Microsoft Teams

Instruction for online participation in **Lumdetr 2021** conference

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1. Creating a Microsoft account

To use Microsoft Teams you need to have a Microsoft Account first. If you already have one you can use it.

You can also create a Microsoft account during signing in to Teams in the second step of this tutorial.

To get a basic free version of Microsoft Teams: make sure you have a Microsoft account. If you are using Skype, OneDrive, Outlook.com, or Xbox Live, then you already have an account, but if you do not have one, it is free to create a new Microsoft account.
You can create a Microsoft account by using this tutorial:

Go to account.microsoft.com, select Sign in, and then choose Create one!

If you'd rather create a new email address, choose Get a new email address, choose Next, and then follow the instructions.

2. Creating a Microsoft Teams account (recommended to start from this step)
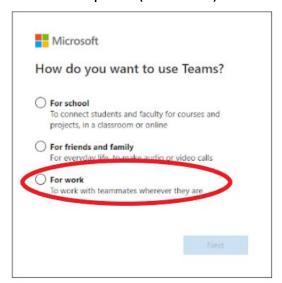
If you already have a Teams account, you can use that account to connect to the conference.

However, due to the different possible account configurations and affiliation to different organizations in Teams, a trial connection to check your Team configuration is recommended. A trial call will be organized in a few days before the conference.

Sign up for Microsoft Teams / Creating Microsoft account

Go to products.office.com/microsoft-teams , and select **Sign up for free**.

1. Type in your Microsoft account email and select Next (if you have one) or type in your email address and select Next (also Microsoft account will be created for you)

2. Choose an option (**For work**) and select Next.

3. Enter your password and select Sign in.

4. Add the final details and select Set up Teams.

5. Choose how to open and use Teams:

6. Download the Windows app (recommended)

Use the web app instead (not recommended)

3. Application download and installation (important)

There are two ways to use Microsoft Teams. Through a web browser or through an application that can be downloaded from the following address

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

It is recommended to use via the app because it works more reliably.

When you enter the given page, download the installation program and run it on the computer. You will be guided through the installation process.

A version for mobile phones is also available.

4. Connection method

To connect all users to one proper meeting, the organizer will provide a link to a virtual meeting. See the example below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Yjc5Y2I2MGMtNTQ2NS00MzFiLWI2NmUtNjAzMzZmMjZjYzFm%40thread.v2/0?context=%7b%22Tid%22%3a%22c541fc0b-a051-4c31-9e76-f7c5fc413867%22%2c%22Oid%22%3a%22199dd68e-22f0-45ce-b665-26c69b4e12ff%22%7d

Only an example link. The correct link will be presented before the conference.

After clicking on the link, you should be automatically transferred to the Teams application or the browser tab will open, in which you will be able to decide how to connect to the meeting.

All conference participants can be connected to the meeting at the same time.

5. Presenting content rules

All users will be pleased with the same rights and opportunities to present content. To facilitate the management of presenting content, there will be no restrictions on the rights to participate in the meeting. Each participant can turn on the microphone or present own content at any time. Therefore, for the smooth run of the conference, each presenter will be allocated an exact time for presentations and should join the meeting no later than 20 minutes before the set-up own presentation. There will be a 5-minute break between the presentations to check the connection and start the next presentation. During the presentation of the preceding person, no attempts at self-presentation are allowed. Only participation in the conference is allowed. Own presentation launched only at the request of the person conducting the conference.

6. Presentation methods

The Microsoft Team application allows you to present content in several ways. The preferred method will be to provide participants with your application window in which the presentation will be launched. The participants will watch the only presentation with the voice. In the case of problems with this method, you can use our desktop sharing method. However, in such a case, the participants of the conference see exactly what you see on our computer screen.

https://support.microsoft.com/en-us/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8

In order to protect your lecture in case of technical problems with the Internet connection, please provide a recorded video of your presentation, if possible. This video will be played if for some reason a direct connection will not be possible. Please submit your video before September 6th.

7. Presentation time and sequence

The detailed conference schedule is posted on the conference website and can be downloaded in pdf. format. Please check the program carefully and find your lecture. Please also join the conference via Teams at the beginning of coffee break before your lecture session. About 30 minutes before your lecture session. During coffee break your lecture will be prepared and check in Teams.

8. Presentation of posters

The posters will be presented as a video or PowerPoint presentation. As an organizer, we kindly ask you to deliver the posters by the 6th of September to combine them into a coherent presentation.

9. Trial connection

Before the conference, a trial connection will be prepared to check the quality of the connection and the possibility of presentation by the lecturers. The date and time will be set so that as many people as possible will have the opportunity to participate. People presenting their content online will be informed in advance about the trial connection.

10. Support

If you have any questions about signing in to Microsoft Team, presenting or connecting, please do not hesitate to contact us by e-mail: office@lumdetr2021.pl

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