



CAS 2020 – Microsoft Teams tutorial

IMT-Bucharest

Download and install Microsoft Teams

Download and install Microsoft Teams for desktop

Download and install Microsoft Teams for **desktop** from [here](#).

- You may not have access to all the features if you are not using the desktop version of Microsoft Teams
- If you do not have permission to download and install applications on your device, please contact your IT admin.
- Please check the [System Requirements for Microsoft Teams](#).

Download Teams for work on your desktop

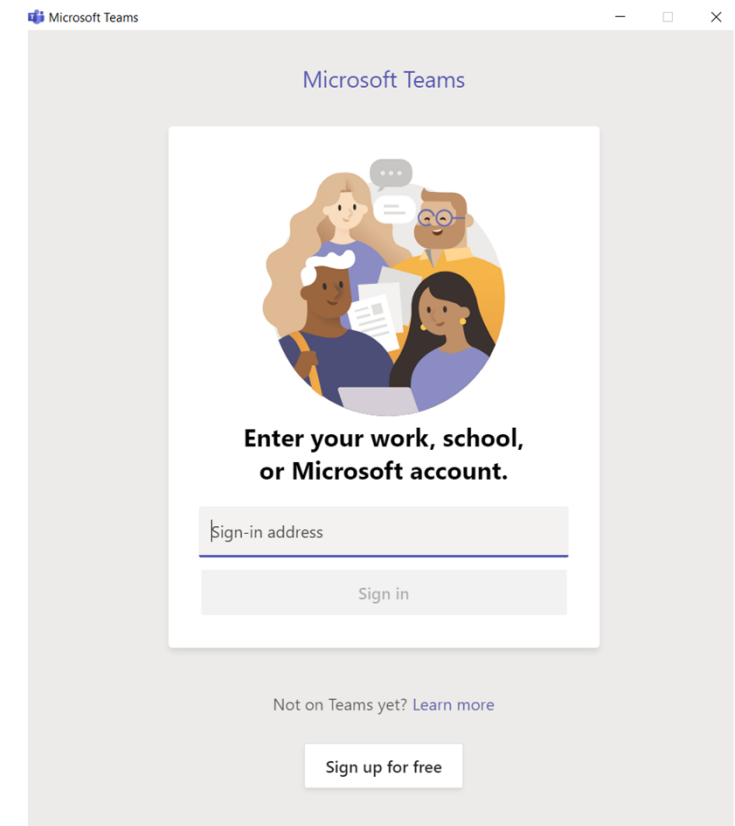


Download Teams

Access the 43rd Int. Semiconductor Conference CAS 2020

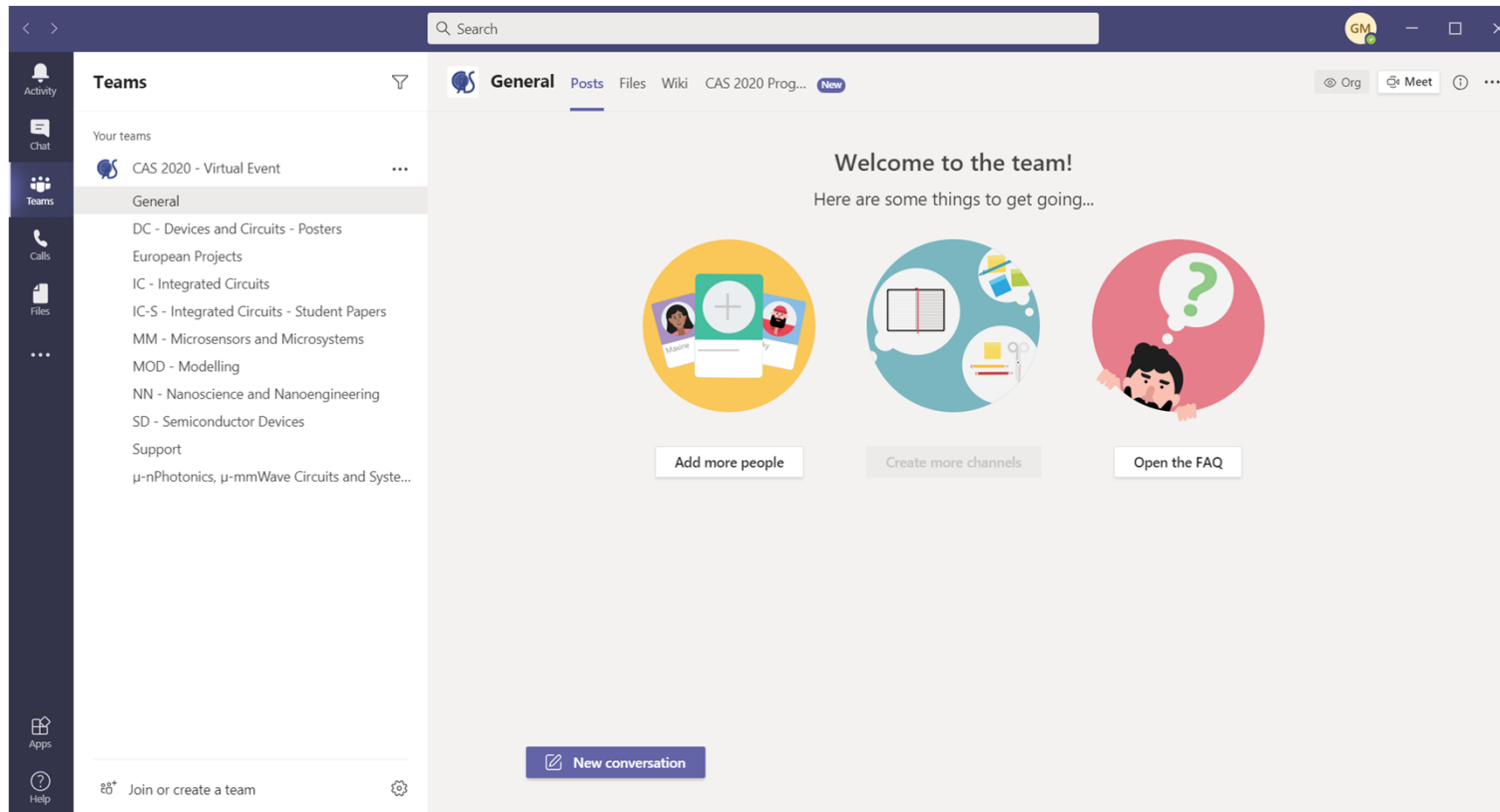
Login to Microsoft Teams

- The registered attendees will receive an email from “Microsoft on behalf of your organization <ms-noreply@microsoft.com>” with the login data
- You will need to change the password after the first login
- You will need to **login with these credentials** in order to access the 43rd International Semiconductor Conference CAS2020
- Please contact support.cas2020@imt.ro with any problems regarding this step



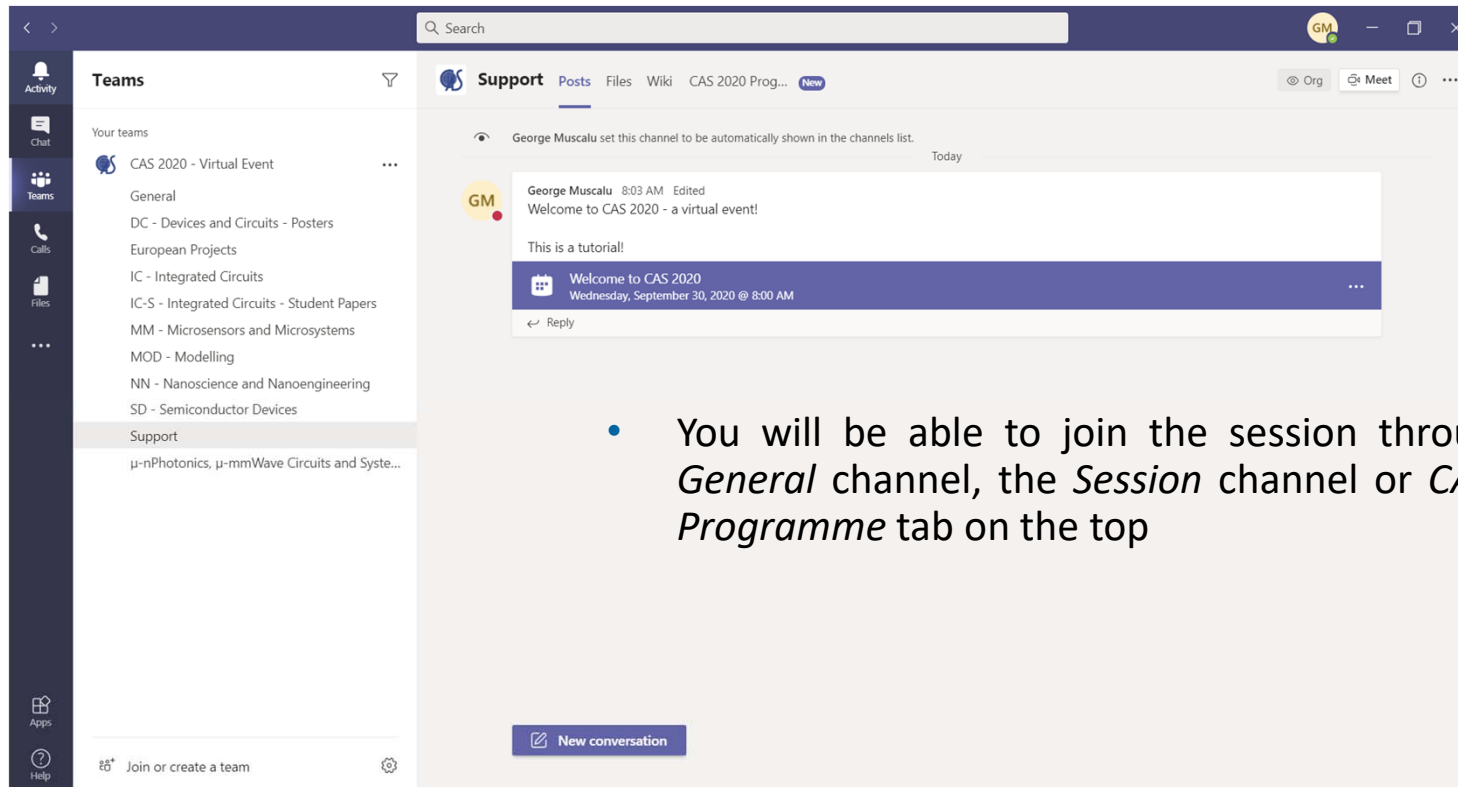
CAS 2020 – Virtual Event

Overview – All the sessions have their own channel (on the left)



Join Session (1)

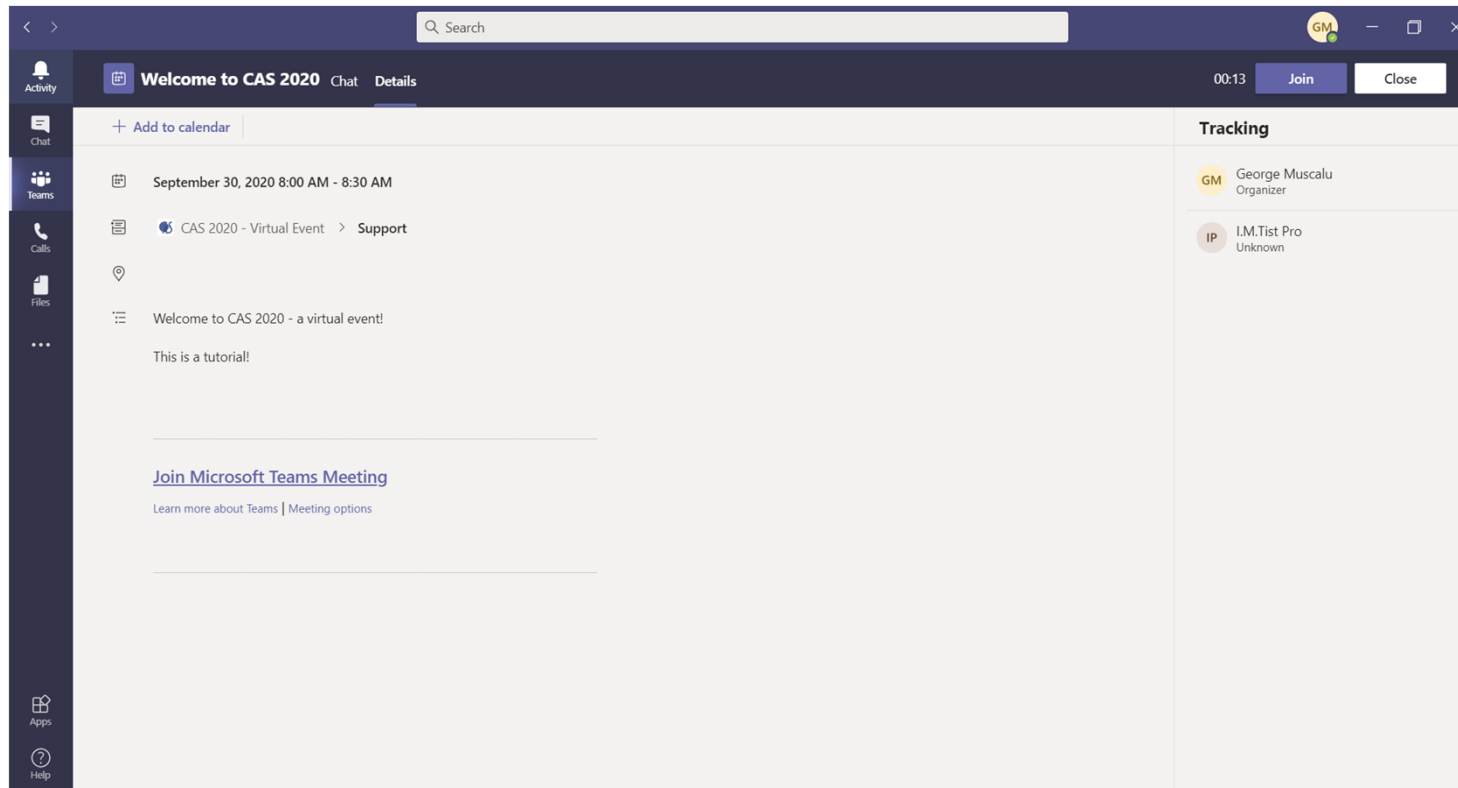
Click on the Session and join it



- You will be able to join the session through the *General* channel, the *Session* channel or *CAS 2020 Programme* tab on the top

Join Session (2)

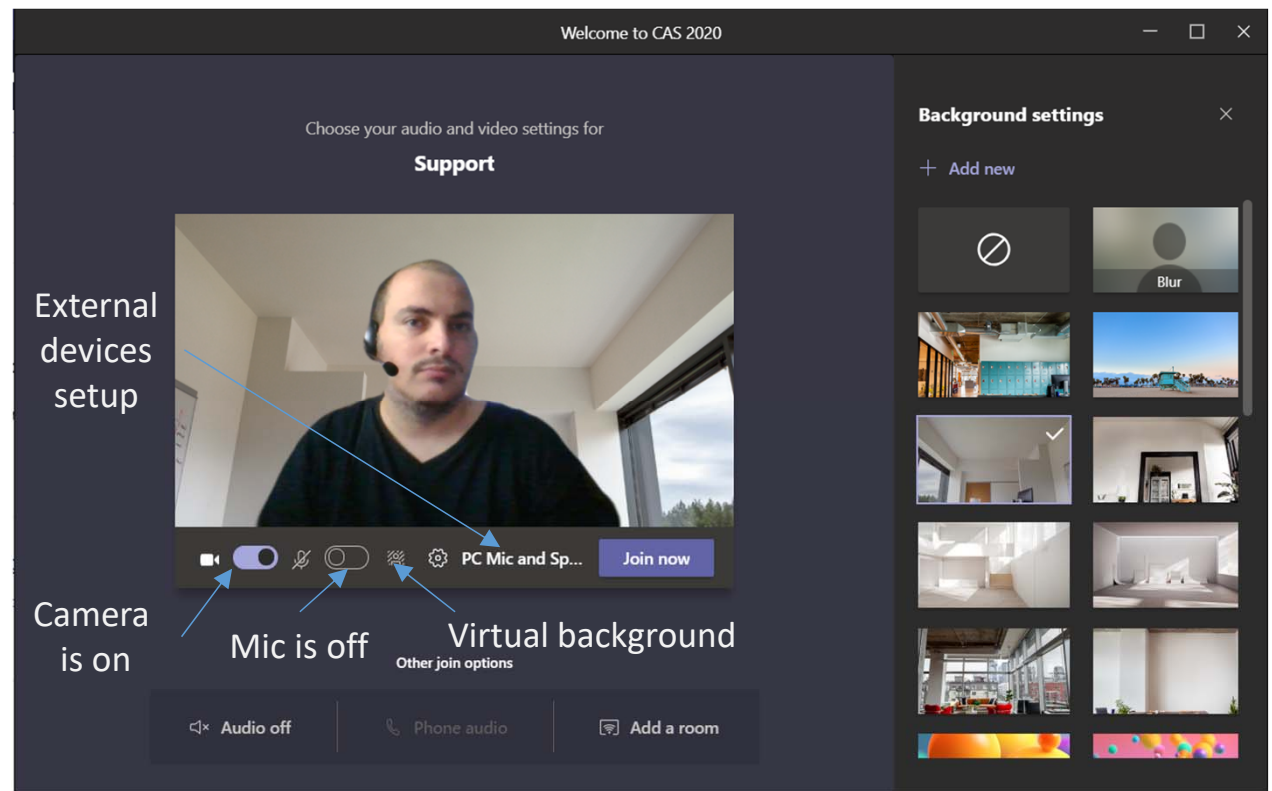
Click on the Session and join it



Join Session (3)

Join Session – Device setup

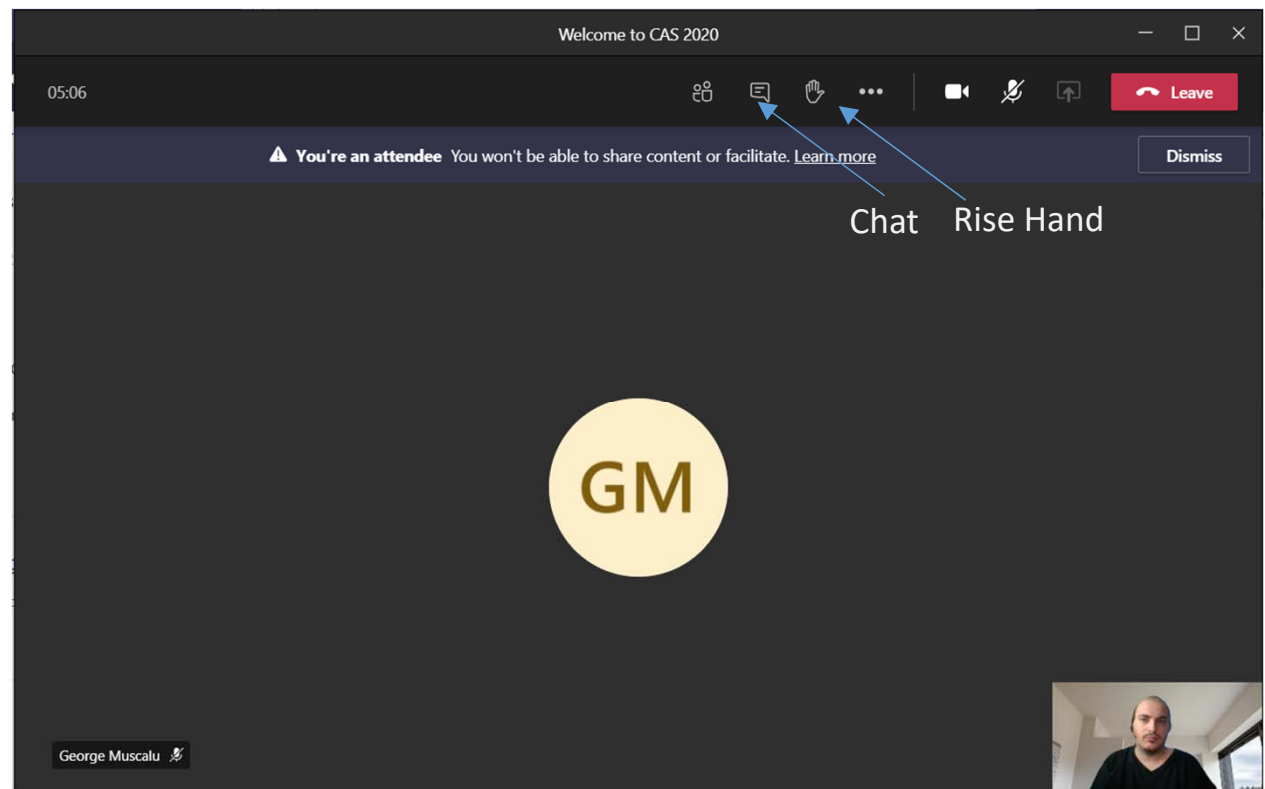
- It is strongly recommended to use a video camera and an external microphone for your presentation
- Before joining a session you can turn on/off the camera or the microphone and add a virtual background
- If you are using external devices (camera/mic), please check your external devices setup
- Please, keep your microphone on mute if you are not using it



Attending a session

Session – Attendee status

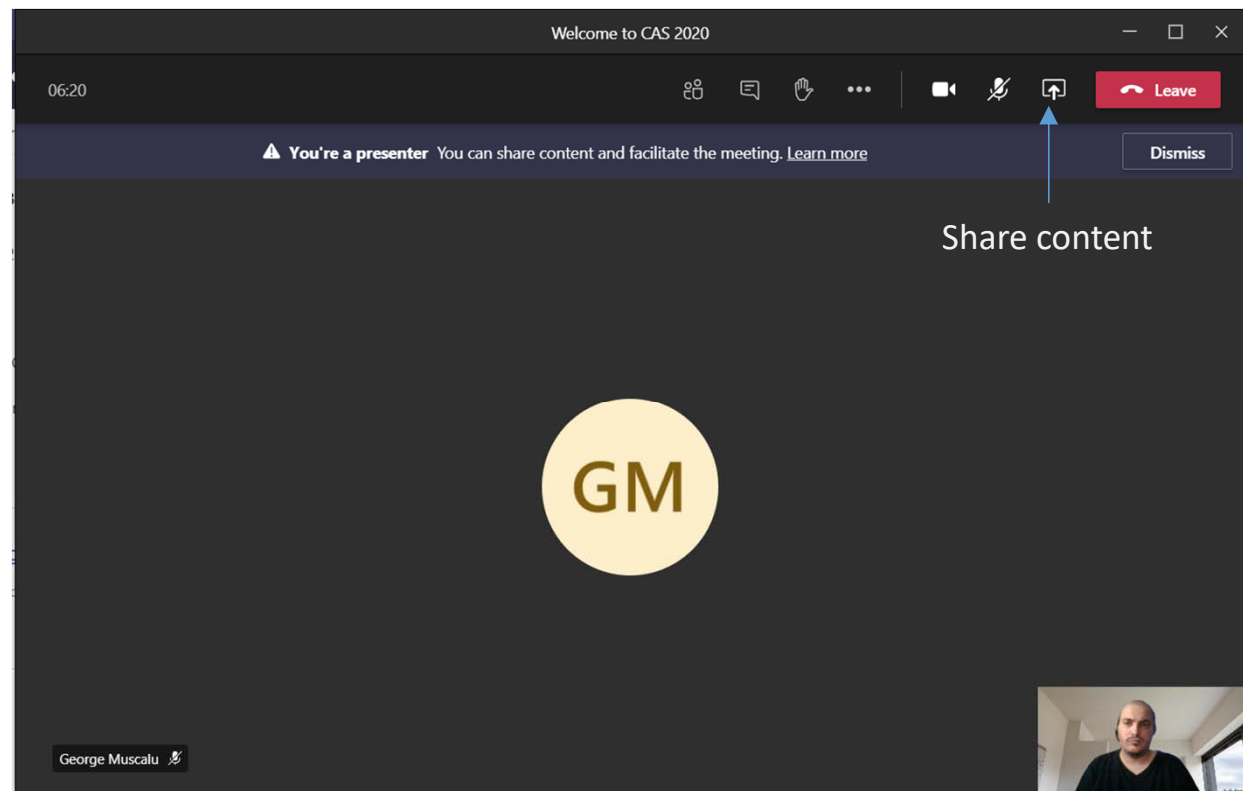
- First, you will have the status of *attendee*
- If you are a chairman of that session you will receive the status of *presenter* from the session organizer
- If you are a speaker of that session you will receive the status of *presenter* before your presentation
- Be free to use the *Chat* or *Rise Hand* functions for the questions (make sure to turn on the microphone first)



Presenting (1)

Session – Presenter status

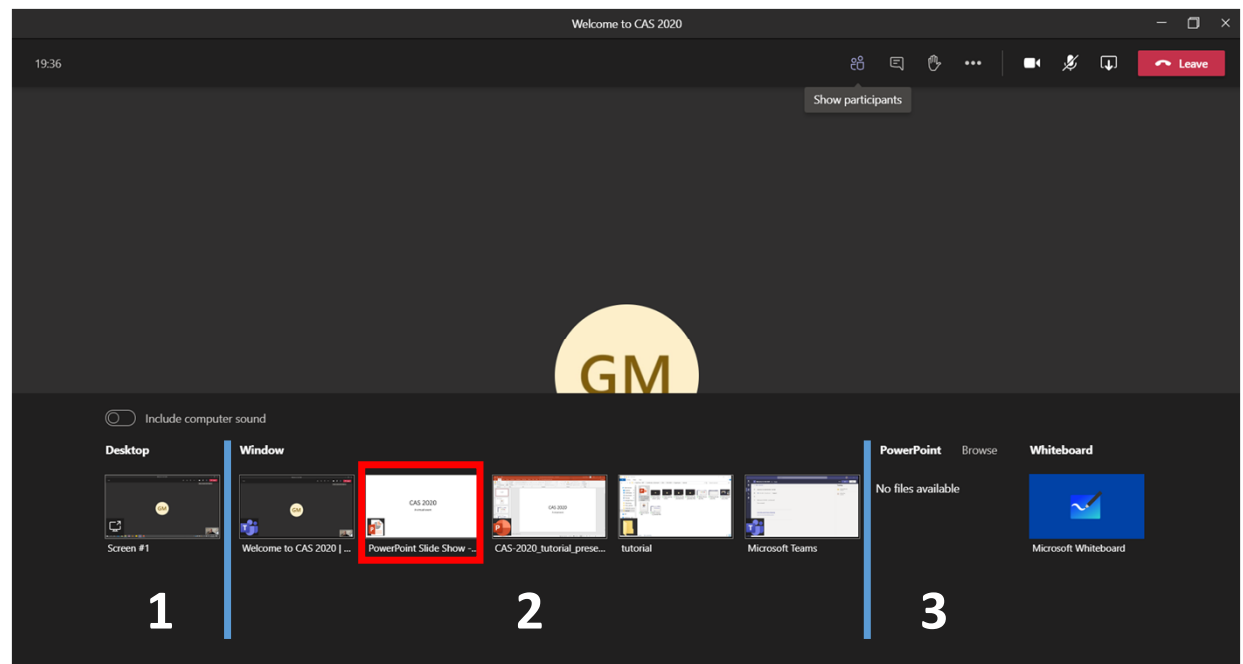
- Once you have the status of presenter you will be able to share your presentation with the others using *Share content*
- Don't forget to turn on your microphone before you begin your presentation
- Your video feed will be put on Spotlight (all the other participant will see your camera regarding on who's talking)



Presenting (2)

Session – Sharing content

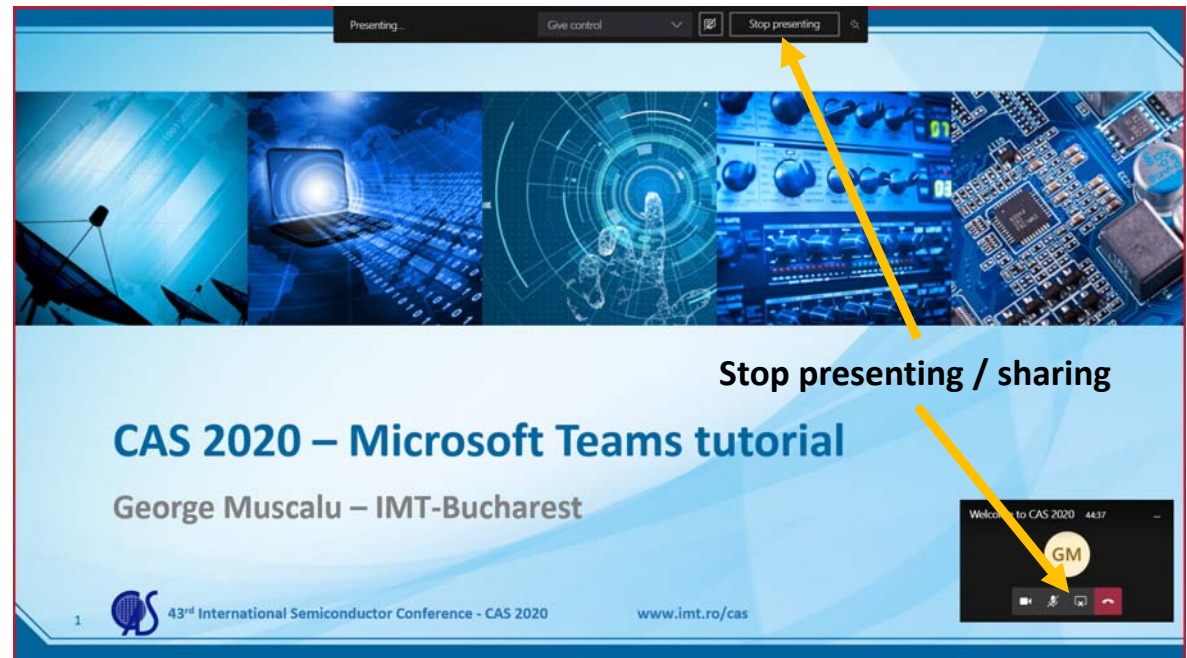
- You have 3 possibilities for sharing content:
 1. Desktop – you will share your screen and everybody will see your desktop (not recommended)
 2. Window – you will share a specific window (presentation must be open)
 3. PowerPoint – you will share a PowerPoint presentation from your computer



Presenting (3)

Session – Sharing a window

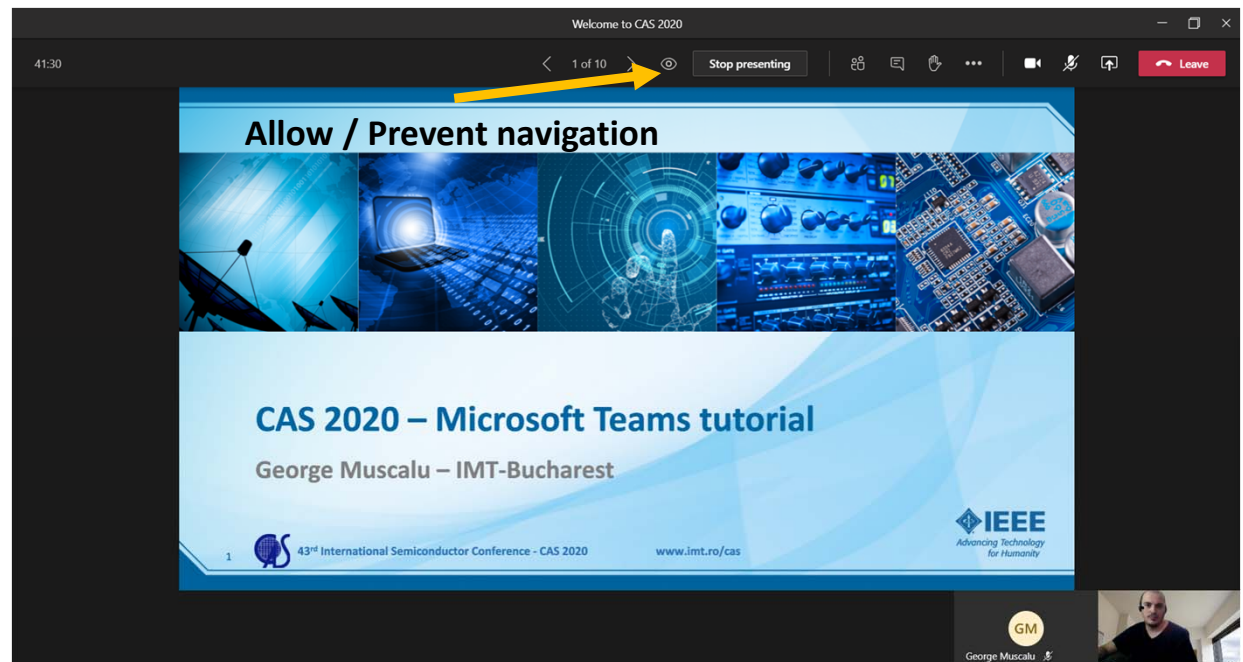
- Sharing a **Window** is the best way for sharing content because you can share your presentation regarding of its format (.ppt, .pptx, .pdf or other)
 - If you have an older version of Office it is possible that the other participants will not see your presentation correctly – **you will need to share PowerPoint Slide Show**, not the .ppt file
- The shared window will have a red outline
 - You will have control over your presentation as long as you stay active in this red outline
- You can stop presenting / sharing by pressing the *Stop presentation* on the top (active when your cursor is on the top of the screen) or *Stop sharing* on the bottom



Presenting (4)

Session – Sharing a PowerPoint file

- Sharing a **PowerPoint** – You will be able to share only a PowerPoint file from your computer or from drive
- You can allow or prevent participants to navigate through your presentation at their own pace
 - The navigation is independent for every user
- You can stop sharing with the *Stop Presenting* button



Welcome to the 43rd International Semiconductor Conference – CAS 2020

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Goodluck with your presentation!