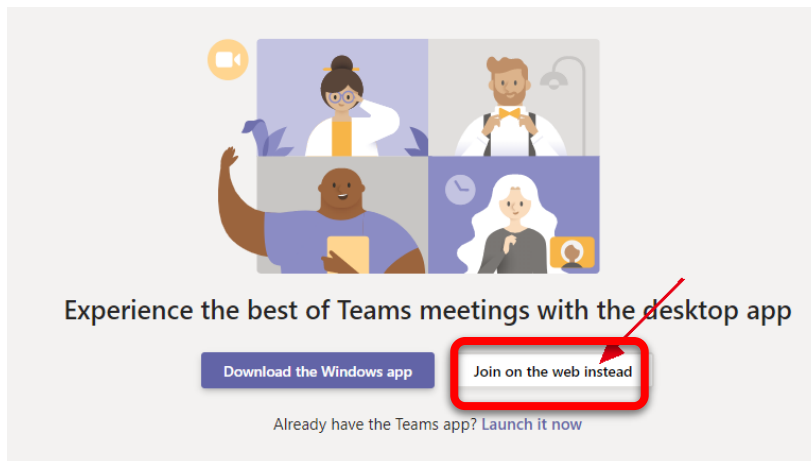
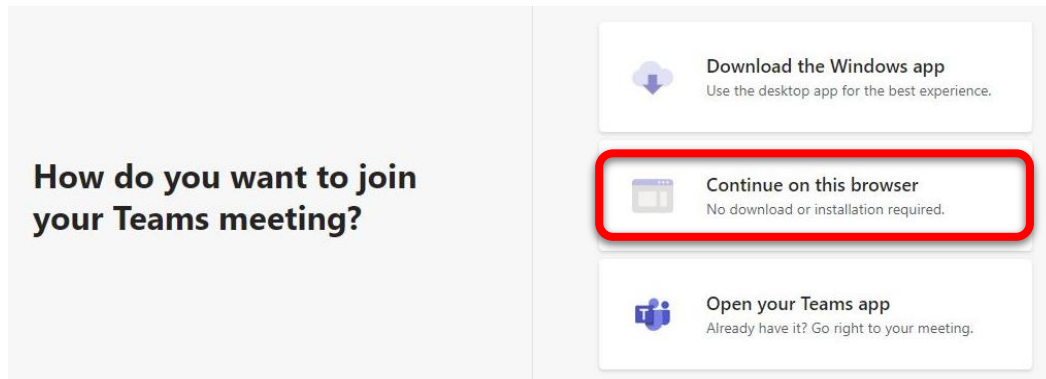


Microsoft (MS) Teams User Guide

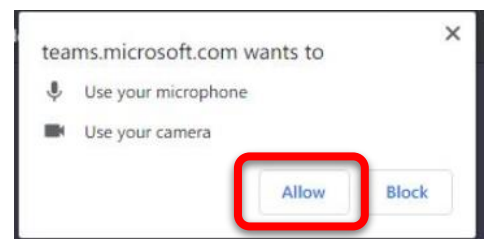
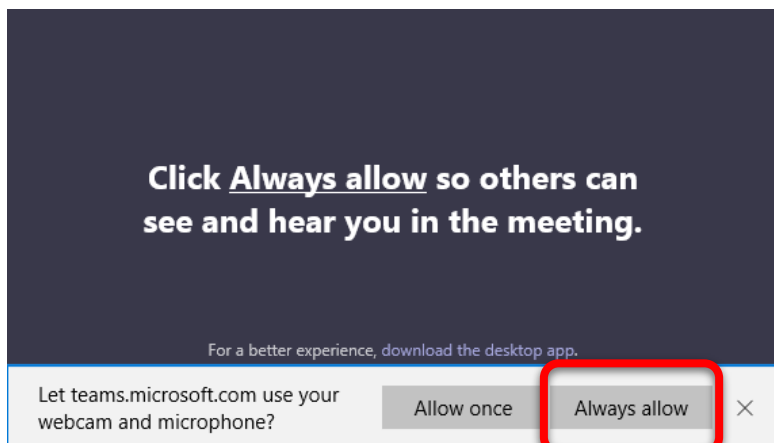
Join the meeting

- 1) **Use the web browser e.g. Google Chrome/ Microsoft Edger** (Safari is NOT supported) to join the meeting.

Do NOT choose *Windows app* unless you have a registered Teams account.



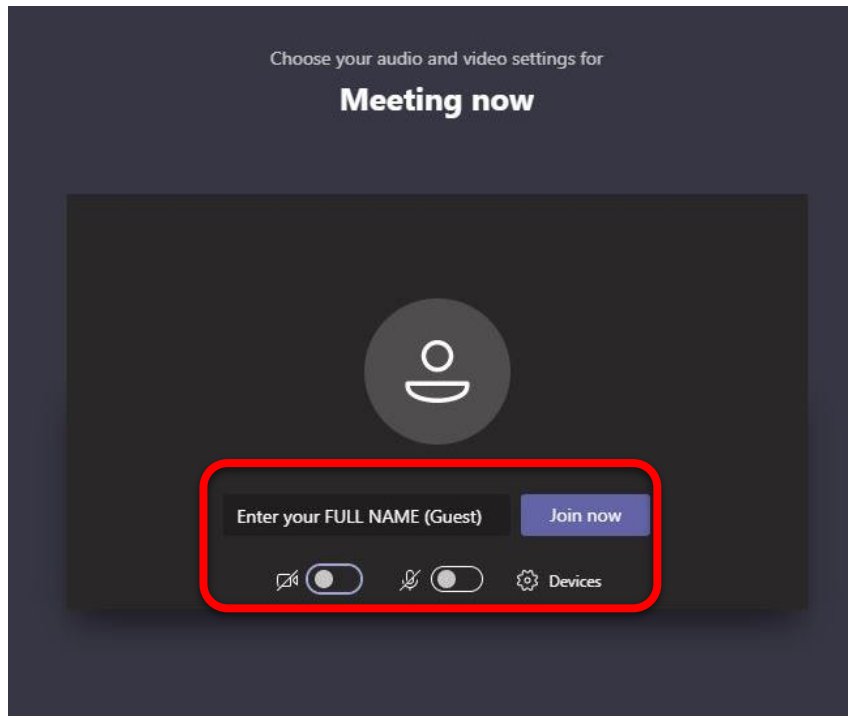
- 2) **Allow** MS Team to use your mic and camera for the meeting.



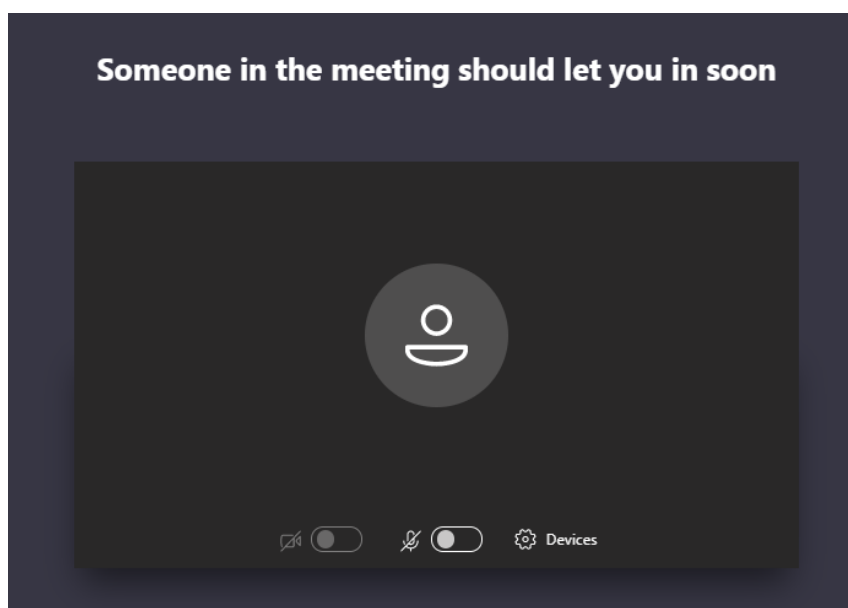
3) **Enter your full name** (e.g. Peter WANG) i.e. your registered name for identity check.

Turn off camera and microphone (You can turn them on, *if necessary*, after entering the meeting).

Click **Join now**.

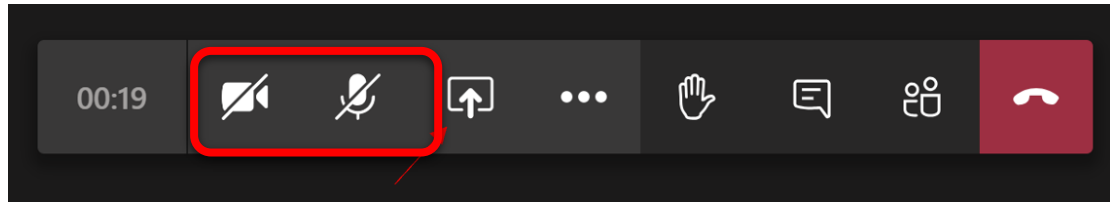


4) You will be admitted to the meeting after the organizer verified your identity.

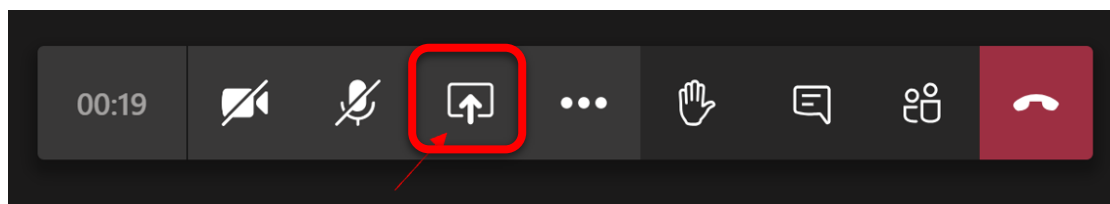


Start the presentation (for presenters/ discussants)

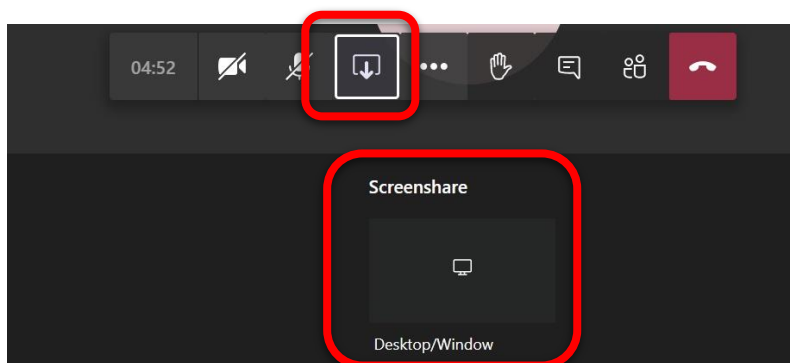
- 1) **Open** your PPT file.
- 2) **Turn on** video and audio.



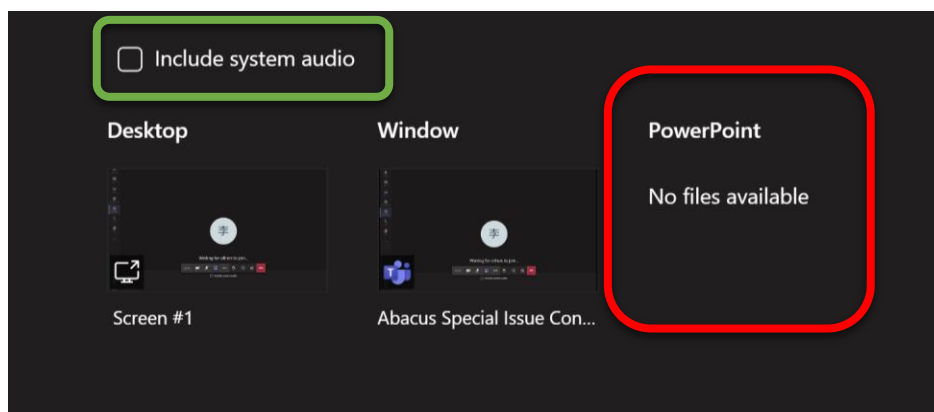
- 3) Click the **share** button.



- 4) Select **Screenshare** and open your PPT. Please **close other files on your desktop** as audience can see your screen.



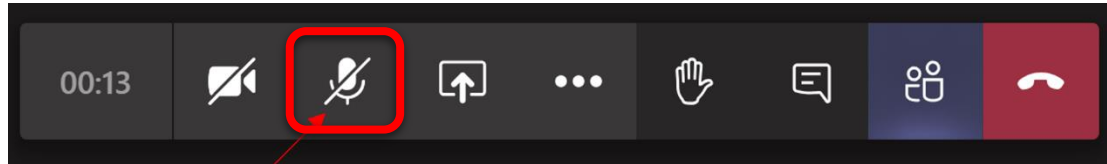
- 5) Click **include system audio** (applicable for Windows app – only choose this if you need audio for your presentation).



Raise questions during Q&A

Raise questions by **turning on the microphone** (please follow instructions from the moderator).

Please **mention your name and affiliation before the question**.



Other resources

Share your screen:

<https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

Show your PowerPoint slides:

<https://support.microsoft.com/en-us/office/tip-show-powerpoint-slides-in-a-meeting-ddfc73dd-b957-4f2b-8e42-ce078f51873c>