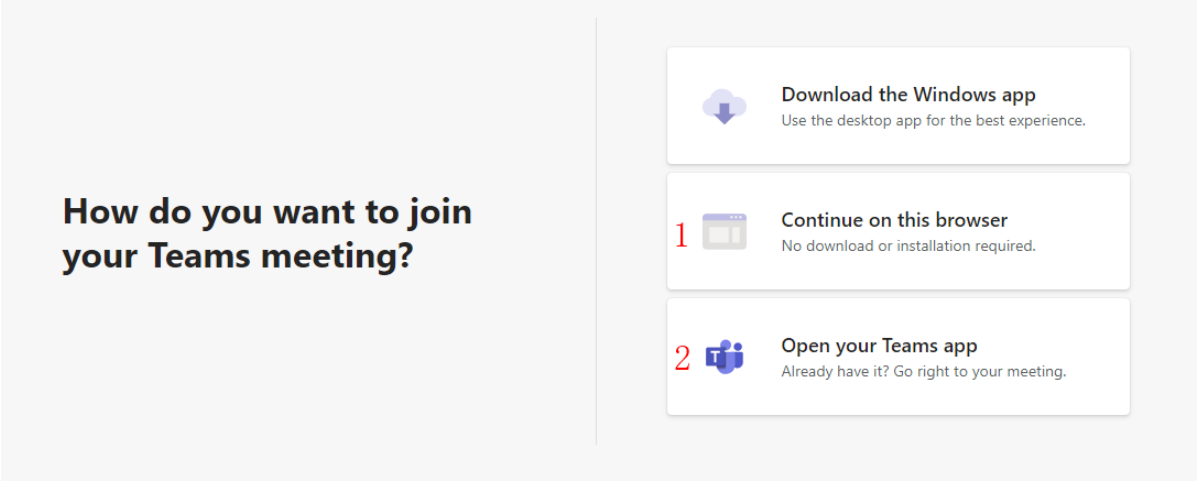
How to join the meeting of NME&CMA 2020 in MS Teams

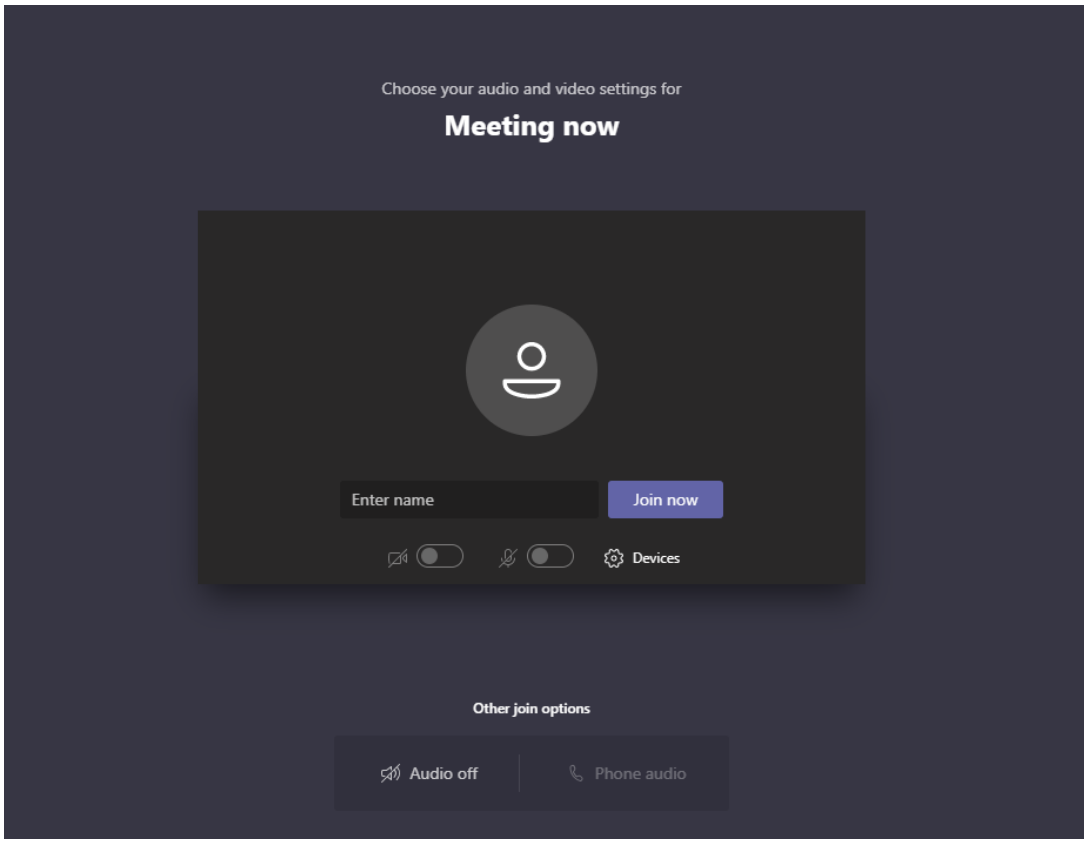
Step 1: Open the link: http://www.academicconf.com/teamslink?confname=nme2020 or http://www.academicconf.com/teamslink?confname=cma2020

Note: NME&CMA2020 will be held together, so the above two links will go directly to the same conference room.

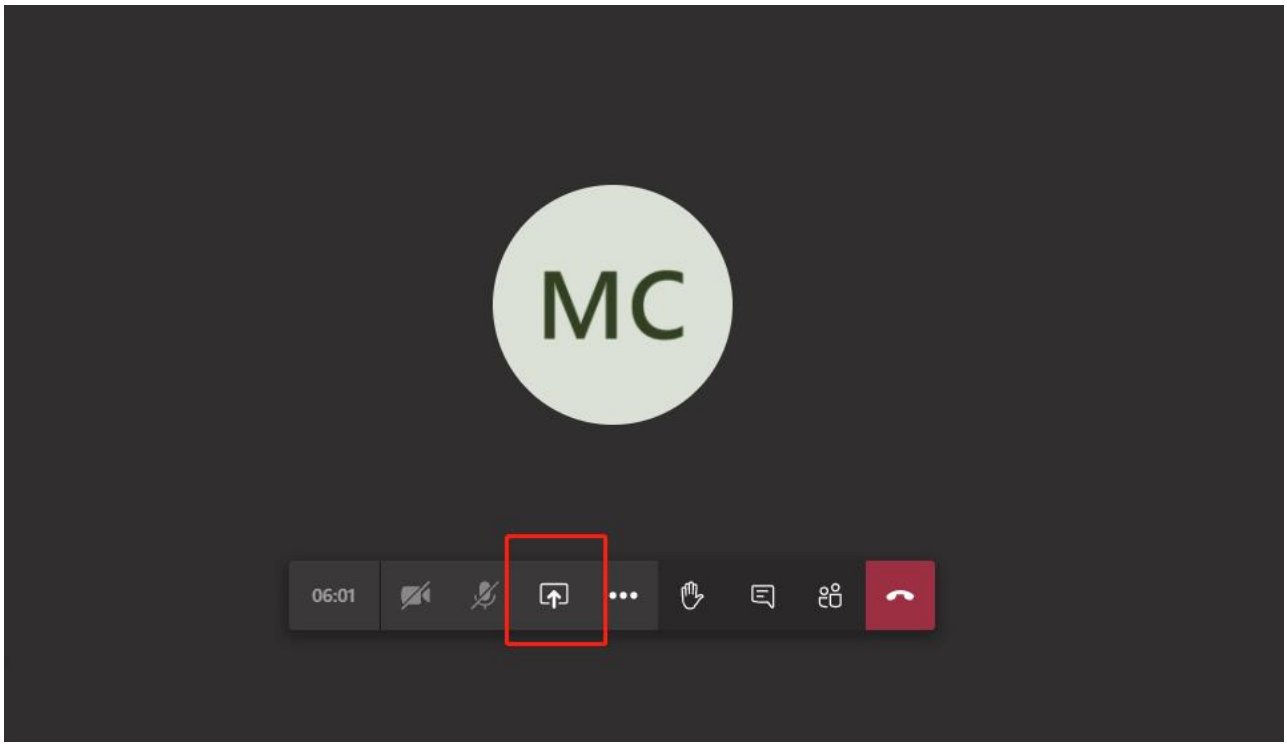
Step 2: You will see this screen below, you can choose 1 or 2 (Choose 2 if you already set up MS Teams in your computer otherwise choose 1).



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.

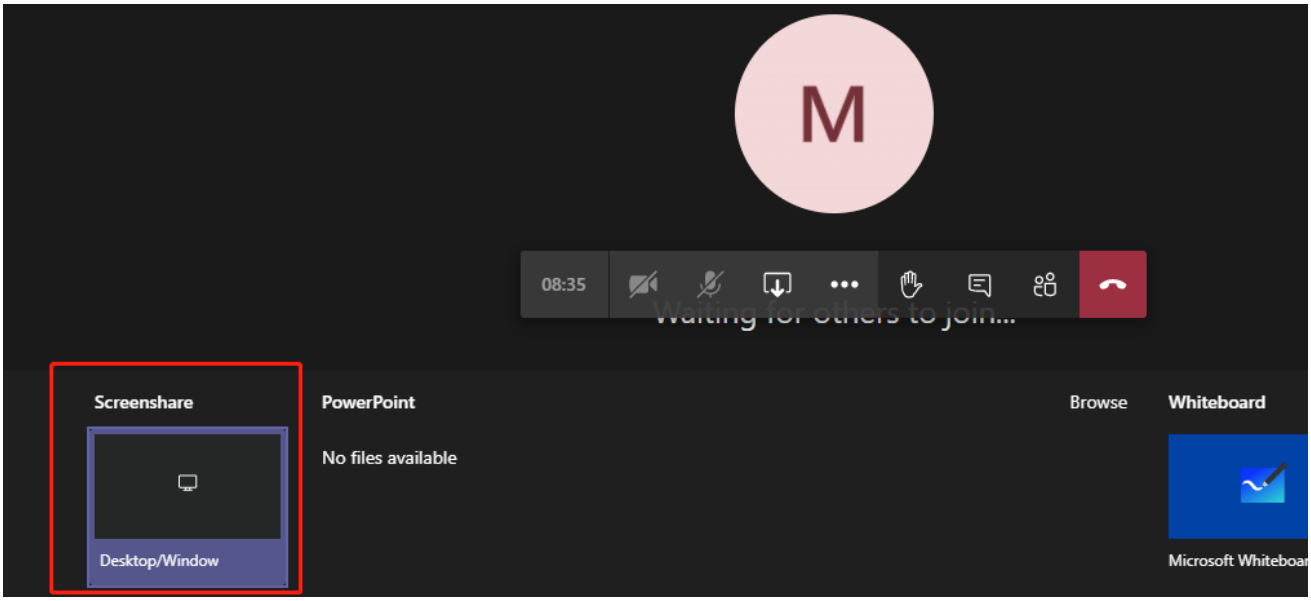


Step 4: After permission from the conference secretary, you are in the conference. If you want to share your presentation, please click the up-arrow (marked with red square).

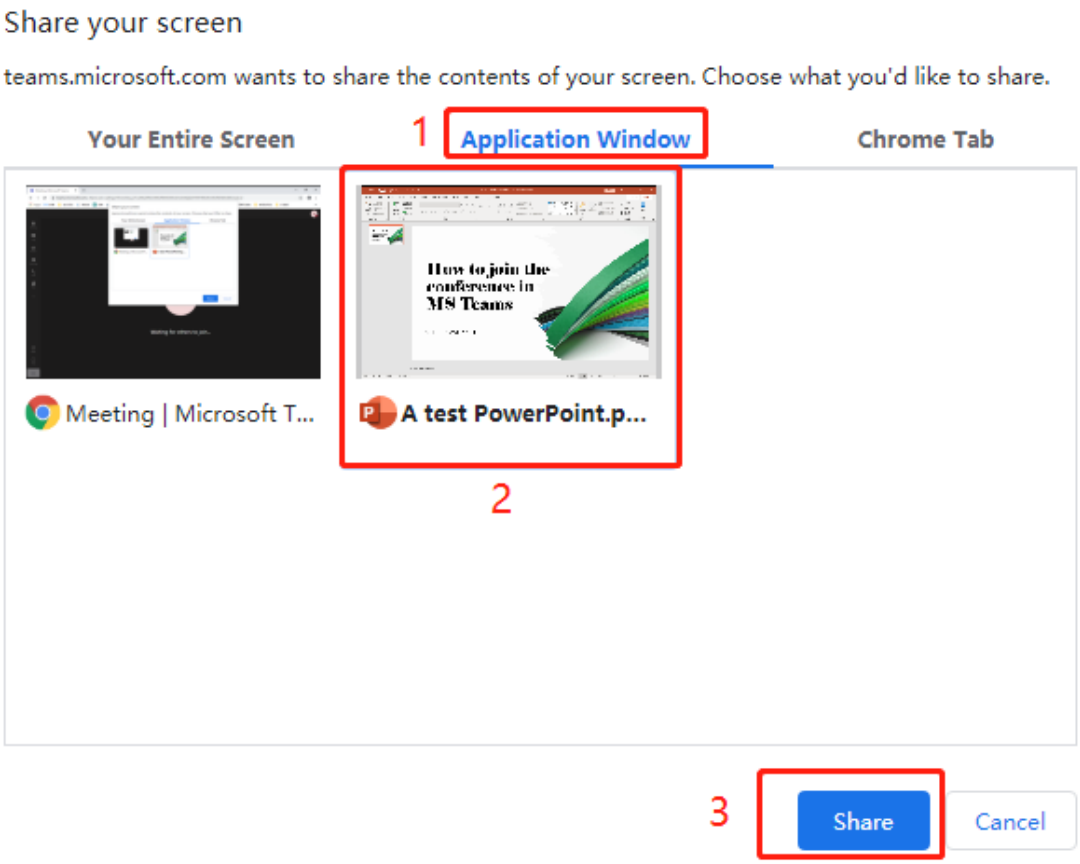


[Steps 5-6 are based on option 1 – Continue on this Browser, for people who use MS Teams app, please skip to Step 7]

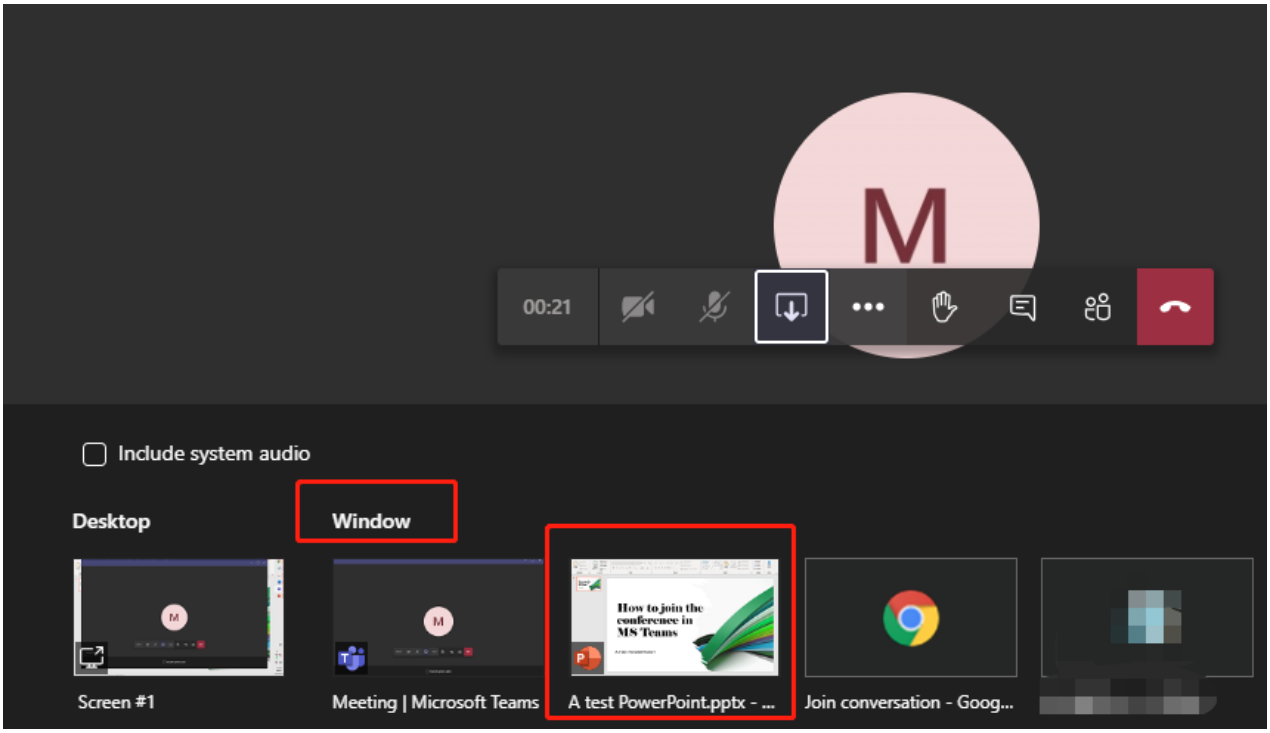
Step 5: Please have your presentation PowerPoint ready in advance, and then click on sreenshare.



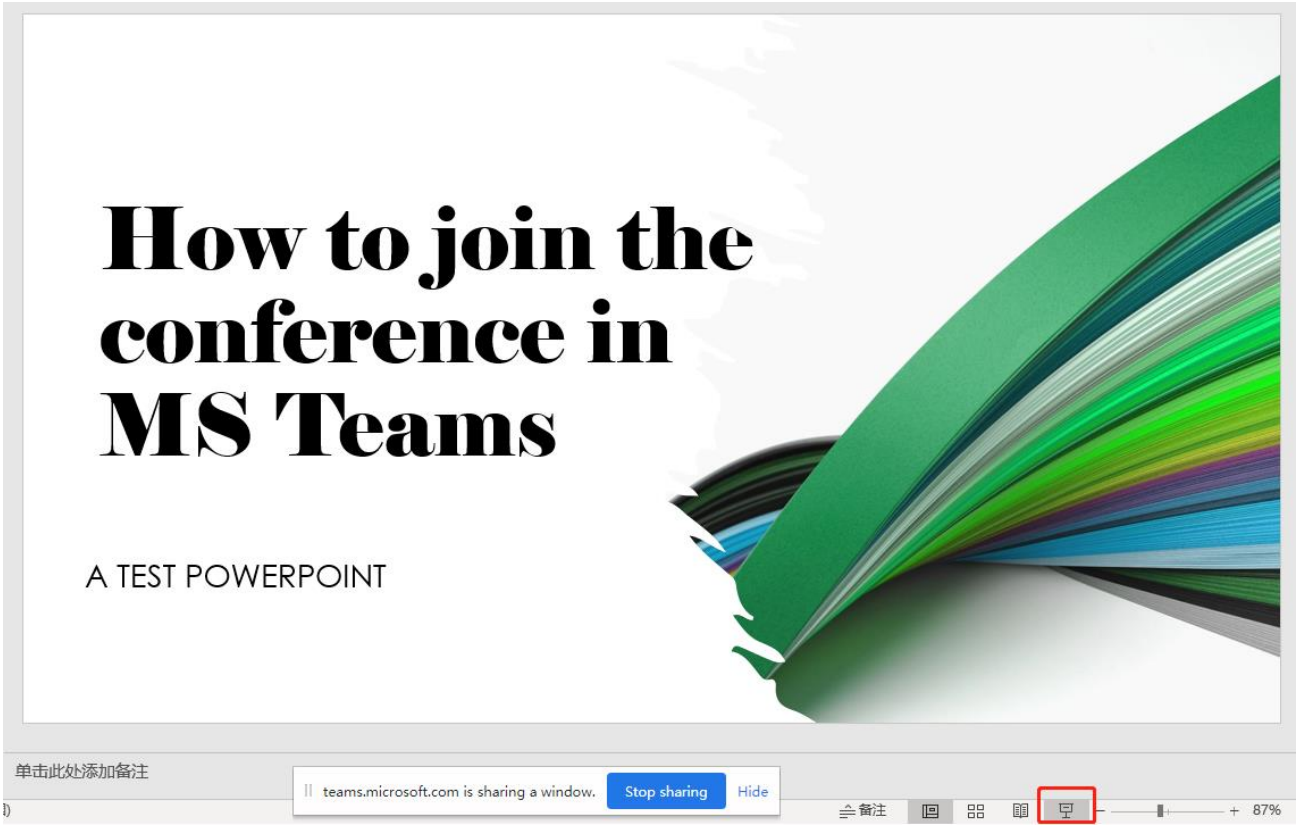
Step 6: Choose “Application Window”, select your presentation PowerPoint and then click Share.



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.