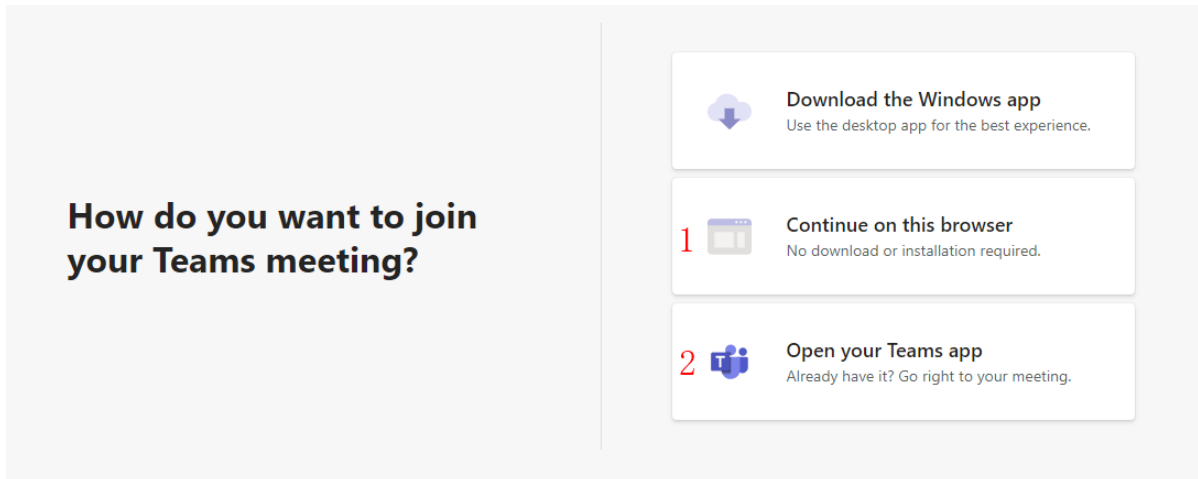


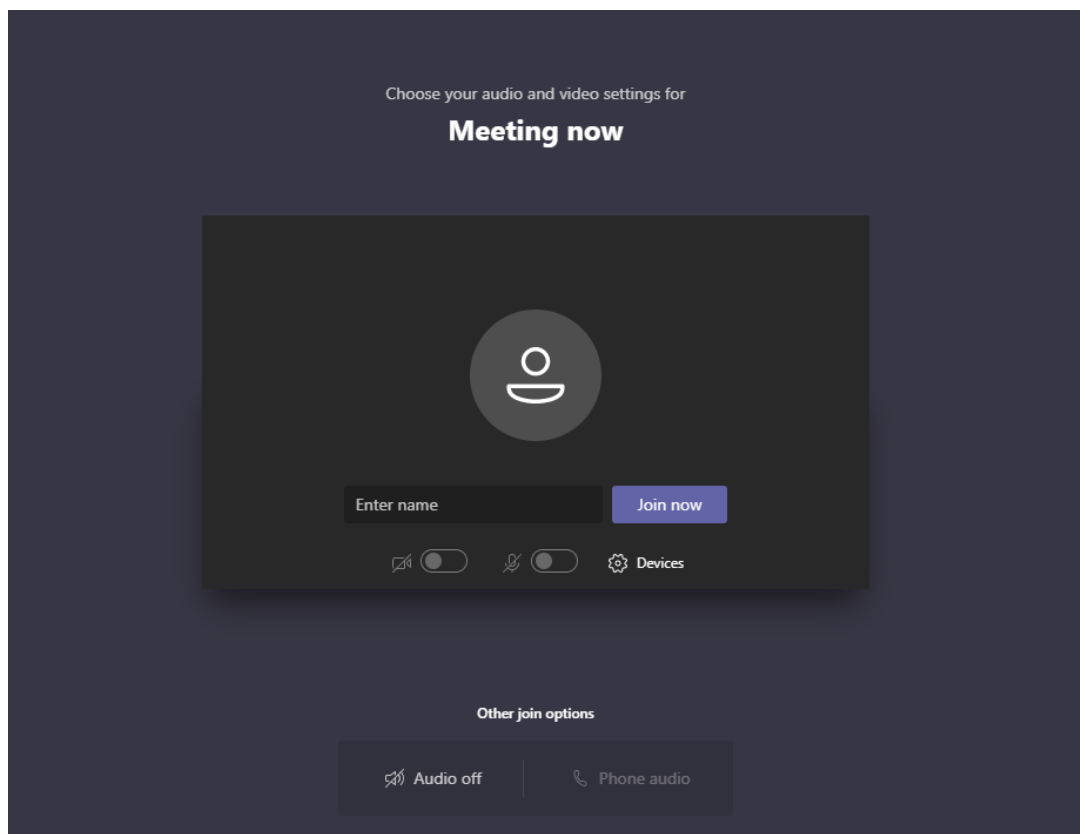
## How to join MLIS 2022 in MS Teams

**Step 1:** Open the link: <http://www.academicconf.com/teamslink?confname=mlis2022>

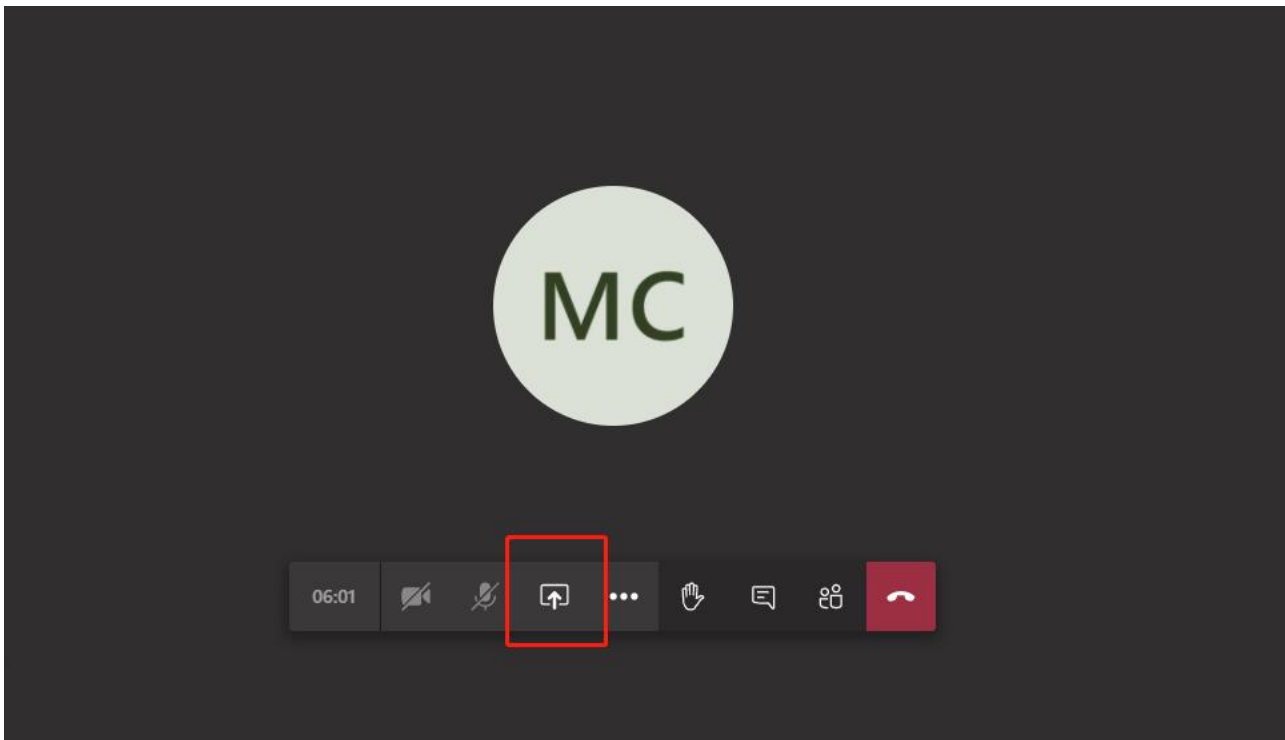
**Step 2:** You will see the as screen below, you can choose 1 or 2 (Choose 2 if you already set up MS Teams in your computer otherwise choose 1).



**Step 3:** After finishing step 2, the figure below appears and then please type your name, and click join now, then the conference secretary will give you a permission to join in meeting.

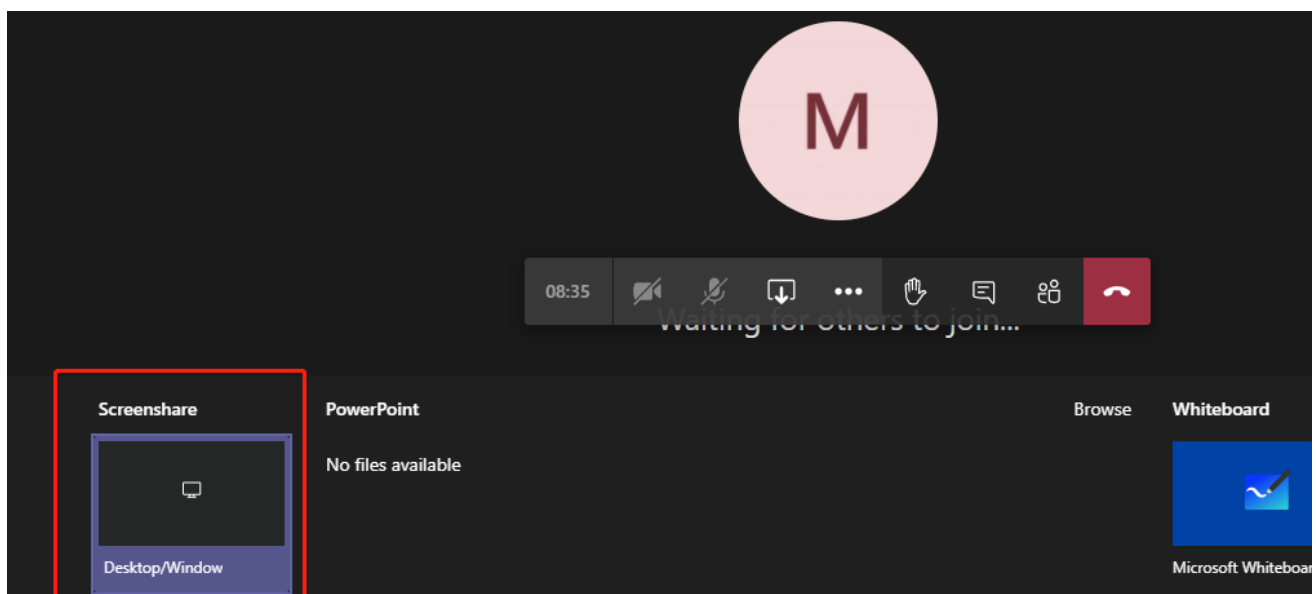


**Step 4:** After permission from the conference secretary, you are in the conference. If you want to share your presentation, please click the up-arrow (marked with red square).



**[Steps 5-6 are based on option 1 – Continue on this Browser, for people who use MS Teams app, please skip to Step 7]**

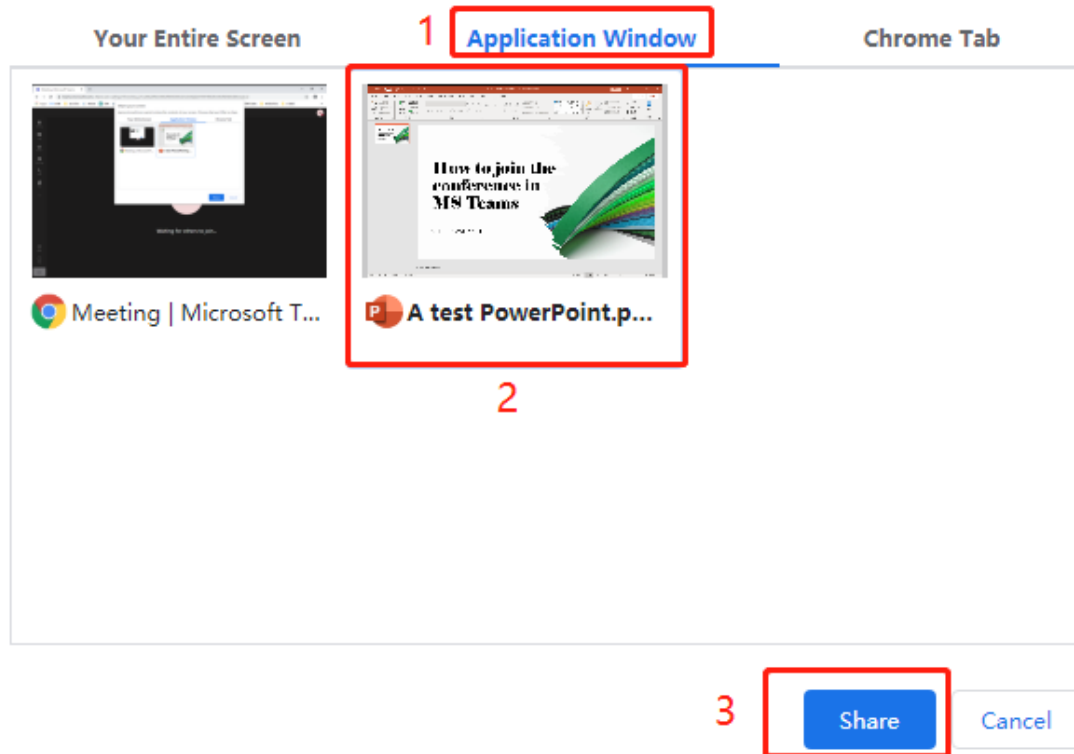
**Step 5:** Please have your presentation PowerPoint ready in advance, and then click on screenshare. (We would highly recommend this one instead of sharing the application window PowerPoint only)



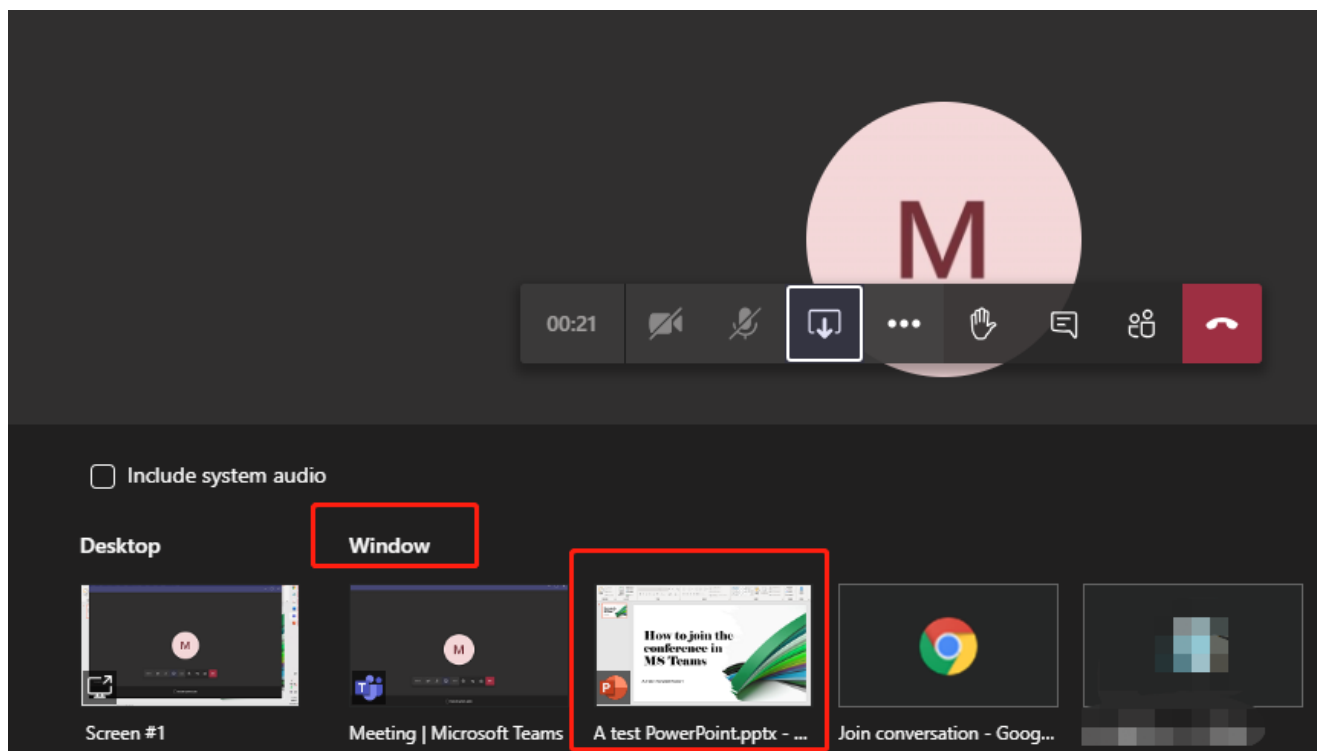
**Step 6:** Choose “Application Window”, select your presentation PowerPoint and then click Share.

Share your screen

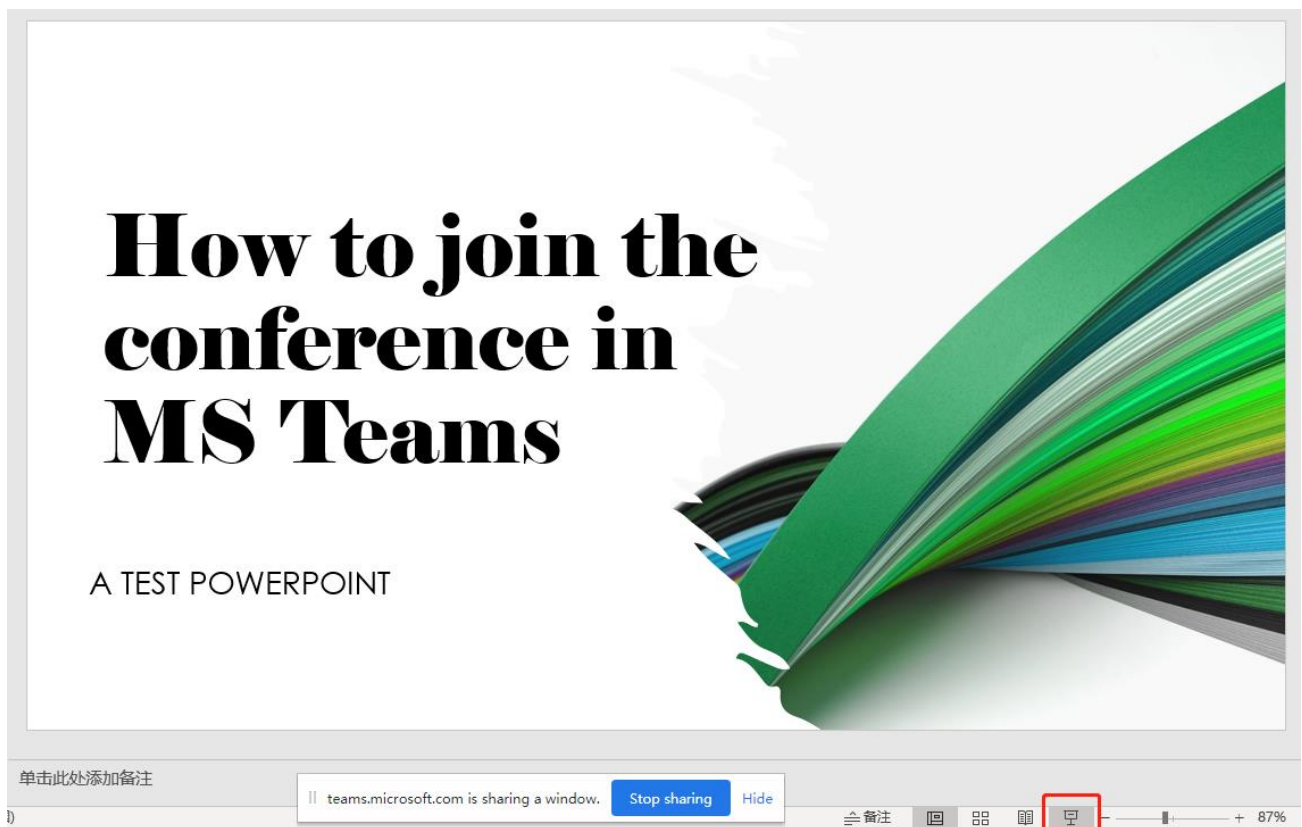
teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.



**Step 7:** For people who use MS Teams app, steps 5 and 6 can be done in only one step. You need to choose your ppt file (marked with red circle) to show your presentation



**Step 8:** Please click share slide to extend the screen (marked with red square).



Done!!! Other participants will be able to see your PowerPoint.