



ÓBUDA UNIVERSITY  
REJTŐ SÁNDOR FACULTY OF LIGHT INDUSTRY  
AND ENVIRONMENTAL ENGINEERING



How to use Microsoft Teams during the

# 13<sup>th</sup> ICEEE

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

online conference



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For the 13<sup>th</sup> ICEEE 2022 Online Conference (17th and 18th of November, 2022) the session meeting are already scheduled. Here are the join links, you can click on the sessions.

## **17<sup>th</sup> of November, 2022:**

[Opening ceremony and plenary session](#), starts at 9:00am

[Technical Session: Microbiology, soil biology, soil quality and plant session](#), starts at 10:30am

[Technical Session: Water and water treatment session](#), starts at 14:30pm

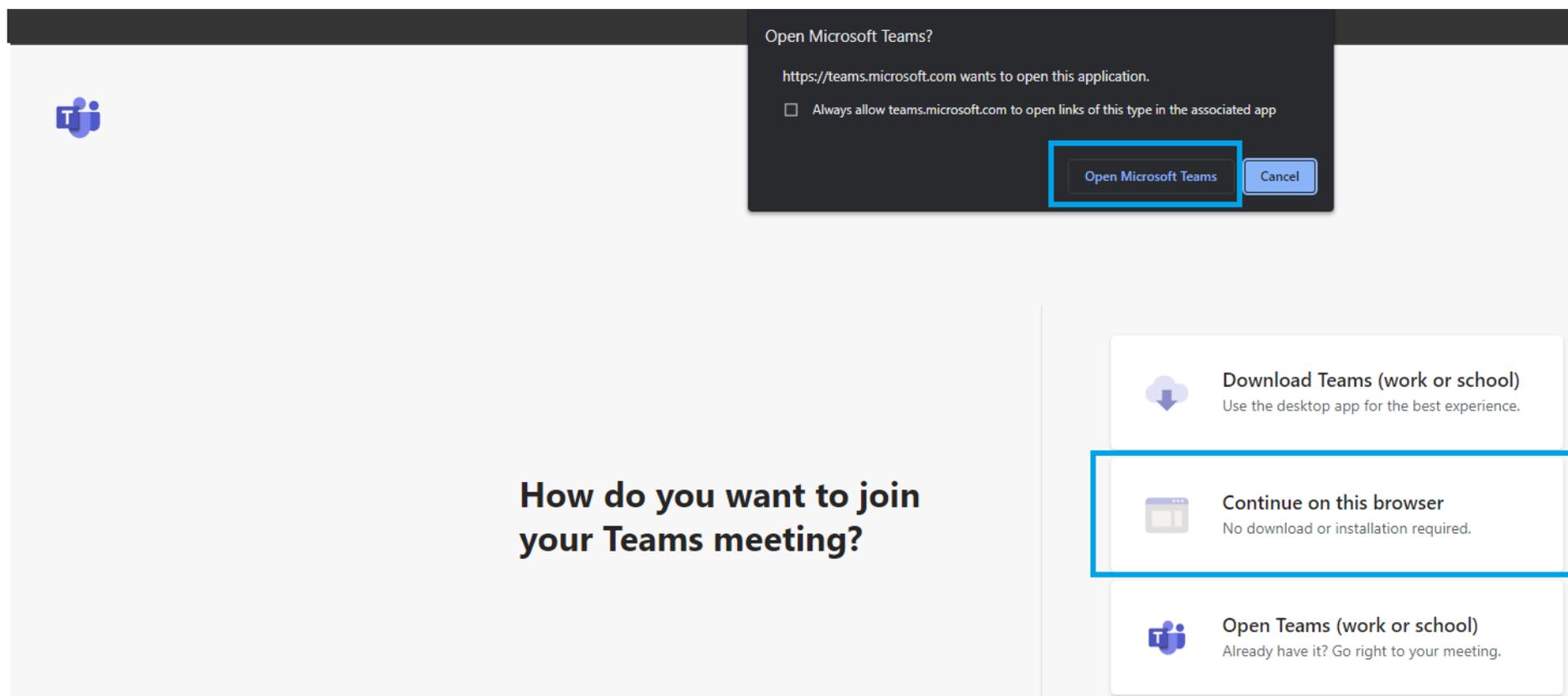
[Technical Session: Environmental investigations and monitoring session](#), starts at 10:30am

[Technical Session: Air quality, energy and renewable energy session](#), starts at 13:30pm

## **18<sup>th</sup> of November, 2022:**

[Continuing the remaining part of the Conference and closing ceremony](#), starts at 9:00am

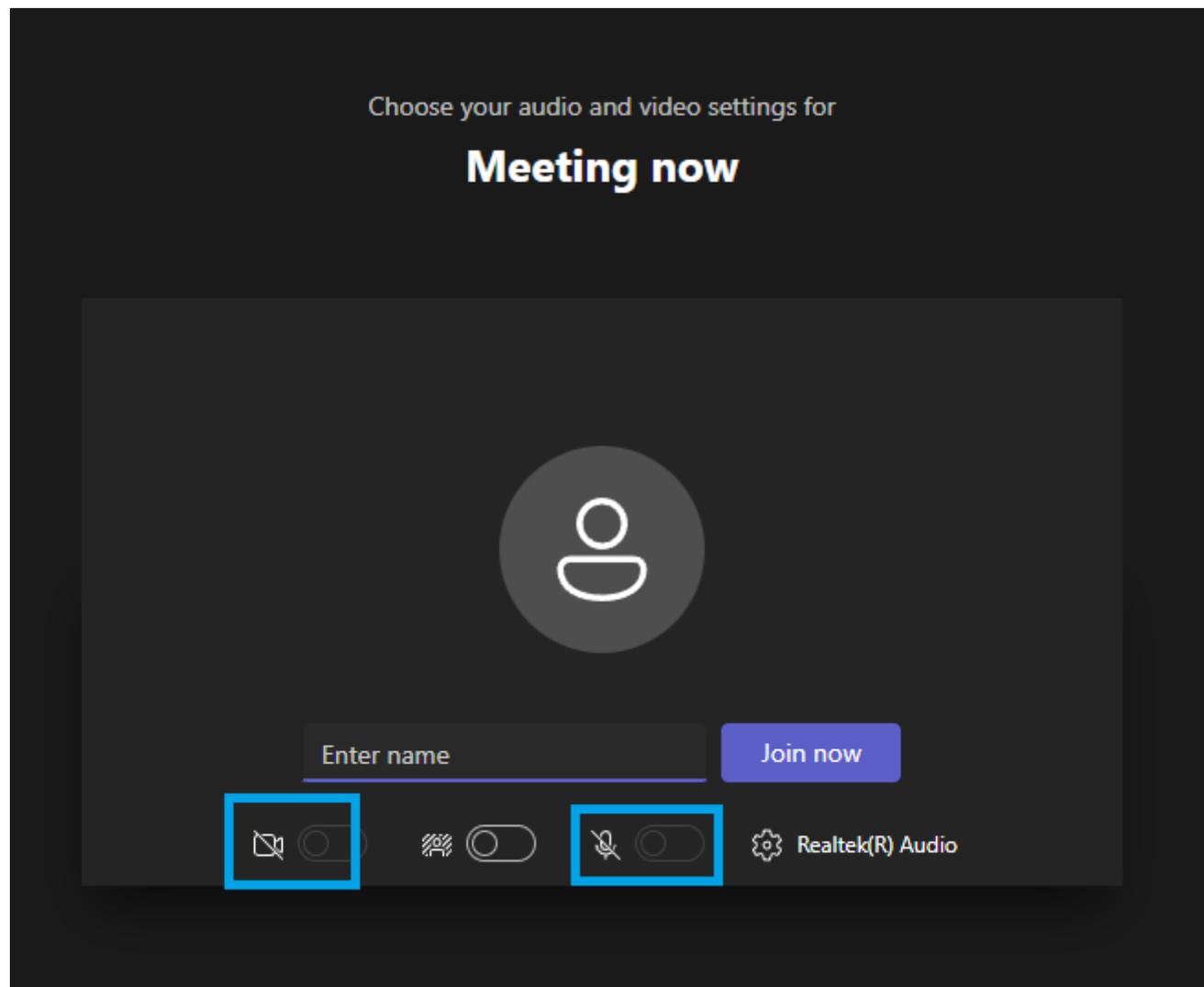
Once you opened a link and try to join the conference and it's sessions, the following image will appear:



You will be asked if you want to launch the Teams desktop client or continue in browser. If you have Teams downloaded, select “Open Teams”, if you do not have Teams we would suggest to “Continue on this browser”. Important note: only [Google Chrome](#) and [Microsoft Edge](#) are supported. You can download those browsers by clickin on their name. Mozilla Firefox also do works, except the webcamera.

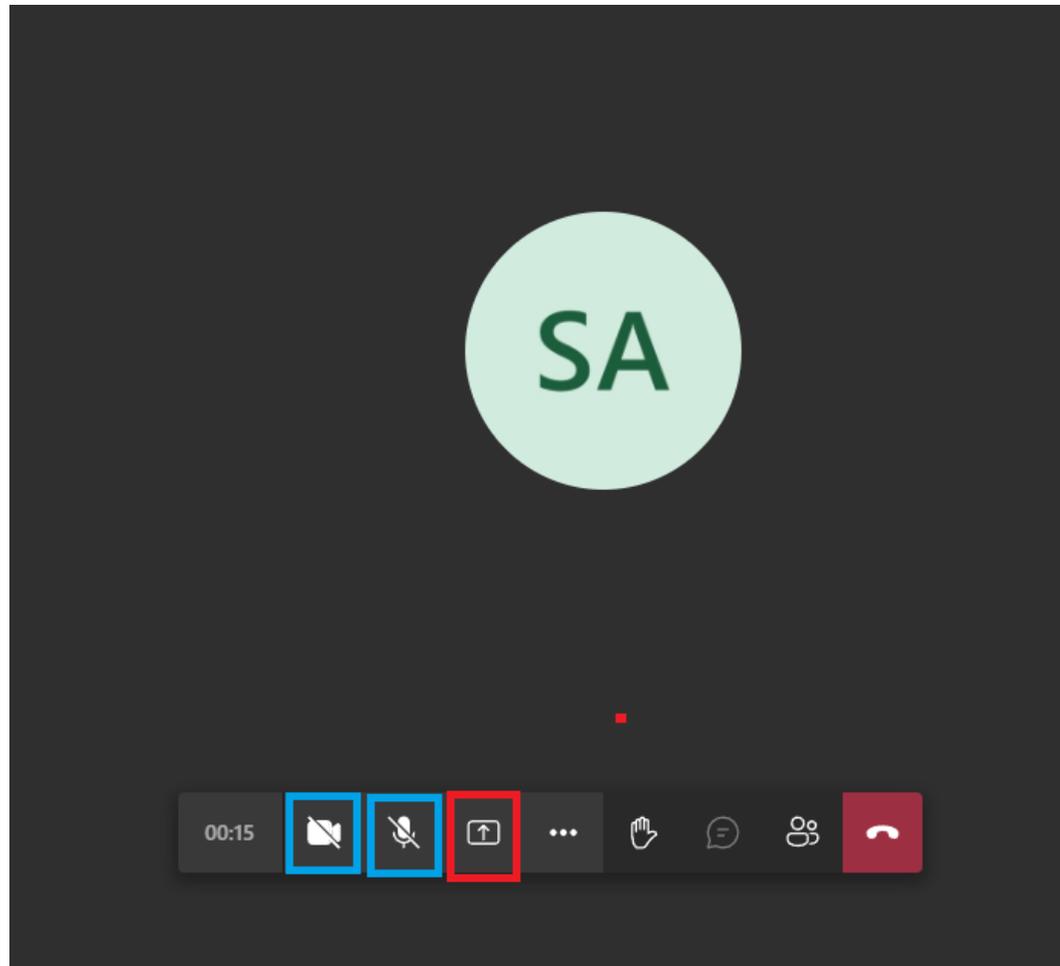


On the next page you will be asked to enter your name. Please, turn off your microphone and webcam here, you can turn them on later. Once you got on this page, your web browser might ask for your permission to use your microphone/webcamera, Allow it.



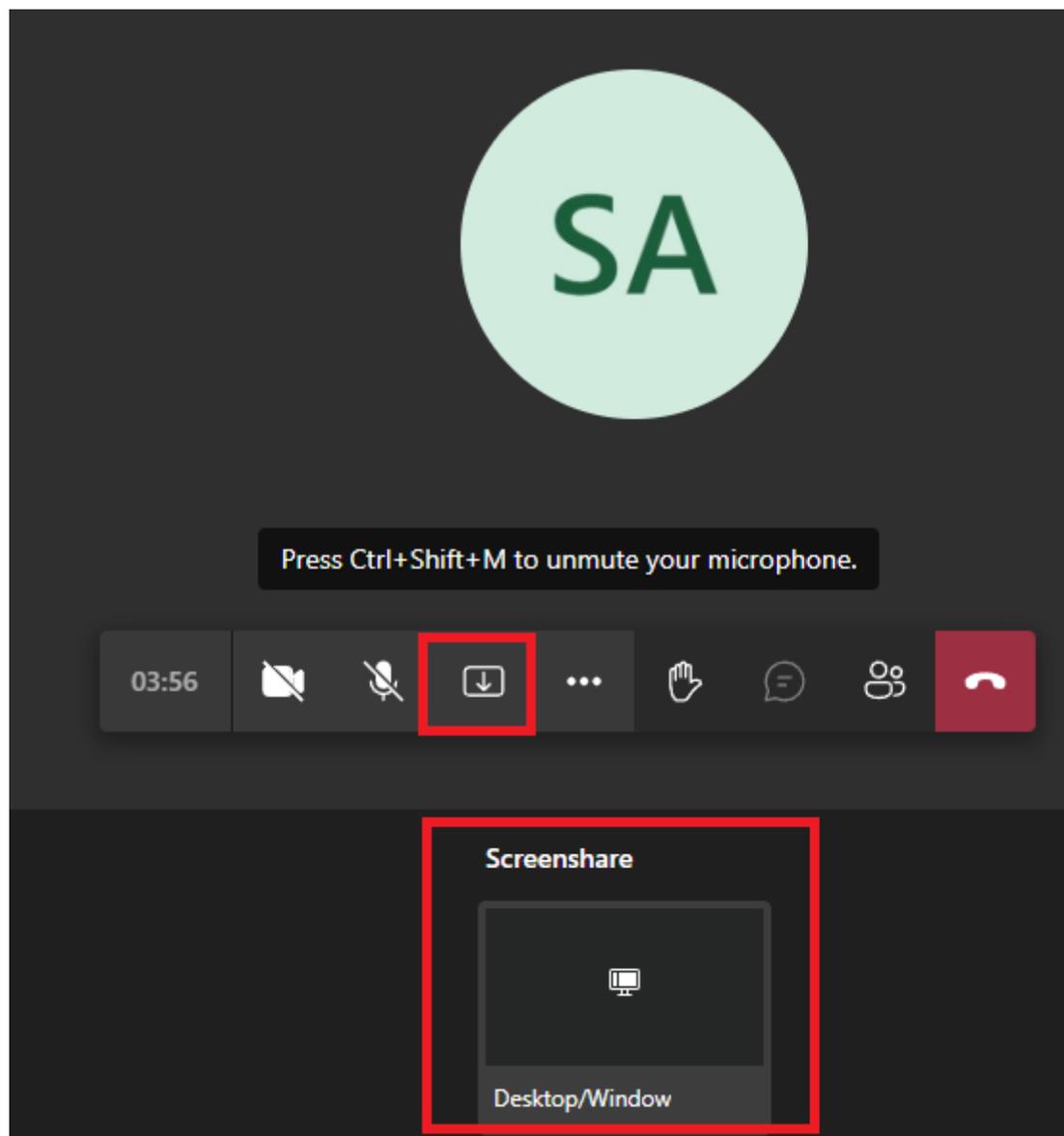


You can turn on/off your microphone and webcam image by pressing the relevant icons. If you are a presenter, you will need to use the share button (an arrow in a square that towards up, shown in a red square here).



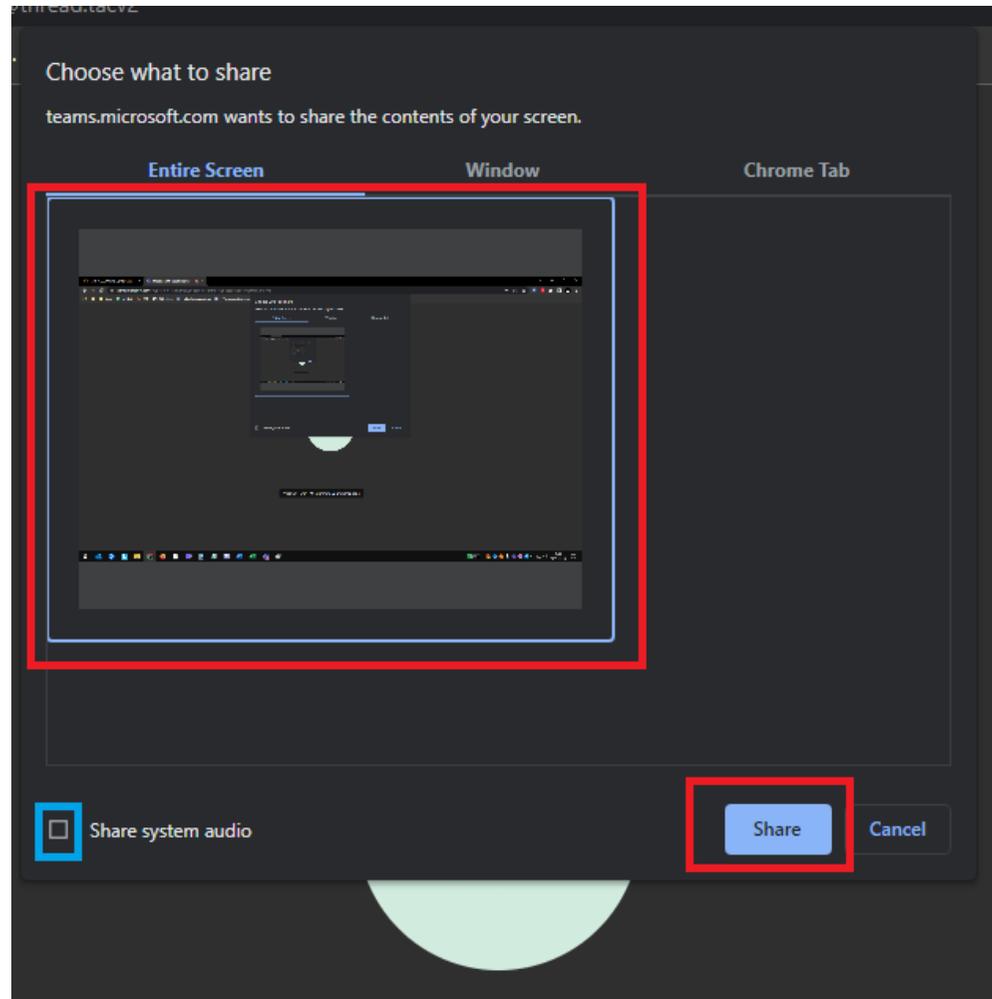


Once you pressed “Screen share”, select the Desktop/Window option.



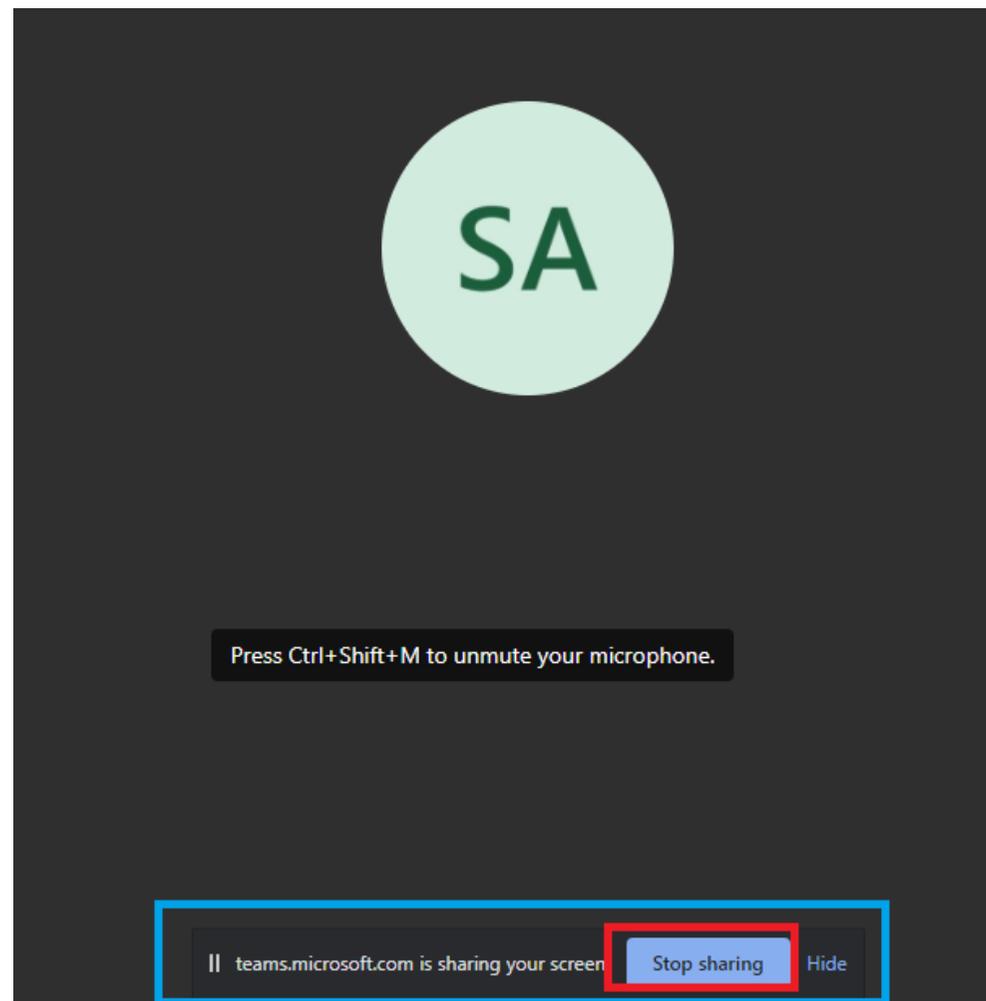


A new option will pop up, under the “Entire Screen” click on the window image, then click on “Share”.  
Please note, that the “Share system audio” is only necessary in case you would like to play a video that has audio.



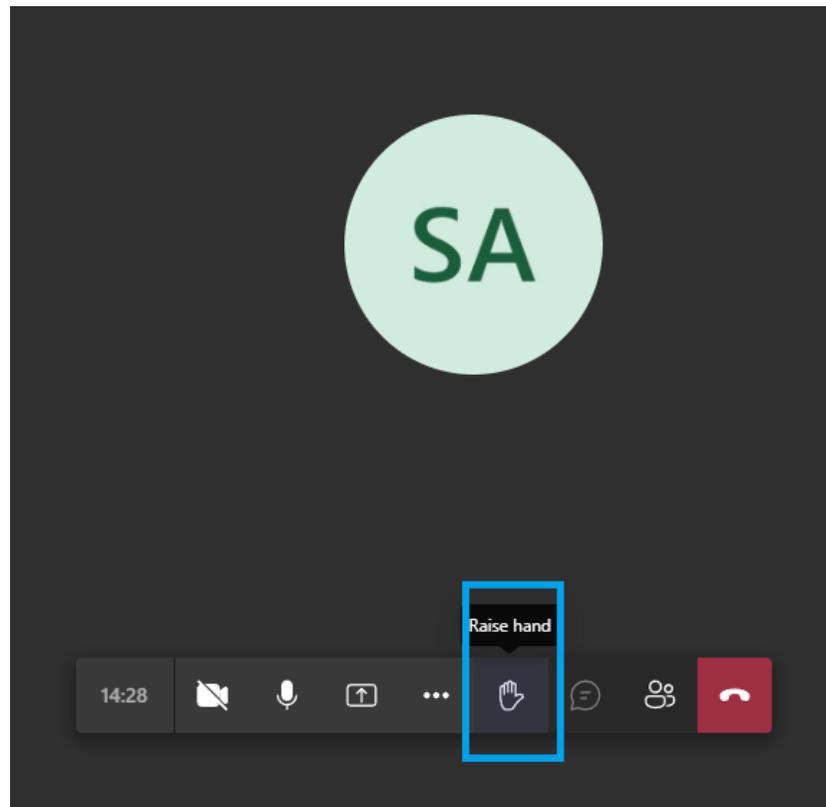


If the screen sharing works right, a new 'bar' will appear on your screen, saying that you are sharing your screen. We would suggest not to press "Hide", because it is a little bit difficult to stop sharing without the notification bar. So, your screen sharing is active now, you have turned on your microphone (and webcam if you wish and you are not using Mozilla Firefox), now simply open your PowerPoint presentation and hold your lecture. Once you have finished your presentation, click on the "Stop sharing" button.





Now you are aware of everything. Almost everything. There is one function that you might would like to know about. This is the “raise hand” function, which is a function you should use after you heard a lecture and you have a question. If you have a question simply raise your hand.





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**Thank you for your participation**

and

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