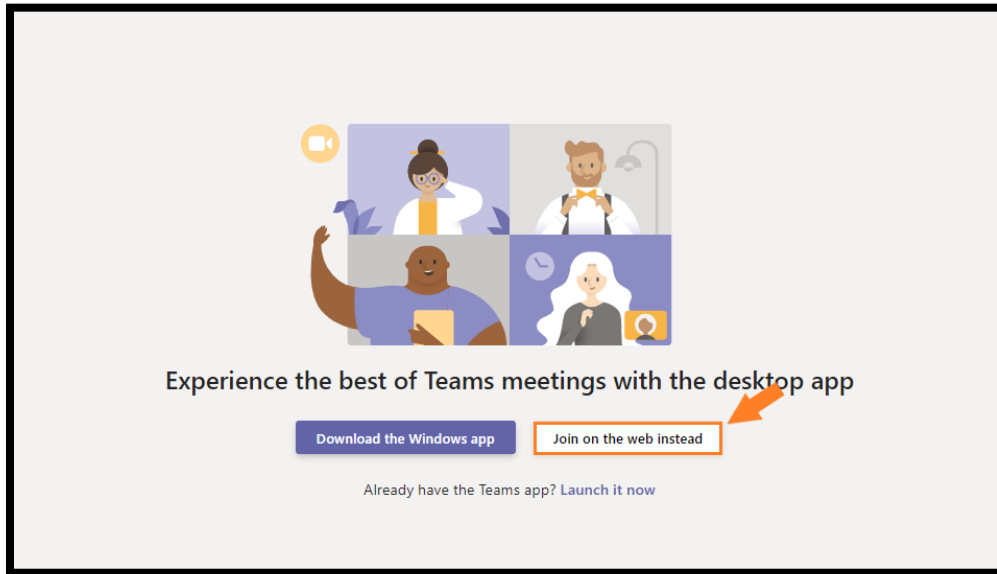


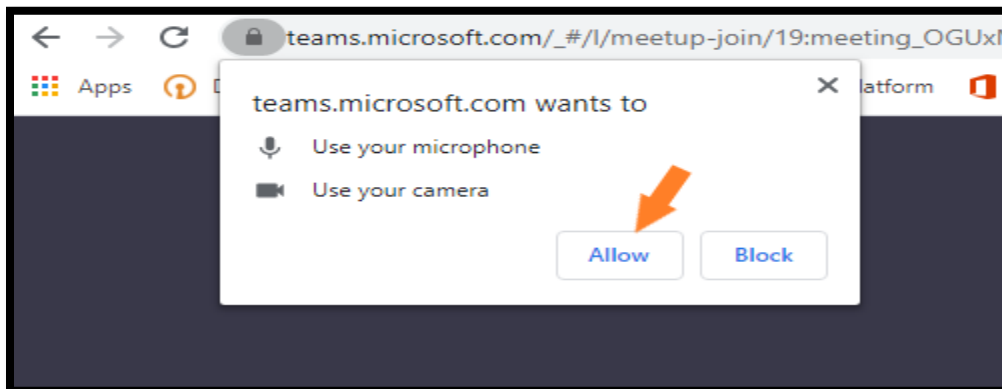
GUIDE ON HOW TO USE MICROSOFT TEAMS

STEP 1: In the invitation e-mail, you will find a link to join the Microsoft Teams Meeting. You may join by clicking on the link.

STEP 2: Once you clicked the “[Join Microsoft Teams Meeting](#)” link the page below will appear on your device screen. You can join a Teams meeting even you do not have the Teams application installed. If you do not have the Teams application installed, select “Join on the web instead”.

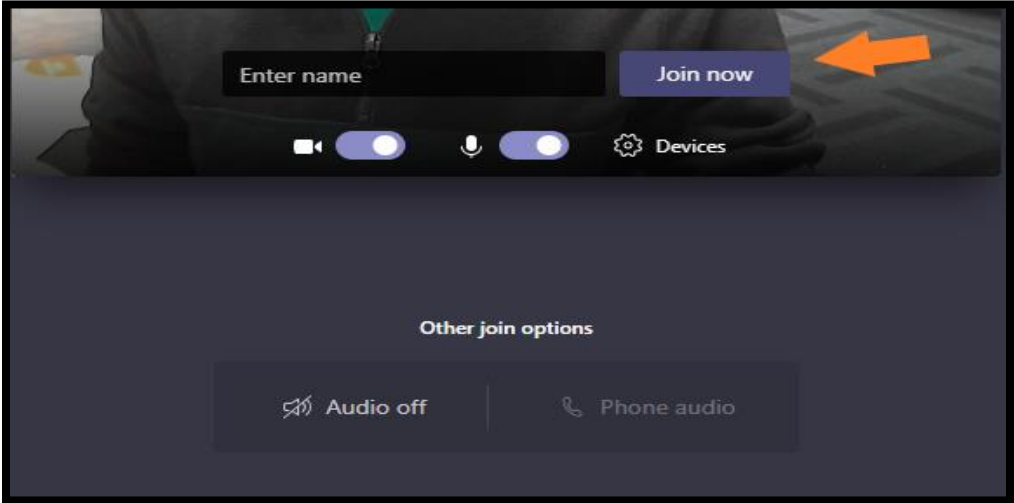


STEP 3: After you join the meeting, when you get the below popup click “Allow”.

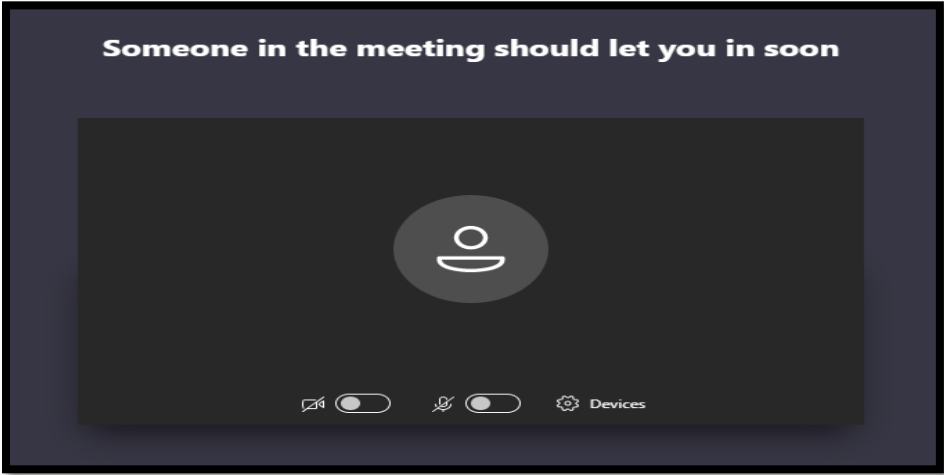


BUSINESS, LAW AND MANAGEMENT AT THE POST-PANDEMIC ERA: AN E-CONFERENCE: GUIDE FOR PRESENTERS AND PARTICIPANTS

STEP 4: Then, enter your name and click “Join now”



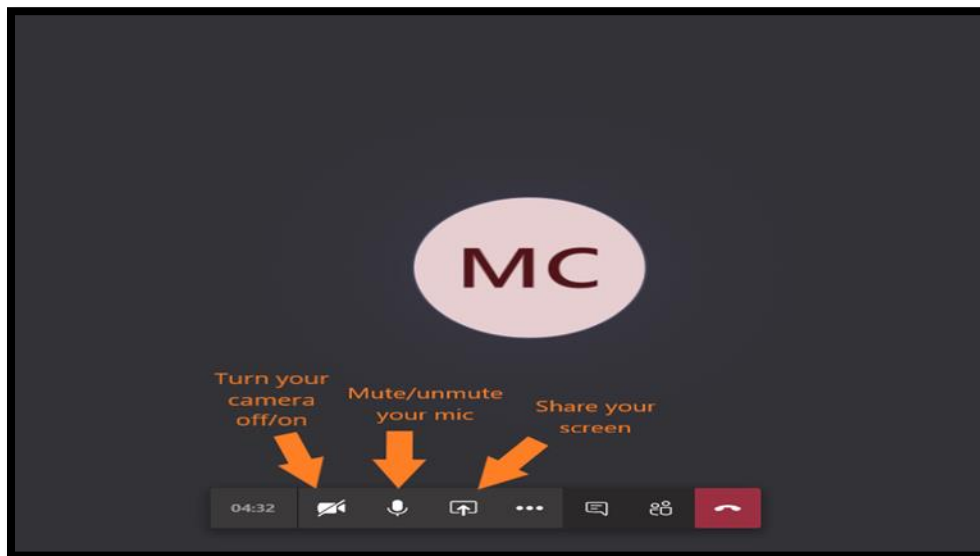
If you’re joining as a guest, you may be placed into a lobby after clicking “Join now”. If you’re in a lobby you’ll see the below image on your screen:



BUSINESS, LAW AND MANAGEMENT AT THE POST-PANDEMIC ERA: AN E-CONFERENCE: GUIDE FOR PRESENTERS AND PARTICIPANTS

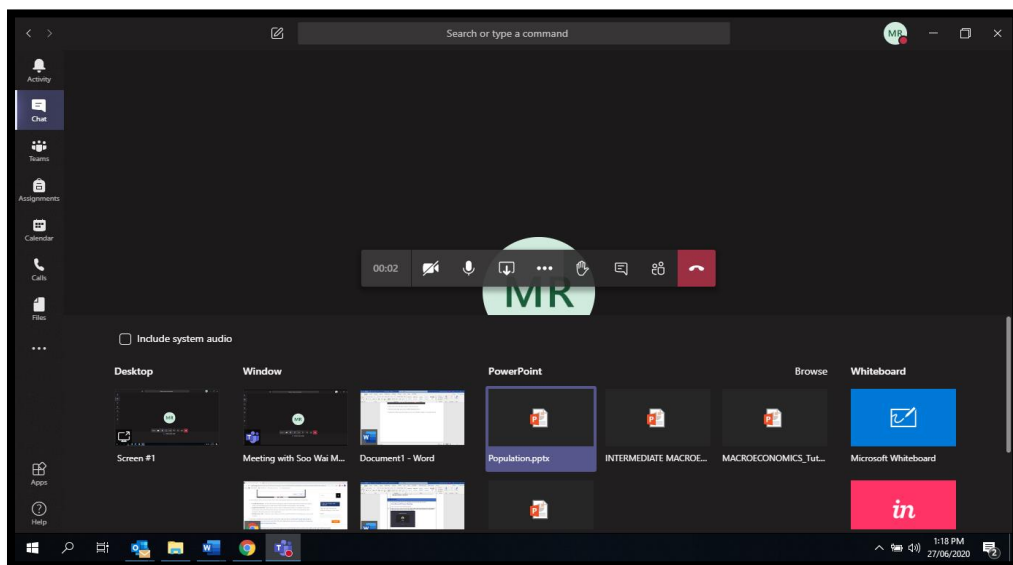
Once you are in a meeting the below screen will appear. Pay attention to these 3 icons:

1. The camera icon will turn your camera feed off/on.
2. The mic icon will mute/unmute your mic.
3. The icon with a screen and an arrow on it will allow you to share your screen with the other people in the meeting.



To share your screen with other people in the Teams meeting:

1. Click the screen share icon on your toolbar (mentioned above).
2. Another bar will pop up on the bottom of your screen: desktop; window; power point; browser
3. Click on the on one of it to open your presentation document



VISUAL GUIDANCE FOR TEAMS MEETING.

VIDEO 1 ON HOW TO JOIN TEAMS MEETING:

<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

VIDEO 2 ON HOW TO SHARE POWER POINT SLIDES:

<https://support.microsoft.com/en-us/office/tip-show-powerpoint-slides-in-a-meeting-ddfc73dd-b957-4f2b-8e42-ce078f51873c>

GUIDE ON ATTIRE

WHAT SHOULD MEN AND WOMEN WEAR DURING THE CONFERENCE?

DRESS CODE FOR MAN:

Shirts: Long-sleeved shirts will be dressier than short-sleeved and are appropriate even in summer.

Pants: Slacks (clean and well pressed) are acceptable. Well-presented jeans can also be acceptable.

Torn and scruffy jeans will send a message that some may find unacceptable.

DRESS CODE FOR WOMAN:

Pants/Skirts: For the most businesslike appearance, pants should be tailored. A knee-length skirt is preferable although a long skirt may be more desirable.

Shirt/Sweaters/Jackets: A shirt, blouse or knit sweater is an appropriate business casual choice for women. A jacket can be a good choice.