MS Teams Poster Session Manual

Updated: November 27, 2020
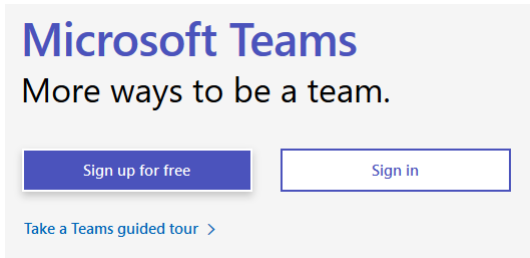

Following content is based on the information provided by Microsoft® Support

---

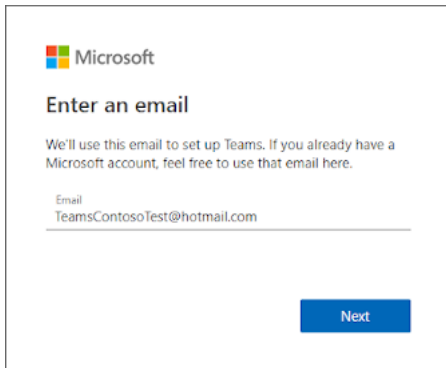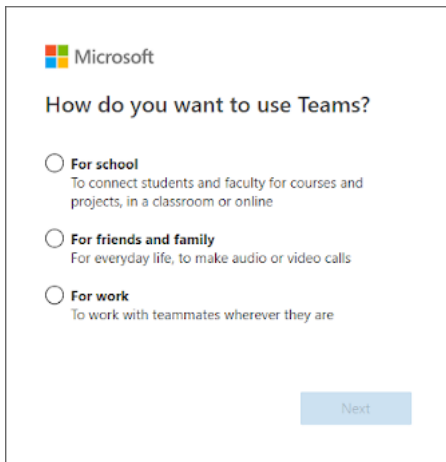# Contents

---

Register the account

1. If you already have MS Teams account please proceed to Section **Join the team**. Otherwise, continue to the next step.

2. Go to products.office.com/microsoft-teams, and select **Sign up for free**.

3. Type in your email address (institutional, gmail, yahoo etc.) and select **Next**.

4. On the next screen, answer the question about how you want to use Teams. Choose **For Work** and select **Next**.
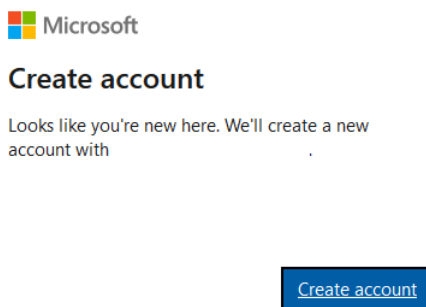
5. Followingly, press **Create account**
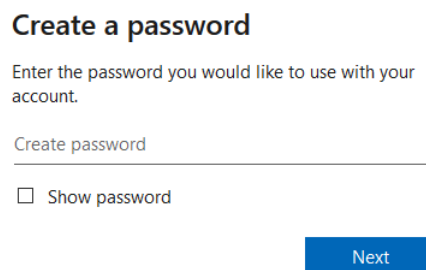
6. You'll be asked to verify your information again in this step. If you have multi-factor authentication enabled, you may be prompted on your phone. Otherwise you'll need to provide your password here. Enter your password and select **Next**.

7. Add information and press **Next**

8. Afterwards you will be sent an e-mail with the code to verify the e-mail address you have used to create the account. If you don't see the e-mail, check your junk or spam folder.

Microsoft account

Verify your email address

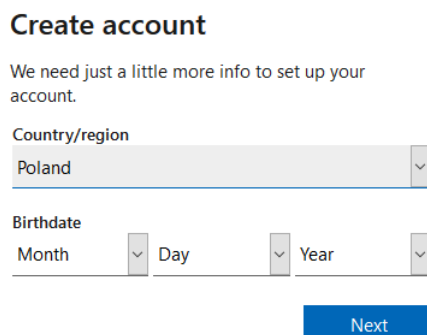To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code:

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

9. Provide the 4-digit code.

Verify email

Enter the code we sent to
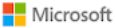. If you didn't get the email, check your junk folder or try again.

Enter code

☐ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Next

10. Onward, fill in your name and the other requested info, and then click **Set up Teams**.

Microsoft

The last few details

First name
Test

Last name
User

Company name

Country or region
United States

Important note: As admin, you'll be responsible for the personal data of people in your Teams org. as well as for data management requests they submit to you. Learn more.

By clicking **Set up Teams**, you agree to our terms and conditions .

Set up Teams

11. Then wait patiently while Microsoft creates your Teams account and then sets it up for you to use. (This process can take up to a minute. You'll see two loading screens.)
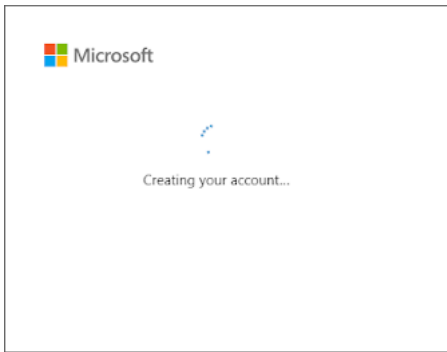
12. Choose how to open and use Teams:

   - Download the Windows/Mac app (preferred)
   - Use the web app instead (supported by Chrome and Edge web browsers)
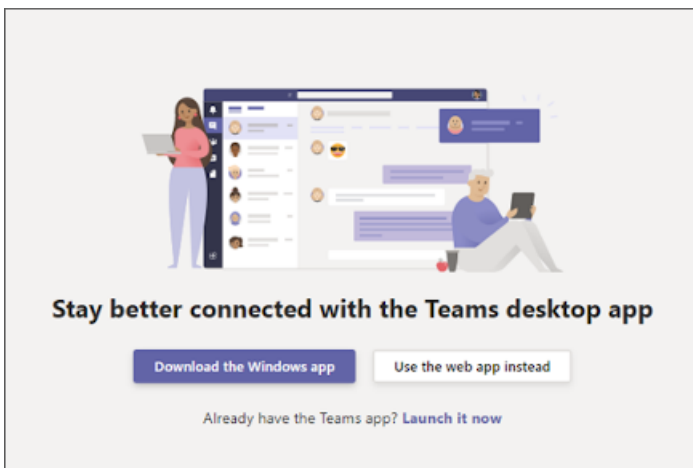
13. If everything went fine, you will be able to login either to the desktop or website version of MS Teams using the email and password you have provided in points 3 and 6 of this Section.

Join the team

1. Send a request to join a team to the smoluchowski@uj.edu.pl by providing the e-mail address you have used to register the MS Teams account (see Section **Register the account**, point 3).

2. Onward, within 24h you will receive the invitation by e-mail (if you don't see the invitation, check your junk or spam folder). Select **Open Microsoft Teams**.

3. Log in with appropriate credentials and afterwards you will be joined to the Symposium.

Upload files (Poster session)

1. Within each team there are channels. Each channel has its own file folder where you can share files for that specific channel. To access that folder go to the channel and select the **Files** tab above the conversation window.

   - Note: Make sure to use the **Files** tab at the top of the channel conversation window instead of the Files button on the left side of the app. That button gives you access to ALL of your cloud files, rather than just the files for a specific channel.

   In the library you can upload existing files or create new ones. When you upload a file, it creates a copy in Teams.

2. Within the **Files** category please find the folder entitled with your name and surname, e.g.:
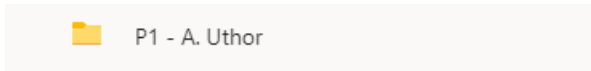
Therein please submit your files.

3. There are two primary ways to upload existing files into your library. Both methods start by going to the files folder for your channel and both methods, by default, upload copies of your files to the channel file folder.

   a) **Drag and drop** - Using your mouse, drag the file from where it's currently located and drop it on the Teams window among the files. YouTube tutorial (1 min. 12 sec.)

   b) **Upload** - Select **Upload**, then select the file (or files) you'd like to upload, and select Open. YouTube tutorial (1 min. 18 sec.)

   Any files you upload (i.a. PDF, JPEG, MOV, MP4 etc.) will be accessible by other participants.

The e-poster session is scheduled on 3/12/2020 18:00 - 19:00 CET. The e-poster session will be preceded by the pre-poster session. Poster presenters are asked to prepare a single A4 (landscape) slide in PDF file advertising the poster. This slide should be emailed to smoluchowski@uj.edu.pl not later than **1st December**. The received slides will be presented by one of our colleagues during the pre-poster session. **There will be the best poster award**.

Contact with participants

1. You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. These calls are private and won't appear in any team conversation. Entries for the calls will appear in your chat, though.

   - Go to your chat list, and click **New chat** to start a new conversation.

   - Type the name or names into the **To** field at the top of your new chat.

   - Select **Video call** or **Audio call** to start a call. Apart of that you can also start a chat (send messages)

2. You can also start a one-on-one call from someone's profile card. Open it by clicking their picture in a channel or from a search.

3. YouTube tutorial (1 min. 08 sec.)