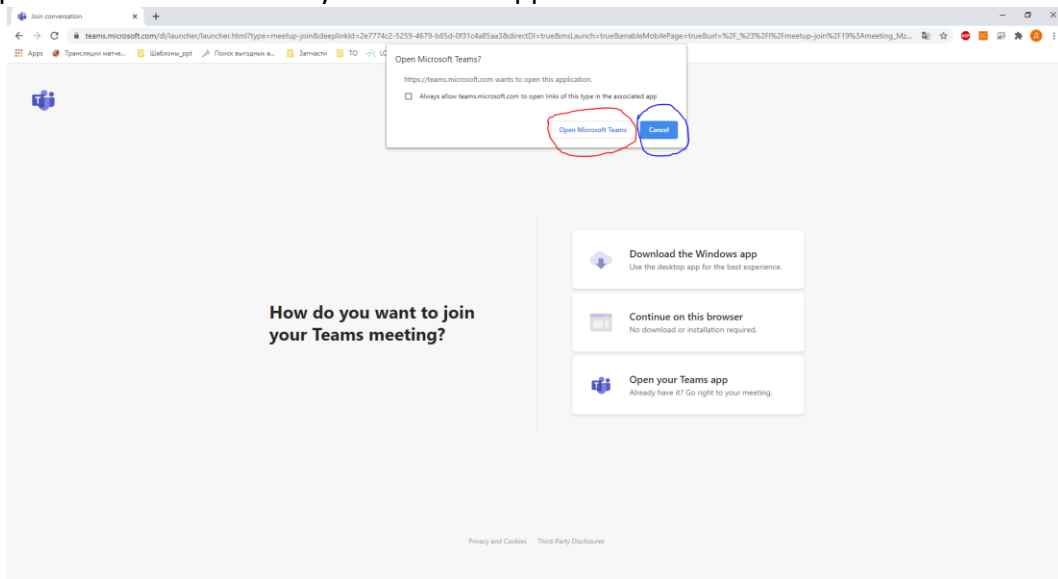
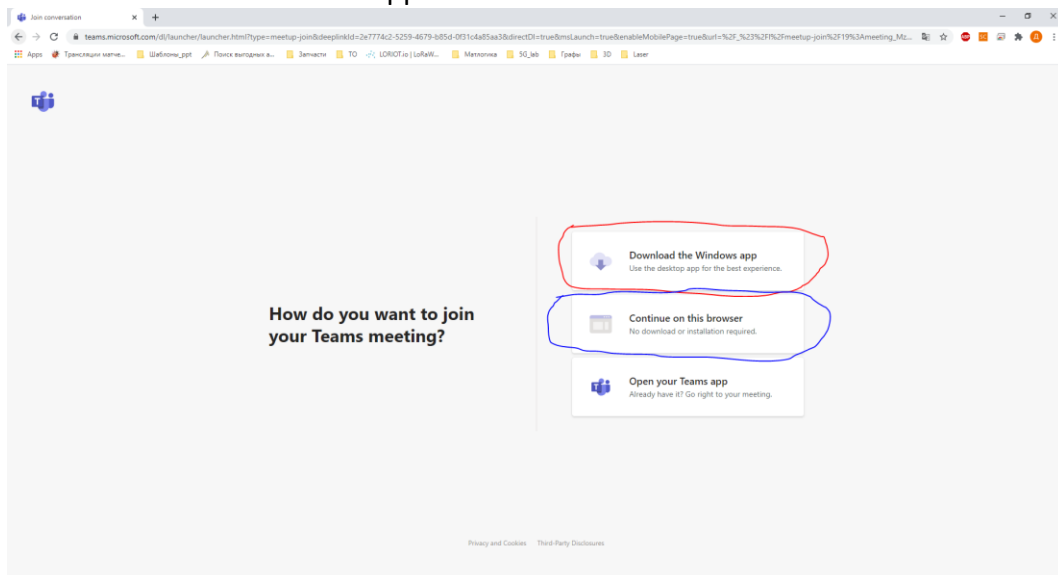


## Authors with a Microsoft Teams account

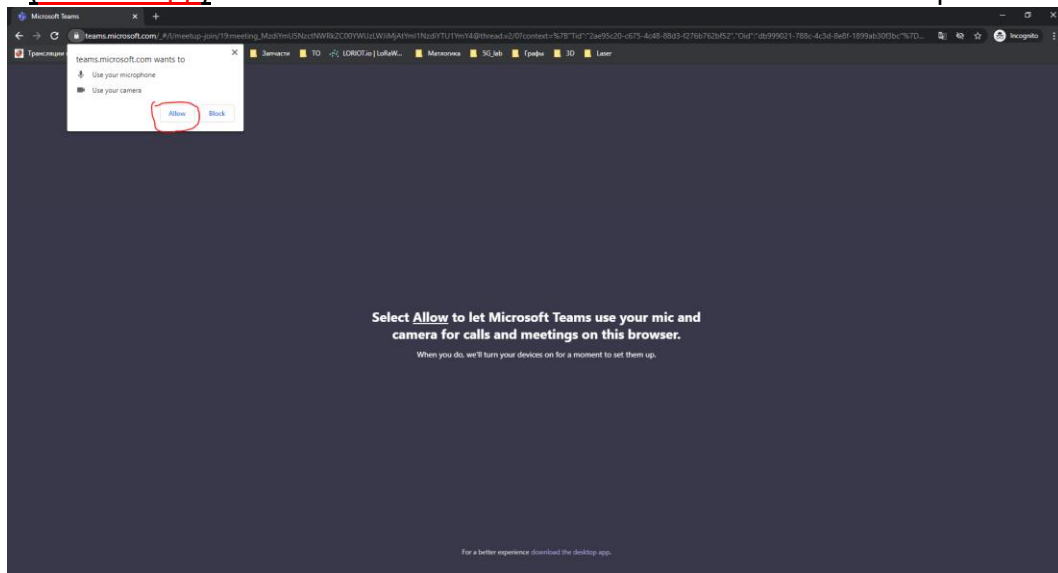
1. Follow the link in program
2. Click “Open Microsoft Teams” if you have this app installed or otherwise click “Cancel”



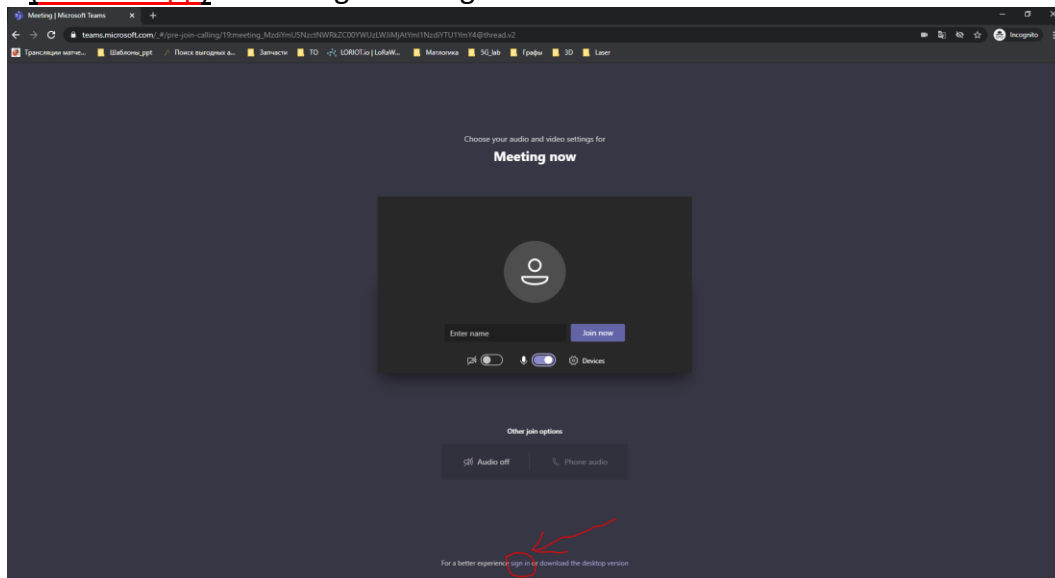
3. Click “Download the Windows/Mac app” to download and start MS Teams app or click “Continue on this browser” to use MS Teams web app



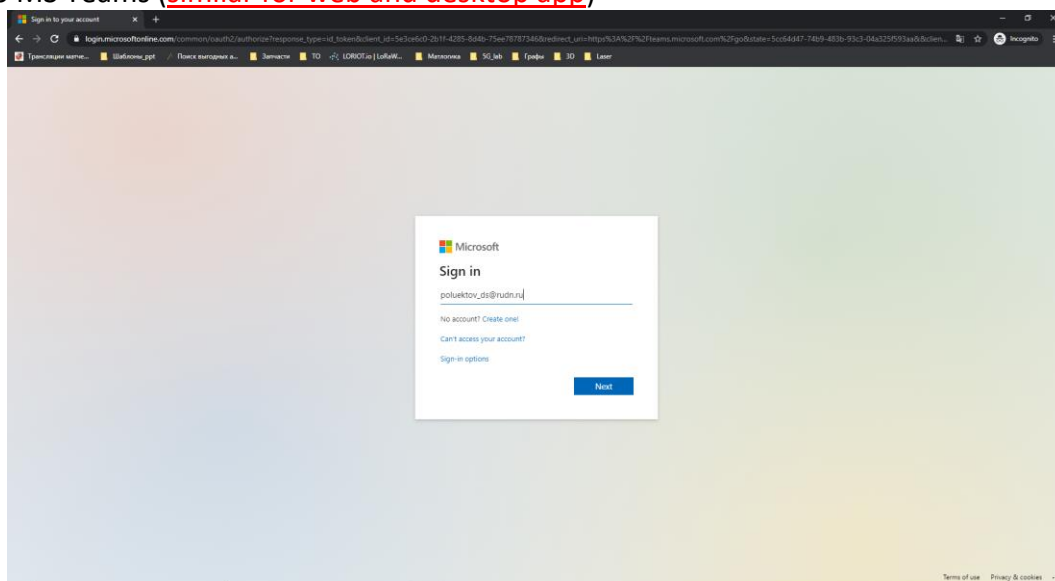
- 3.1. (For web app) Click "Allow" in the browser to be able to use the microphone and camera



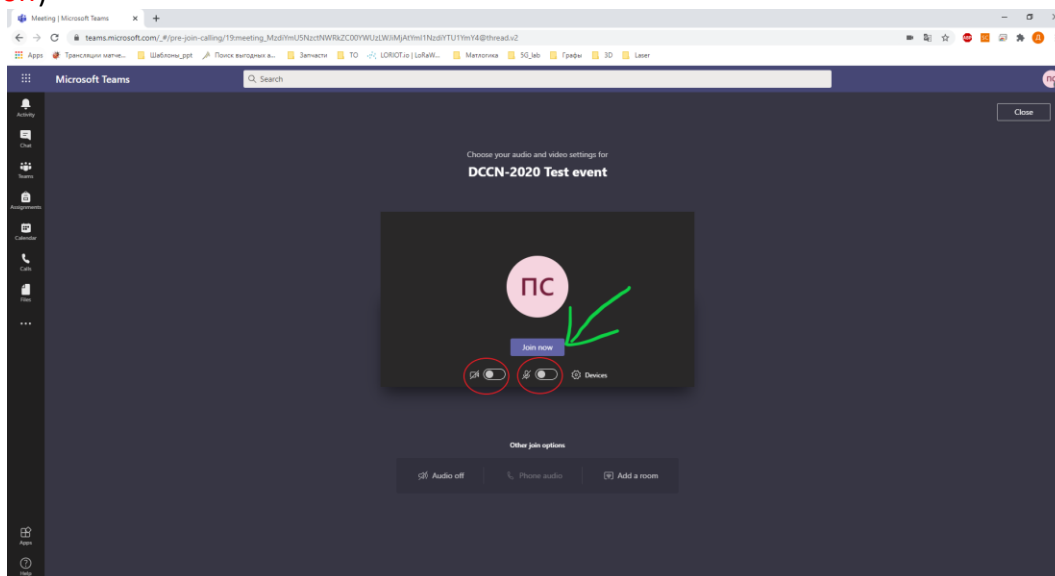
3.2. (For web app) Click "sing in" to log in to MS Teams account



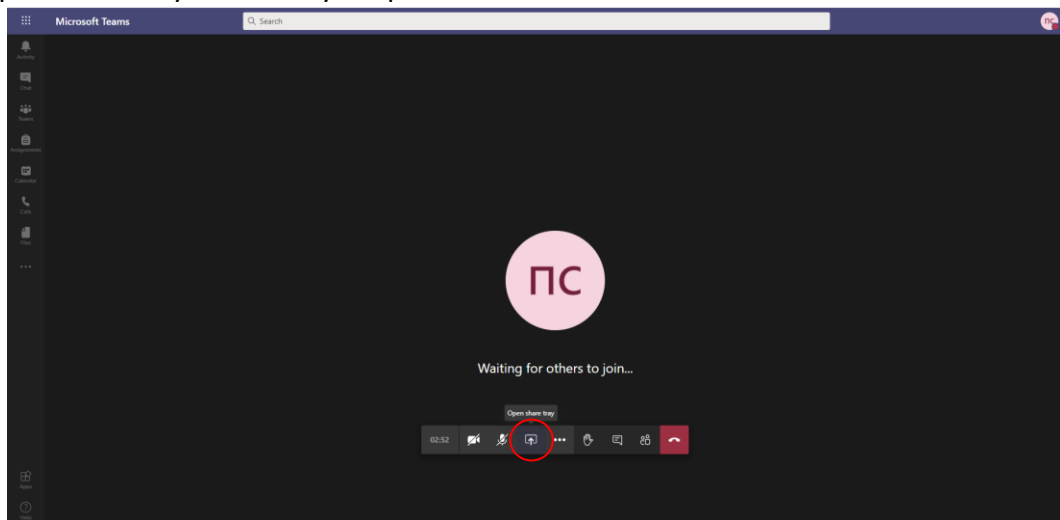
4. Log in to MS Teams (similar for web and desktop app)



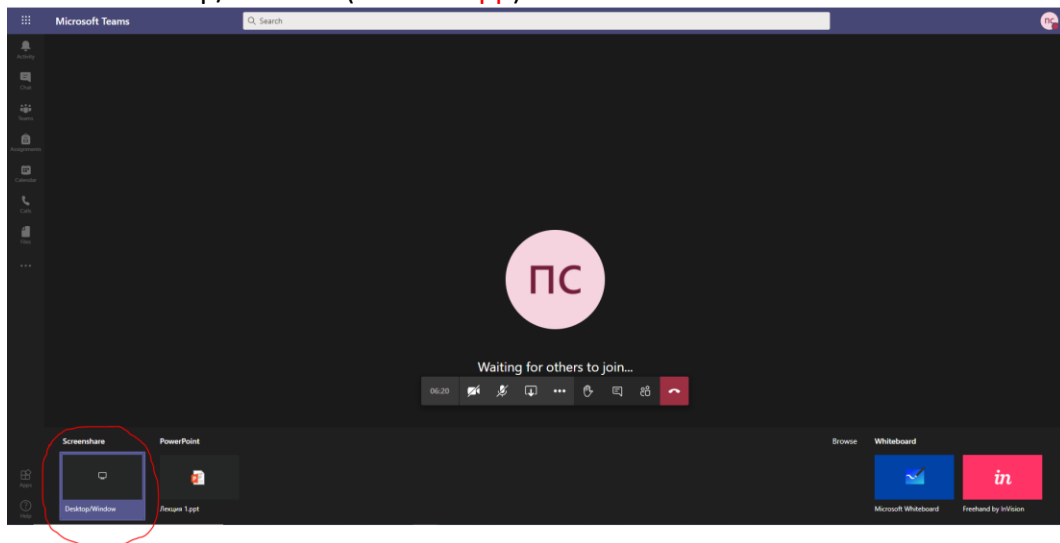
5. Click "Join now" to join the meeting (NOTE! Please join the conference with mute microphone and camera off)



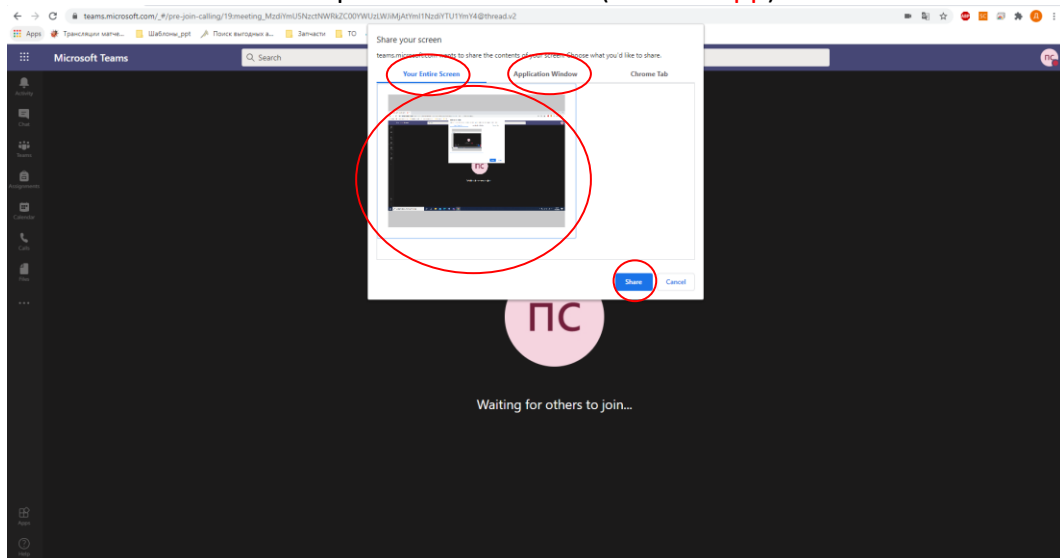
6. Click “Open share tray” to share your presentation



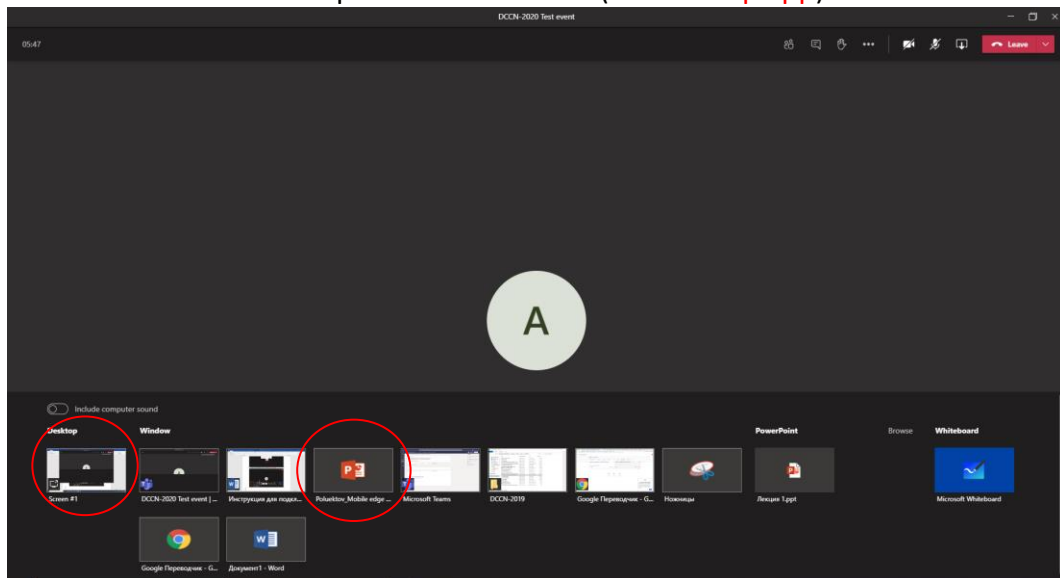
7.1. Click “Desktop/Window (for web app)”



7.1.1. Choose to share Desktop screen or window (for web app)



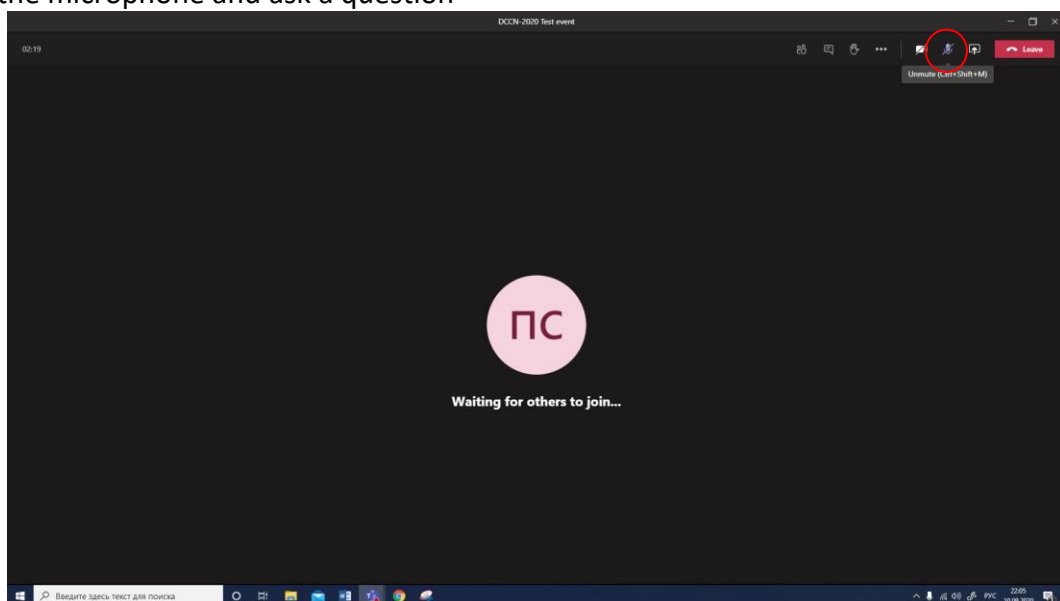
7.2. Choose to share Desktop screen or window (for desktop app)



8. If you have a question, press the "Raise your hand" and wait for the chairman's permission

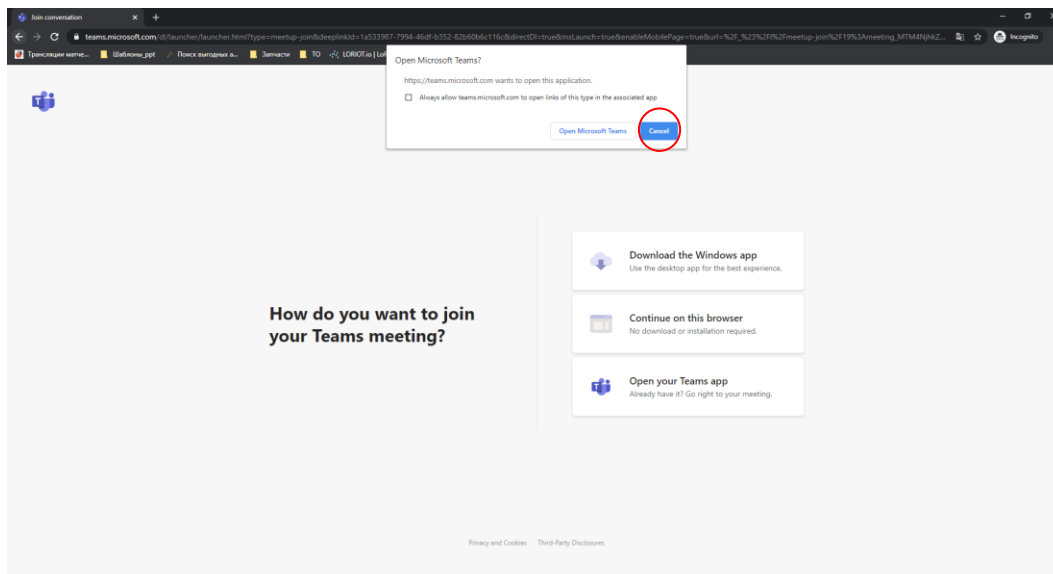


9. Turn on the microphone and ask a question

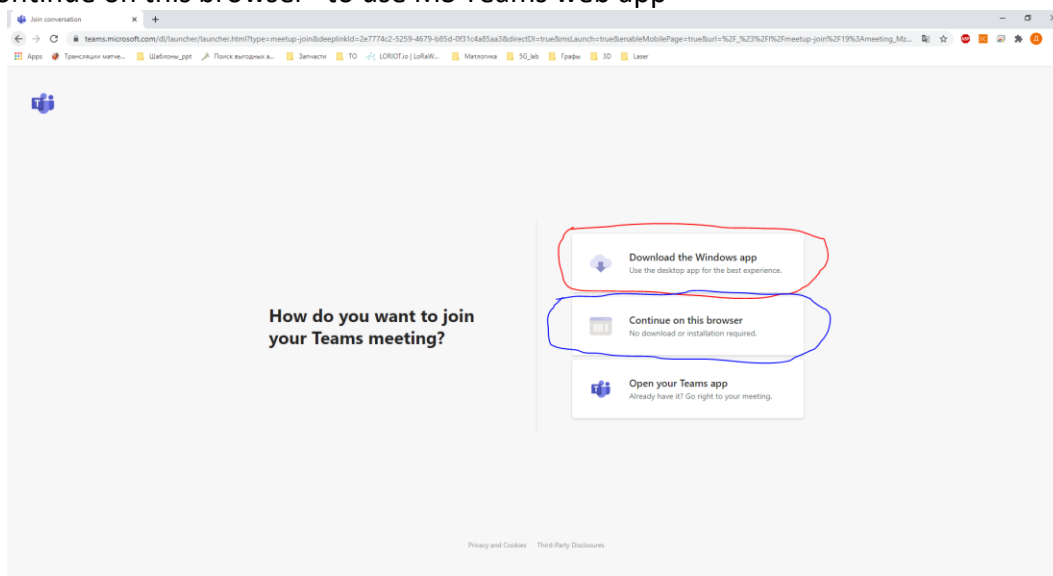


## Authors without a Microsoft Teams account

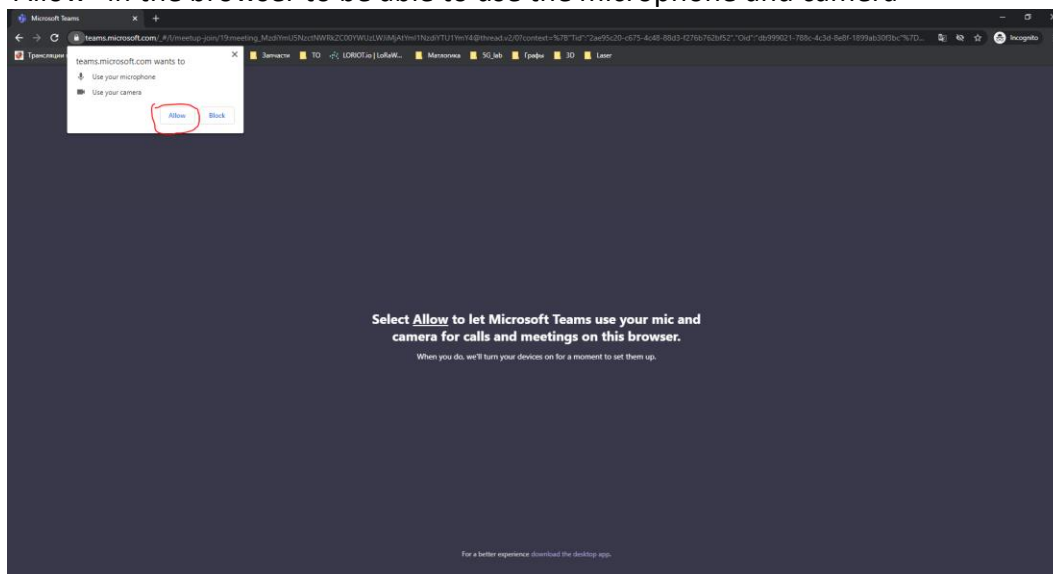
1. Follow the link in program
2. Click "Cancel"



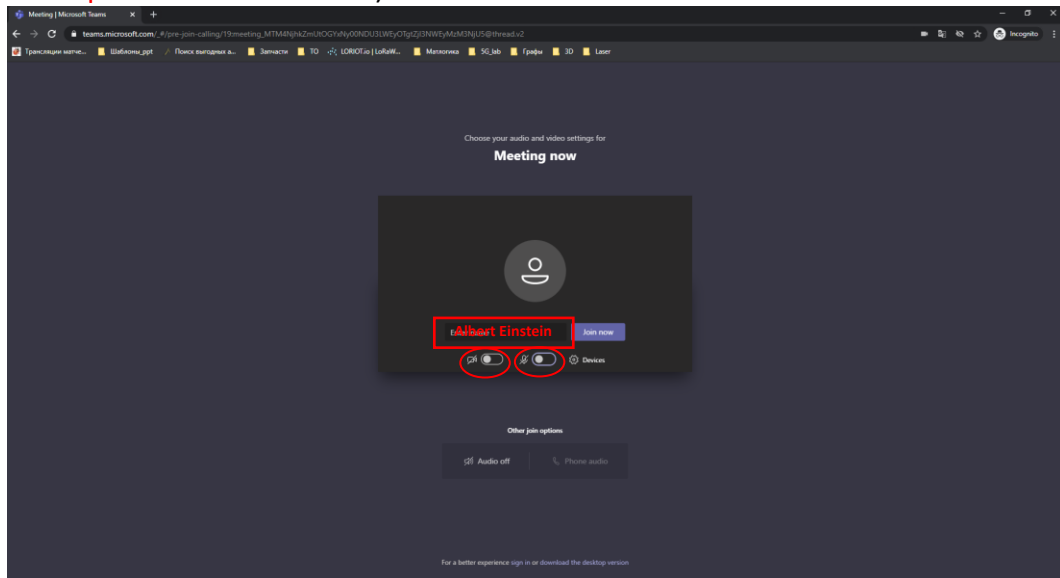
3. Click "Continue on this browser" to use MS Teams web app



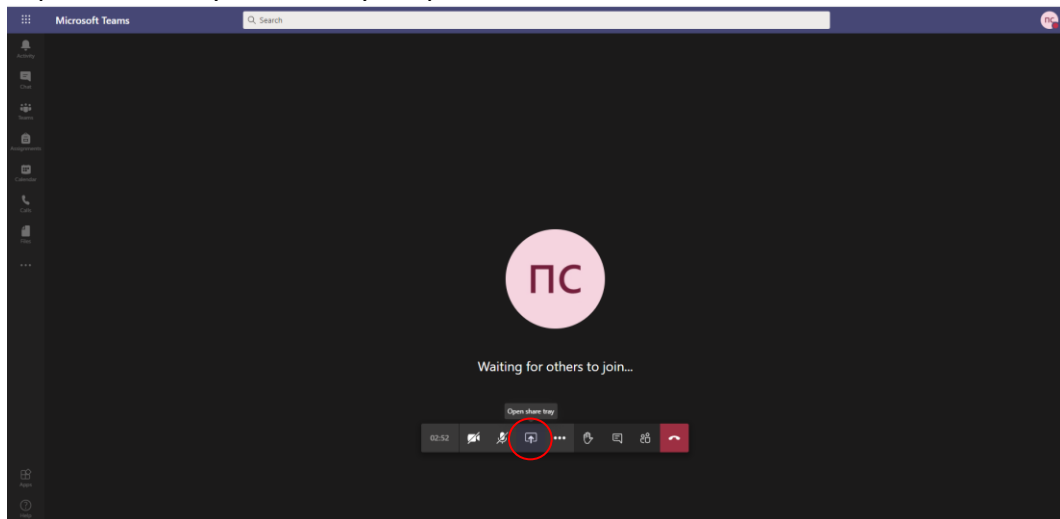
### 3.1. Click "Allow" in the browser to be able to use the microphone and camera



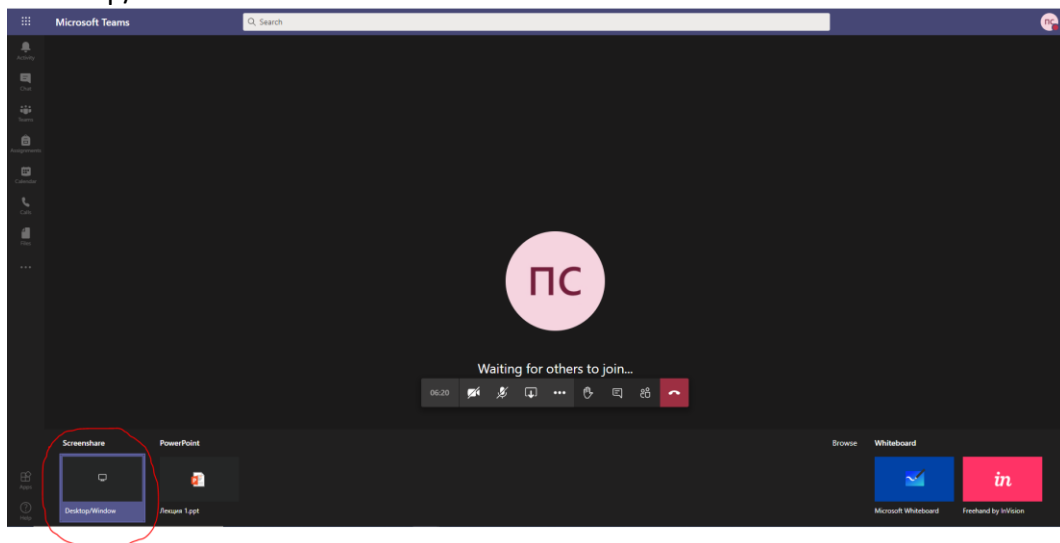
4. Enter your name and click “Join now” to join the meeting (**NOTE! Please join the conference with mute microphone and camera off**)



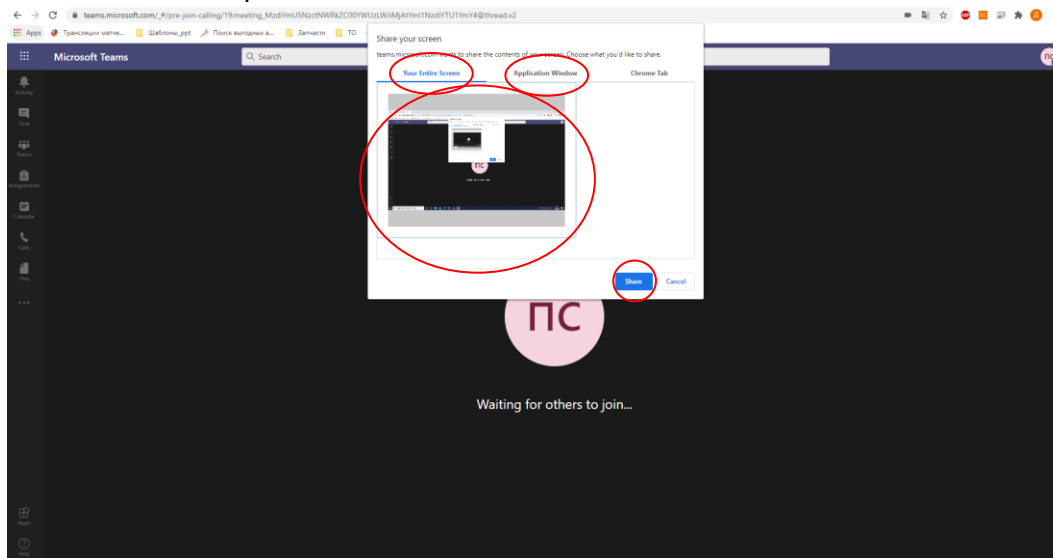
5. Click “Open share tray” to share your presentation



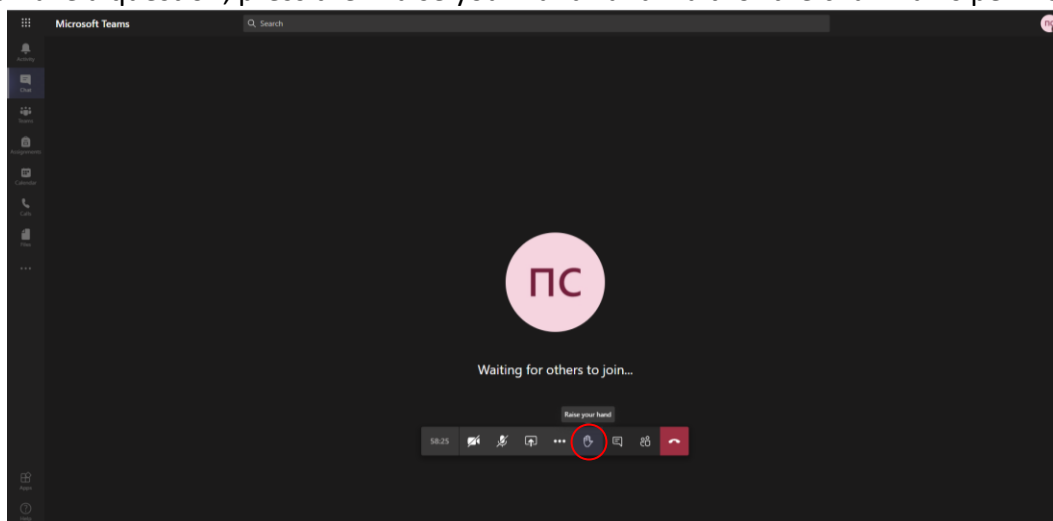
6. Click “Desktop/Window”



## 7. Choose to share Desktop screen or window



## 8. If you have a question, press the "Raise your hand" and wait for the chairman's permission



## 9. Turn on the microphone and ask a question

