II International Students'
Forensic Conference
50 sides of crime

Dear Guest,

you were invited by The Organizing Committee to the group on the MS TEAMS (look the link in the E-mail), but we know that not all of Us use it, that is why we have prepared short step-by-step guide to you.

First thing is – click on the link and join the Group on Teams, after clicking the system will ask you if you want to stay in your browser or move to the desktop application – both work similar and for coming steps there will be no different.

When you made it and joined us – you will see the general Channel of the Conference and proper meetings for plenary lectures and session (there is 4 main sessions of our conference joined with corresponding plenary lectures and parts of the Conference).
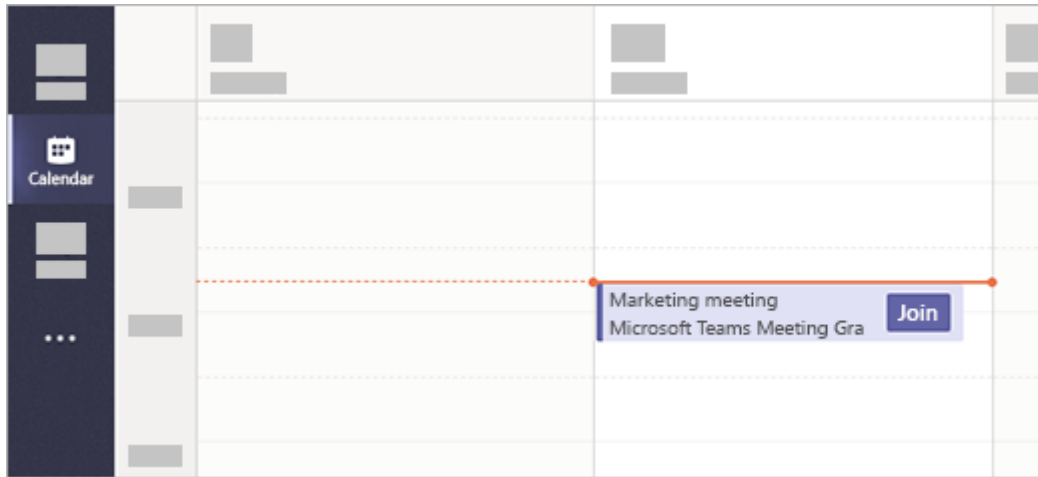
Now we will take care of **joining meeting** – you can join meeting directly form the general part of channel (picture 1) or form calendar (picture 2) clicking the button "JOIN" or the small camera icon

Picture 1 – Joining from general channel – always active meeting has different colour than other posts.
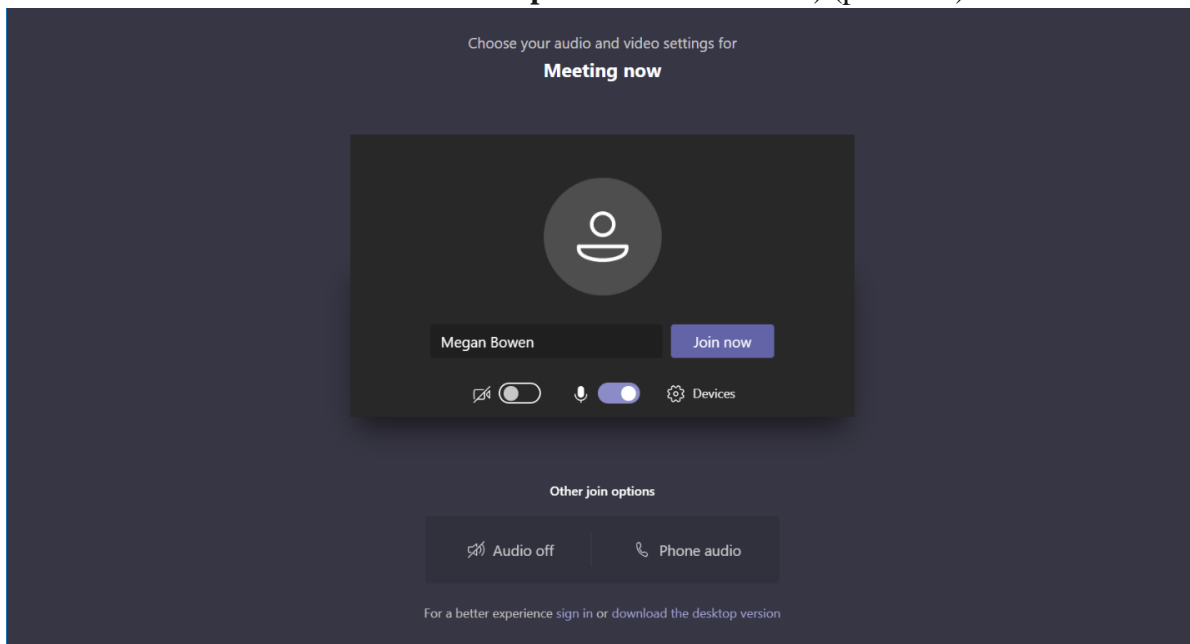
Picture 2 – Joining by calendar.

After that system will ask you about data – if you are registered it would be done automatically, if you are a Teams Guest please add your name, which we will see during whole meeting.

Than be so kind and **switch ON** the camera and microphone – it would be easier to see you at the beginning of your session and check if everything goes in good direction (j**oining other sessions remember to do it with camera and microphone switched OFF**) (picture 3)
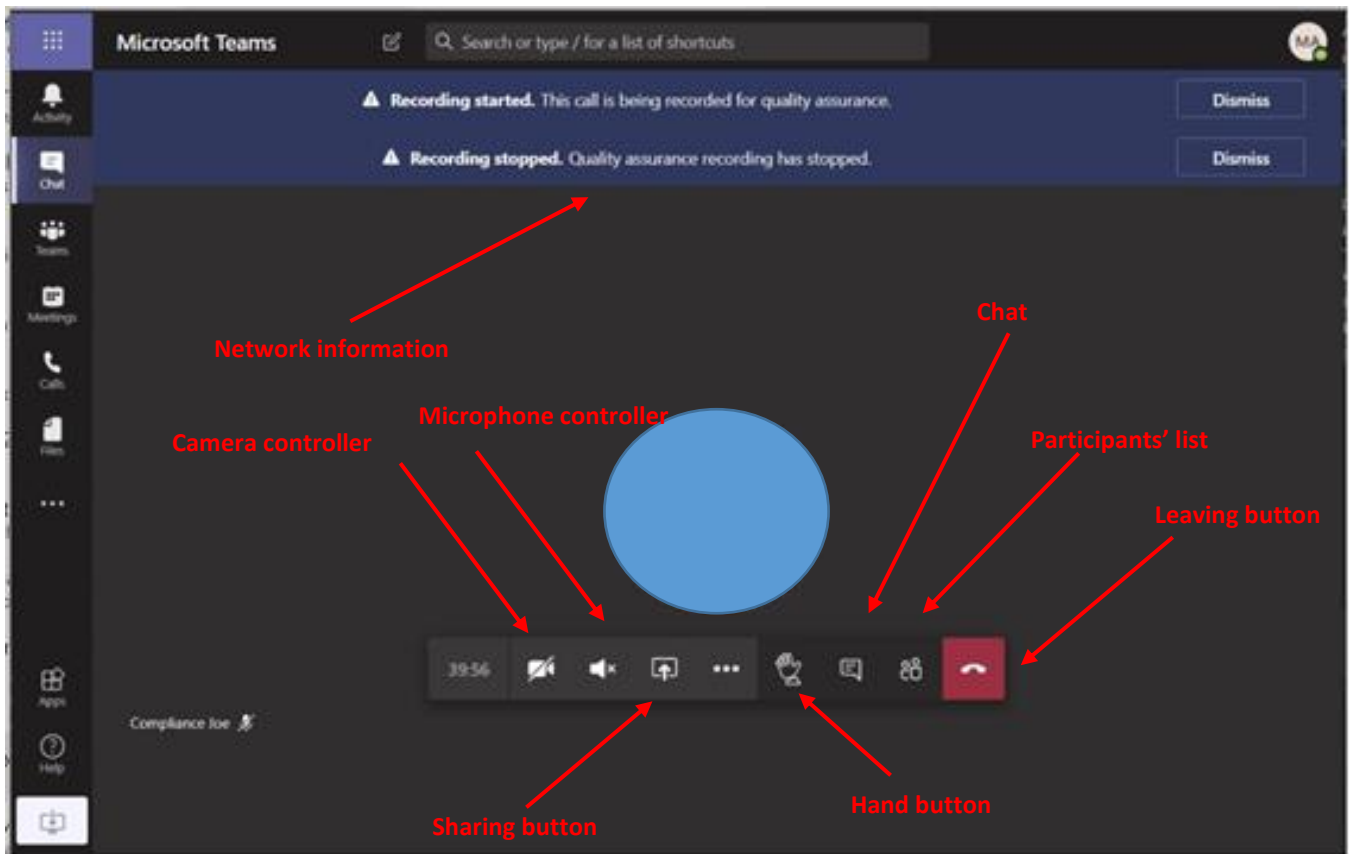

Picture 3 – Camera, microphone and date settings

After joining the session you will see us and other Guests. Also the control panel will show you, now I want to tell you what is where:

Picture 4 – main screen parts

Camera controller – allow you to turn on and off your camera
Microphone controller – allow you to turn on and off your microphone
Chat is a space where you can text us
Hand button is one of the most important – when you click it we will see that you have question or something to add and the Chairman would be able to give you permission to speak.
Sharing button allowed you to show all members your screen or application (look next point and picture):

The main for you is chat and hand button which you can use to ask questions or give comments.