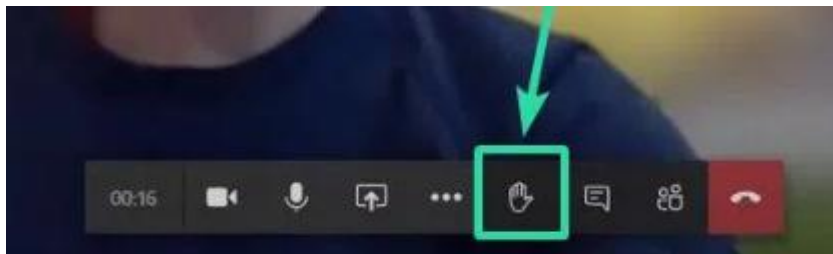



# Guidelines on How to Join the NMP2020 Symposium on Microsoft Teams

## Some tips that can be helpful before joining the NMP2020 Symposium

- It is strongly recommended to all the presenters to use Edge or Chrome browser, and download the app Microsoft Teams in advance and join the meeting from the app.
- When choosing the audio and video settings as is shown in Step 4 in Option 1 below, please turn your video and microphone off when joining the meeting. Our recommendation is to have the camera and microphone on when you are presenting and turning your camera off when someone else is speaking.
- During the Q&A part after a presentation, use the "Raise hand" function of the toolbar (as is shown in the image below) to notify the Chair and other participants that you have remarks or questions to make.

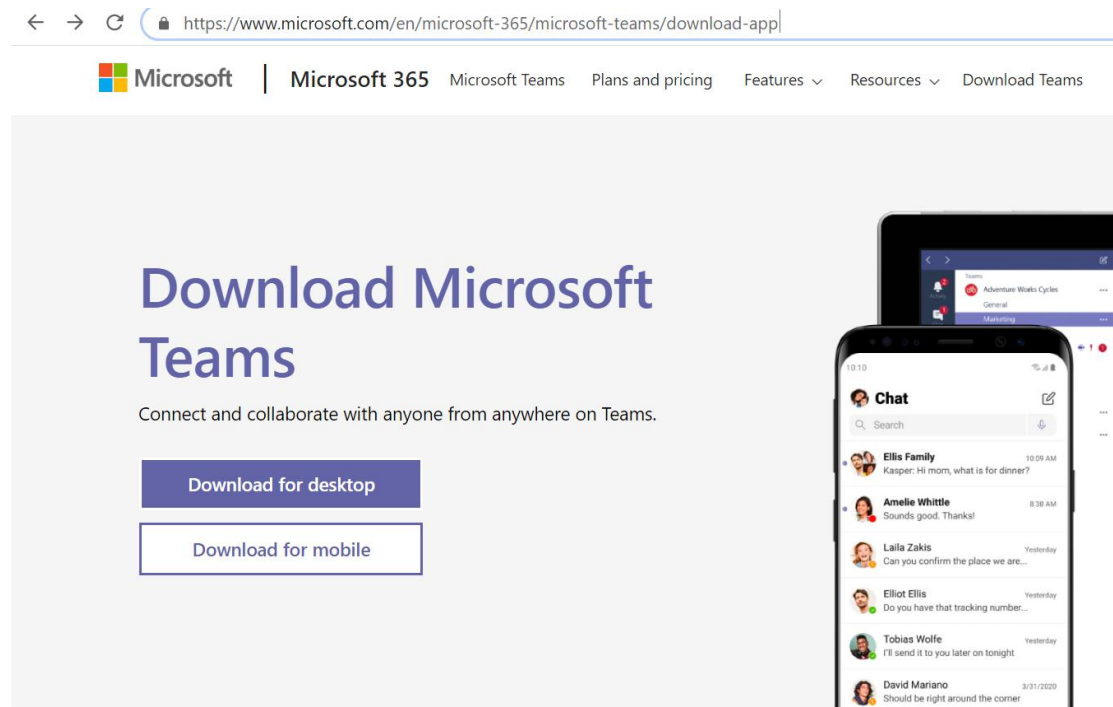


- When using the **Share** function (see the  symbol) in the toolbar to share your screen to show your presentation, in order that your presentation will be seen in full screen mode, please make sure that it is already open and projected in full screen mode and then share your screen. This tip is strongly recommended especially to presenters who use a PC with Mac system.

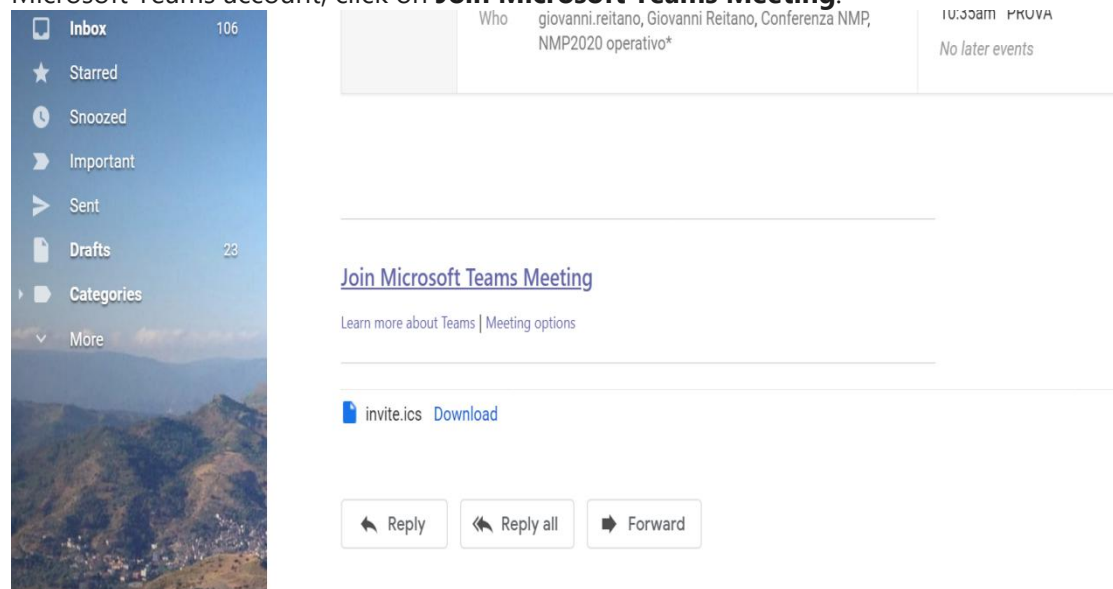
## Option 1: Join a Teams meeting from the app

*Note: We strongly recommend to all presenters to follow this option.*

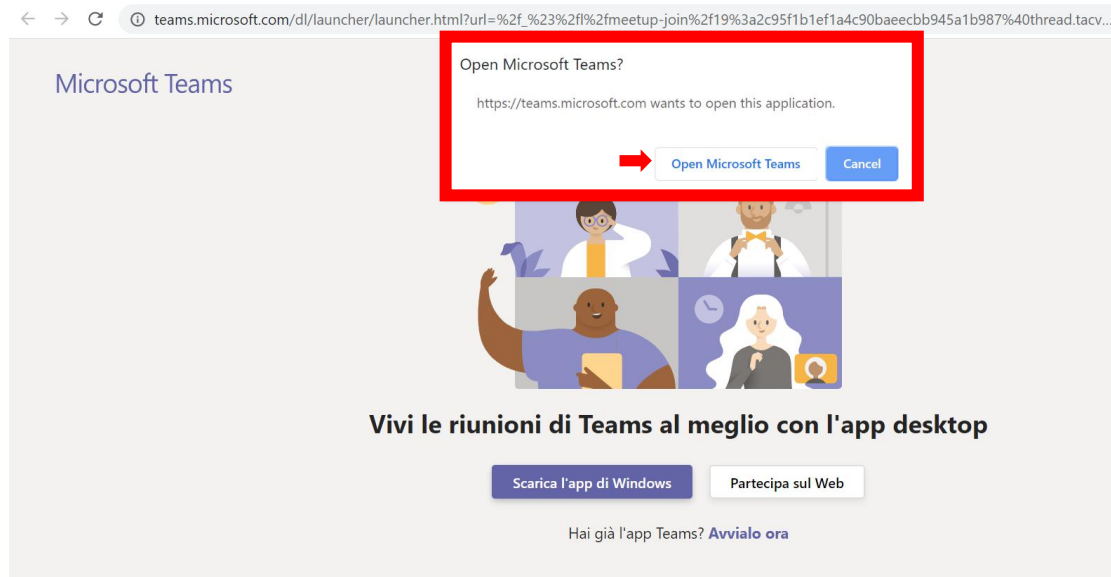
**Step 1.** Download in advance the app Microsoft Teams for your desktop from this website: <https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>



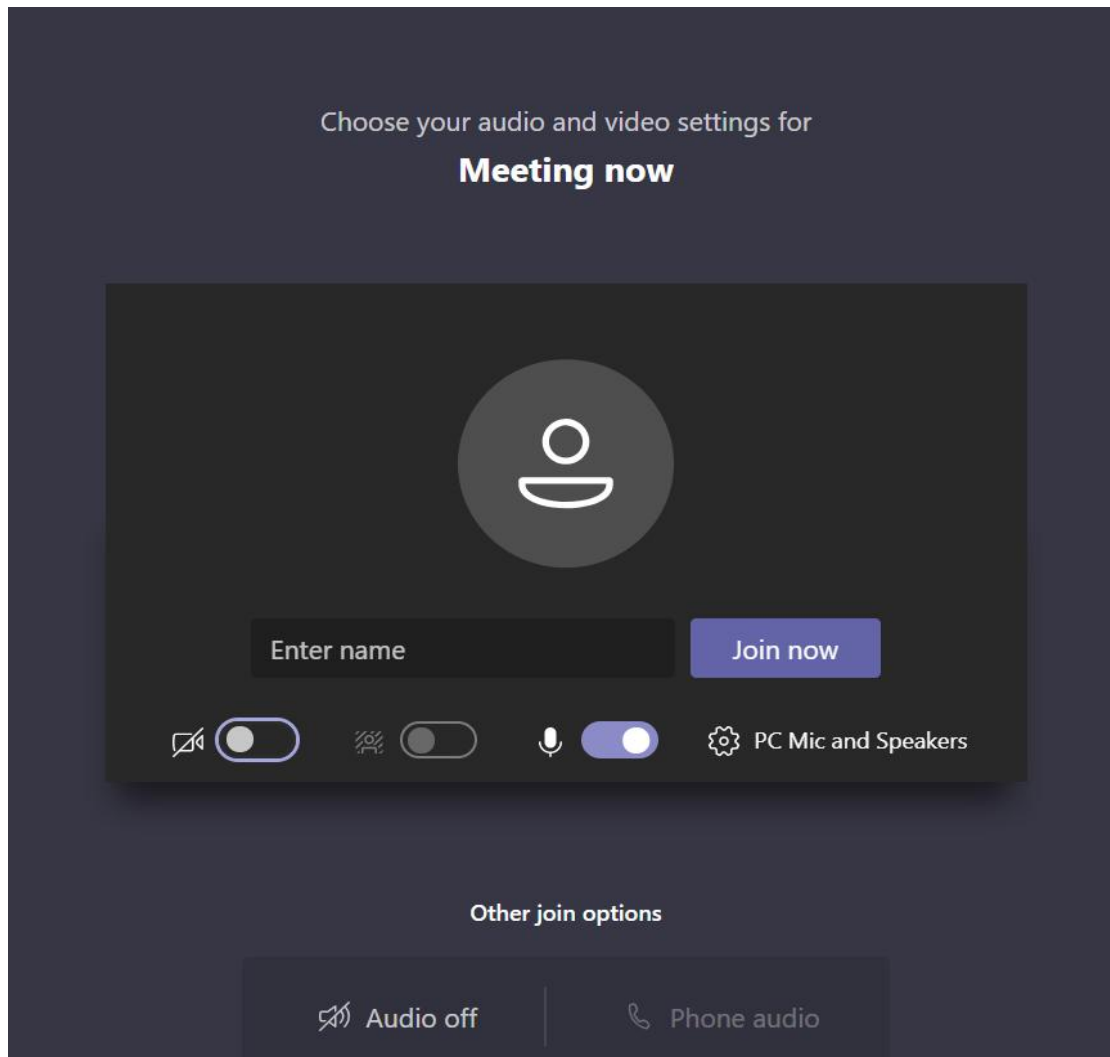
**Step 2.** In the Teams meeting invite which is sent to your email address linked with your Microsoft Teams account, click on **Join Microsoft Teams Meeting**.



**Step 3.** You will be automatically led to the web page below and click on the button **Open Microsoft Teams** in the small pop-up box (circled in red):



**Step 4.** You will be automatically led to the web page as below, where you can choose the audio and video settings you want. Put your real name and click on **Join now**.

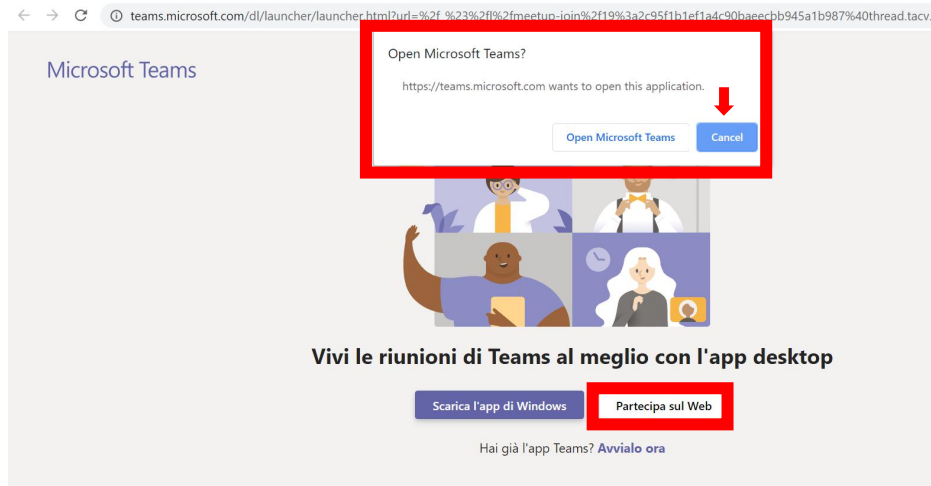


## Option 2: Join a Teams meeting on the web

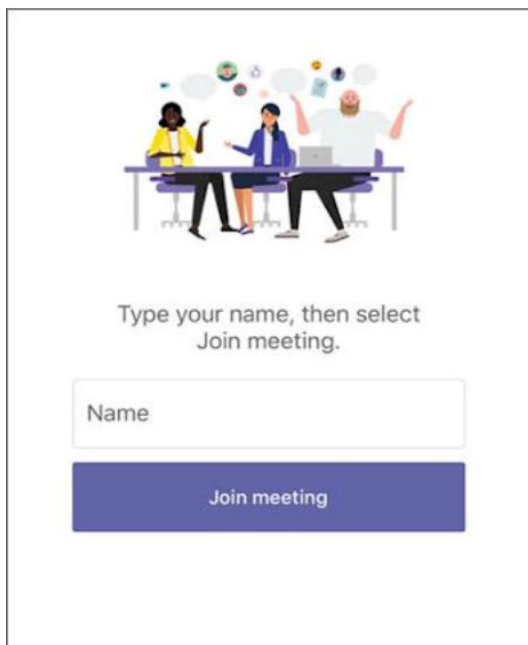
Note: We recommend to all presenters to join the meeting from the app as indicated above (Option 1).

**Step 1.** Same as Step 2 in Option 1 above, in your email invite, select **Join Microsoft Teams Meeting**.

**Step 2.** Click on **Cancel** (as the red arrow indicates), and then click on **Partecipa sul Web** (in Italian which means **Join on the web instead**) to join the Teams meeting on the web.



**Step 3.** You will be automatically led to the web page below. Type in your full name and select **Join now**.

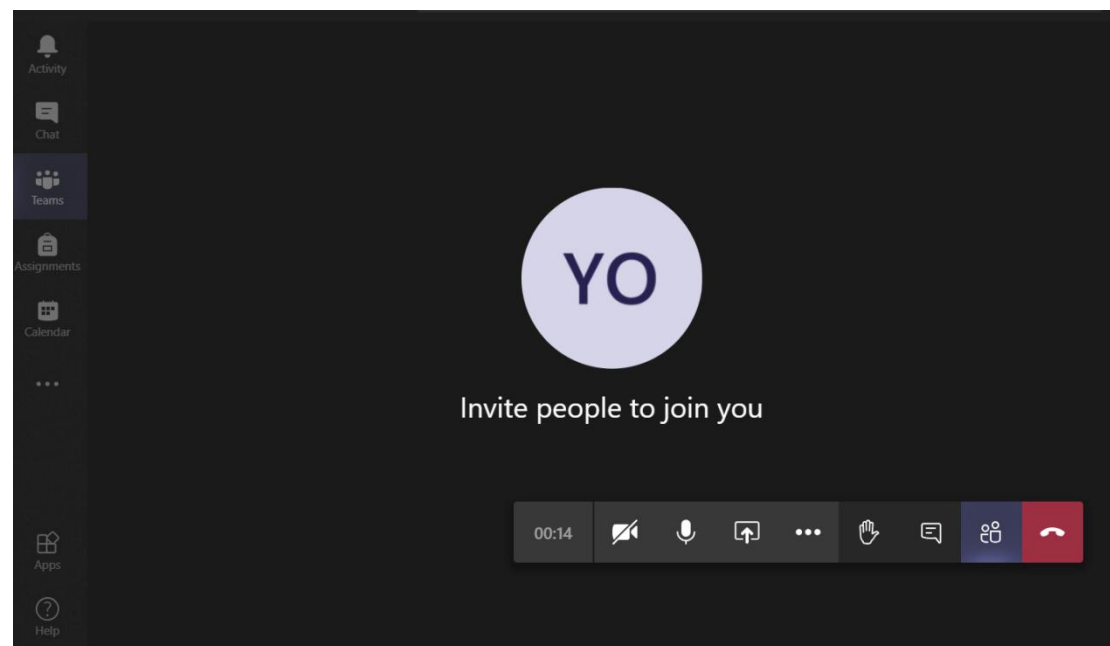
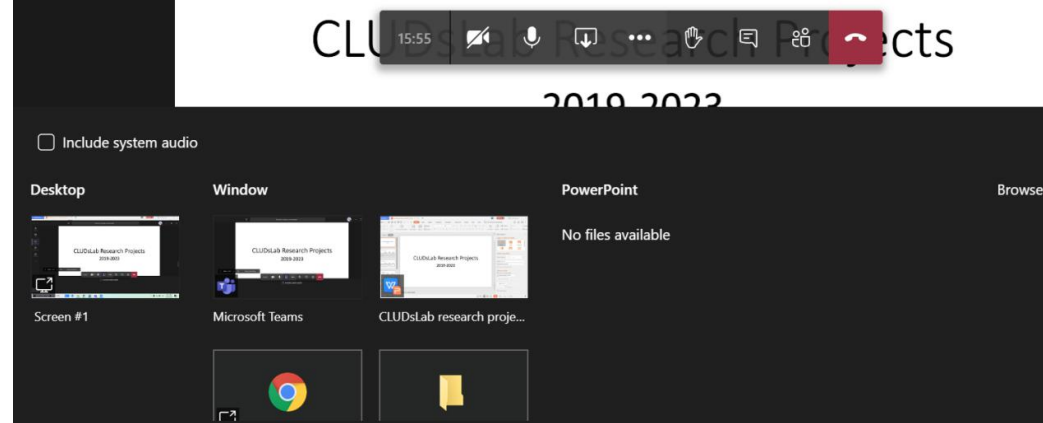



**Step 4.** Same as Step 4 in Option 1 above, choose the audio and video settings you want.

**Step 5.** Depending on meeting settings, you'll go to a lobby where attendees can admit you.

## Share your screen

**Step1.** Once joined the meeting, you will see your own screen, click on it and a toolbar appears which looks like below.



**Step 2.** On the toolbar, select the symbol **Share** , and as the image below shows, you will see options for you to select what you want to share:

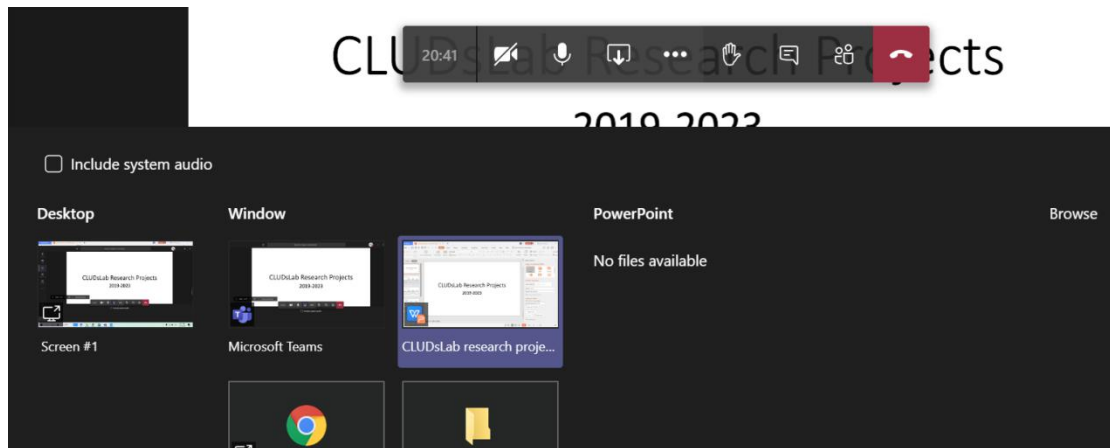
**Desktop** lets you show everything on your screen.

**Window** lets you show a specific app.

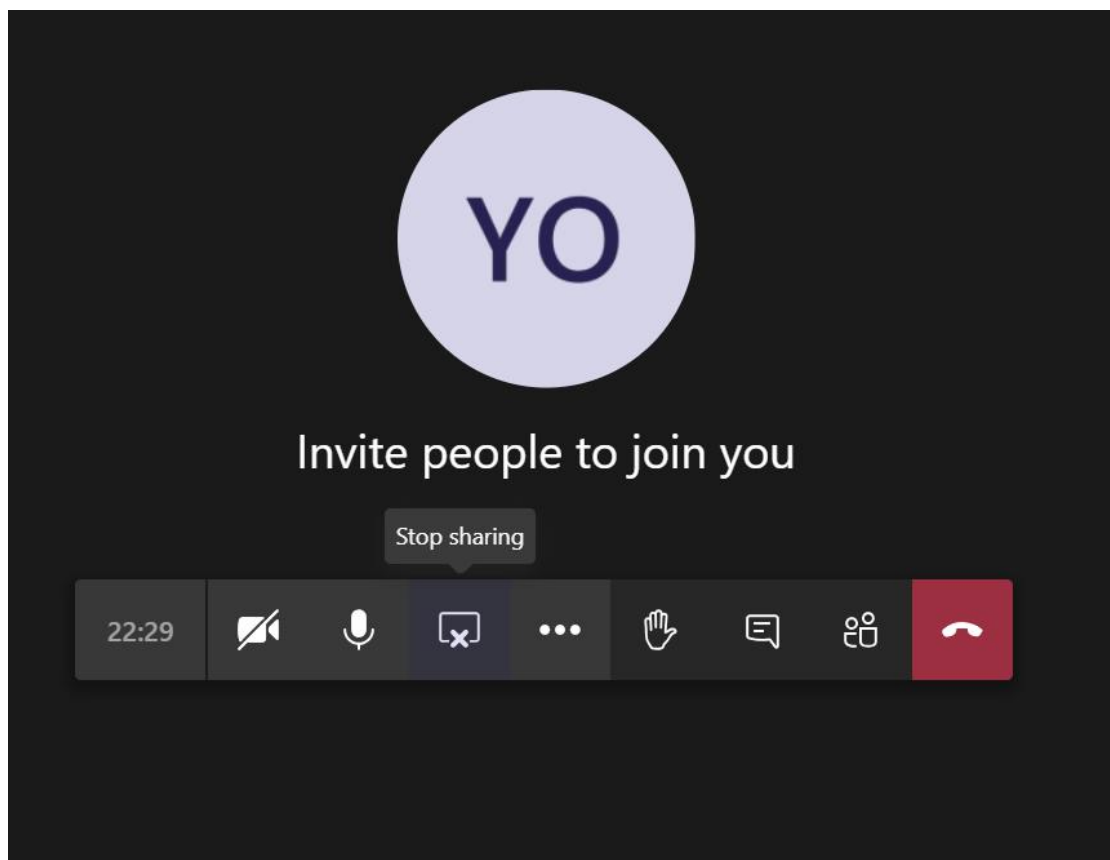
**PowerPoint** lets you show a presentation.

**Browse** lets you find the file you want to show.

**Step 3.** After you select what you want to show, a border surrounds what you're sharing.



**Step 4.** Select on the toolbar **Stop sharing** to stop showing your screen.



**Note:** Linux users won't see the border surrounding what they are sharing. Also, window sharing isn't available for Linux users.

For further information and tutorial videos, please consult: <https://support.office.com/en-us/article/tip-show-powerpoint-slides-in-a-meeting-ddfc73dd-b957-4f2b-8e42-ce078f51873c>