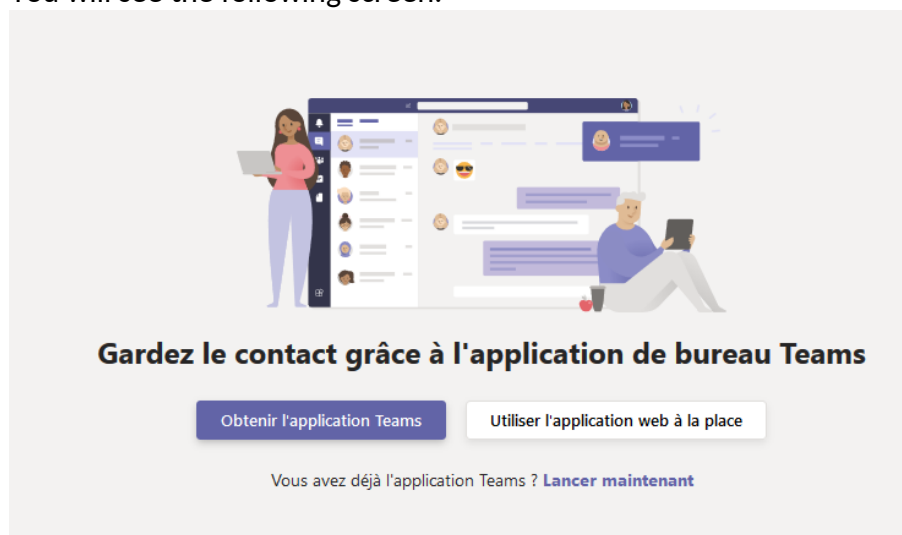# FAERE Conference – Teams user's guide

To be able to access to the conference, you will need to use either the Microsoft teams desktop client corresponding to your operating system or a browser supporting the web version of Teams: Chrome, Chromium, Edge, Vivaldi, Safari (OSX).

Part 1 (for all) :

First, you need to connect to the FAERE conference team:
https://teams.microsoft.com/l/team/ 19%3acd8893a77a804846858b95652375fd06%40thread.tacv2/conversations? groupId=d9297fbb-f7b0-414d-94d6-5f2befbc475e&tenantId=475a14ea-12e0-4b5a-a42c- 10fe6d8d707f
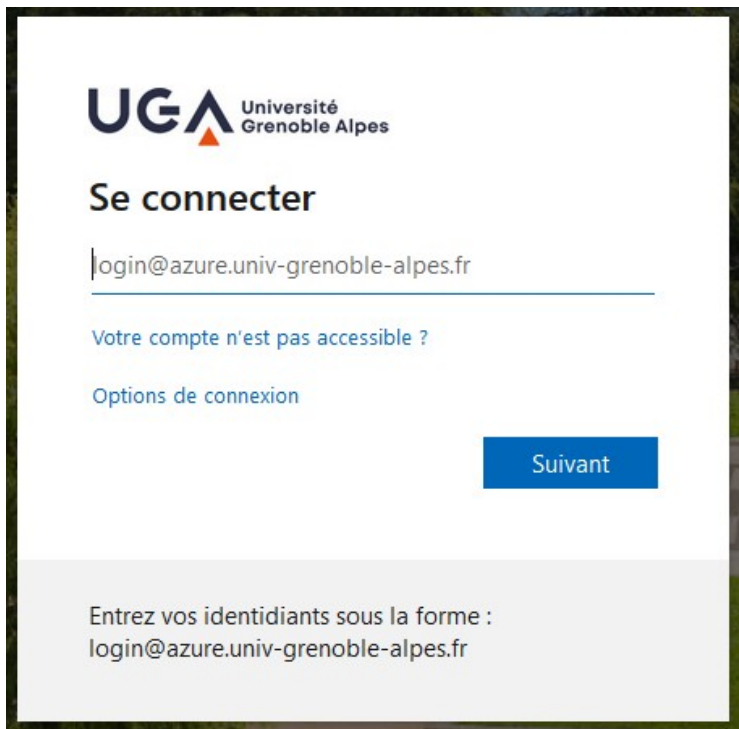
You will see the following screen:

If you are already using Teams with your registration email address, you can log in as usual and go directly to part 3.

If you are using a browser that does not support Teams, you will need to click on "Obtenir l'application Teams", download and install Teams. Once the installation is complete, you will need to click on the link above again and "Lancer maintenant" with Teams application. You will then be able to continue to part 2.

If you are using a browser that supports Teams, you can click on " Utiliser l'application web à la place" (to use the web application).
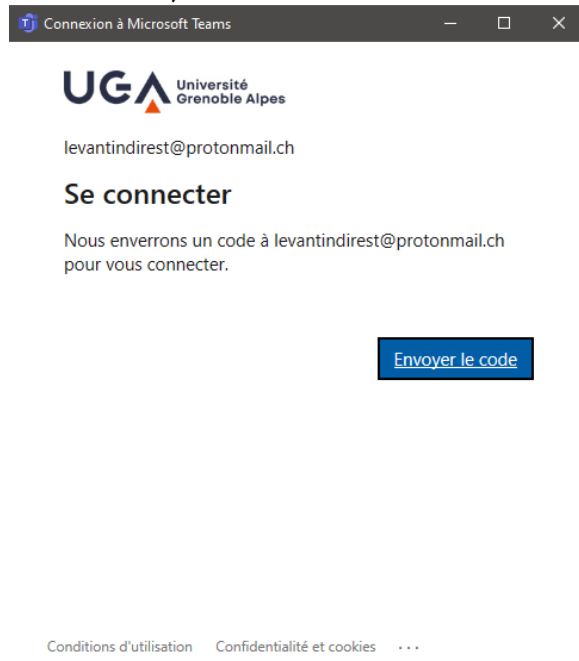
Part 2 :

You will see the following screen:

For those who have registered with their UGA e-mail address, you have to enter prenom.nom@azure.univ-grenoble-alpes.fr. You will then reach a classic UGA login page. You can then continue to part 3.

For other people, you will have to enter your registration email address.

There may be an extra step for those who have installed the Teams application (click on "Send code"):

You should have the following window in which you will have to enter the code you are going to receive in your mailbox (check in case you get spam):

Here is an example of the email you will receive:

Université Grenoble Alpes

Code de vérification du compte

Pour accéder aux applications et aux ressources de **Université Grenoble Alpes**, utilisez le code ci-dessous pour la vérification du compte. Le code ne fonctionnera que pendant 30 minutes.
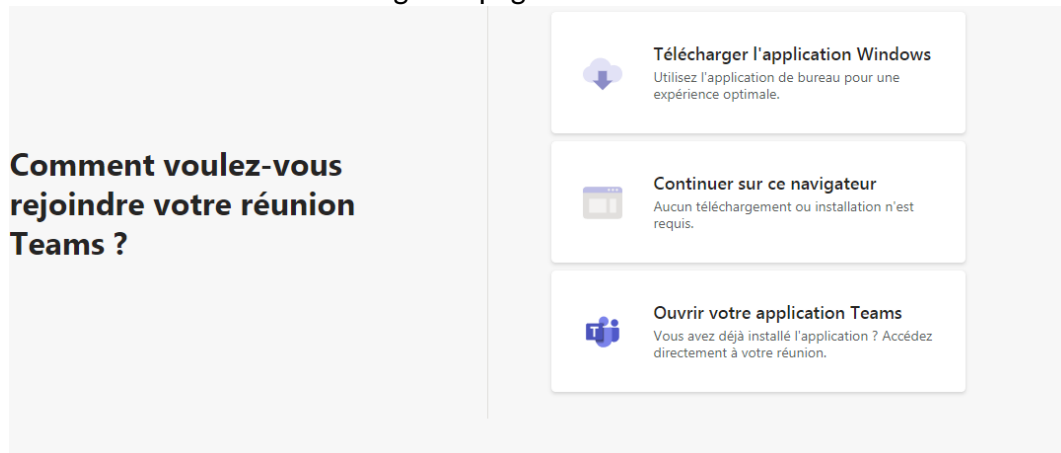
Code de vérification du compte :
43058207

Si vous n'avez pas demandé de code, vous pouvez ignorer cet e-mail.

Part 3 :

You will then be able to join one of the sessions listed on the site:
https://faere2020.sciencesconf.org/resource/page/id/9

You will then see the following web page:

Comment voulez-vous rejoindre votre réunion Teams ?

Télécharger l'application Windows
Utilisez l'application de bureau pour une expérience optimale.

Continuer sur ce navigateur
Aucun téléchargement ou installation n'est requis.

Ouvrir votre application Teams
Vous avez déjà installé l'application ? Accédez directement à votre réunion.

If you have logged in with your web browser, you can choose "Continuer sur ce navigateur", otherwise " Ouvrir votre application Teams ".
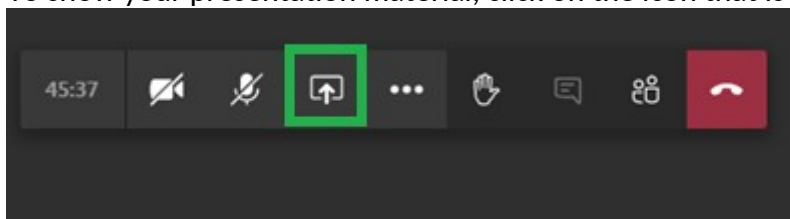
You will then see this screen:
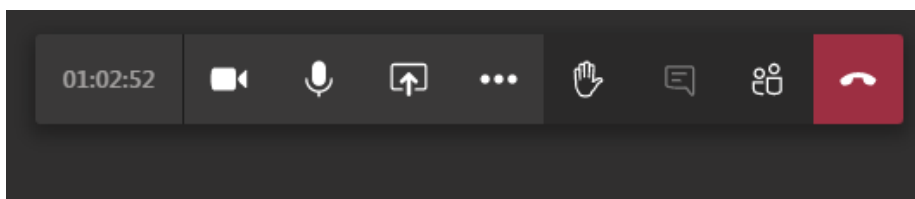
1. If you present a paper

Your presentation time is a maximum of 20 minutes. The discussant has 5 minutes and the other participants have 5 minutes for questions.

To show your presentation material, click on the icon that is framed in green:

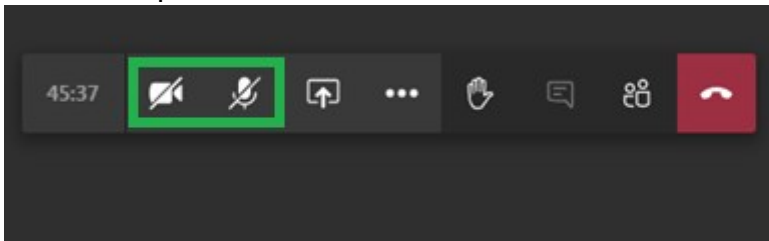Choose the screen/window you wish to share.
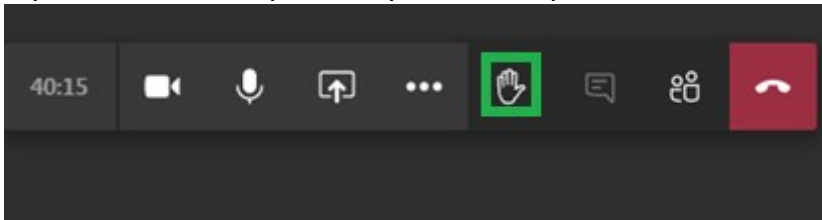Make sure that the sound and camera are turned on (icons are not crossed out):

If there are any problems connecting to the platform, please log out and restart your computer before repeating the previous steps.
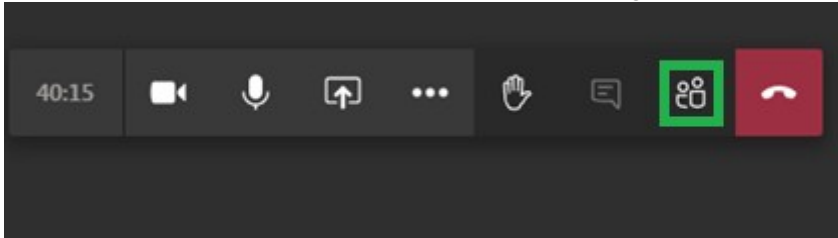
2. **If you are a listener**

The camera and the sound must be turned off if you are not speaking to present your paper or to ask a question.
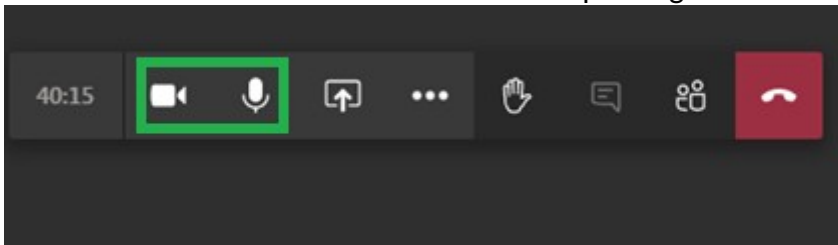

If you wish to ask a question, please raise your hand:

You can check that your hand is raised by clicking here:

You must wait until the session chairman allows you to speak. If this is the case, don't forget to reconnect the sound and camera before speaking.

3. **If you are the chairman of the session**

The chairman of the session has a traditional role. He connects to the session and regulates the speaking times.