How to join WRE2021 in MS Teams

**Step 1:** Open the conference link:
Testing, Keynote Session, Session 1, Session 2 and Session 4:

**Session 3, Session 5, Session 6, and Session 7:**
http://www.academicconf.com/teamslink?confName=wre2021&sessionid=3

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

![Screen showing options to join a Teams meeting](https://via.placeholder.com/150)

**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.

![Meeting now screen](https://via.placeholder.com/150)
**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.
**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.