

Guidelines for Using Microsoft Teams – IConBET 2025

This guideline provides updated steps to join Microsoft Teams for oral presentations at IConBET 2025. Presenters may join using either the Microsoft Teams desktop app or the web browser version. For the best experience, we recommend using the latest version of Google Chrome or Microsoft Edge.

Step-by-Step Instructions

- Locate the meeting invitation in your email. Click the 'Click here to join the meeting' link. Alternatively, click the specific session room link provided by the organizer.

Meeting Links

- Main Room: fbkt.my/iconbet2025-mainroom
- Room 1: fbkt.my/iconbet2025-room1
- Room 2: fbkt.my/iconbet2025-room2

Choose How You Want to Join

- If Microsoft Teams is installed, click 'Open Microsoft Teams App' when prompted.
- If not installed, choose 'Continue on this browser'. You'll be redirected to a browser-based Teams interface.

Enable Your Camera and Microphone

When prompted, allow your browser to access your microphone and camera. You can preview and configure your devices before joining:

- Turn on/off the camera and microphone
- Choose devices from the gear icon for audio/video settings
- Enter your name if joining as a guest
- Click 'Join now' to enter the meeting

Inside the Meeting

Once admitted, you'll see controls at the top or bottom of your screen (depending on your Teams version):

- Microphone icon: Mute/unmute
- Camera icon: Start/stop video
- Share screen icon: Share slides or a window
- Chat icon: Open the chat for questions/comments

Tips for Presenters

- Join the session 15 minutes before your scheduled time.
- Use a headset for better audio quality.
- Prepare your slides in advance and test screen sharing.
- Close unnecessary apps to reduce lag.
- Ensure you're in a quiet, well-lit environment.

Troubleshooting

- If you face audio/video issues, check device settings in Teams (gear icon).
- If disconnected, rejoin using the same meeting link.
- Contact the technical support team via WhatsApp/Telegram group for assistance.

Prepared by: IConBET 2025 Technical Committee