



ÓBUDA UNIVERSITY  
REJTŐ SÁNDOR FACULTY OF LIGHT INDUSTRY  
AND ENVIRONMENTAL ENGINEERING



How to use Microsoft Teams during the

# 12<sup>th</sup> ICEEE

**“Global Environmental Development & Sustainability:  
Research, Engineering & Management”**

online conference



First of all download and install (just run the downloaded exe file, the installation is fully automatic) the Microsoft Teams client to your computer from the following URL:

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

Microsoft | Microsoft 365 | Microsoft Teams | Features | Resources | Plans and pricing | Download Teams | All Microsoft | Search | Sign in

Now stay connected with family and friends with the new features in the Microsoft Teams mobile app. [Learn more >](#)

## Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#) | [Download for mobile](#)

**Chat**

Ellis Family 10:09 AM  
Kasper: Hi mom, what is for dinner?

Amelie Whittle 8:38 AM  
Sounds good. Thanks!

Laila Zakis Yesterday  
Can you confirm the place we are...

Elliot Ellis Yesterday  
Do you have that tracking number...

Tobias Wolfe Yesterday  
I'll send it to you later on tonight

David Mariano 3/31/2020  
Should be right around the corner

Vanessa Ellis 3/31/2020  
I'll be home later tonight

**Adventure Works Cycles > Marketing**

Conversations | Files | OneNote | Our SharePoint | Survey: New Bike Designs

### New Bike Designs

1. What is your first reaction to the product?

Reaction	Percentage
Very positive	50.55%
Somewhat positive	24.79%
Neutral	15.99%
Somewhat negative	4.17%
Very negative	4.50%

Total Respondents

# Download Microsoft Teams for Windows desktop



## Teams for home

Download for  
Windows 10

Download for  
Windows 11



## Teams for work or school

Download Teams

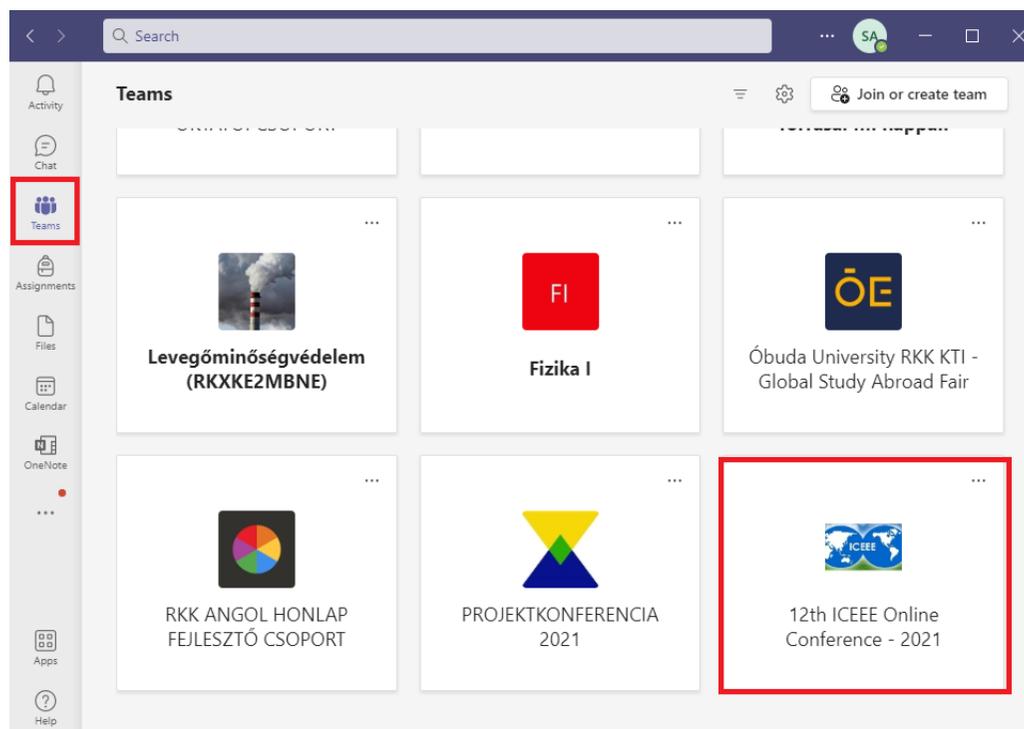


You will be able to log in with the given .....@cl.uni-obuda.hu user name and given password you received via e-mail.

During the first login you will have to change your generated password to a new one. You can sign in and change your password on the [www.office.com](http://www.office.com) website by pressing the Login button, or by just logging in to the Microsoft Teams desktop client

note: if you are already using Microsoft Teams, **you have to log out** from your current Teams account and use this new one which we provided (@cl.uni-obuda.hu). To signout look for the Teams icon down at your task bar (near to the clock) and press right click, then Sign out.

Once you logged in, click on Teams on the the vertical menu (look for Teams icon), and then select (by clicking on it) the “12<sup>th</sup> ICEEE Online Conference - 2021’ Teams to join.

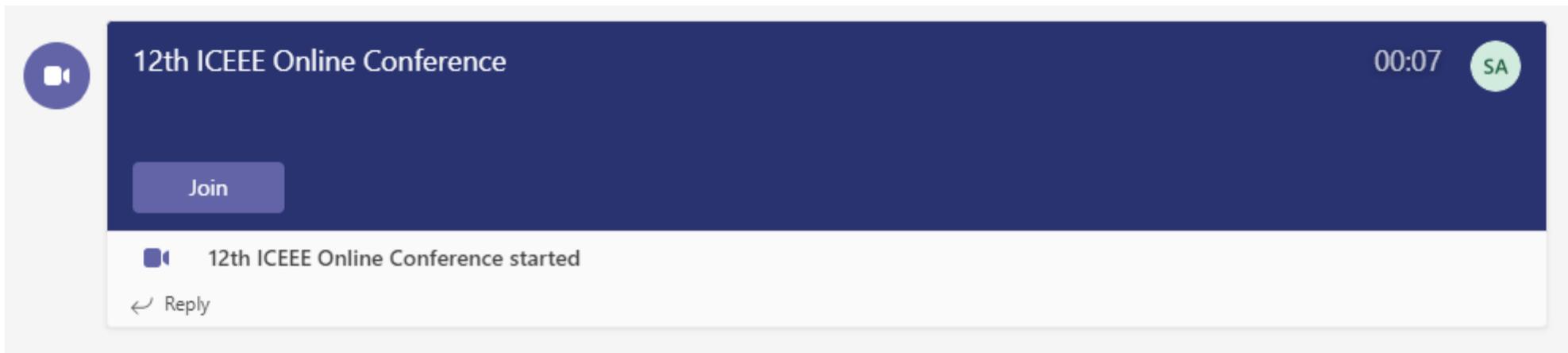




We are going to add you to the conference Teams group, so you do not have to join by yourself, it will be all set by us. If you would still need the Teams join link for some reason, here it is:

[https://teams.microsoft.com/l/team/19%3aVmi3qWY\\_EFDe0GGA99pKEqQRjMoKS34PTn1\\_WcVr9Q1%40thread.tacv2/conversations?groupId=6b1b450e-f21a-471d-b42e-4656822b8b1e&tenantId=1d6a56fa-705a-4bbc-8004-67a21d5e9b97](https://teams.microsoft.com/l/team/19%3aVmi3qWY_EFDe0GGA99pKEqQRjMoKS34PTn1_WcVr9Q1%40thread.tacv2/conversations?groupId=6b1b450e-f21a-471d-b42e-4656822b8b1e&tenantId=1d6a56fa-705a-4bbc-8004-67a21d5e9b97)

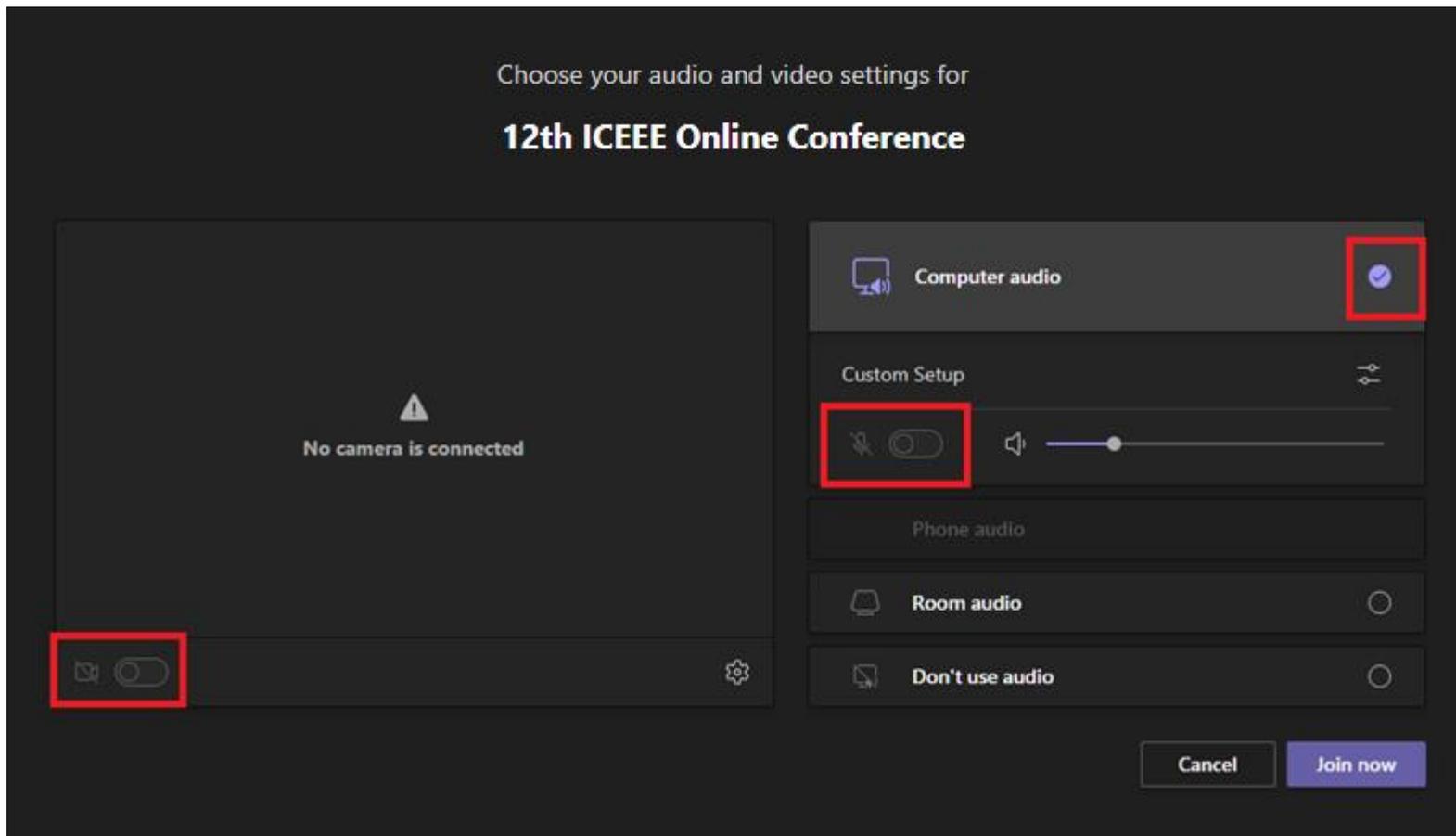
The default channel is the General channel. In the General channel the meeting will already going on, you only have to click on the **Join meeting** button.





Once you join, you will be able to select which recording devices (webcam, microphone) should be active. First you will need to **check** that you are going to use „**Computer audio**”. We kindly ask you to **turn off both** the visual (**webcam**) and the audio (**microphone**) recording devices at the beginning.

Later you can activate them by clicking on their icon.





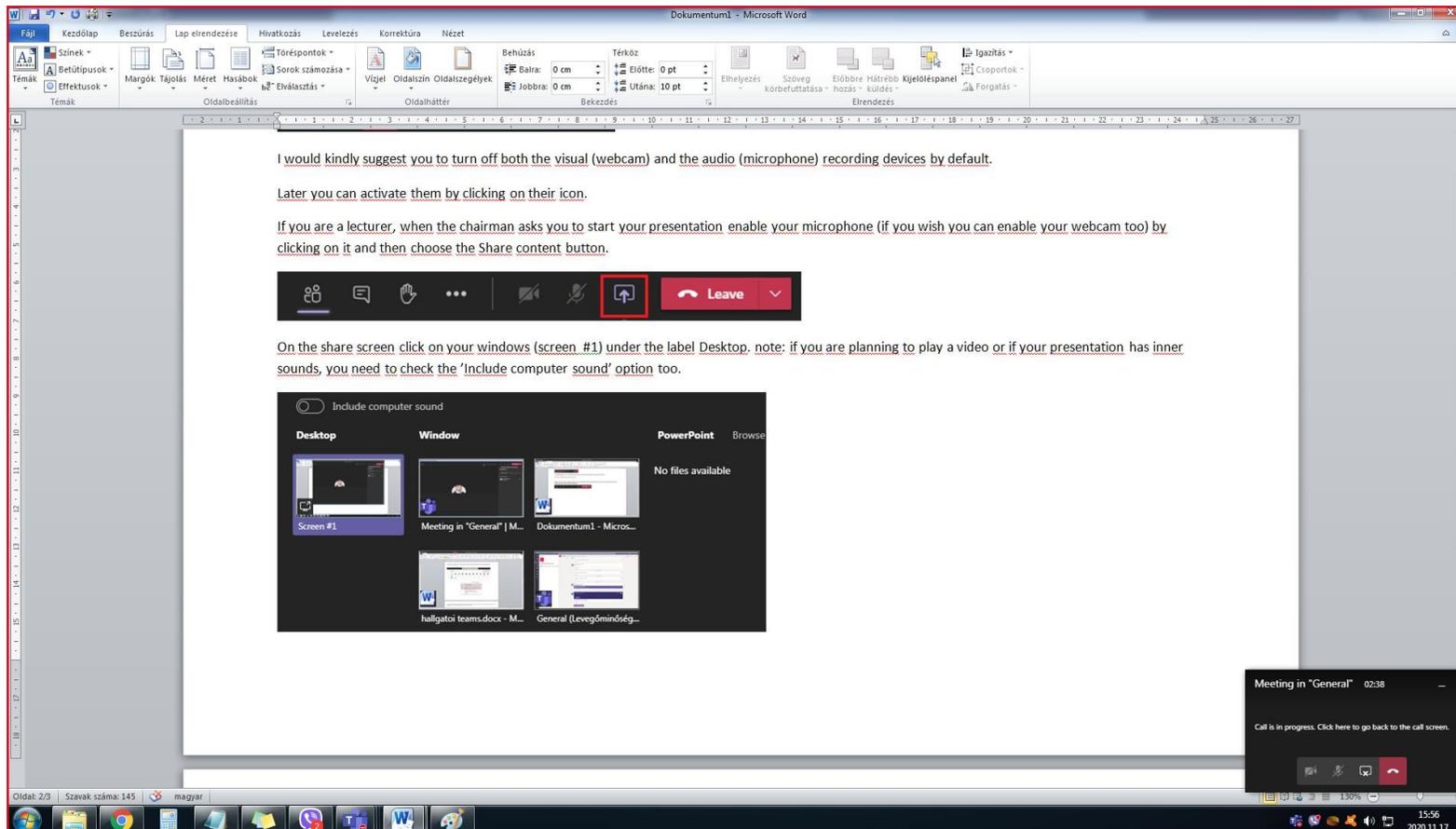
If you are a lecturer/presenter, when the chairman asks you to start your presentation, please **enable your microphone** (if you wish you can enable your webcam too) by clicking on the **microphone icon** and then choose the **Share content** button (just next to the red Leave button), then click on your **Screen** (under the Desktop label)

note: in some cases the Share content option could look a bit different. The point is, always select **Screen** share instead of **Window** share

It is important, that if you are planning to play a video with sound (or your presentation has inner sounds), you will need to check the **'Include computer sound'** option too.

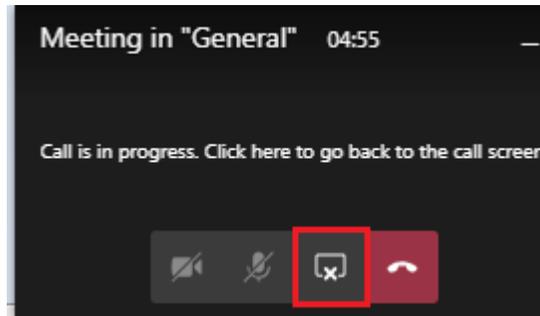
The screenshot shows a Zoom meeting window titled "12th ICEEE Online Conference". The top bar includes a timer at "01:44", icons for participants, chat, and screen sharing, and a "Leave" button. The "Share content" menu is open, showing options for "Screen" (highlighted with a red box) and "Window (7)". The "Include computer sound" toggle is also checked and highlighted with a red box. Other options in the menu include "Microsoft Whiteboard", "PowerPoint Live", and "Freehand by InVision". The main meeting area displays a green circle with the letters "SA" and the text "Invite people to join you".

If you see a red frame on your screen, that means the screen share is currently running. You can see, that a small navigation window has appeared on the bottom right corner of your screen, where you can turn on/off your webcam and mic, and also stop the screen sharing once you are done with your presentation.





Once your presentation has ended, to stop the screen sharing use the following button on the bottom right navigation window:



You can also stop the screen sharing from the main Teams window:

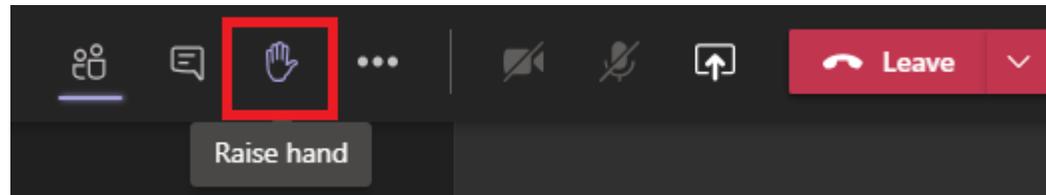


Please note, that after your presentation there might be questions for you from the participants, so do not mute your microphone yet.

If there are no questions (or you have already answered every arised questions) please turn off your microphone (and also stop sharing your screen).



If you are a viewer who has a question during the presentation, at the end when the chairman asks if there are any questions use the **Raise hand** button.



The chairman will ask you to let us know your question, you can then unmute your microphone, ask your question and then please mute your microphone again. Please, also press the '**Raise hand**' button to put down your hand after you finished your question.



**ÓBUDA UNIVERSITY**  
REJTŐ SÁNDOR FACULTY OF LIGHT INDUSTRY  
AND ENVIRONMENTAL ENGINEERING



**Thank you for your participation**

and

**we wish you a successful online conference.**