

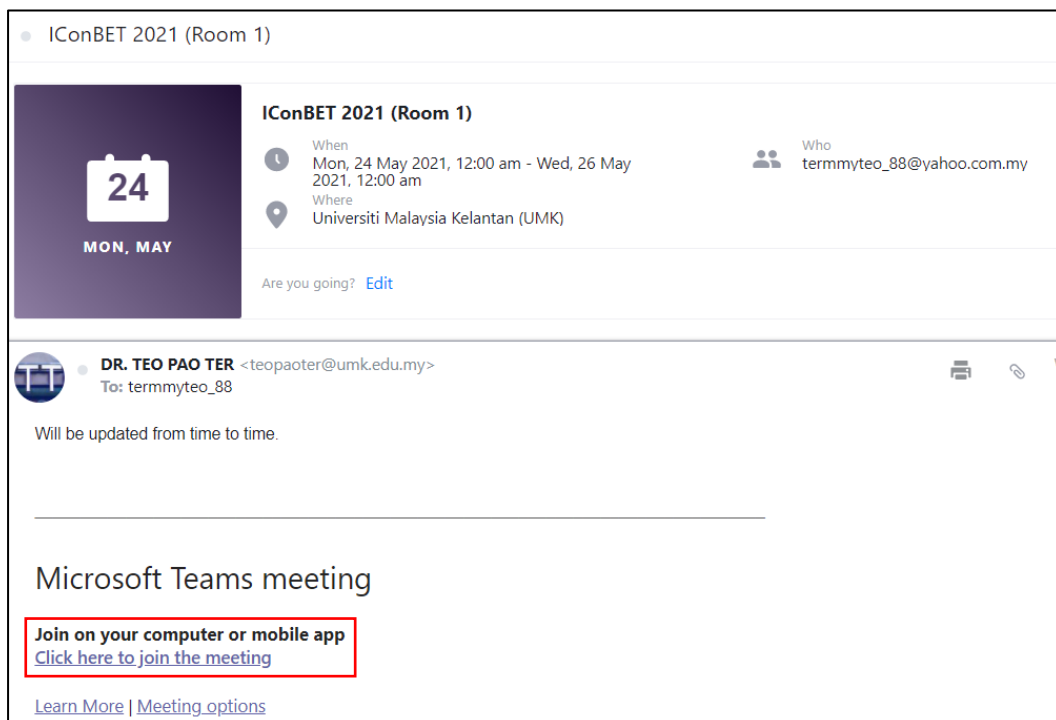


## HOW TO USE MICROSOFT TEAMS ?

This guideline explains the procedure to join **Microsoft Teams** via the **Web Browser** for oral presentation of IConBET 2021. The presenter may use Google Chrome, Mozilla Firefox, Microsoft Edge, Opera, Safari and other relevant web browsers. However, if you have the installed version of **Microsoft Teams Meeting**, you may **utilize the installed version**. Shall you have slower or moderate internet connection speed, we would strongly recommend joining via the Web Browser.

### Steps :

1. Locate the meeting invitation message in your email inbox and open the message. Double-click the meeting event in your meeting invitation message to open it and view the invitation message. Look for the **“Click here to join the meeting”** and click the link.

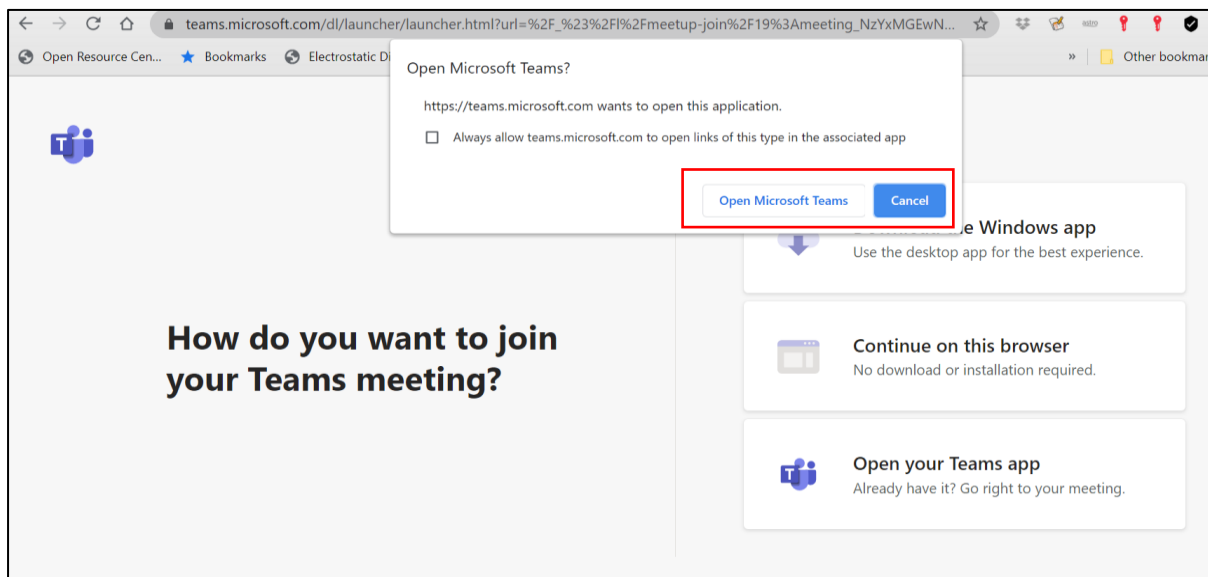


Alternatively, you may also join using the meeting link provided. Please click the room that you wish to join.

	Meeting Link
Main Room	<a href="http://bit.ly/IConBET2021_MainRoom">http://bit.ly/IConBET2021_MainRoom</a>
Room 1	<a href="http://bit.ly/IConBET2021_Room1">http://bit.ly/IConBET2021_Room1</a>
Room 2	<a href="http://bit.ly/IConBET2021_Room2">http://bit.ly/IConBET2021_Room2</a>
Room 3	<a href="http://bit.ly/IConBET2021_Room3">http://bit.ly/IConBET2021_Room3</a>
Room 4	<a href="http://bit.ly/IConBET2021_Room4">http://bit.ly/IConBET2021_Room4</a>

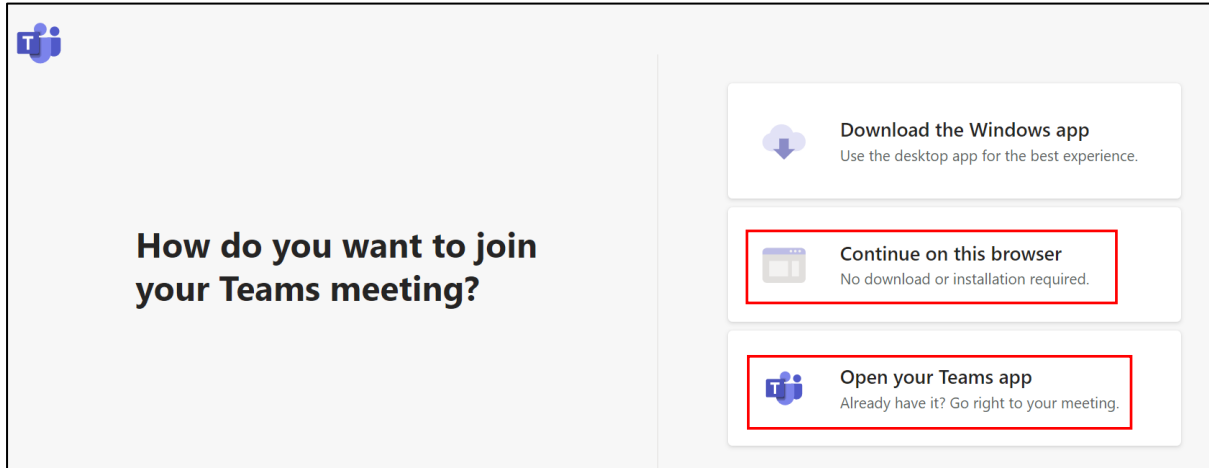
2. Next, A Teams *Join conversation* web page will be appeared in your default web browser. What happens next will vary and depending on your browser, as well as whether Microsoft Teams is installed or not in your computer:

- If you **have the Microsoft Teams installed in your computer** - the Teams application may open automatically or your browser may open a prompt asking if you would like to open Microsoft Teams. Confirm and click **Open Microsoft Team** to join the meeting with the Microsoft Teams application. (If you do not wish to join the meeting within the Teams app and would rather join on the web, dismiss the prompt by clicking **Cancel** instead).

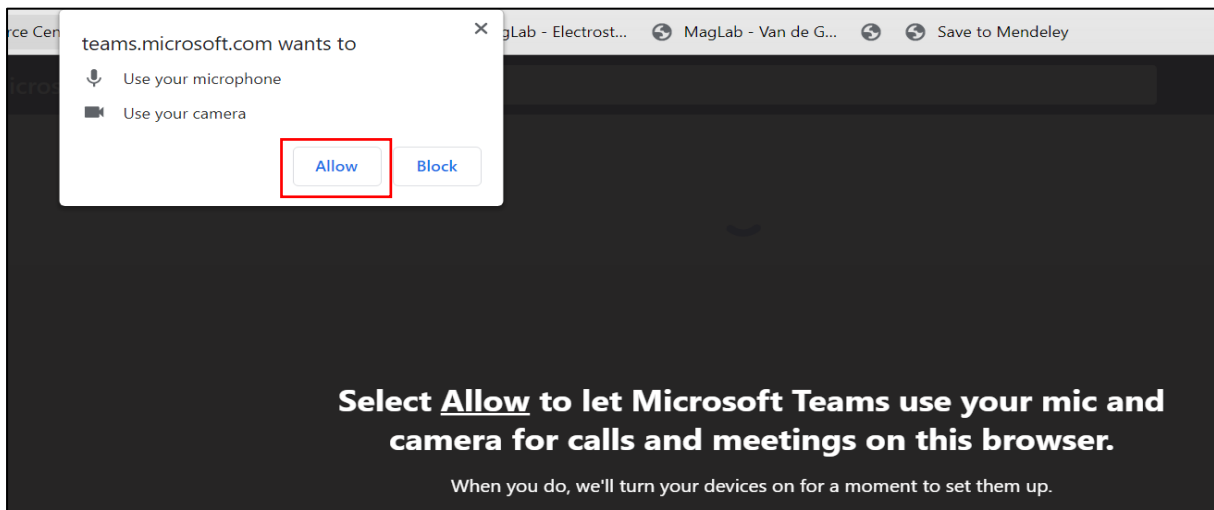




- If you **do not have the Microsoft Teams installed on your computer** - you can join on the web without installing the application. You may join by clicking on the **Continue on this browser**.

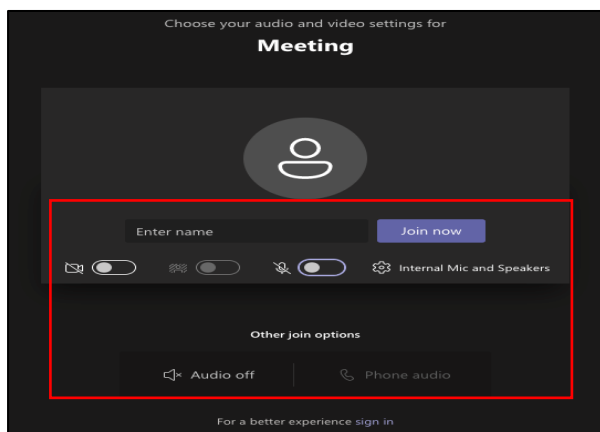


- Next, your browser (“**teams.microsoft.com wants to**”) will seek for your permission to enable the **microphone** and **camera** during application of the Microsoft Team. Kindly click, **Allow**. We would like to strongly recommend you to use Google Chrome/ Mozilla Firefox/ Apple Safari or Microsoft Edge browsers which are highly compatible with Microsoft Teams.

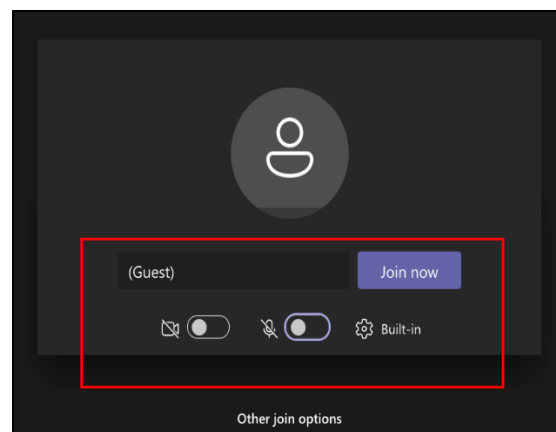


3. Once you have granted permission to the browser to use your camera and microphone, you will be directed to a page where you can configure your audio and video settings and preview your video before joining the meeting. Type your name in the “Enter name” field located inside of the video preview window. To enter the meeting, click the Join now button located inside of the video preview window. Before joining you may optionally configure the following settings:

- Press the slider buttons in the bottom of the video preview to set whether you will enter the meeting with your camera on or off and your microphone on or muted.
- Press the Settings button in the bottom-right of the video preview to open up a Device settings panel where you can select which audio and video devices to use in the meeting. Use the drop-down menus under Speaker, Microphone, and Camera to select the devices you want to use.
- The buttons under “Other join options” should be ignored in almost all instances of Teams Meetings at ICONBET 2021.

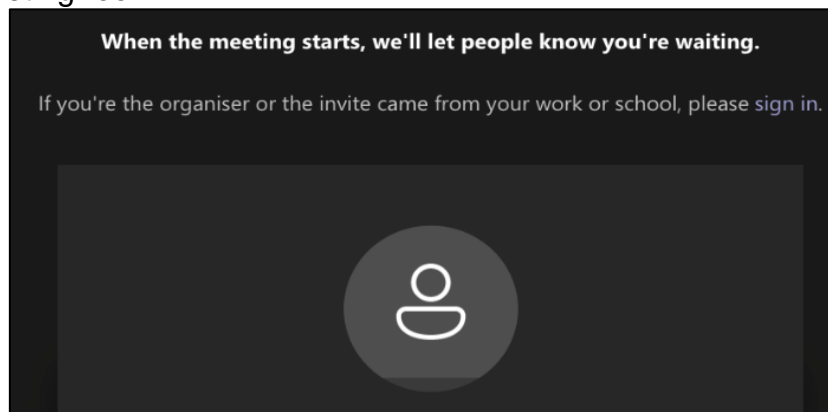


Microsoft Team (Installed version)



Microsoft Team (Browser version)

4. After joined the meeting, depending on how the meeting settings are configured, you may see a **“Someone in the meeting should let you in soon OR When the meeting starts, we’ll let people know you’re waiting”** messages. The meeting organizer will be notified that you are waiting in the lobby and will be admitting you into the meeting room.





5. Once you have entered the meeting, you can use several important buttons in the meeting controls panel in the bottom middle of the meeting window to turn on/off your microphone (i) and camera (ii), share your screen (iii) and chat box (iv).

