

## 1. Important information

The conference will be held on the Microsoft Teams platform, participants with an account can log in through their account; participants without an account can join the meeting by manually entering their name.

Links to two meetings, active on May 20 and May 21, will be sent via email.

After clicking "Join now" in the join meeting window, each participant will be transferred into the waiting room; only after the organizers approve your participation will you join the meeting.

Due to a large number of conference participants, please remember to turn off your camera and microphone. Please turn them on only when presenting or asking questions.

Please indicate your intention to ask a question by "raising hand" on the meeting panel. Please remember to unclick the "raising hand" button after asking your question.

Due to potential technical issues, please join the meeting about a half-hour early.

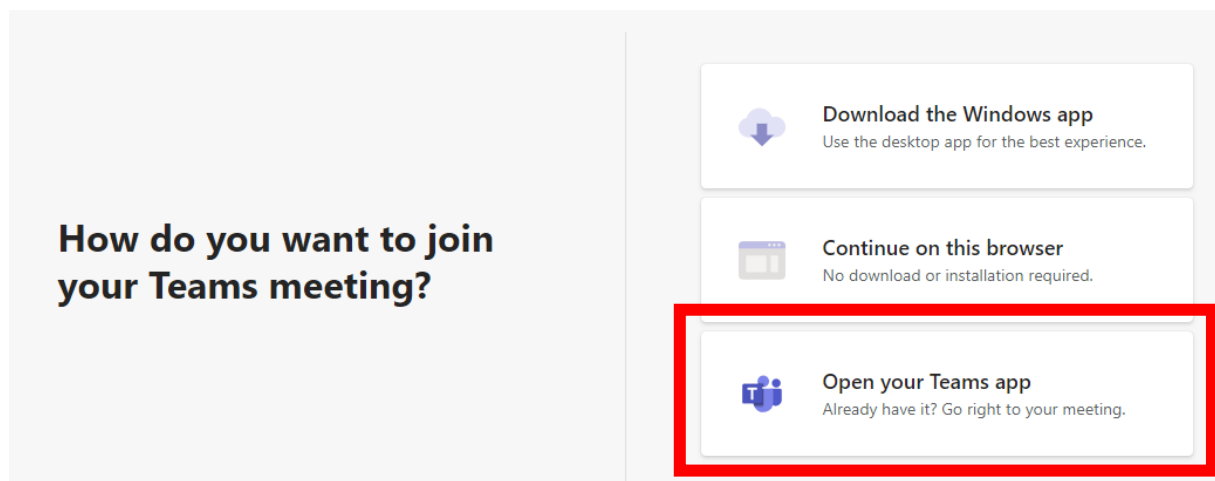
If you have trouble joining the meeting, please restart your browser and click the link again.

For other questions - contact email: [wms.conference.uwm@gmail.com](mailto:wms.conference.uwm@gmail.com)

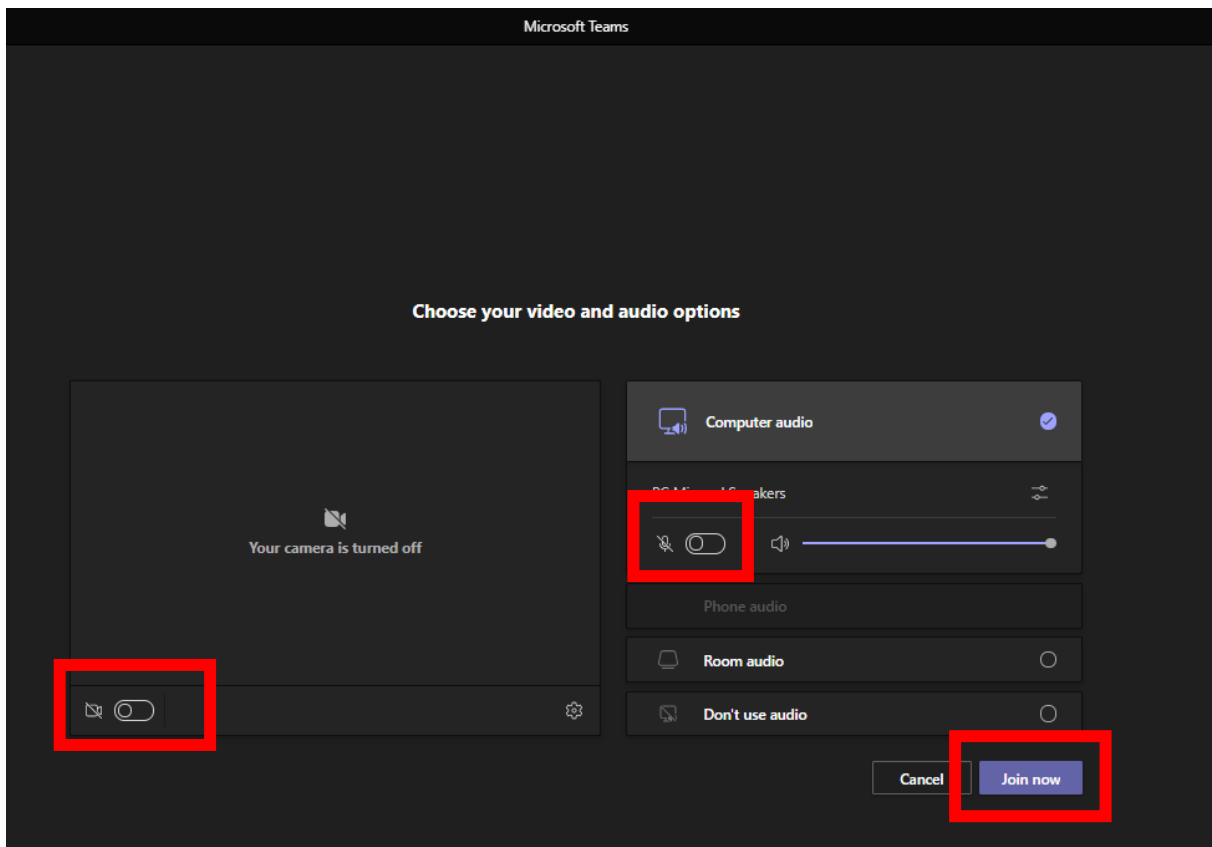
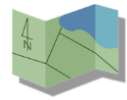
## 2. Logging in

### 2.1. Joining a meeting, for Microsoft Teams users (desktop version)

Click on the link sent via email. In your browser, select "Open your Teams app".



In Microsoft Teams app, the window for joining a meeting will appear.

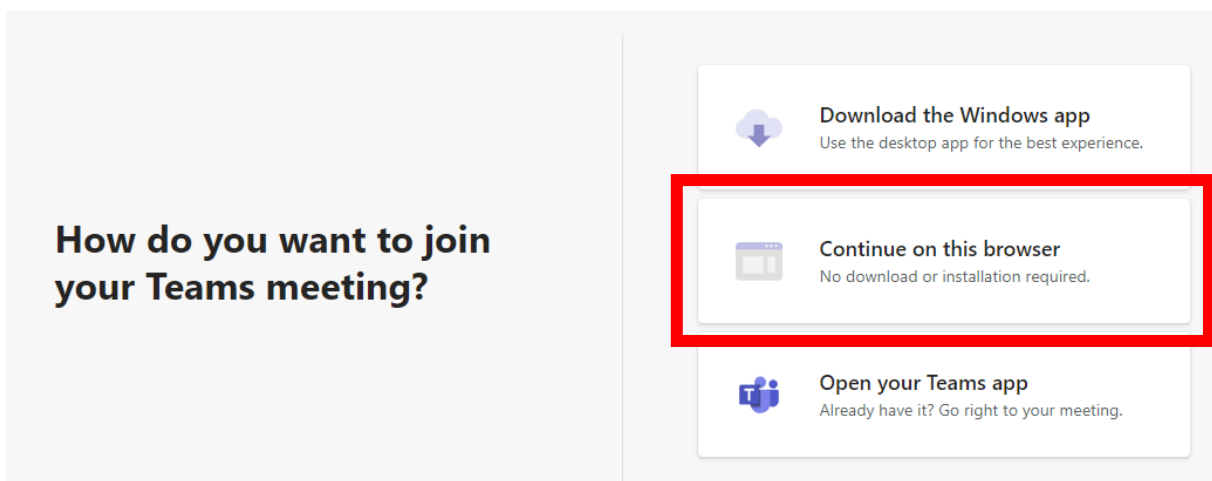


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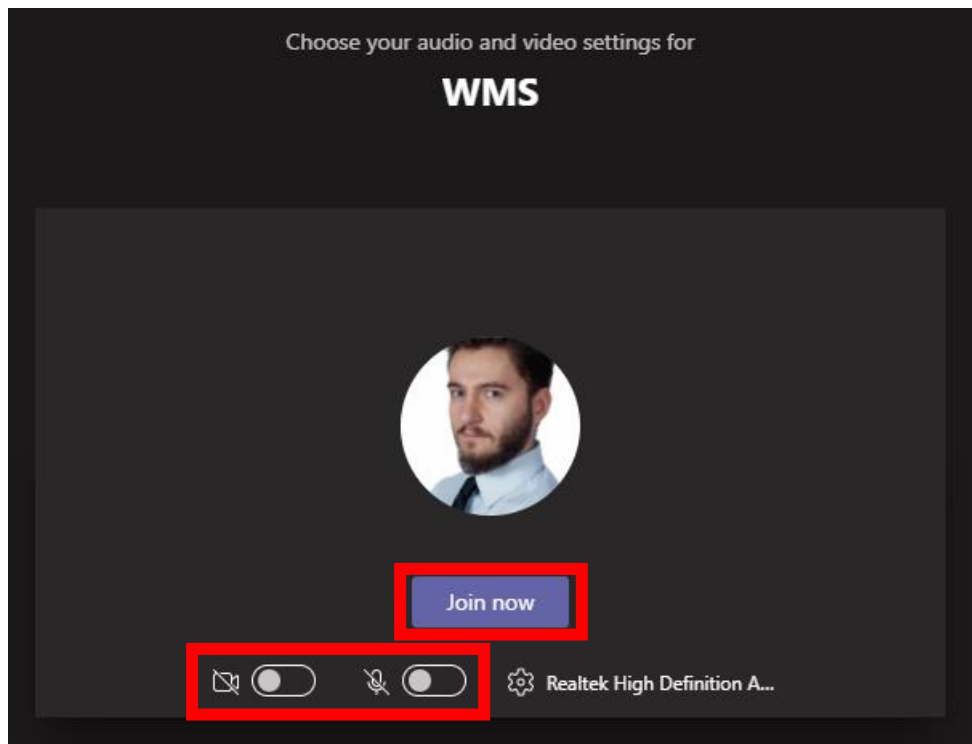
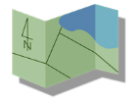
After clicking "Join now" in the join meeting window, each participant will be transferred into the waiting room; only after the organizers approve your participation will you join the meeting.

## 2.2. Joining a meeting, for Microsoft Teams users (web browser)

Click on the link sent via email. In your browser, select "Continue on this browser".



The meeting joining window will open in the selected web browser, on the Microsoft Teams website (after you log in to the service).

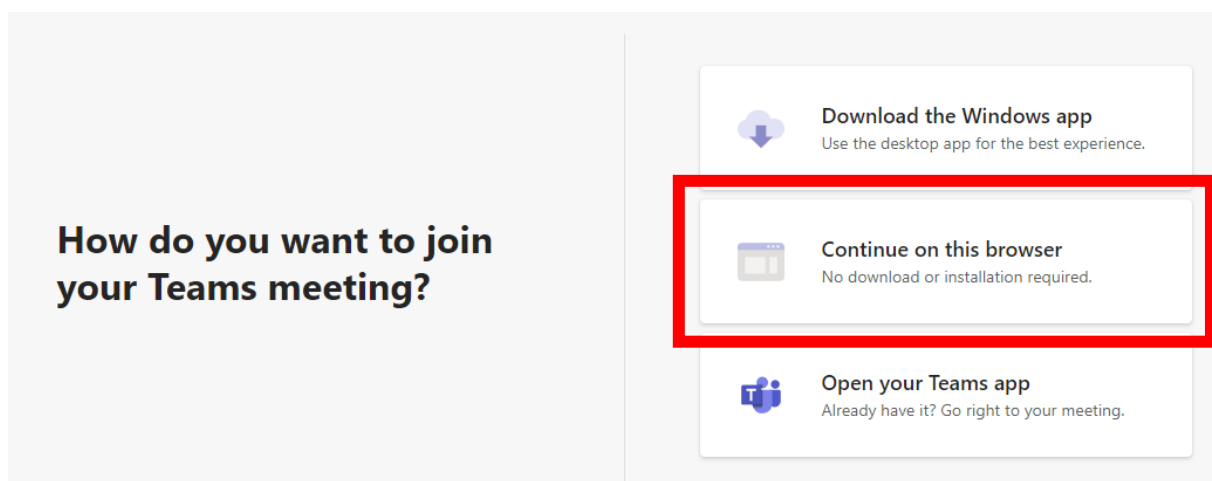


Due to a large number of conference participants, please remember to turn off your camera and microphone. Please turn them on only when presenting or asking questions.

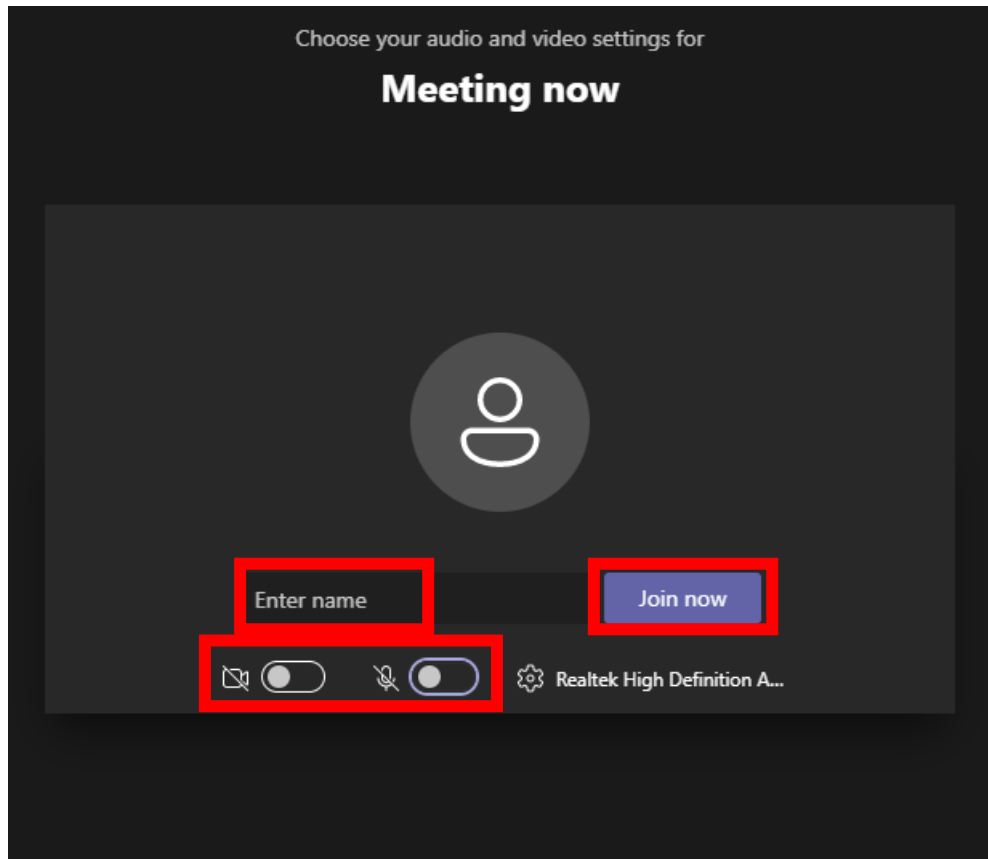
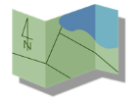
After clicking "Join now" in the join meeting window, each participant will be transferred into the waiting room; only after the organizers approve your participation will you join the meeting.

### **2.3. Joining a meeting for other participants (without Microsoft Teams account)**

A Microsoft Teams account is not necessary to attend the meeting. To join the meeting, click on the link sent via email. In your browser, select the "Continue on this browser" option.



The meeting joining window will open in the selected web browser, on the Microsoft Teams site, no login is needed (if necessary, give your browser permission to use the microphone and camera).



Due to a large number of conference participants, please remember to turn off your camera and microphone. Please turn them on only when presenting or asking questions.

Due to the lack of an account, the First Name and Last Name information must be entered manually in the "Enter name" field.

After clicking "Join now" in the join meeting window, each participant will be transferred into the waiting room; only after the organizers approve your participation will you join the meeting.

### 3. Microsoft Teams meeting panel

The Microsoft Teams meeting panel is located at the top right of the window (for Microsoft Teams desktop users) or at the bottom of the window. It contains buttons to turn the camera and microphone on and off, a "raising hand" button, and a button to open the chat window.

