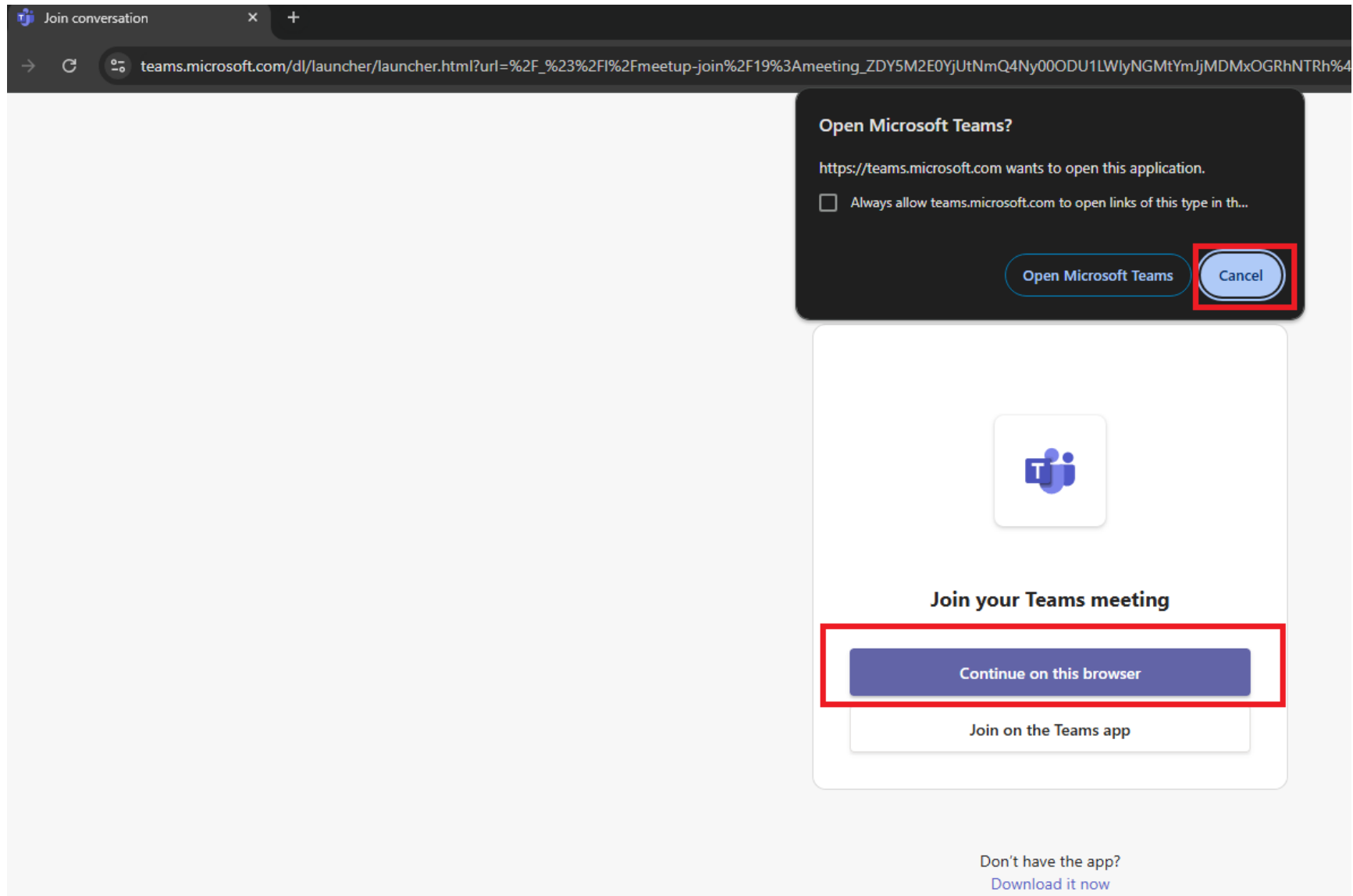


Quick guide for using Microsoft Teams (in web browser) during the 15th ICEEE (2024) Online Conference

21st and 22nd of November, 2024

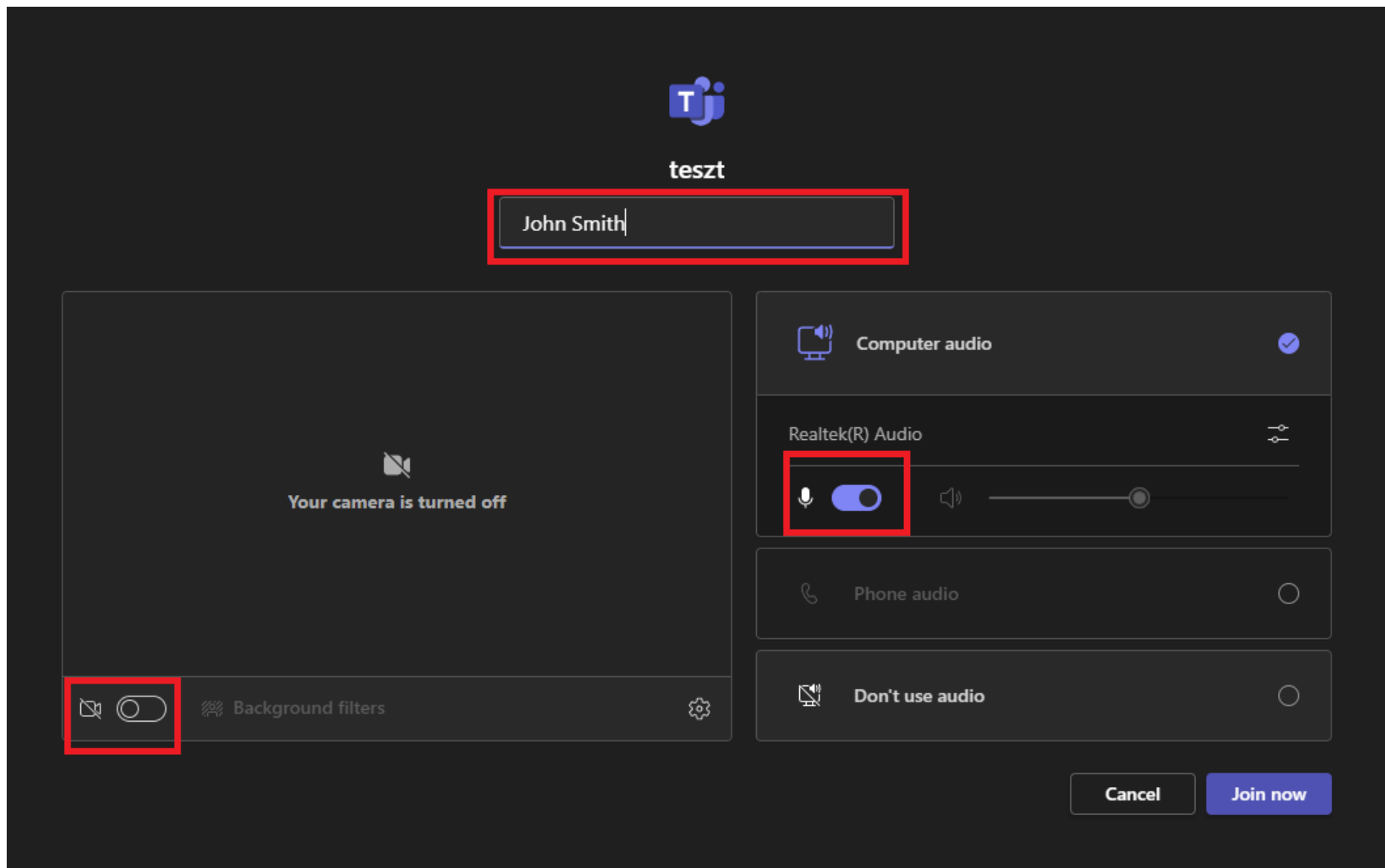
We suggest to use either **Google Chrome or **Microsoft Edge** browsers during the conference.*

Once you joined to one of the Teams links, the following screen will appear in your web browser:



If you have installed Microsoft Teams, you can try Join on the Teams app, otherwise (and we suggest this to everyone) press **Cancel button** and then click **Continue on this browser**.

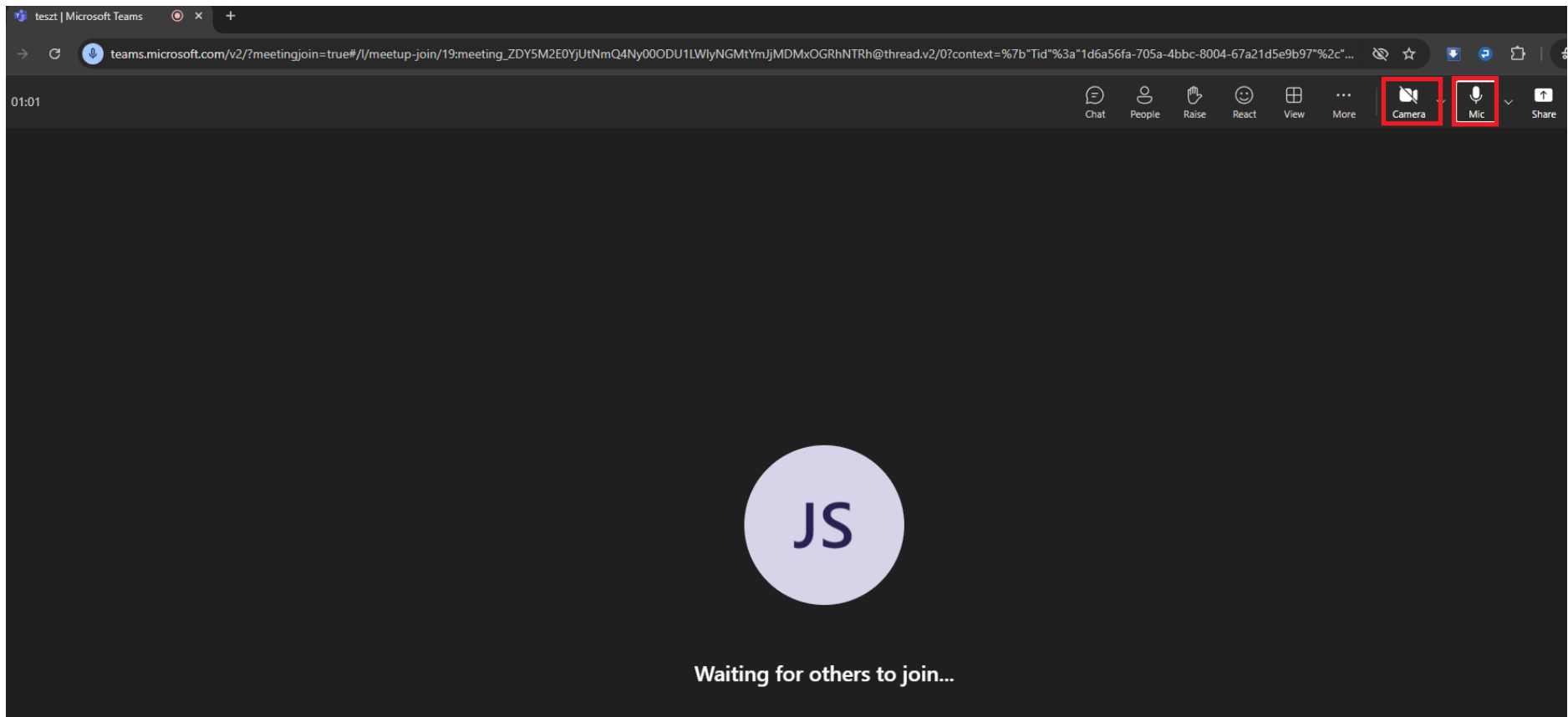
Now that your camera and microphone are both enabled, on the next screen you can **enter your name** and select the option to **turn ON/OFF** your webcam/microphone by default. Click on the **Join now button** once you are finished.



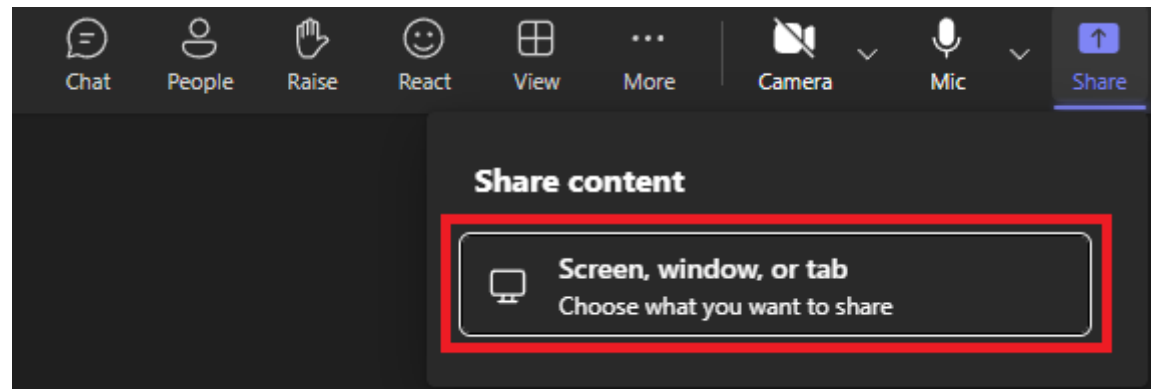
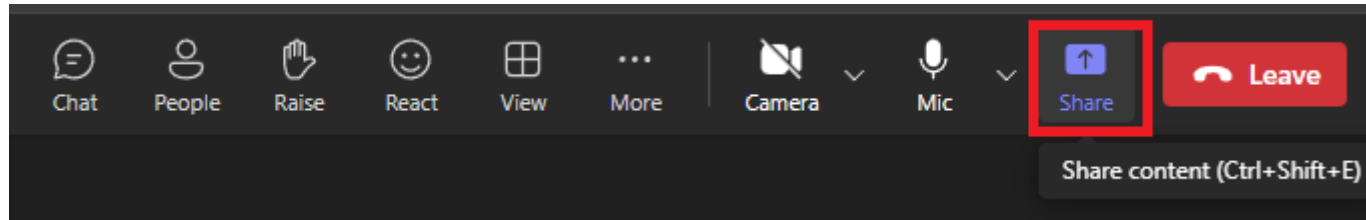
By default, this is going to be the next screen, however by the time you join the Conference some broadcast will be presented here: Such as starting soon.

If you would like to turn ON/OFF your webcam and microphone during the meeting, you can do it at the top right corner of the screen.

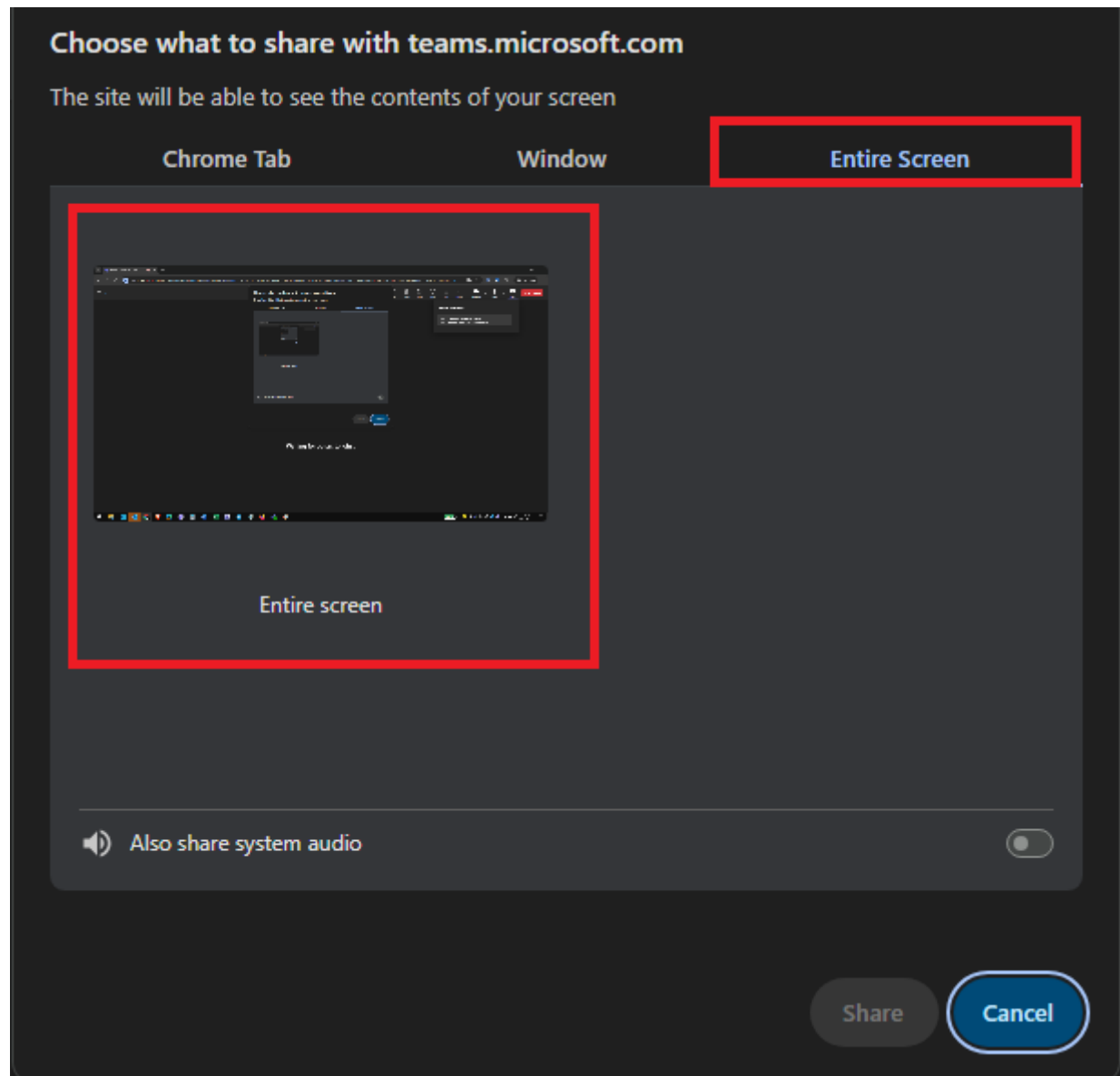
Please note, that during the whole conference audio and video recording will take place. By joining the conference and it's Teams meetings you automatically accept this.



If you are a presenter, you can start your presentation when it's your turn by pressing the **Share button** at the top right corner of your browser window. Once you pressed it, then select **Screen, window or tab** from the Share content part.

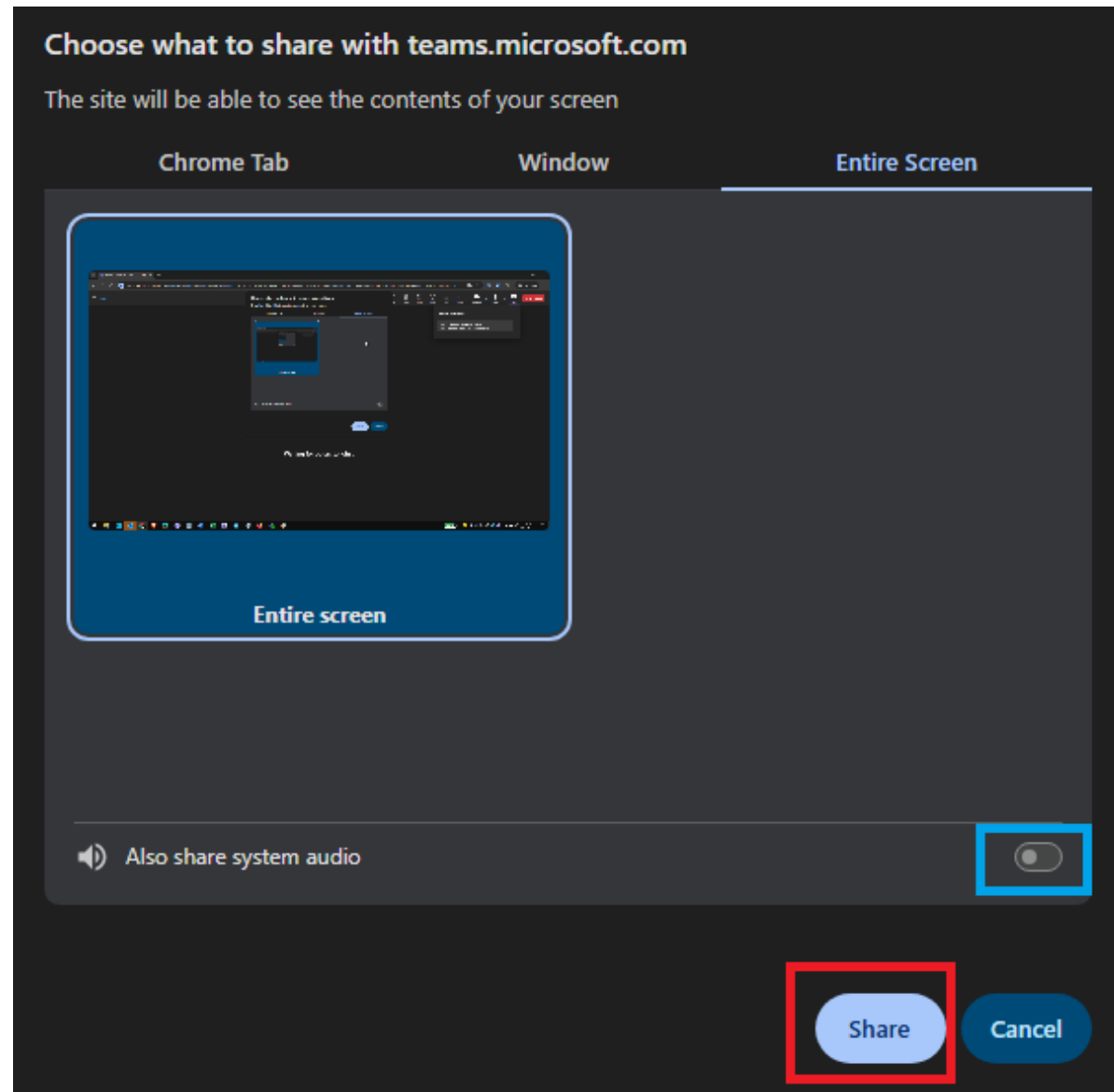


As the next step, you are going to have to choose what you wish to share with the audience. Click on the **Entire Screen tab**, then click on the **little window** which says **Entire screen**.

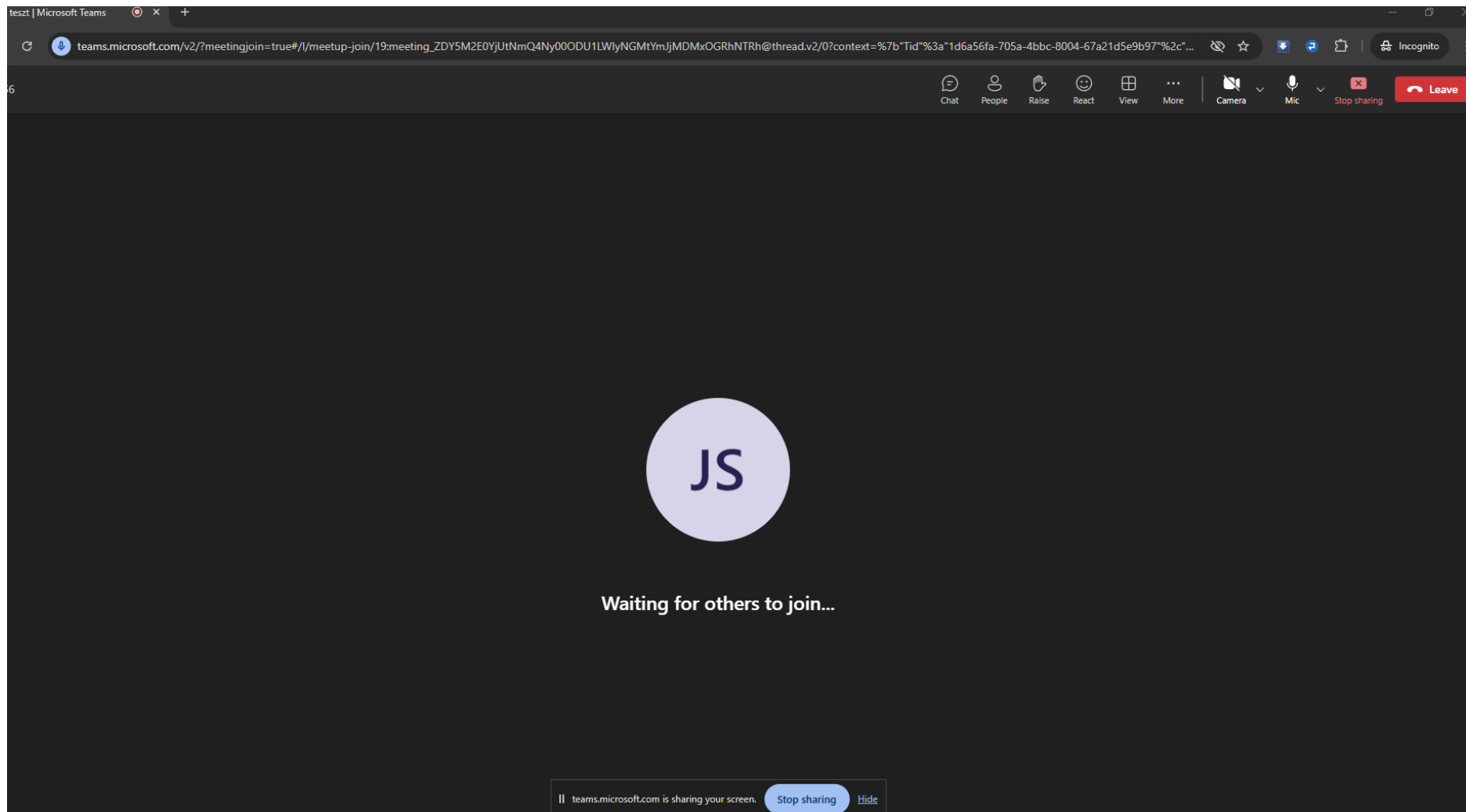


Once you clicked on the little window Entire Screen, a frame will appear around it. Now you can click the **Share button** to start sharing your screen to the audience.

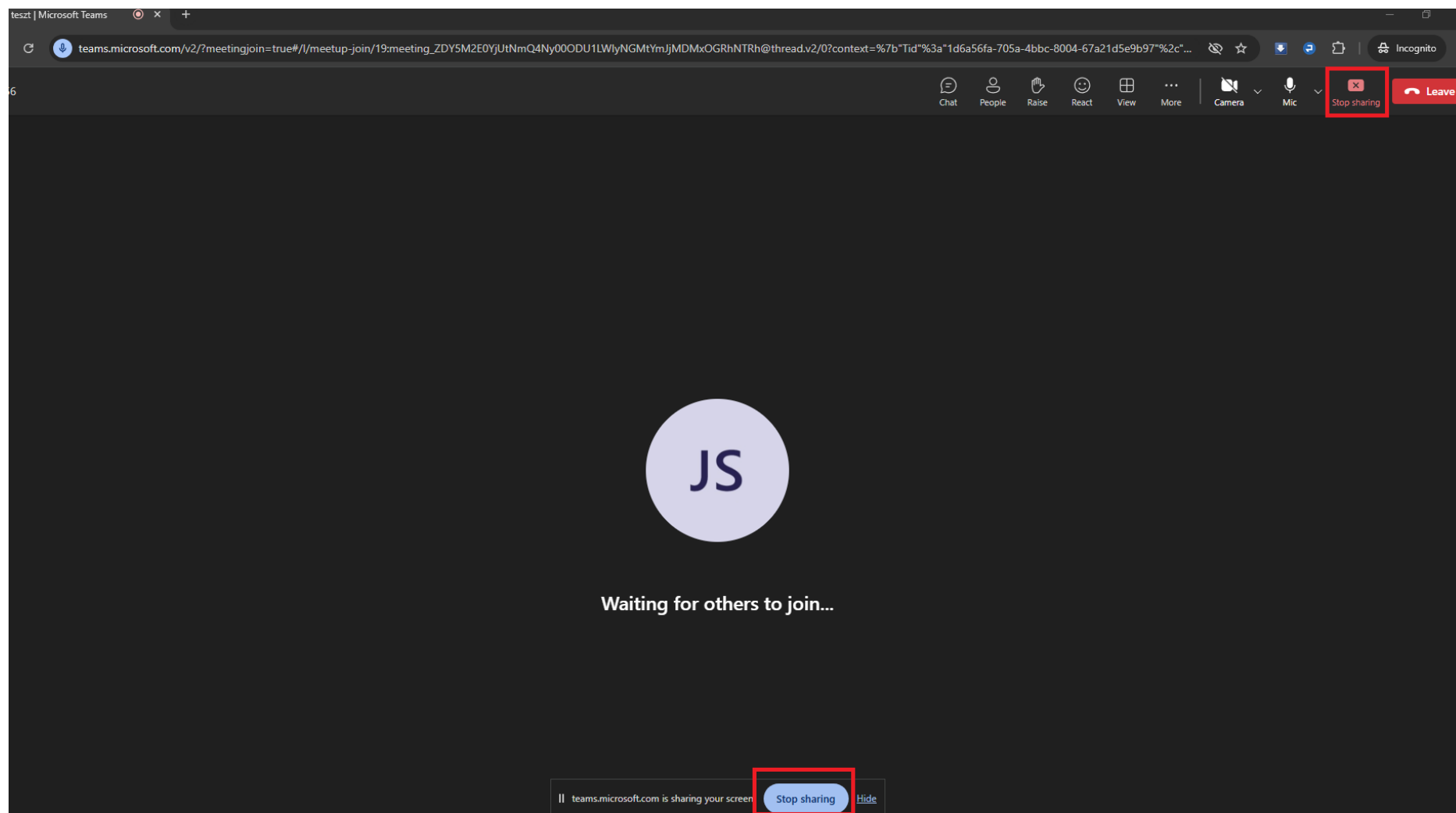
Note: if you would like to **play a video with sound** during your presentation you have to click on the **Also share system audio** switch. If there will be no video (or a video without sound) do not turn on that switch, since it may cause interference in your microphone.



Here you go, now your whole screen can be seen by the audience and you can open your Powerpoint Presentation. A little notification will indicate at the bottom of your screen showing that you are sharing your screen.



Once you finished your presentation, you can stop sharing your screen at the top right corner of your browser or at the bottom of your screen by pressing the **Stop sharing button**.



That would be it!
We wish you a successful conference.

for more information about the conference, visit www.iceee.hu