### Microsoft Teams User Manual





### Living in the End Times

Utopian and Dystopian Representations of Pandemics in Fiction, Film and Culture

13 - 15 January 2021

#### KEYNOTE TALKS BY







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- To sign in to Microsoft Teams as the chair of your session, the temporary instutional e-mail addresses and passwords will be sent to you by Cappadocia University. It is <u>very important</u> to install Teams on your desktop and sign in with the institutional Teams account provided by Cappadocia University. Otherwise, your session won't appear on your Teams calendar.
- After the temporary <u>Cappadocia institutional</u> <u>Teams accounts</u> have been sent to you, please try to login asap. If you do have any technical problems with your Teams account, please contact us at <u>pandemicimaginaries@gmail.com</u> and <u>burcu.satilmis@kapadokya.edu.tr</u>

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- \*Please do <u>not</u> use your personal or institutional e-mail account to sing in to Microsoft Teams for your session if you are the **chair** of a session. Cappadocia University will provide the chairs with a single-use temporary institutional e-mail account and password to make our chairs' lives much easier. Therefore, please please please use this e-mail account and password as the chair of a session.
- \*\*You can have access to all the other sessions of the conference through the links announced in our programme. Only your session will appear on your Teams calender. If you cannot see the other sessions on your calendar, please do not worry. All the links are available in our programme.



The Need to Change the role of an Attendee to a Presenter prior to Start Time (Only the chairs have this authority.)

There are two roles to choose from: *presenter* and *attendee*. Presenters can do just about anything that needs doing in a meeting, while the role of an attendee is more controlled

We need your help and support to change the roles of the <u>speakers in</u> <u>your session at least 15</u> minutes prior to the start of the session. Please check the list of the speakers in your session carefully and promote their roles from attendees to presenters by following these instructions. This is <u>very crucial and necessary</u> because otherwise the presenters will not have the authority to present. We have recommended our speakers to introduce themselves to the chairs by using the chat box option. Thank you for your collaboration.



#### Changing the role of an Attendee to a Presenter (Only the chairs have this authority.)

You could also change the roles of attendees who are not presenting but would like **to make a comment or ask a question** after the presentation by following the same instructions. Unlike the speakers, you should switch their role back to an attendee once they are finished with their comments or questions



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## Spotlighting a speaker's video in a Teams meeting (Only the chairs have this authority.)

- Spotlighting a video is like pinning it for everyone in the meeting. You could choose the speaker's video to be the main video people see.
- We <u>need</u> your help here. Please spotlight the speaker during his/her presentation and stop spotlighting after the talk is over. Please do this for each speaker in your session.
- You could select **Show participants** to see a list of everyone in the meeting. Find the name of the speaker whose video you want to highlight in the list, right-click on their name, and select **Spotlight** (Please see the next slide).
- When you're ready to end the spotlight, right-click again and choose **Stop spotlighting**.



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Please join your session at least 15 minutes prior to start time and introduce yourself to the chair of your session through the chat box because s/he will need to promote your role from an attendee to a presenter so that you will have the authority to deliver your presentation.

#### Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.



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---- OPERATOR CLASSES ----

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## How to download Teams for deskop

Please click the link below and when you get to screen click «download Teams» and install Teams to your Windows or Mac computers.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/downloadapp#desktopAppDownloadregion

Attention: The session chairs have to download and install Teams to their computer.

Which browsers should be used?

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**Step 1:** Make sure you **«restart»** your computer before doing anything else. This is **strongly recommended** to avoid potential technical issues to arise.

**Step 2:** Make sure you are using a **Google Chrome** or the latest version of Microsoft Edge browsers.

• If you do not have Google Chrome (notably Mac computers), please install it through the following link:

https://www.google.com/chrome/?brand=C HBD&gclid=CjwKCAjwrvv3BRAJEiwAh wOdMzJ3fLgra-6bLG5usV70HxhgZtKGls3OaMoYSAZO2

<u>Mwlx6LQF2BswBoCnAwQAvD\_BwE&gcl</u> src=aw.ds

• If you are using a Mac computer, please open **a new Google Chrome browser** window and **paste the link in the address** field and then press Enter to proceed with Google Chrome browser.

### Join a meeting without a Teams account

1- See the conference programme for relevant meeting and live event links

2- That'll open a web page, where you'll see two choices: **Download the Windows app or Join on the web instead**. If you join on the web, you can use either *Microsoft Edge* or *Google Chrome*. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.



#### Experience the best of Teams meetings with the de

Download the Windows app

Join on the web instead

Already have the Teams app? Launch it now

Third-Party Disclosures



3- If you already have the Microsoft Teams application installed on your computer, your life will be much easier. After clicking on the links, you will see the screen above. Then, please click <**open your Teams app>** to access the meeting. Unless you are a **Chair** of a session or a **Presenter**, you are advised to choose «continue on this browser» to access the meeting.



When you see the screen above, please select **«Allow»**.

Choose your audio and video settings for Meeting now	
Enter name Join now Ø O V S-High Definition Audio	<
Other join options ≶াৈ Audio off & Phone audio	
For a better experience sign in or download the desktop version	

**Participants without a presentation as a listener:** Please enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, please choose **Audio off** to avoid disruption. Select **Phone audio** if you want to listen to the meeting on your mobile phone

Please keep your microphone «muted» and your camera «off» throughout the sessions unless you are the Chair of a session or a Presenter.



To turn your video on/off, please click on the «camera» icon.



- If/when you are invited to join the ongoing conversation by the Chair, please «unmute» your microphone by clicking on the **«microphone»** icon.

- If you wish to raise your hand to request the floor, please click on the **«hand»** icon.

- To follow the written messages, click on the **«chat box»** icon.

- To see the list of participants, click on the **«people»** icon to the right of the «chat box» icon.



### Joining a meeting with a Teams account

#### **Signing in to Teams** 1.Please start Teams app.

•In Windows, click **Start =** > **Microsoft Teams**.

On Mac, go to the Applications folder and click Microsoft Teams.
On mobile, tap the Teams icon.

Please sign in with your Microsoft
 365 username and password.



#### Enter your work, school, or Microsoft account.



# Joining a meeting from calendar with Teams account (for the chairs of sessions)

1.Select **Calendar** on the left side of Teams to view your meetings.

2.Find the meeting you want and select Join.

Or, if someone starts the meeting, you'll get a notification through which you join.





### More details (for the chairs of sessions)

 Please right-click an event in your calendar to RSVP or to open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to Join online and Chat with participants.

• Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting (Please see the next slide).

<b>11</b> Wedne	esday		<b>12</b> Thursday
	View	>	
	Chat with participants Join online	5	
$\checkmark$	Accept	>	Occurrence
?	Tentative	>	Series
$\times$	Decline	>	

### While joining a meeting with your account

When you see this screen on the right, please do the following.

- 1- Click «Computer audio»
- 2- Turn off your camera
- 3- Turn off your microphone

4- Click «join now»



### Sharing content in a meeting in Teams

• To share your screen in a meeting, select share content <sup>1</sup> in your meeting controls. Then, choose «share your entire desktop, a window, a PowerPoint file».

Note: If you're using Teams on the web, you'll only be able to share your screen if you're using Google Chrome or the latest version of Microsoft Edge.



When you share your power point presentation or any other documents through full-screen share option, you will not be able to see yourself. Please do not panic! The attendees will be able to see your document and hear your voice, but will not be able to see you until the end of your presentation and you stop screen-sharing

### Sharing content in a meeting in Teams

Share your	If you want to	Great when
Desktop	Show your entire screen, including	You need to seamlessly share multiple
	notifications and other desktop activity	windows
Window	Show just one window, and no	You only need to show one thing and
	notifications or other desktop activity	want to keep the rest of your screen to
		yourself
PowerPoint	Present a PowerPoint file others can	You need to share a presentation and
	interact with	want others to be able to move throug
		it at their own pace

#### Sharing content on a Mac

- If you're using a Mac, you'll need to grant permission to Teams to record your computer's screen before you can share.
- You'll be prompted to grant permission the first time you try to share your screen. Select **Open System Preferences** from the prompt.
- If you miss the prompt, don't worry. You can do this anytime by going to Apple Menu > System Preferences > Security & Privacy.
- Under Screen Recording, make sure Microsoft Teams is selected.





### Sharing content on a Mac

**3.** Go back to your meeting and try sharing your screen again

Note: If you're using Teams on the web, make sure you've also granted screen recording permission to your browser.

### Using live captions in a Teams meeting

 Live captions can make your meeting more inclusive to participants who are deaf or hard-of-hearing, people with different levels of language proficiency, and participants in loud places by giving them another way to follow along.



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join...



Thank you very much for your support and collaboration.

Should you have any further questions, please do not hesitate to contact us:<u>pandemicimaginaries</u> @gmail.com.