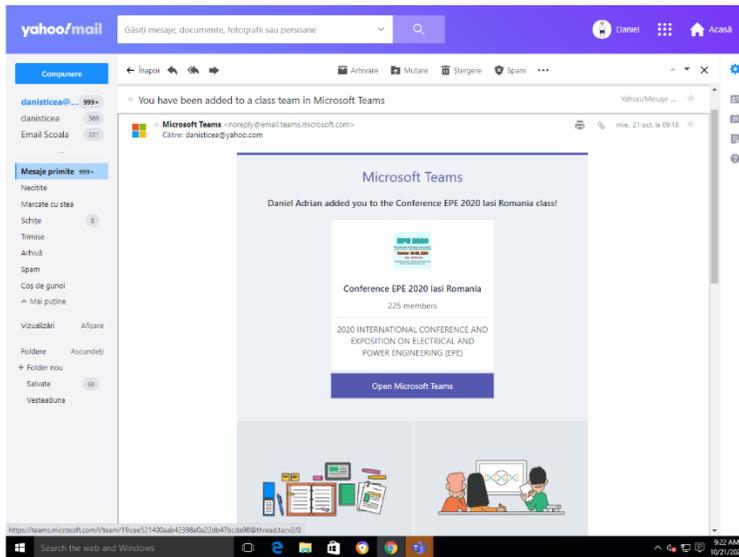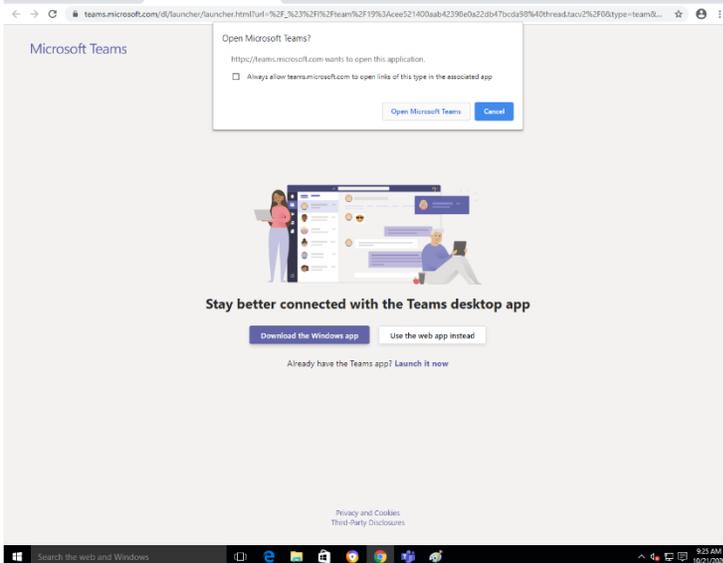# EPE2020 – MICROSOFT TEAMS User Guide

1. Follow the steps of the invitation received by e-mail

2. If you have not received the invitation to access Microsoft Teams, please communicate by e-mail with Daniel Sticea (daniel-adrian.sticea@academic.tuiasi.ro)
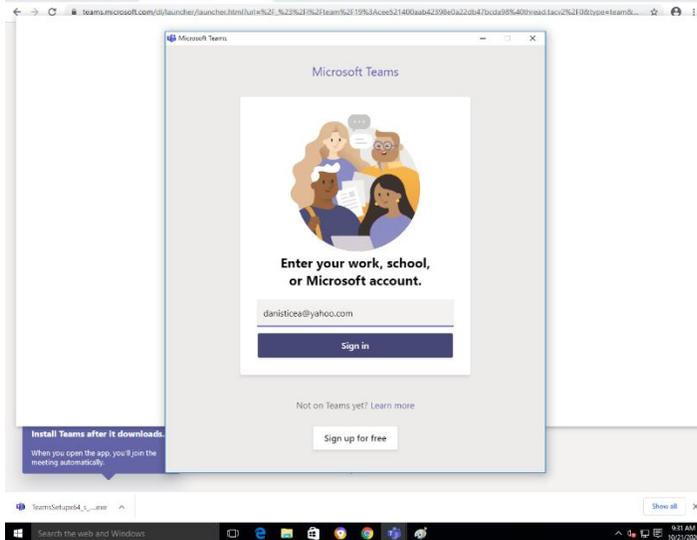

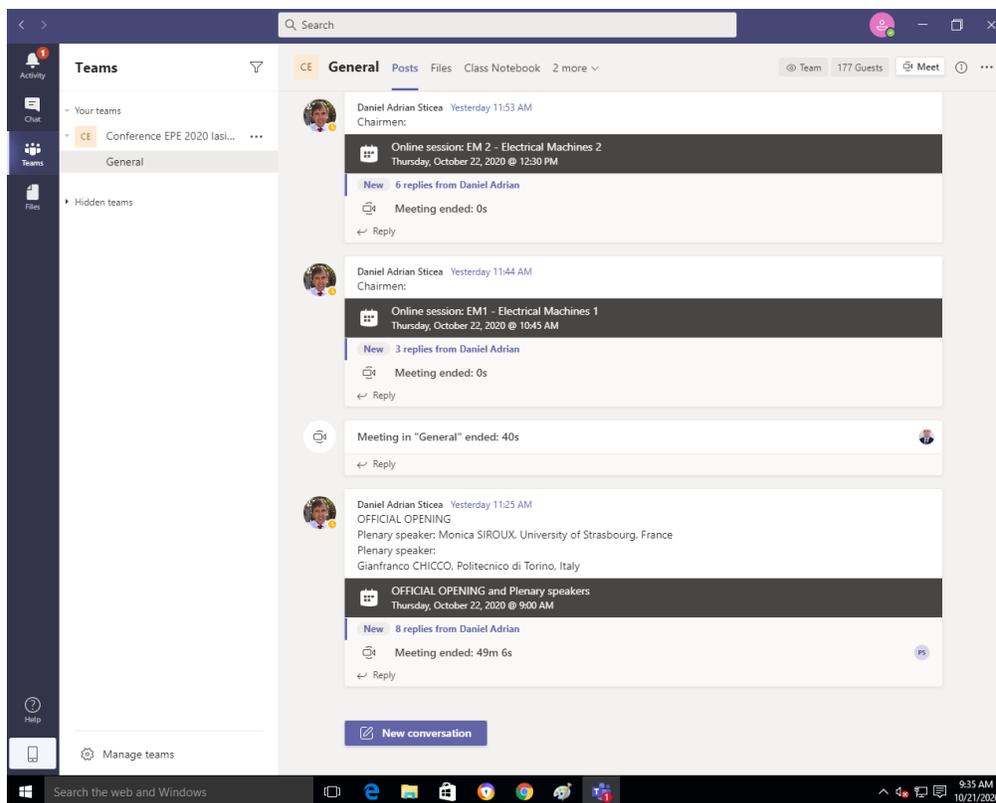3. Microsoft Teams opens and choose:
   - to download the application (recommended)
   - the MT application is launched if you already have it installed
   - to use the browser application

4. An account must be created in the Microsoft Teams application based on the invitation received by e-mail.
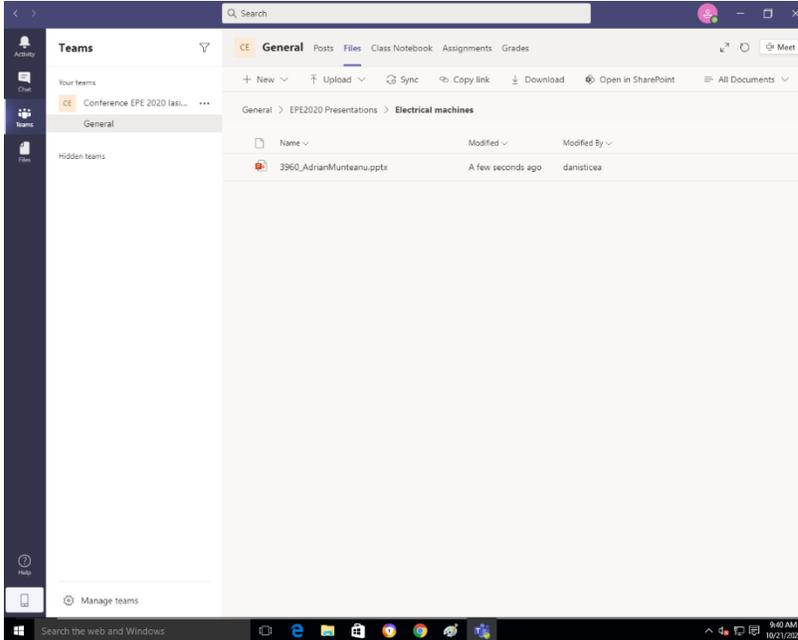
5. Log in to Microsoft Teams using the email address you received the invitation from
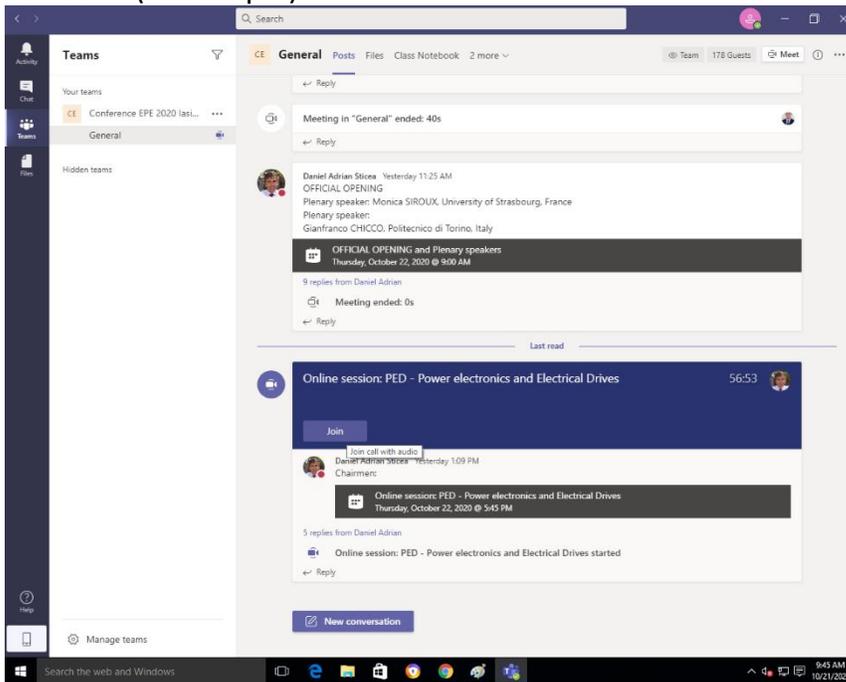

6. After connecting, the application opens automatically in the POST (from the top menu) where all the online presentation sections will be scheduled.

7. In the FILES (top menu), in the EPE2020 PRESENTATIONS directory, you will find sub-directories with the name of each section of the conference. In these sub-directories the authors have to load their PPT presentations, which will be saved with ID-Name_prezentator.ppt (example 3860-AMunteanu)

8. You can join an online presentation section only when it becomes active and you can JOIN (see Step 8)

9.