Please use a computer with a web camera installed and a microphone.

Click the *MS Teams - link* in the site near the room you want to enter. In a new tab it will open a page like below. If you have MS Teams on your computer, you can click „Open Microsoft Teams". If you don't have MS Teams installed you will click „CANCEL" and the sessions will be held in the browser.

Click on „Continue on this browser"

The browser will require you to access your camera and microphone. Click "Accept" to see and hear one another in the conference. Enter your name and affiliation and then click „Join now"

You will wait until the organizer accepts you in the room as a guest. Please check also your email for news from the organizer, if the time for waiting is too long.

Please stay with your camera open and your microphone closed when other persons are speaking.
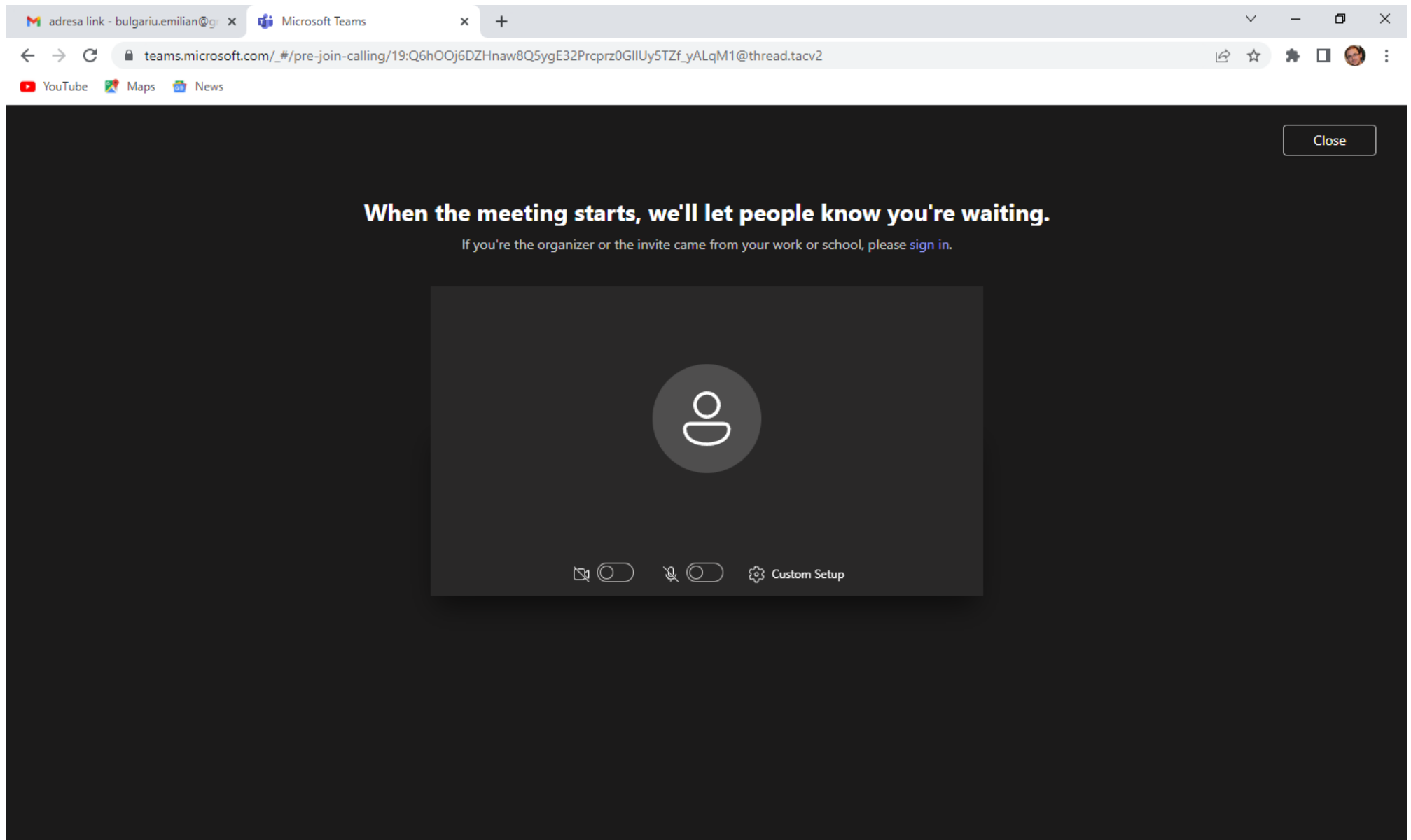
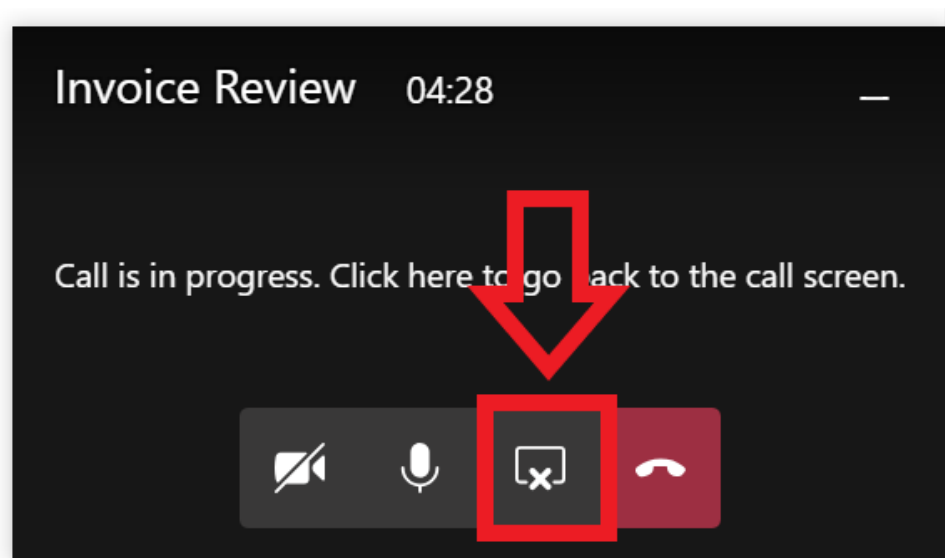**When is your turn to present the your work, please unmute yourself and share screen by clicking the share button (like in the image, the button in the red square).**
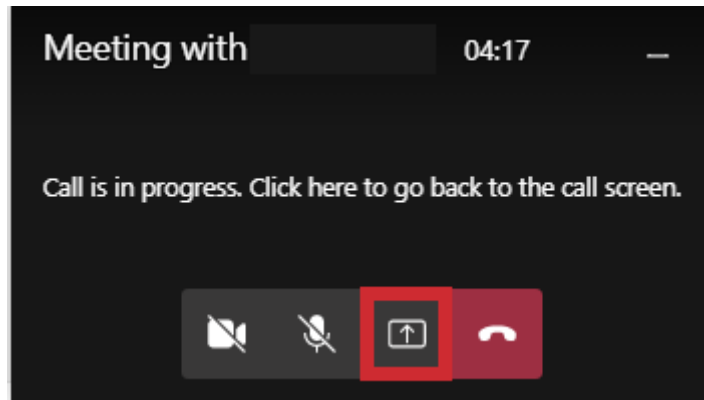
At the end of your presentation and after the questions from your colleagues in the room you will close share screen by clicking the stop share button.

Thank you for your attention and cooperation!