



Using Microsoft Teams

ACS(INDEPENDENT)

WE SYMPOSIUM 2021

Important Note

This guide **assumes that you have already created** a Microsoft Account **using the email address that you provided during registration for the WE Symposium.**

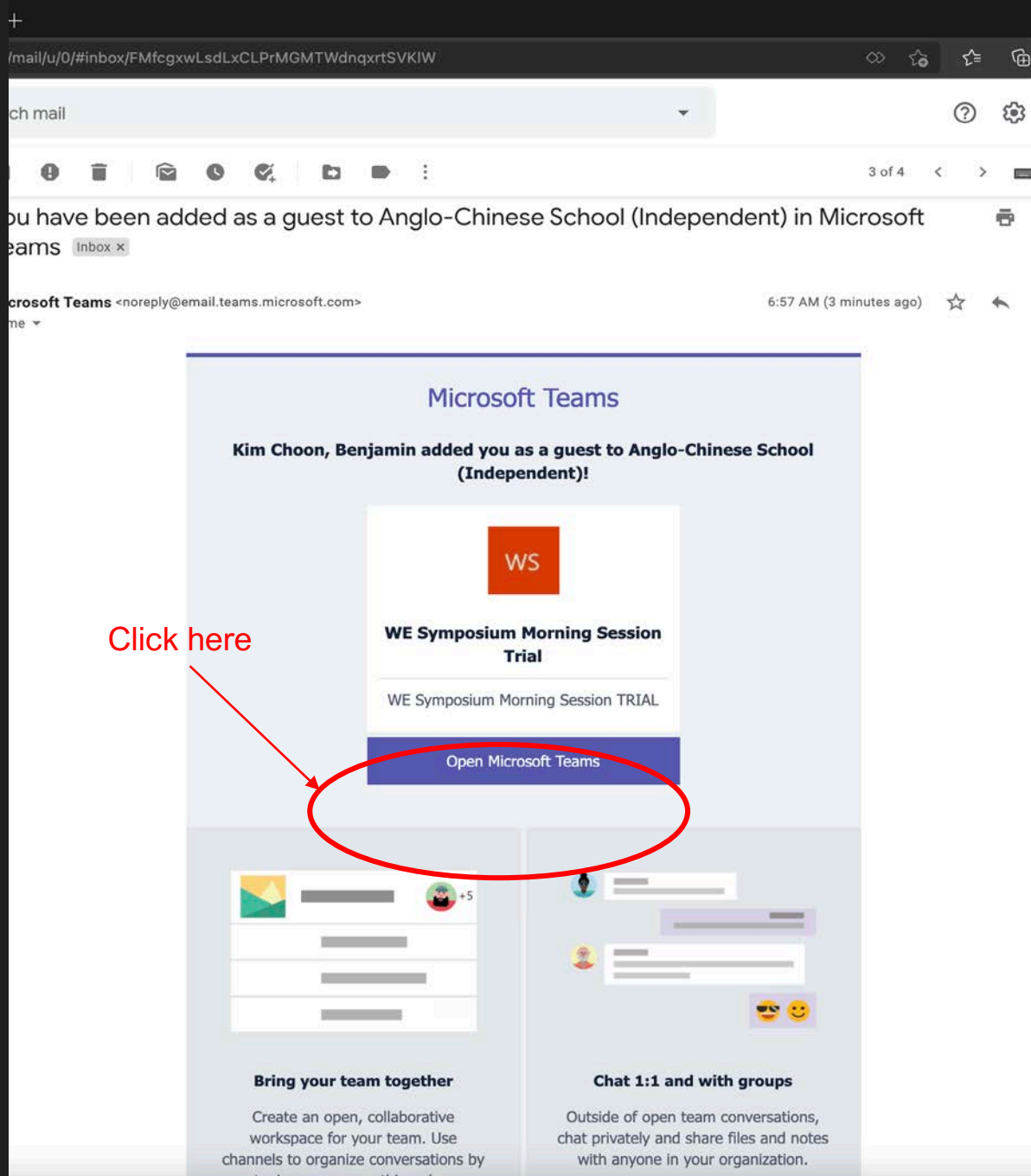
If you have not, please do so. You may refer to the other attached guide – in the email – for instructions on how to do this.

Logging in to Teams

By now, you should have received an email from Microsoft Teams informing you that you have been added as a guest to our WE Symposium Teams Groups.

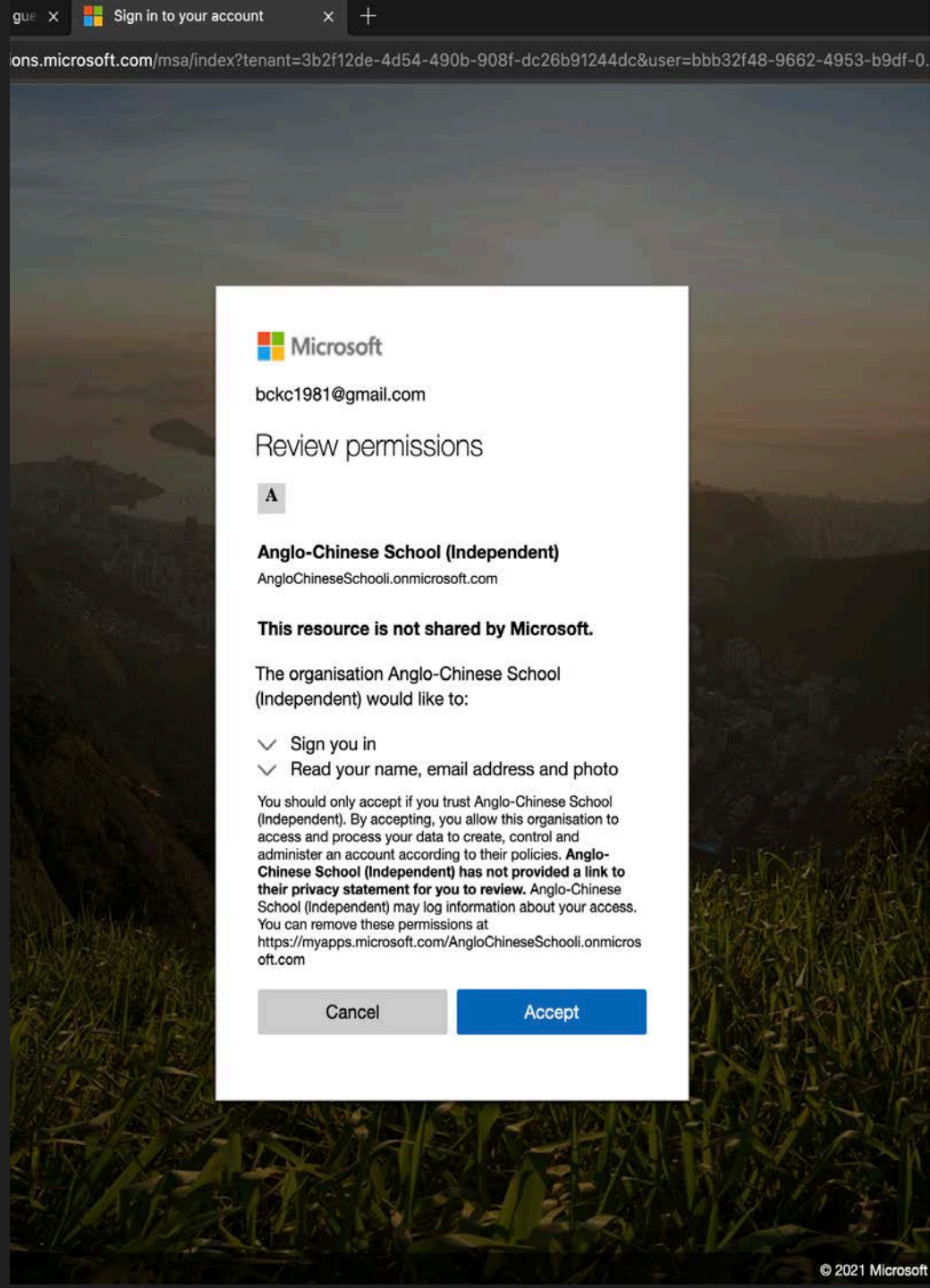
Click on the 'Open Microsoft Teams' button. This will open your browser and prompt you to login to your Microsoft Account (**which must be tied to the email address used for registration**)

*You may also just refer to <https://www.microsoft.com/en-sg/microsoft-teams/group-chat-software> and sign in directly.



Logging in to Teams

You will then be prompted to review permissions.
Please click 'Accept' so that we can process your registration into our Teams.

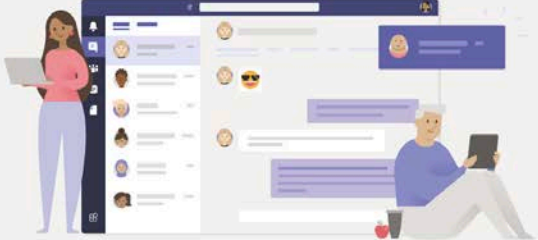


Logging in to Teams

You will then be directed to this page, where you are given the option of downloading a desktop copy of teams or simply accessing the web app.

For the purposes of this demonstration, we will be proceeding with the web app.

Microsoft Teams



Stay better connected with the Teams desktop app

[Download the Mac app](#) [Use the web app instead](#)

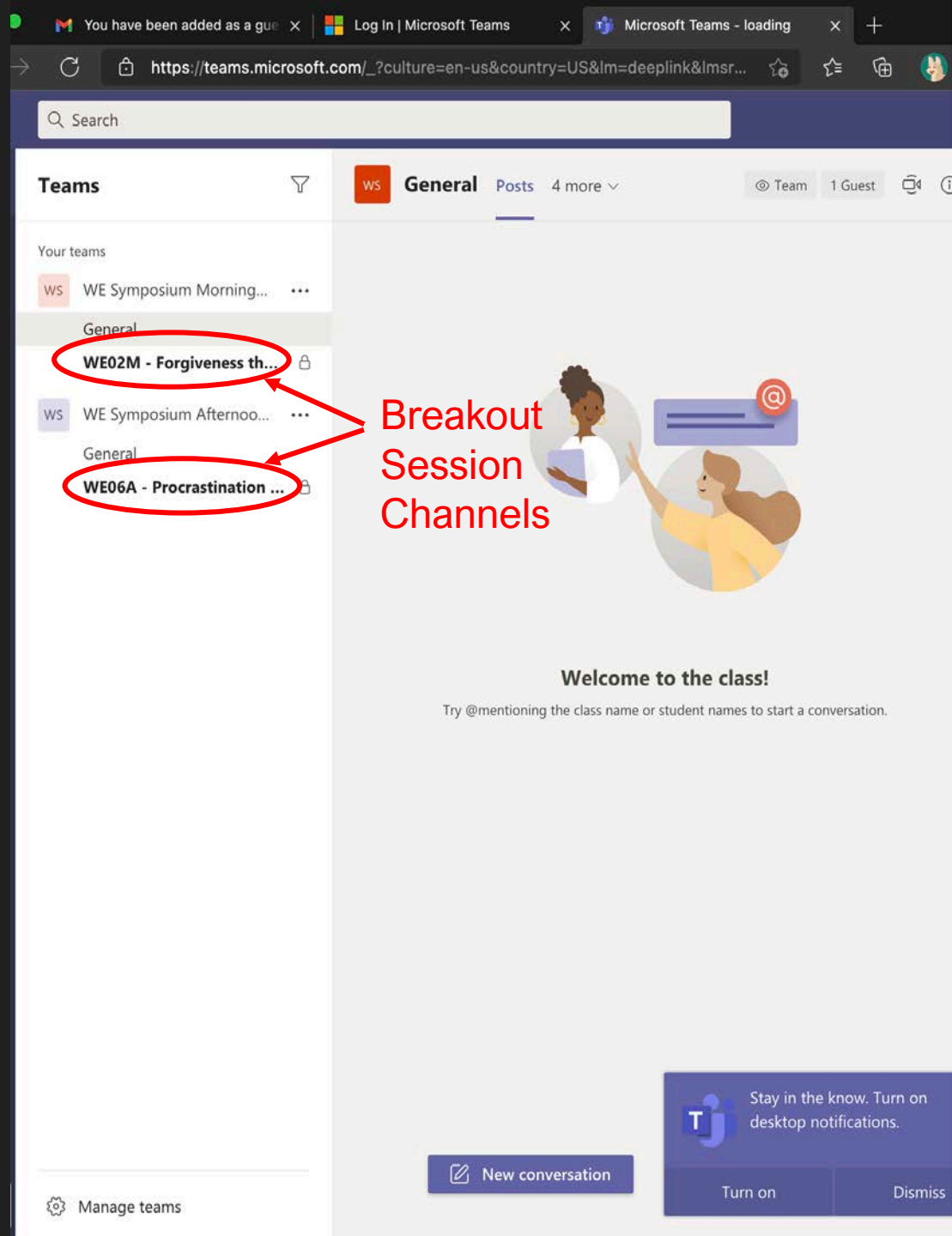
Already have the Teams app? [Launch it now](#)

[Privacy and Cookies](#)
[Third-Party Disclosures](#)

Using Teams

Upon launching the web app, you will see a list of the Overall Morning and Afternoon Sessions as well as Channels for the specific breakout sessions that you have signed up for.

During the WE Symposium, click and join the channel for your breakout session ~5 min before it begins. These specific channels (not 'General') will be where you join your workshops.



Using Teams

Using the WE02M channel as an example, this is the splash page that you will see upon joining the channel.

Click the **'Join Now'** button to join the workshop. If this notification is not posted, just wait for it.

Meanwhile, you may also chat and ask questions by clicking on the **'New Conversation'** button. Our friendly facilitators will be on hand to answer any queries.

The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and the channel name 'WE02M - Forgiveness...'. The left sidebar shows navigation options: Teams, Activity (with a notification badge), Chat, and Files. The main content area displays a list of teams under 'Your teams', including 'WE Symposium Morning...', 'WE02M - Forgiveness t...', 'WE Symposium Afternoon...', and 'WE06A - Procrastination...'. The selected team 'WE02M - Forgiveness t...' is shown with a 'General' channel. The channel page features a welcome message 'Welcome to the class!' and a 'Meeting now' notification. The 'Join' button in the 'Meeting now' notification is circled in red, with a red arrow pointing to it from the text 'Join the meeting by clicking this button'. Below the meeting notification, the 'New conversation' button is also circled in red, with a red arrow pointing to it from the text 'Initiate chat by clicking this button'.