

11th Postgraduate and Postdoc Conference

How to present your lecture online in MS Teams

TUTORIAL

# Structure of the conference

Conference is divided into following sections:

Wednesday, 27<sup>th</sup> January 2021

- Section 1 - **Bioorganic and Pharmaceutical Chemistry**: 8:30 – 15:30 ([detailed program](#))
- Section 2 - **Pharmaceutical Technology**: 9:00 - 12:30 ([detailed program](#))
- Section 3 - **Biochemistry, Pharmacology and Toxicology I**: 8:30 - 12:30 ([detailed program](#))
- Section 4 - **Clinical and Social Pharmacy**: 13:00 - 16:15

Thursday, 28<sup>th</sup> January 2021

- Section 5 - **Pharmaceutical Analysis and Bioanalytical Chemistry**: 8:30 - 16:30 ([detailed program](#))
- Section 6 - **Biochemistry, Pharmacology and Toxicology II**: 8:30 - 12:30 ([detailed program](#))
- Section 7 - **Pharmacognosy and Toxicology of Natural Compounds**: 8:30 - 14:00 ([detailed program](#))
- **every section has own Teams Meeting, all links will be provided to all participants and „FaF Vysokoškolači“ distribution list.**

There are two more links:

- Testing room for participants – [click here](#) and Join
- Technical support for organizers
- For further help check for example [Meetings and calls - Office Support \(microsoft.com\)](#)

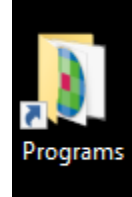
If you use a computer in the dedicated room (you are using the computer for the first time),

you must install MS Teams first!

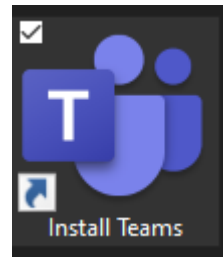
*Be prepared in the room at least 10 min before the scheduled time of your presentation.*

If you use a computer in the dedicated room (you are using the computer for the first time), you must install MS Teams first! Be prepared in the room at least 10 min before scheduled time of your presentation.

On the desktop, click on the icon „Programs“ first



and then click on the „Install Teams“

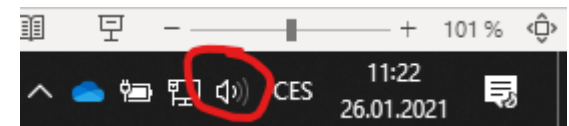


wait for the installation of MS Teams

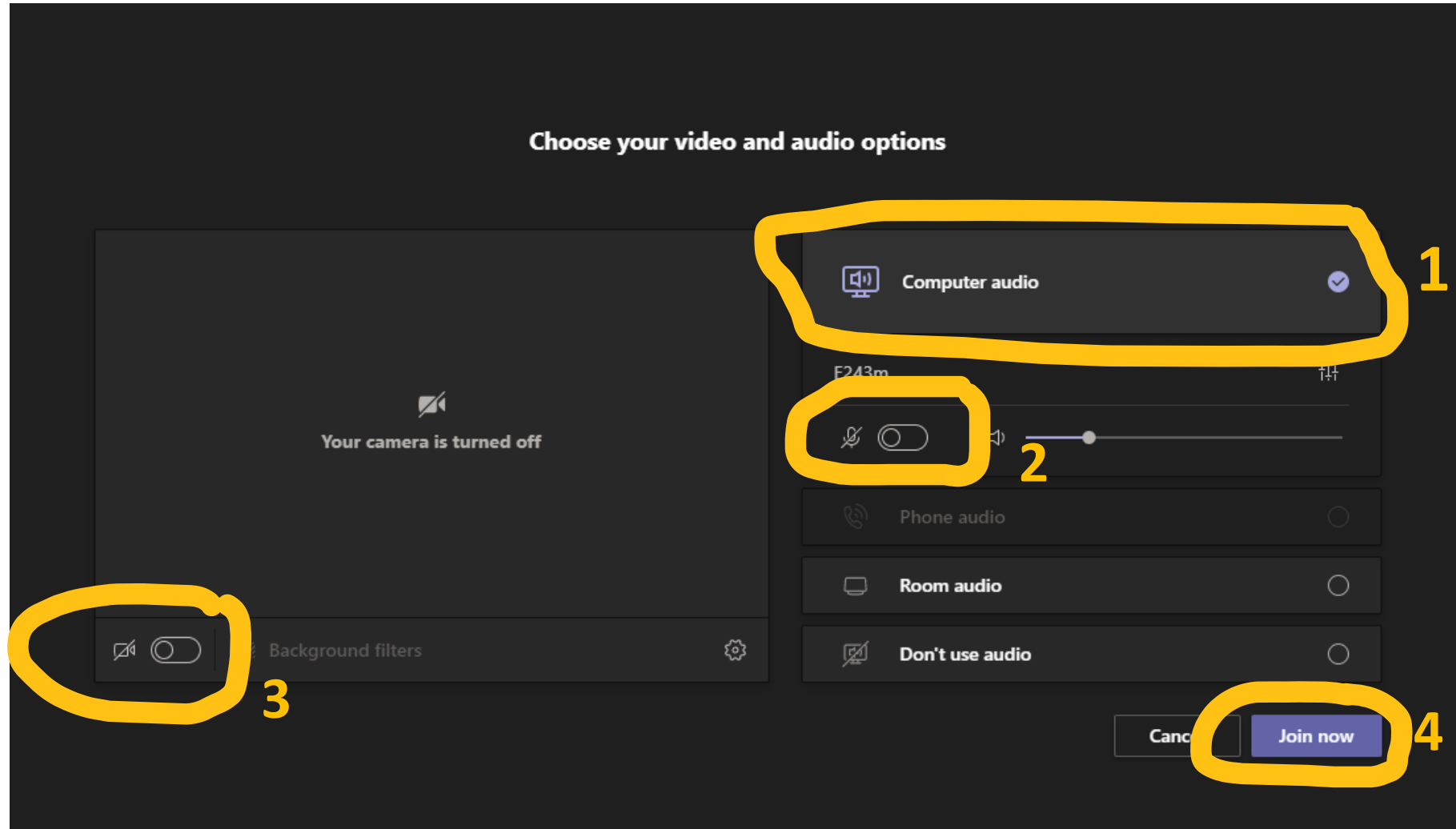
open the MS Teams from the desktop



check if the sound of the computer is not silent, then switch on by clicking the speaker icon

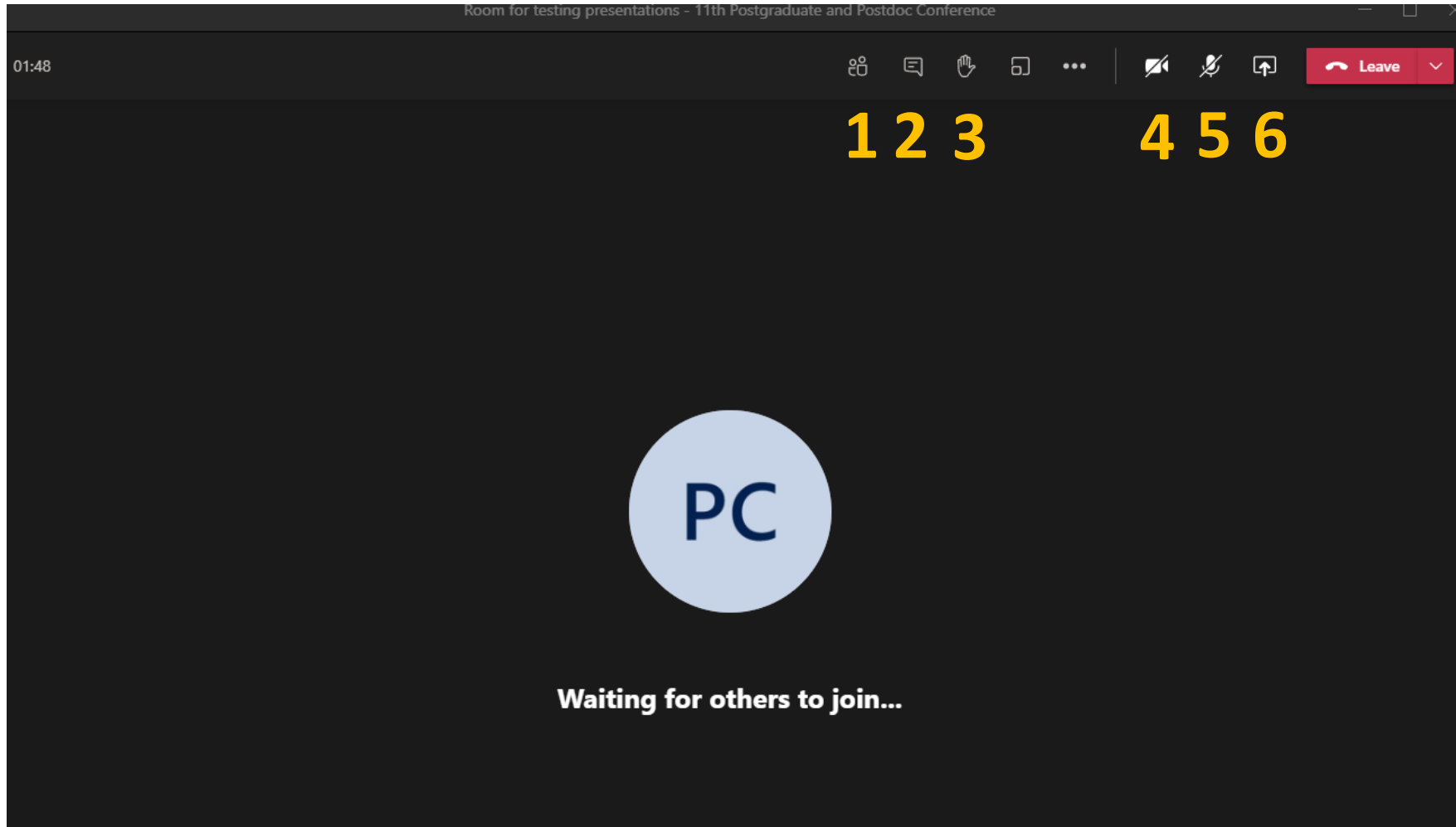


When you click on the link (intranet/webmail), this window appears.  
Tick the choice „**Computer audio**“ (1), **mute your microphone** (2), **switch off your camera** (3)  
and **press „Join now“** (4)



When you are in the meeting, this window appears. Use the icons in the upper left corner.

**List of participants** currently in the meeting (1), **Chat/conversation** belonging to the meeting (2), a **„hand“** to announce that you want to ask (wait for the chairperson to give you a word) (3), a **camera** to switch on/off your camera (preferably let it off) (4), a **microphone** (switch on only when present or asking during the discussion) (5), **Share content button** to select the screen/window with your PowerPoint presentation to share during your lecture (more in following pages) (6)



Open your PowerPoint presentation first.

When you press the **Share content button** (1), this window in the lower part appears. Select **either the Desktop/Screen** (2) **or the window with your PowerPoint presentation** (3), **unmute your microphone** (4), and you are ready to give a lecture.

When your lecture and the discussion is finished, **mute your microphone** (4) and **stop sharing** (1).

Note: Shared window/desktop is **outlined with the red line** 