

How to log in

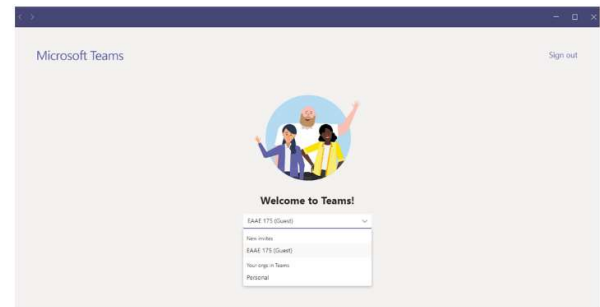
- After receiving the mail of invitation click on the Open Microsoft Teams button



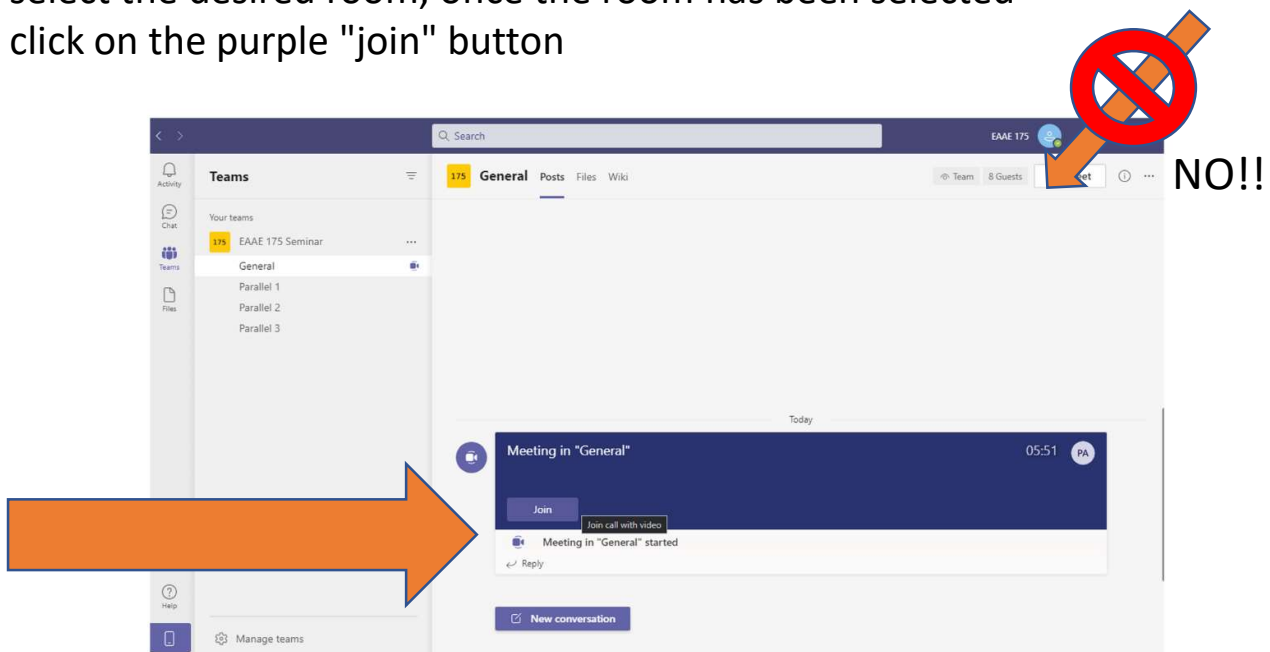
How to sign in if you don't have a teams account

- You will be directed to the Teams download / start page
- After downloading and starting Teams, register on the platform

- Select the EAAE 175 team



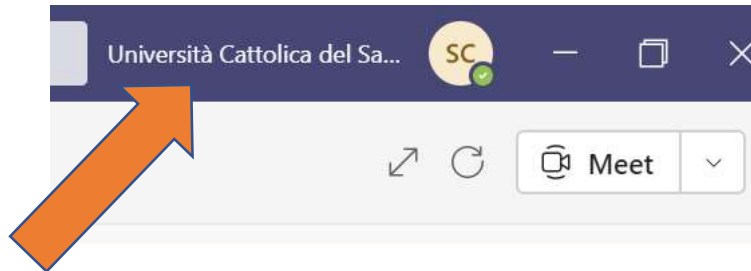
- To access the rooms, select the Teams icon in the left bar, select the desired room, once the room has been selected click on the purple "join" button



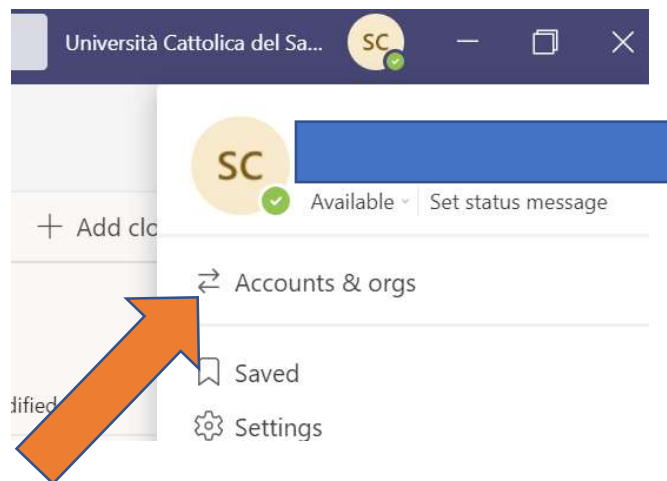
- Do not click on the meet icon at the top right

How to sign in if you already have a Teams account

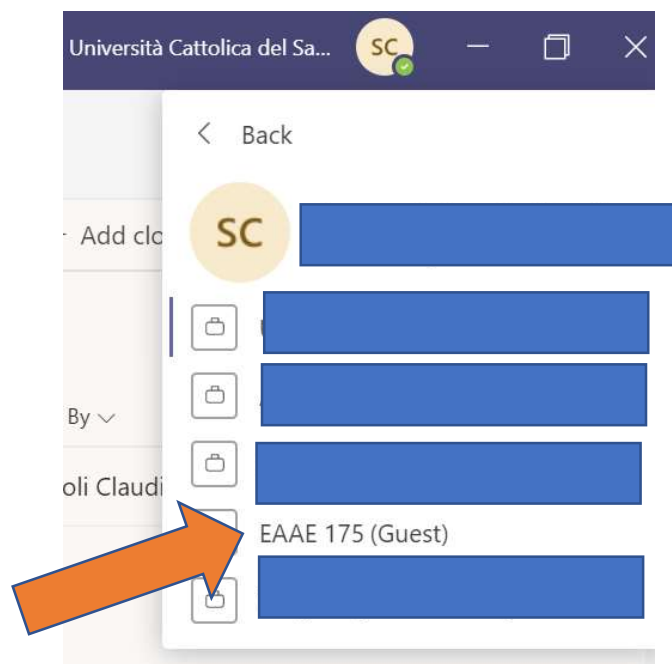
- Click on the top right above your name



- Select accounts and organizations

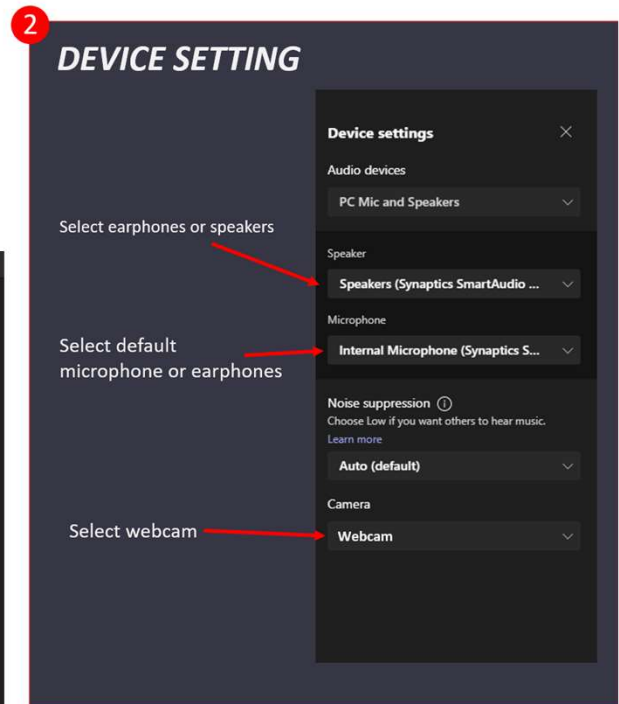
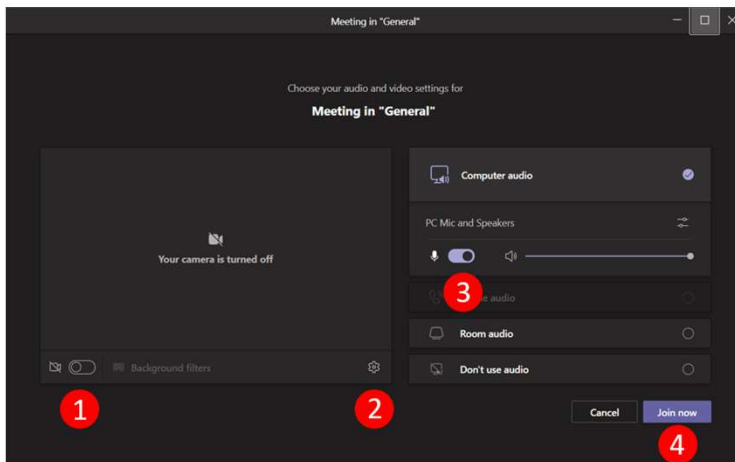


- Select EAAE175






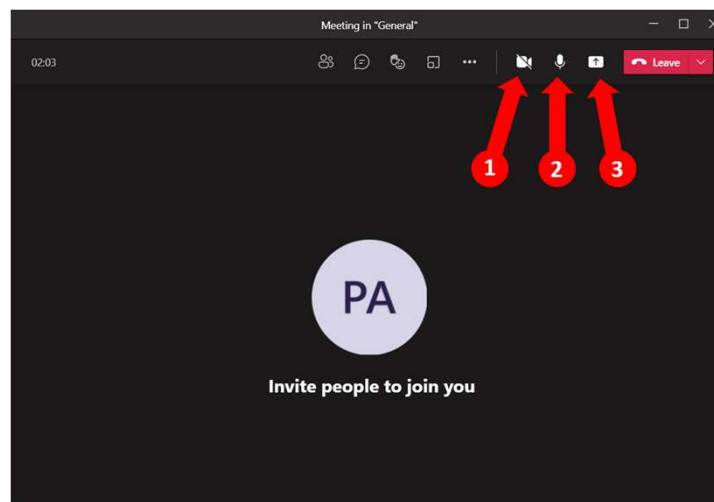
ACCESS PAGE

- 1 Webcam ON – OFF
- 2 Microphone ON – OFF
- 3 Device Setting
- 4 Join now




CONTROL BUTTONS

- 1 Webcam ON/OFF 
- 2 Microphone ON/OFF 
- 3 Share button 



HOW TO SHARE YOUR SCREEN FOR PRESENTATION

1. Open the presentation on the desktop of your PC
2. In Teams, click 'Share button' at the top right
3. Select 'share desktop' 

TECHNICAL TEST OF PRESENTATION (OPTIONAL)

Technical assistance will be available before the Seminar for those who want to make sure that all works well with presentations or have technical problems to join the EAAE 175 Team

Dates of technical assistance:

May 11, from 2 PM to 6 PM CET on the EAAE 175 Team

May 12, from 2 PM to 6 PM CET on the EAAE 175 Team

E-mail for technical assistance: [**assistenza@idlimelight.com**](mailto:assistenza@idlimelight.com)