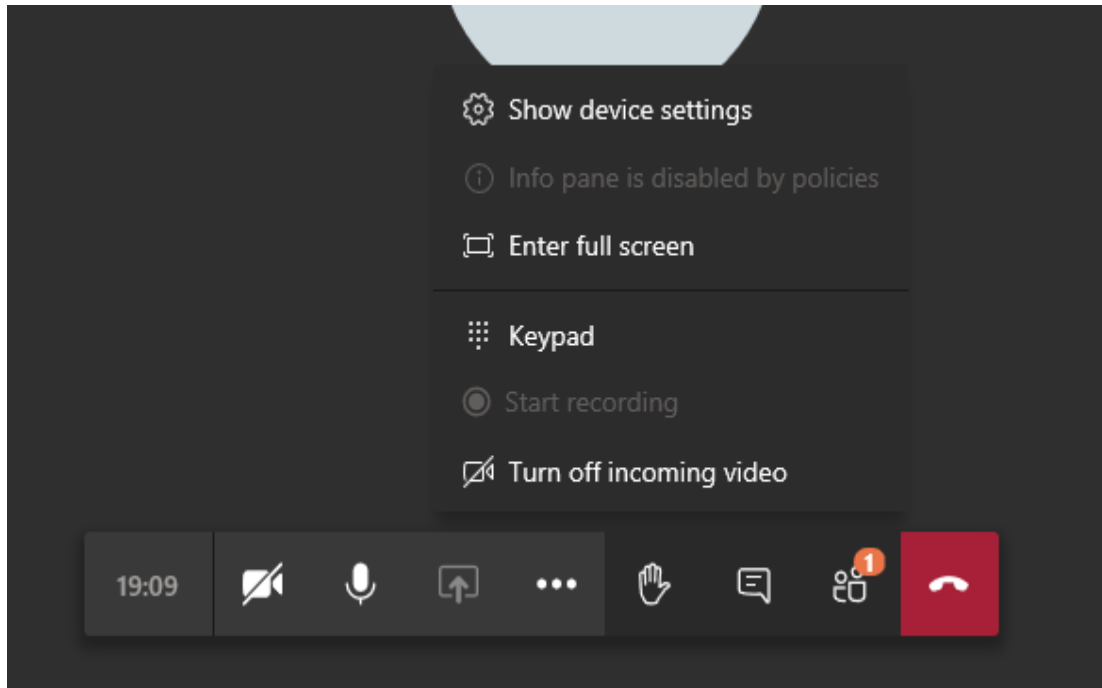


This icon gives access to other actions: device settings (e.g., full screen mode, turning off incoming video, etc).



Click on this icon (raise your hand) to ask for the floor. Your request will appear on the participants panel ([see slide 11](#)) and wait for the chair to give you the floor.

In the virtual meeting room

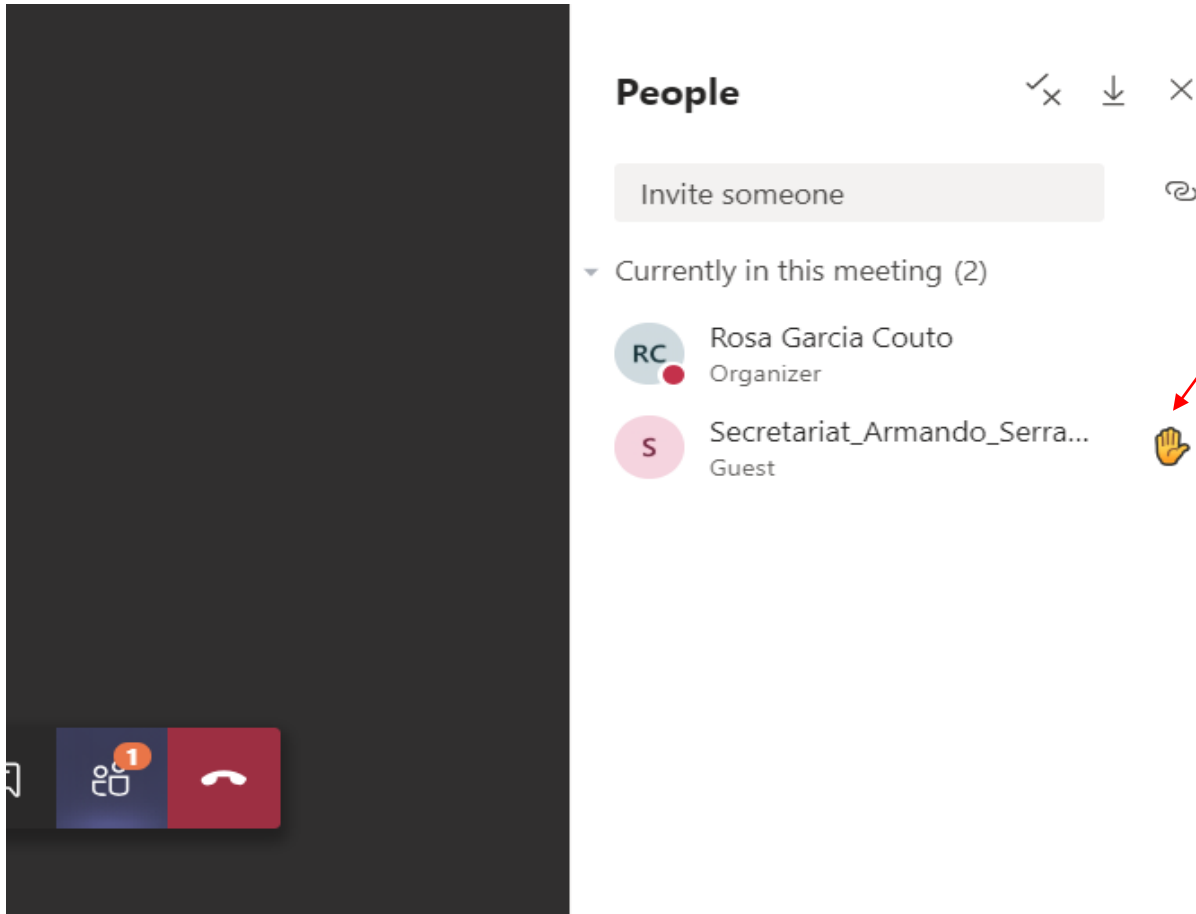


Click on this icon to open the chat. You can use the chat to send messages to all participants. Everybody can see them and can react to them.



This icon opens the participants panel. A figure on an orange background indicates recent activity in that panel (e.g., someone has raised their hand to ask for the floor, [see slide 11](#))

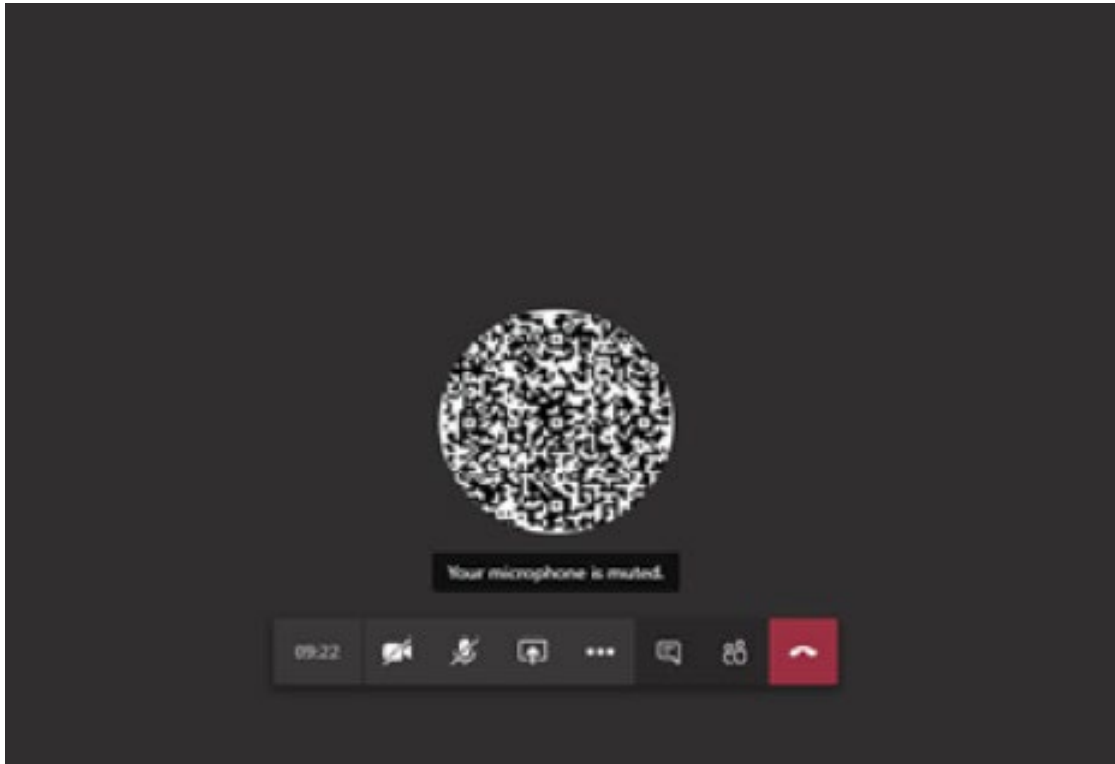
In the virtual meeting room: participants panel («people»)



- The «raised hand» icon will appear in the participants panel, close to the name of the person who requested the floor.
- Wait until the chair gives you the floor, unmute your microphone (and enable your camera if you wish) before starting to speak.

*Remember to **mute yourself** and **turn off your camera** once you have finished your comments*

In the virtual meeting room



 To leave the meeting, click on the “hang-up” icon

Thank you for your
participation!