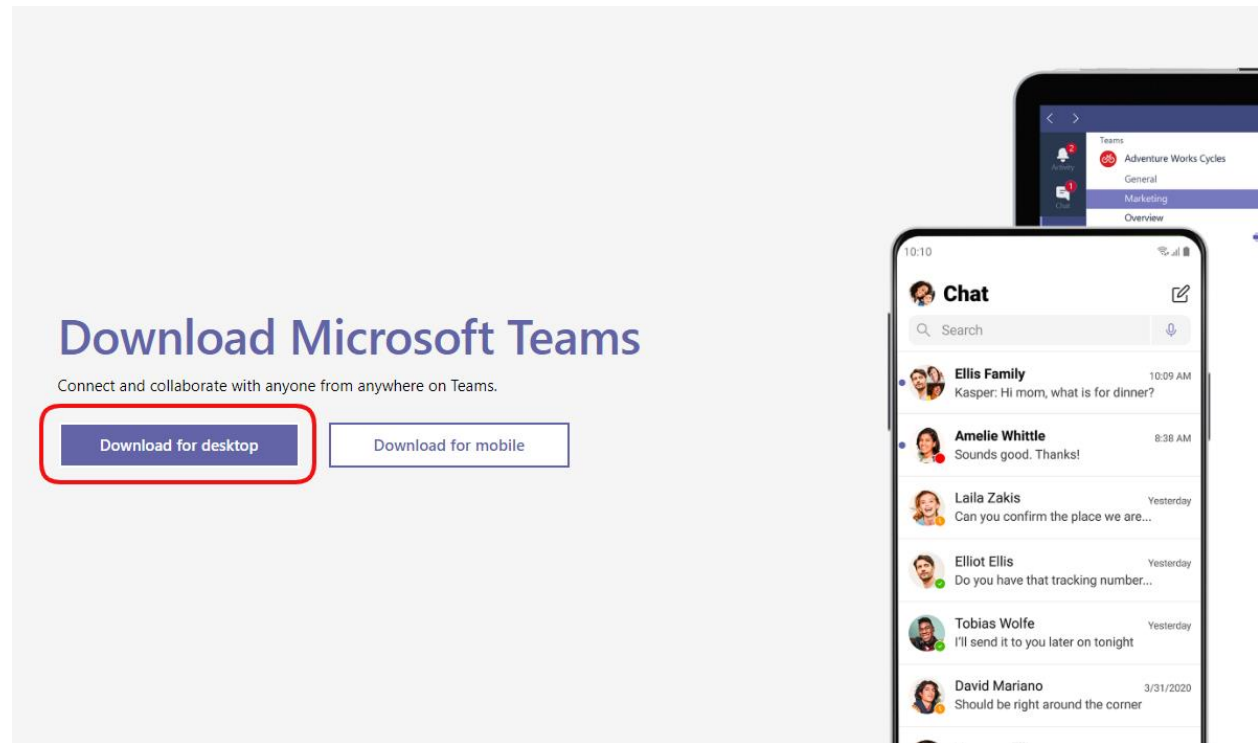




Click on the application link below

[Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)



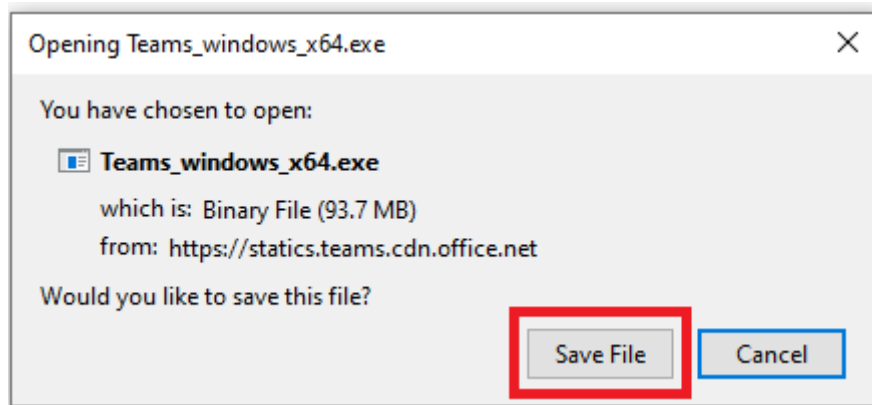
Download Teams for work on your desktop



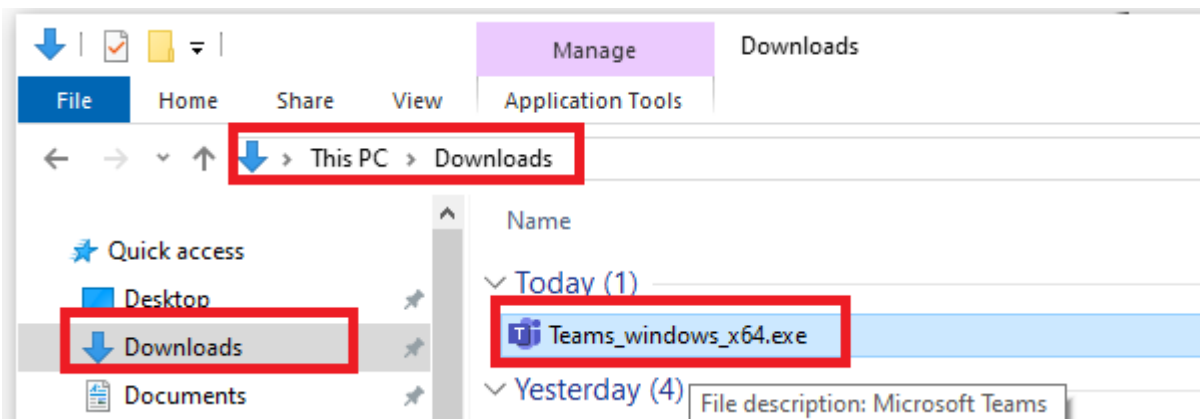
[Download Teams](#)



How to Download and Install Microsoft Teams



Go to your Downloads folder. Double-click Teams_windows_x64.exe.





How to Download and Install Microsoft Teams



After downloading the application, click on the presentation meeting link you received from the conference chair, you can either join to the conference meeting using

- 1- Microsoft Teams Desktop Application.
- 2- Continue using browser (Make you have latest version of Google chrome or Microsoft Edge browsers)

r.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OGIxNGY1MjEtNzAwZS00ZjcyLWlwNDItNjBm


Open Microsoft Teams?


https://teams.microsoft.com wants to open this application.


Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams Cancel

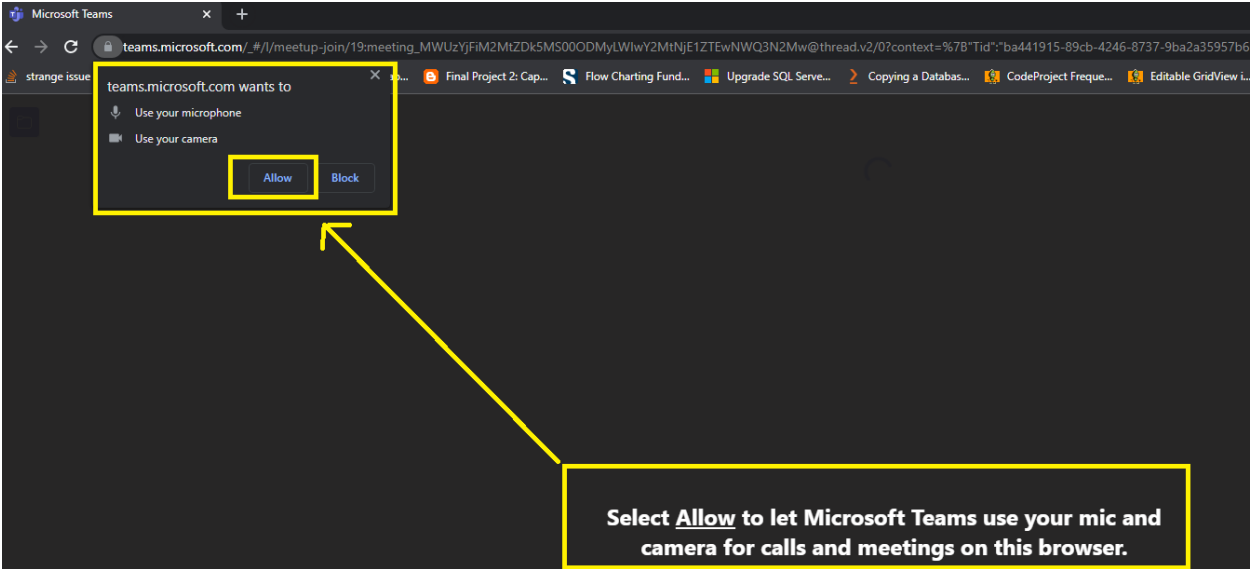
**you want to join
ms meeting?**

 **Download the Windows app**
Use the desktop app for the best experience.

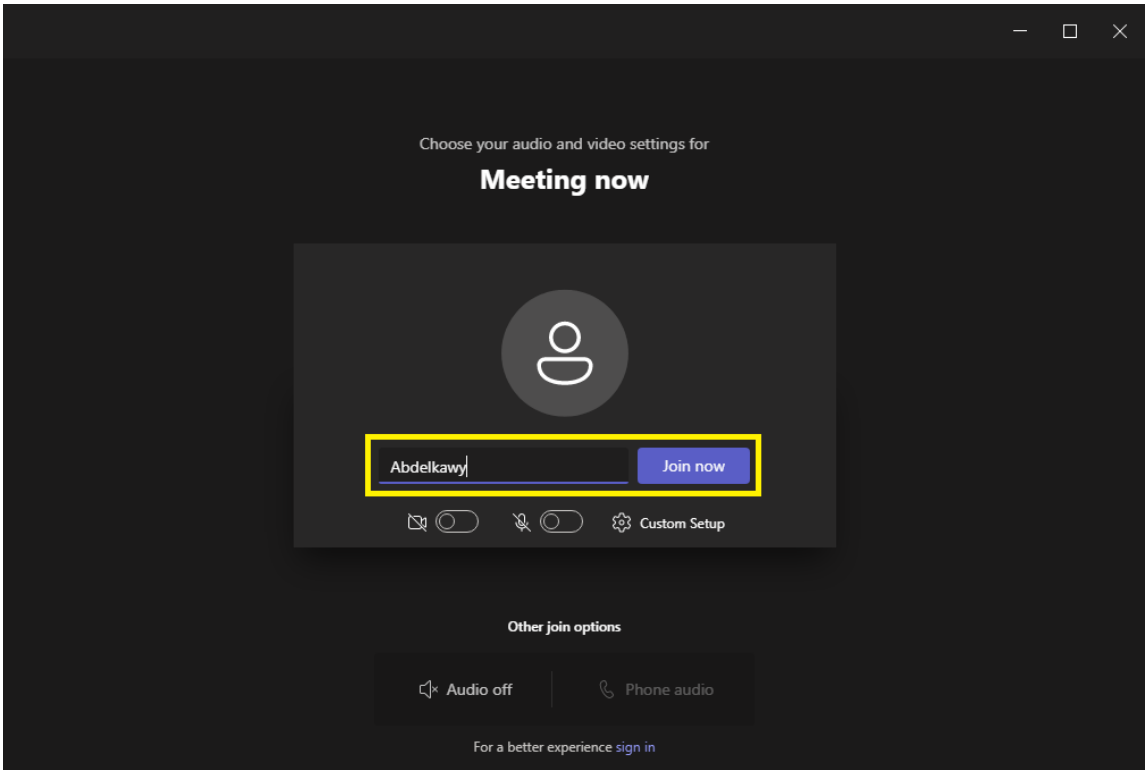
 **Continue on this browser**
No download or installation required.

 **Open your Teams app**
Already have it? Go right to your meeting.

IF you opted **“Continue in this browser”** make sure to **allow Mic and Camera** in your browser as shown below

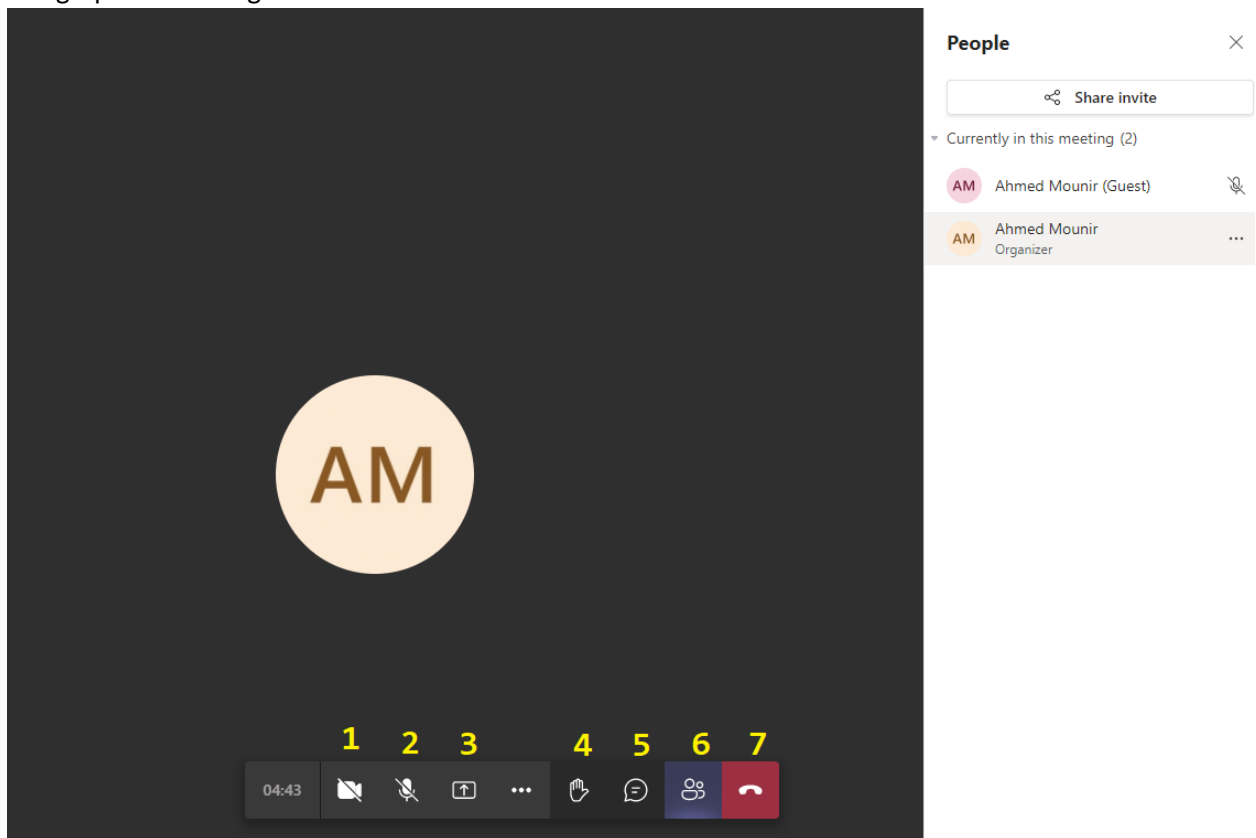


Enter your name and click **“Join Now”**




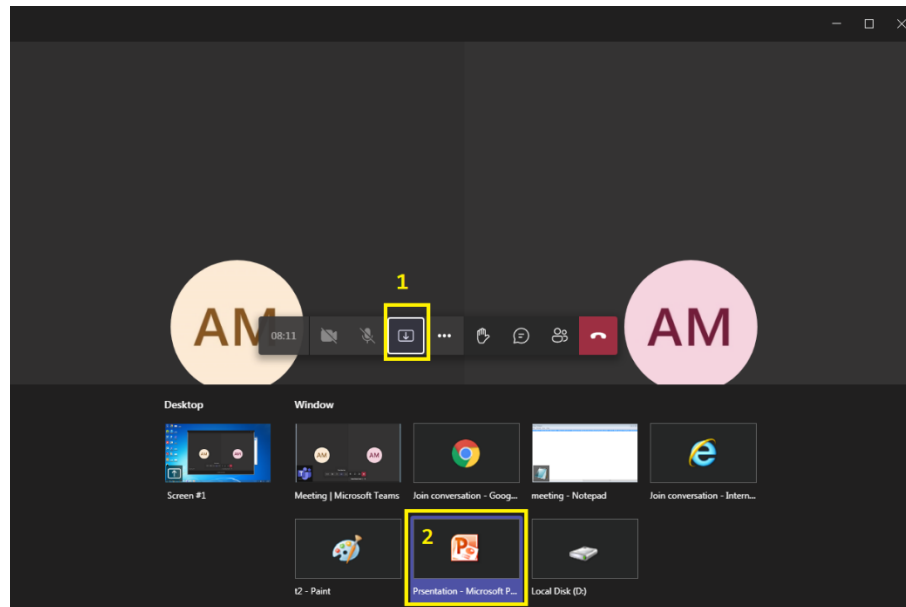
Once you are given the presenter role by the conference organizer you will be able to do the following as shown in the screenshot below:

1. Enable Camera.
2. Enable Mic.
3. Share Content.
4. Raise Hand.
5. Participate in chat if enabled by organizer.
6. Show participant list.
7. Hung-up the meeting.




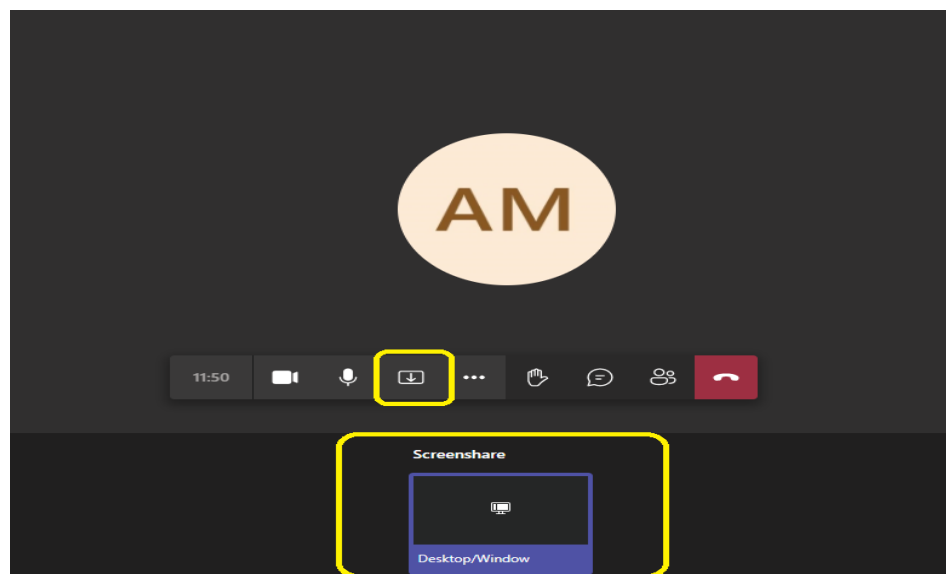
Sharing presentation on (Microsoft Teams Desktop Application)

1. Make sure your presentation file (PPT) is Open in your computer.
2. Enable Camera (button 1) & Mic (button 2).
3. Click on share (button 3) .
4. Select the presentation file (PPT) as shown below.



Sharing presentation on browser (Google chrome / Microsoft Edge).

1. **Make sure your presentation file (PPT) is Open in your computer.**
2. Enable Camera & Mic
3. Click on share button .
4. Click on Screenshare (Desktop/Window)



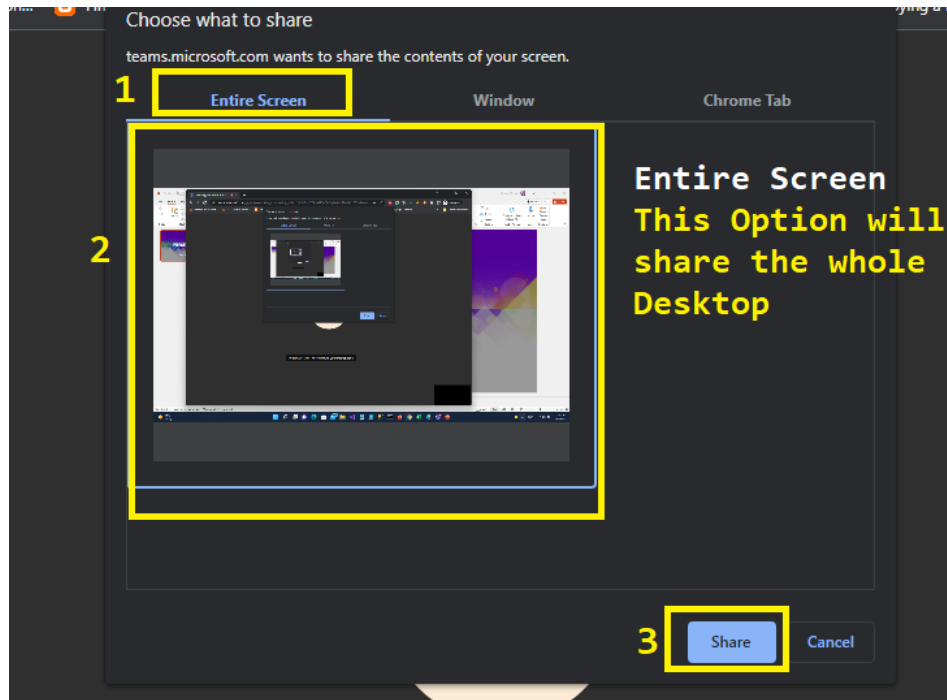


How to Download and Install Microsoft Teams



You can Either share the whole desktop as shown below

1. Click on “Entire Screen” Tab
2. Select the desktop.
3. Click share



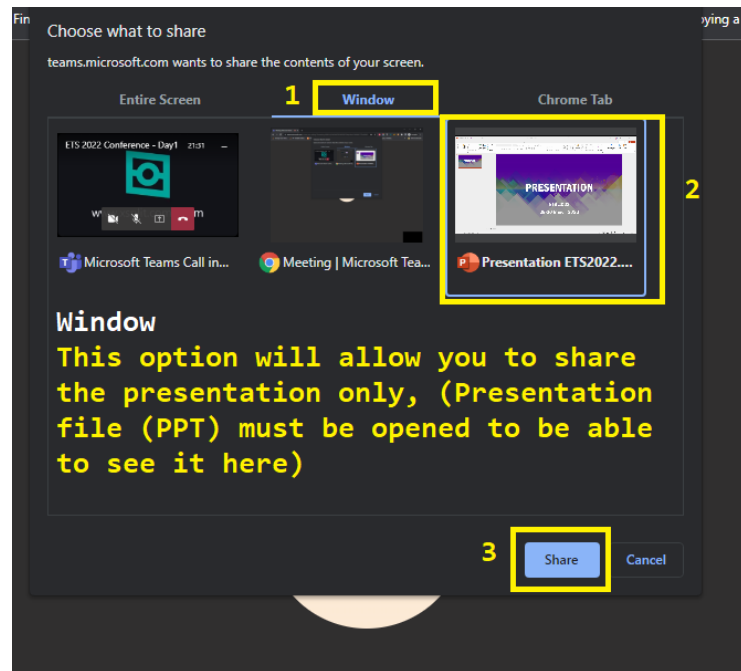


How to Download and Install Microsoft Teams



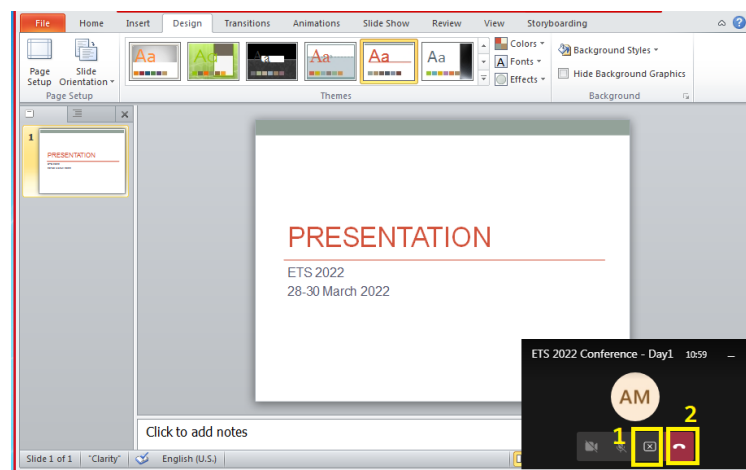
Or share a specific window (Presentation file), if you decided to go with this option then

1. Click on “Window” Tab.
2. Click on your presentation file.



Once you are done with your presentation you can stop sharing

1. Stop Sharing.
2. Hung-up the meeting if you would like to leave the meeting.



Thank you.