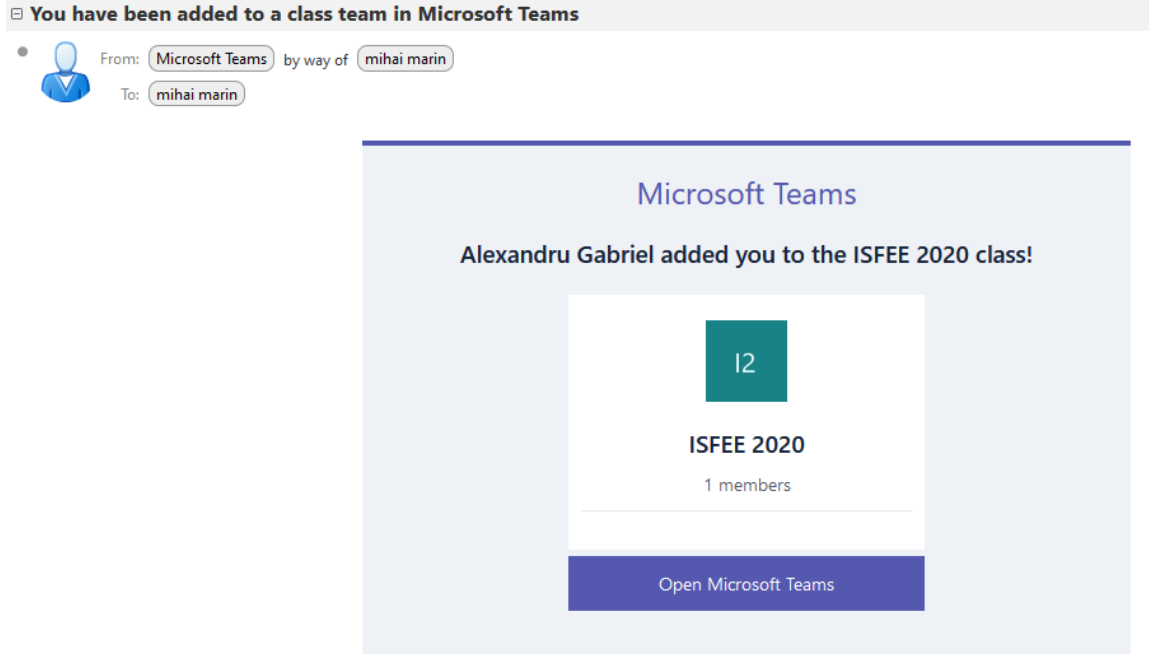# ISFEE 2020 – MICROSOFT TEAMS connection guide

1) Check your registered email in inbox or spam for the message that you have been added in the Microsoft Teams class for the ISFEE 2020 Conference.
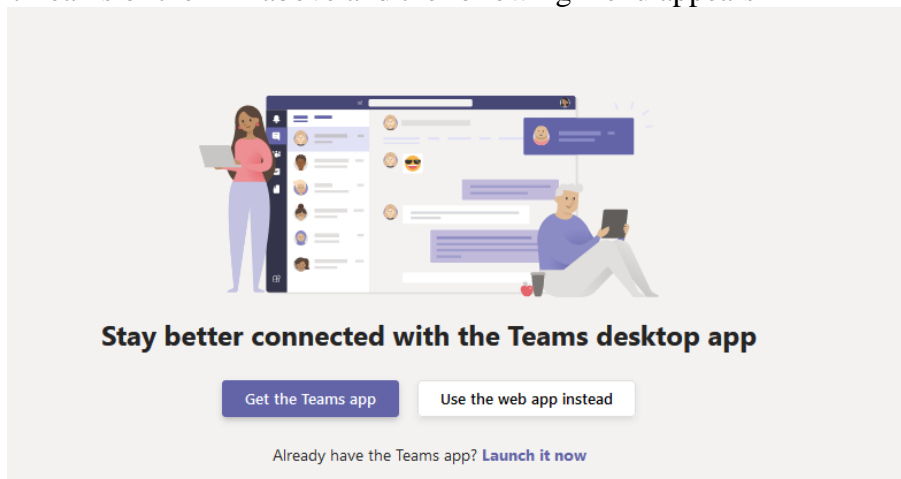

2) If you haven't received the email access the MSTeams link below.
https://teams.microsoft.com/l/team/19%3acc7d51cbf63b42ffb9ae8f670beb2b10%40thread.tacv2/conversations?groupId=8ab69bf0-a89a-47c4-b7dd-5d7413ee5dab&tenantId=2d8cc8ba-8dda-4334-9e5c-fac2092e9bac

If you still have problems connecting please contact Mihai Marin at Mihai.Marin@upb.ro .

Click Open Microsoft Teams or the link above and the following menu appears
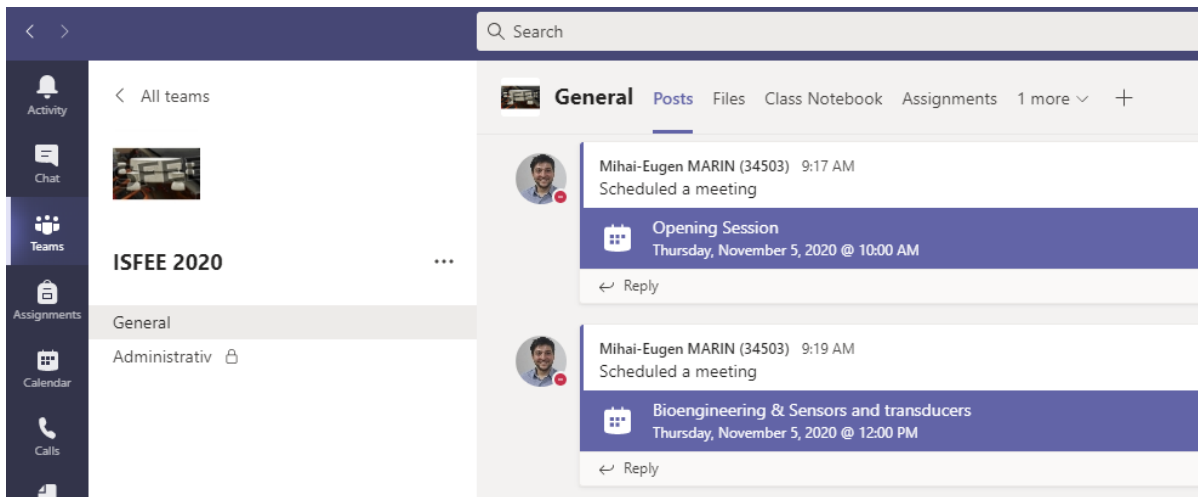

3) You can use the Microsoft Teams App (recommended), or you can use the browser application.
If you don't have a Microsoft account for the email provided at registration you have to create an account with this email.
 Log in to Microsoft Teams using the email address where you received the invitation.
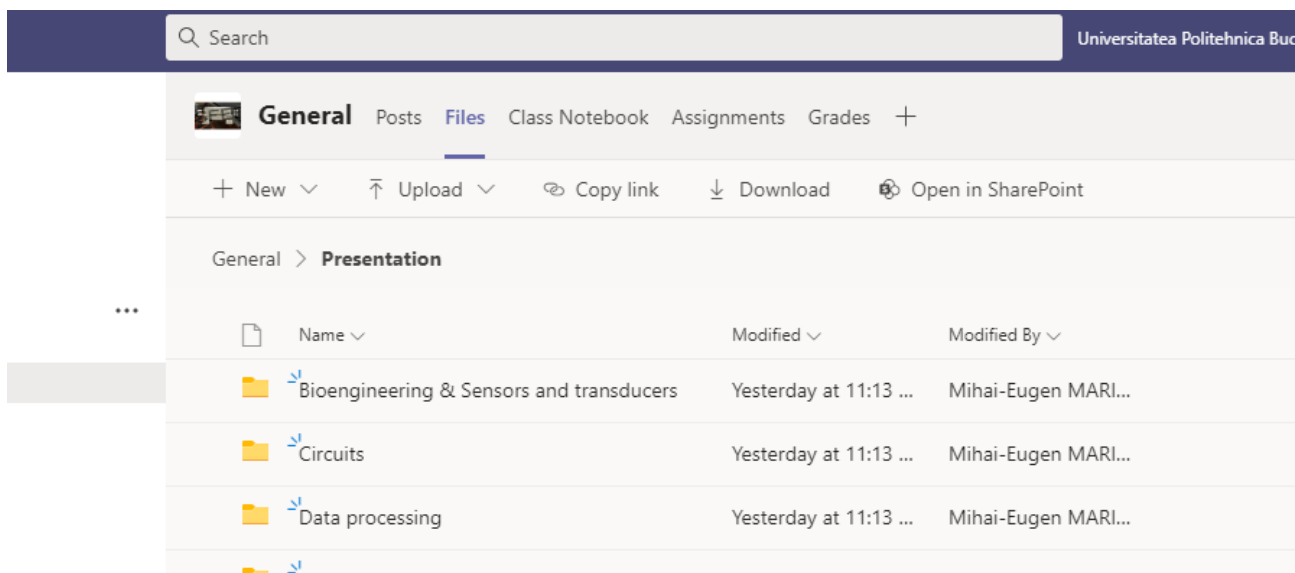In the ISFEE 2020 team group you will see the posts and the scheduling of the conference.

4) You must upload your Presentation in pdf or ppt/x format.
Select the folder corresponding to your assigned section under "Presentation" in the Files tab. The name of the file must be in the form
PaperID_FirstName_LASTNAMEOFTHEPRESENTER.pptx (688_Mihai_MARIN.pptx)

5) When the online presentation starts according to the schedule, the meeting will become active and you can click JOIN to enter the meeting. Please enter with your microphone muted as to not disturb the presentation.