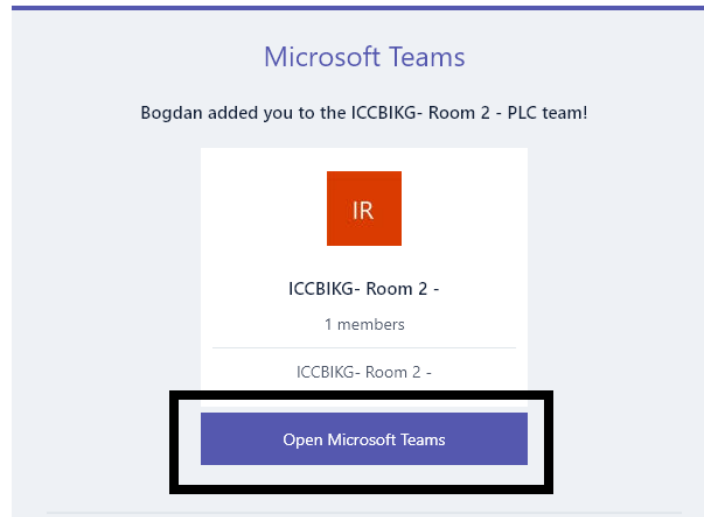
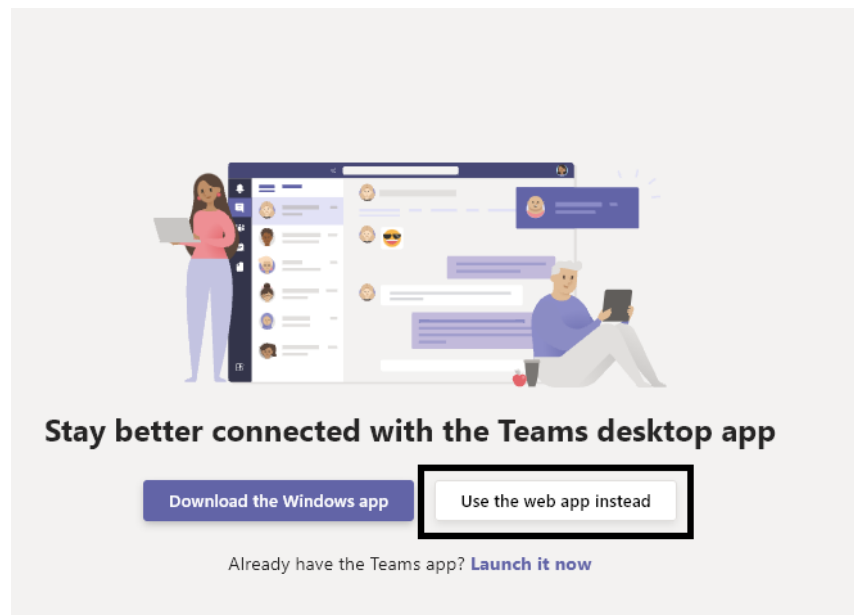


How to create account?

1. You will receive a mail with content similar to one shown in figure below.
Click on the **Open Microsoft Teams**

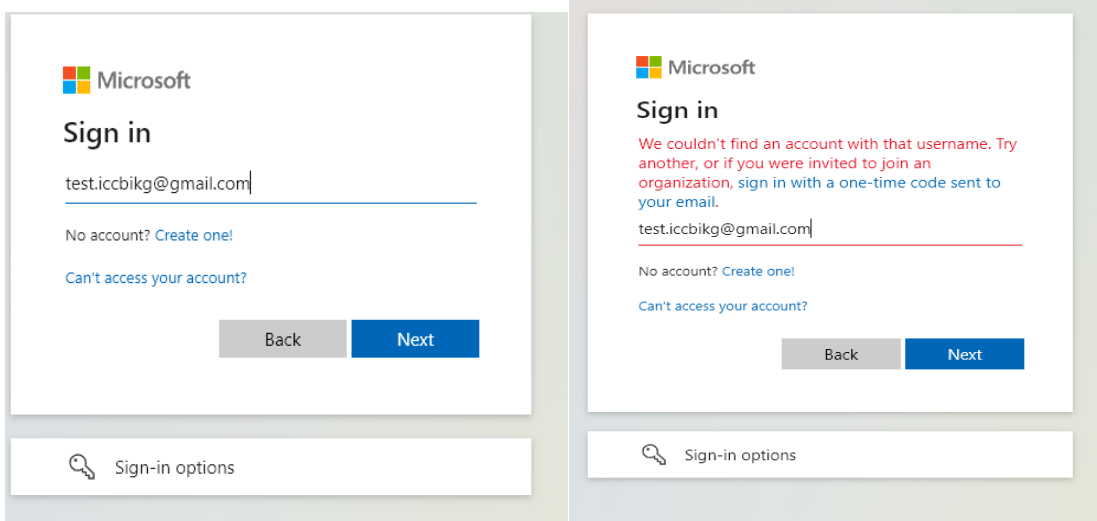


2. Then you will be able to choose to use web app for accessing Microsoft Teams. If you want you can also use Teams app.

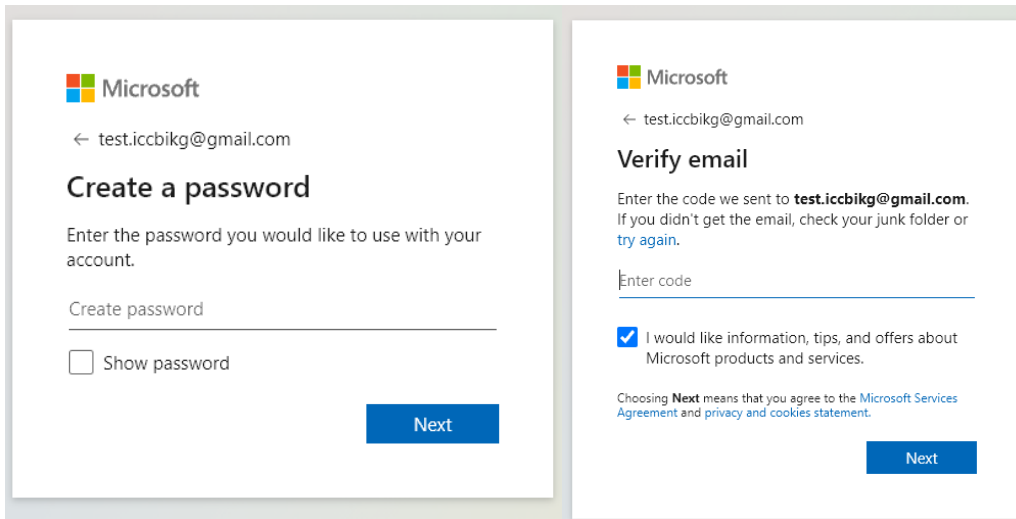


Note: Please use e-mail that you provided during registration

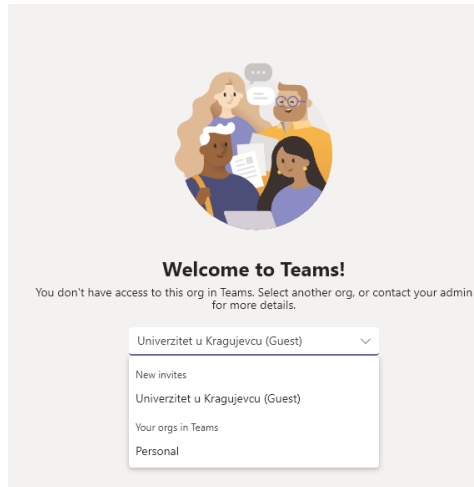
3. Then use your e-mail to sign-in. If you don't have Microsoft account, you will receive an error message saying there isn't Microsoft account with that username. Click on "Create one!"



4. Follow through account creation queries (create a password, verify email etc.) and the account will be created.

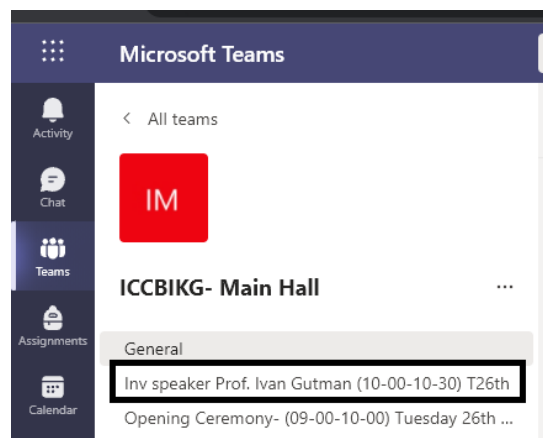
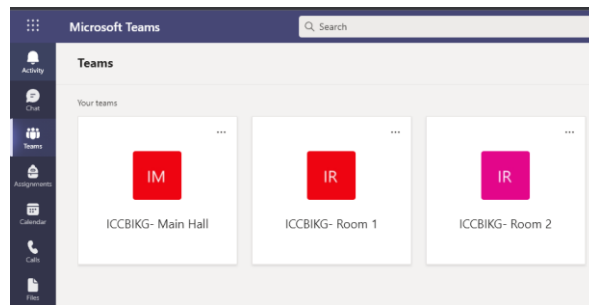


- Once your account is set up you will see welcome message, and here you can choose **Guest account**. [Univerzitet u Kragujevcu (Guest)]

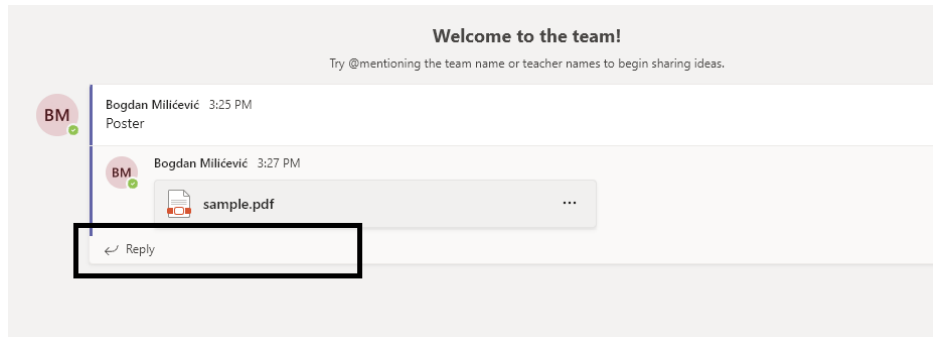


How to use Microsoft Teams?

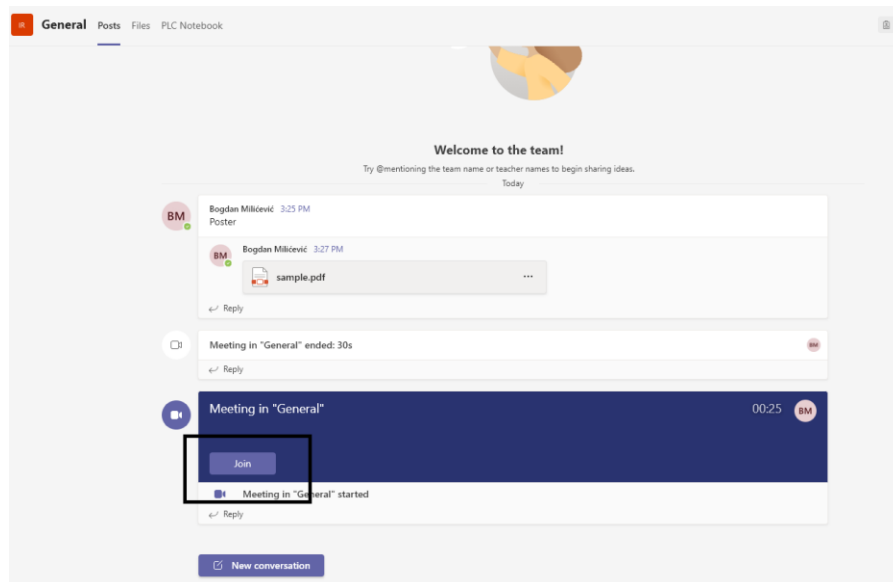
- Each room is one team which can be seen in figure below. Within each room there are sessions. You can click on session which you want to access.



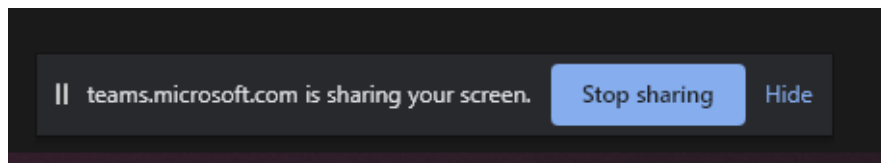
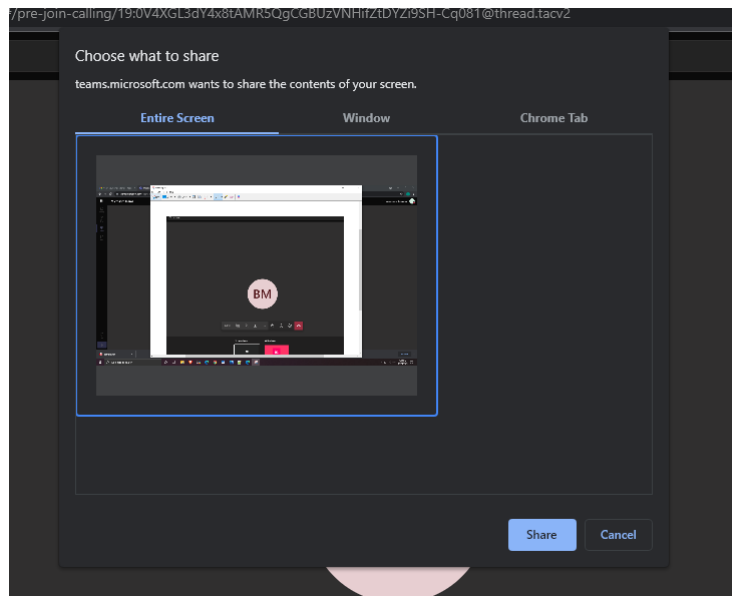
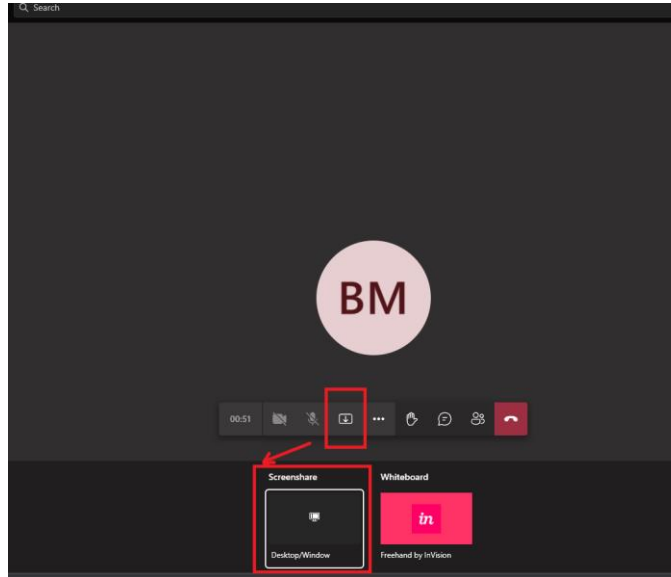
2. If there are posters within session you will be able to view pdf poster and comment it by clicking “Reply” as shown in the figure below.



3. If the session has oral presentations you will see “Join” button. You can click on this button if you want to follow presentation or if you are presenter.



4. If you are presenter you can share screen by following steps shown below:



Note: Please use Google Chrome or Edge browser.