INSTRUCTIONS FOR THE USE OF **TEAMS**

To sign in, go to the following web page: http://portal.office.com/ and enter your user name in the format firstname.lastname@uf.edu.rs and the password you have received from the event organiser. The system will ask you to enter your mobile phone number, as an option of password recovery in case you forget it. Residents of Serbia choose Serbia from the offered drop-down menu and enter their mobile phone number in the format 06x xxx xxx.

Residents of other countries choose the country which the phone number belongs to. You will receive an SMS with a code that you should enter in the designated field on the Office 365 portal. Your initial settings are now completed and you will see a screen with all Office 365 services available.

To follow this conference, you will be using Microsoft Teams.
You will see the Microsoft Teams icon on the left side of the screen (as a web application), or you can install the Teams application (which we recommend for the ease of its use). The link to download it is:

https://www.microsoft.com/en-us/microsoft-teams/download-app
Click the button Download for desktop and a new page will open. Then click the purple button Download Teams – download the installation file to your computer and initiate the installation.

Choose one of the two ways to access the event lectures:

- Click on the link in the Conference Programme - any of the underlined blue headings (picture 1)
- Click on the scheduled lecture in the Teams group specifically designed for this conference (see the description in Part 2 below)


Customer support: During online events, lecturers/participans may sometimes experience minor technical issues with the internet, sound, video or screen sharing. If this happens, we kindly ask you to report the problem using the special channel designated for the user support , named "Support channel". You will find it on the left-hand side of the screen, when you open team "LSPBg". You just need to type "I have a problem with _____" and the support team will initiate 1-on-1 chat with you. In that private conversation, the support engineer will ask you to start AnyDesk programme. Once started, it will generate nine numbers (eg: 123 456 789) on the left-hand side of the AnyDesk programme - tell those numbers to the support engineer that contacted you and he will connect to your PC and hopefully solve the problem.

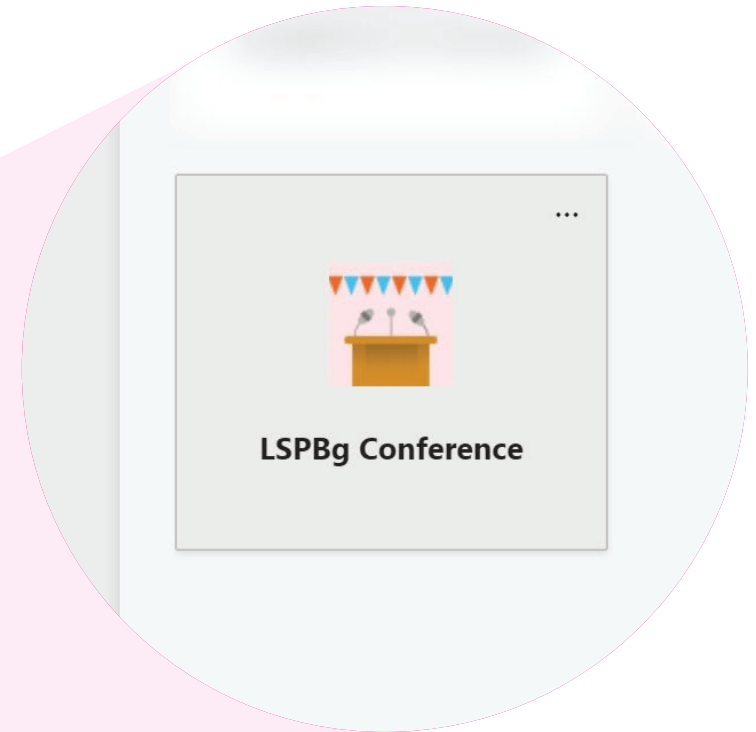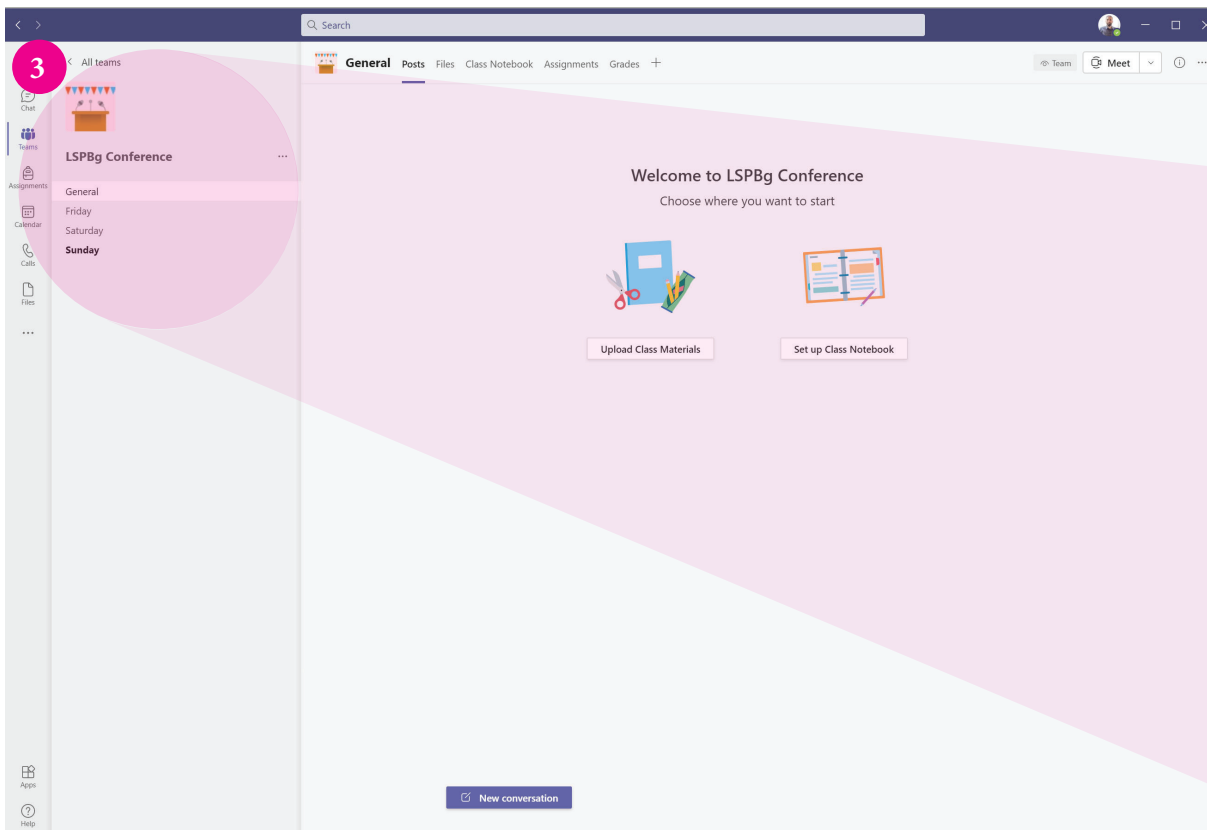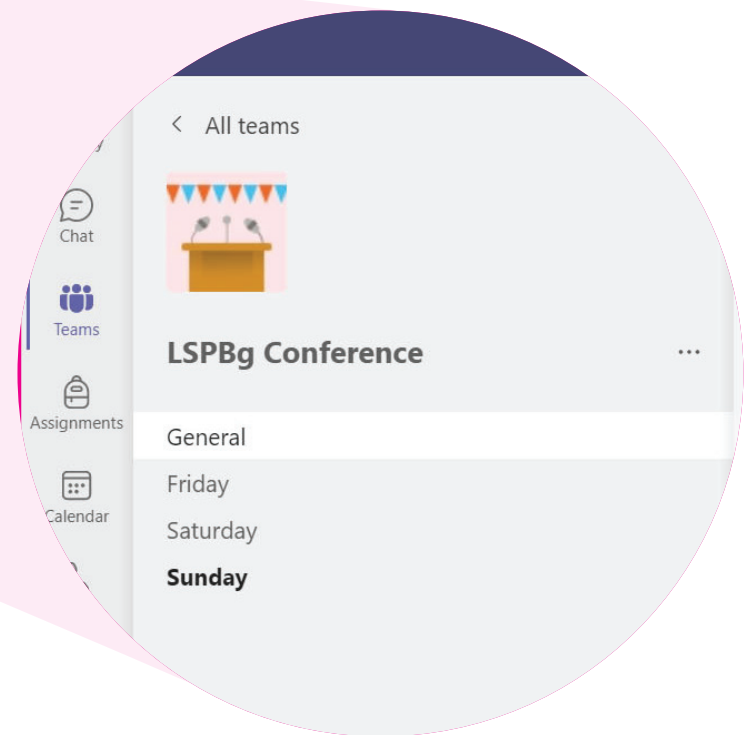**1** After logging in, the first step is to select the team that is in the category "Teams"
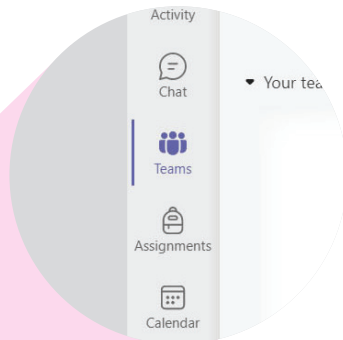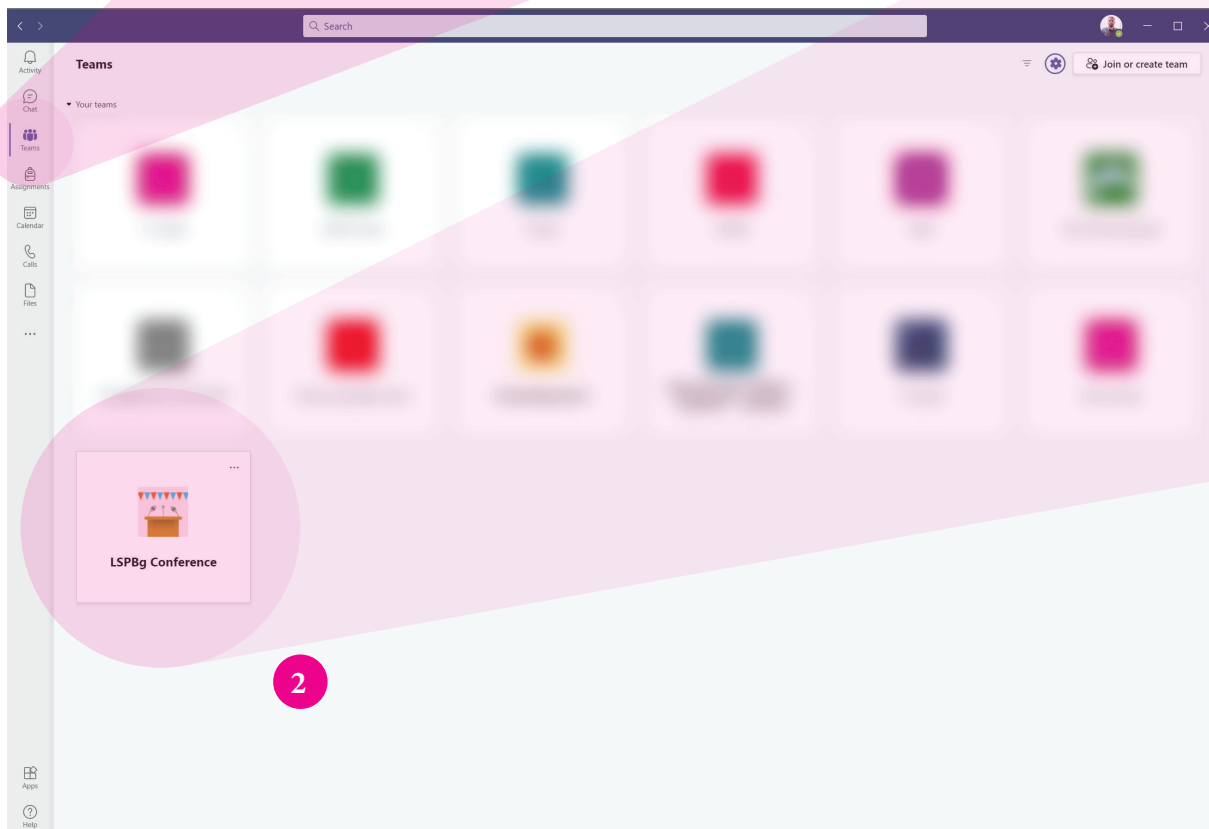
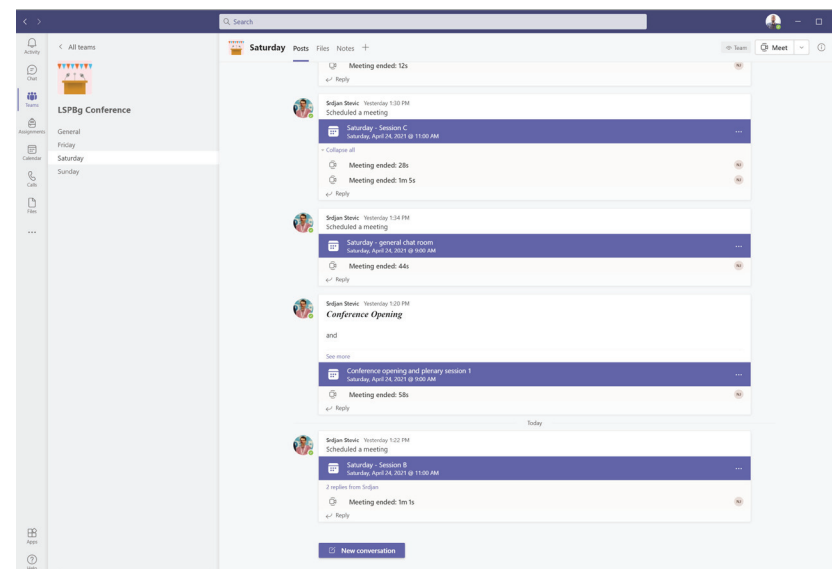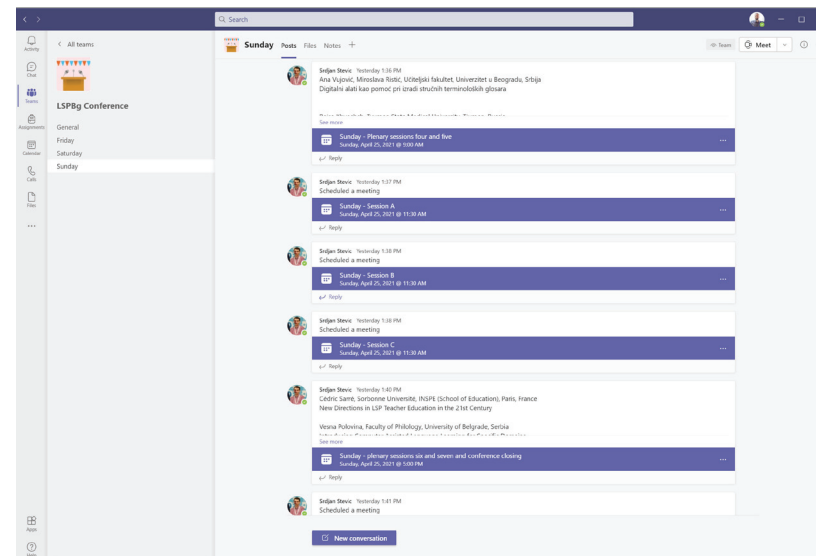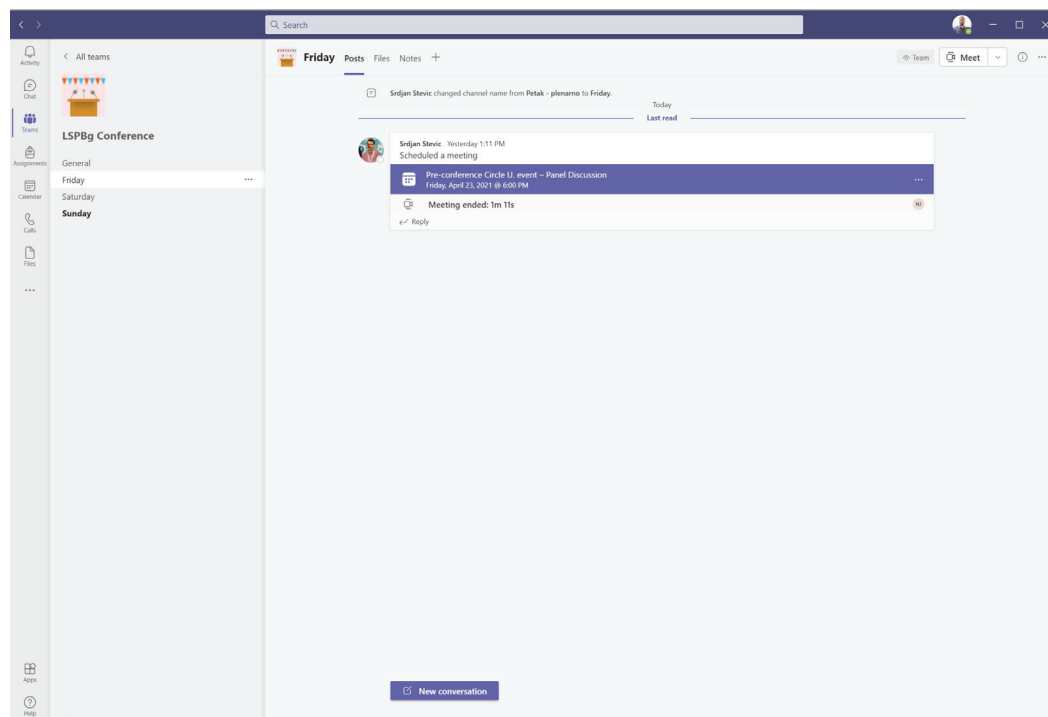**2** In the second step, we select the team LSPBg Conference

3 After we have selected the team, channels arranged by days will appear in the team itself
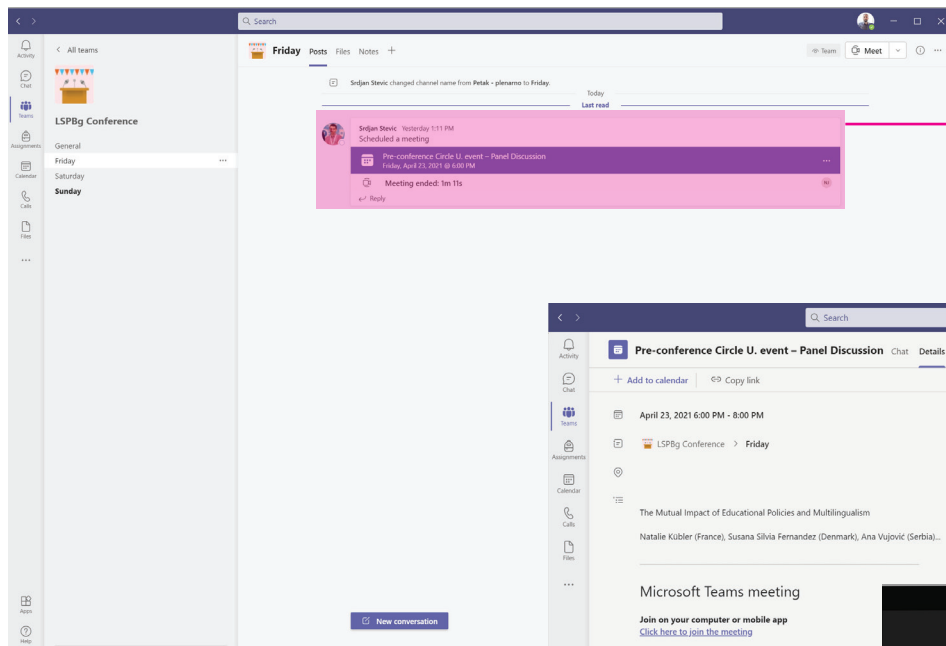
The General channel contains messages for lecturers

Channels are sorted by day. In each day
there are lectures created and arranged ac-
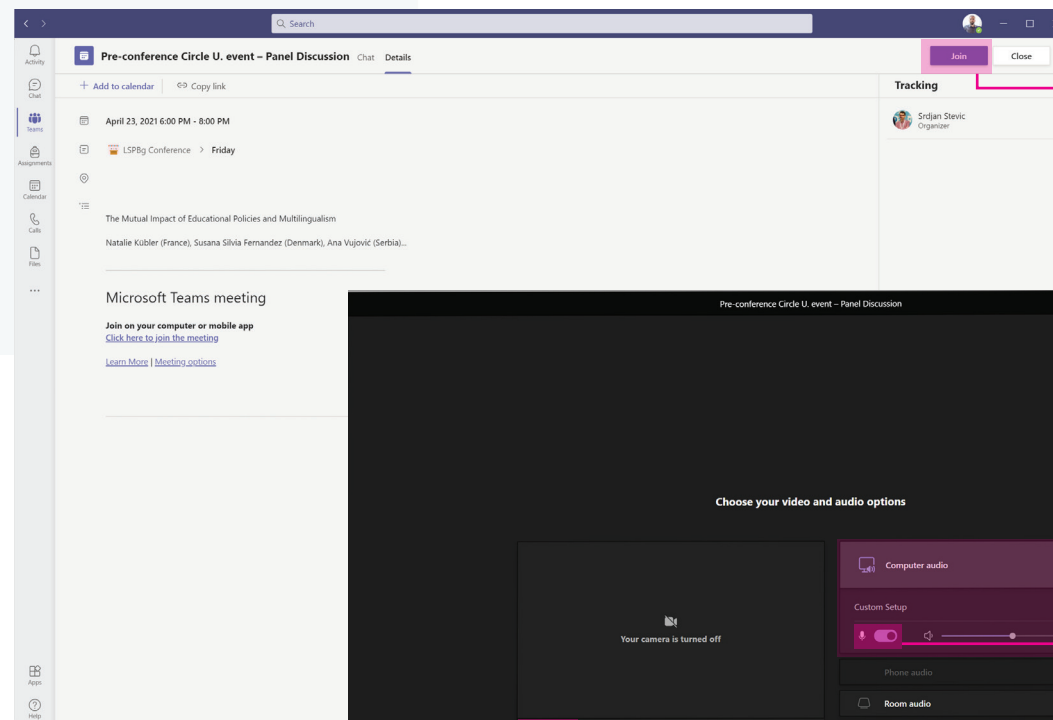cording to the Conference Programme.

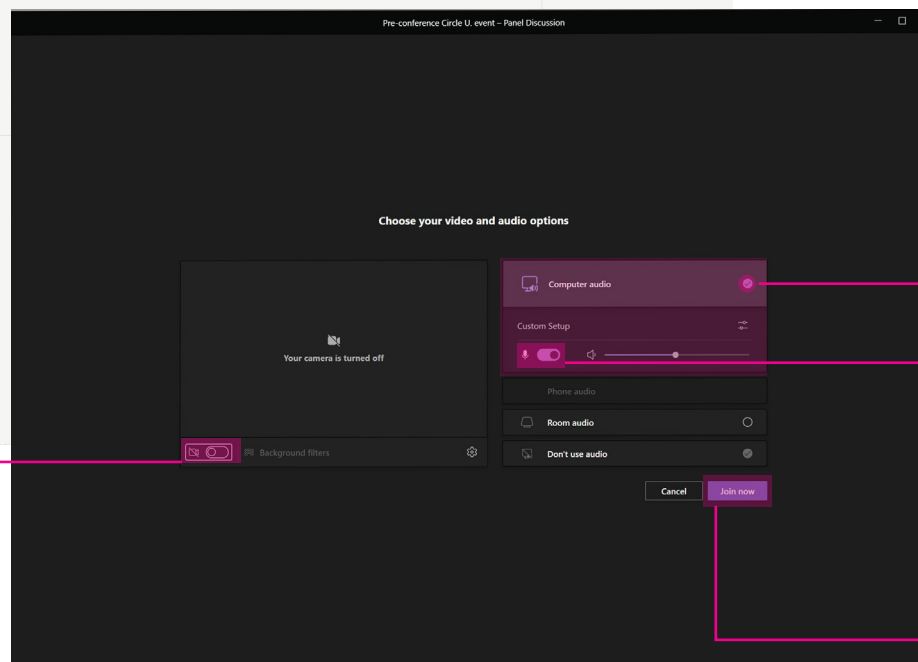After you select the channel, you can select the desired lecture

4 Select the desired lecture and click on the title in the purple box to open it.

5 Click the JOIN button.

6 Make sure the box is checked for the computer audio.

7 We suggest that your microphone is muted before you log in. You can turn it on after logging in if needed.

8 We also recommend that the camera is turned off. You can turn it on if needed.

9 Click the JOIN button.

If you are the speaker and you want to share your screen and presenteation, you need to use option "Share content". For the ease of use, we recommend you share the entire screen.

Turn camera on/off

Mute/Unmute

Raise hand & emotion icon

Share content
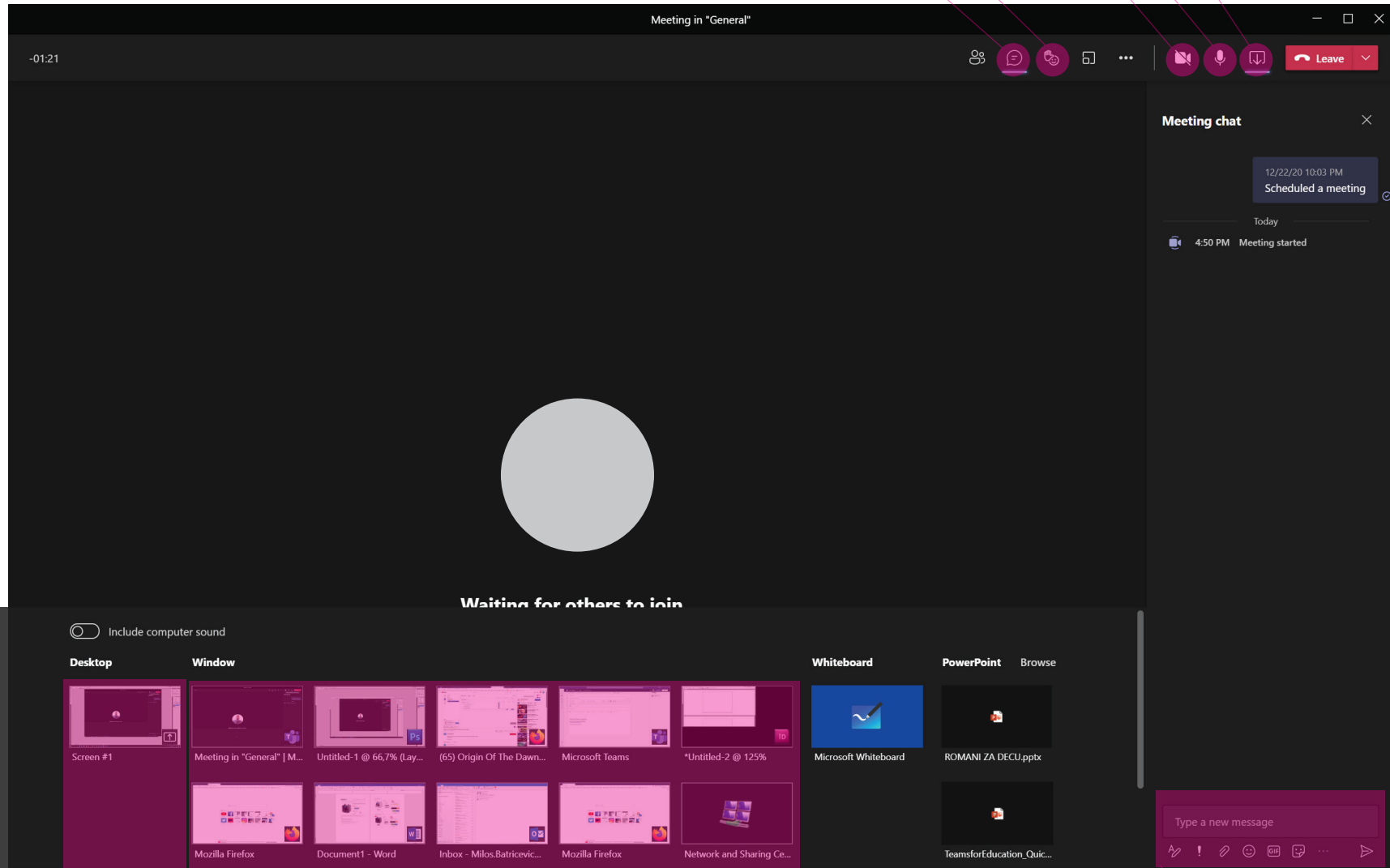
Show conversation

When content sharing is turned on:

You can share the entire screen...

...or you can share a separate window only.

When "Show conversation is on", you can type a message here.