

# THE 28<sup>TH</sup> ASIA-PACIFIC SOFTWARE ENGINEERING CONFERENCE

6th - 9th December 2021 - Virtual  
(originally Taipei, Taiwan)

**APSEC 2021**

## **Microsoft Teams User Manual**



Microsoft Teams

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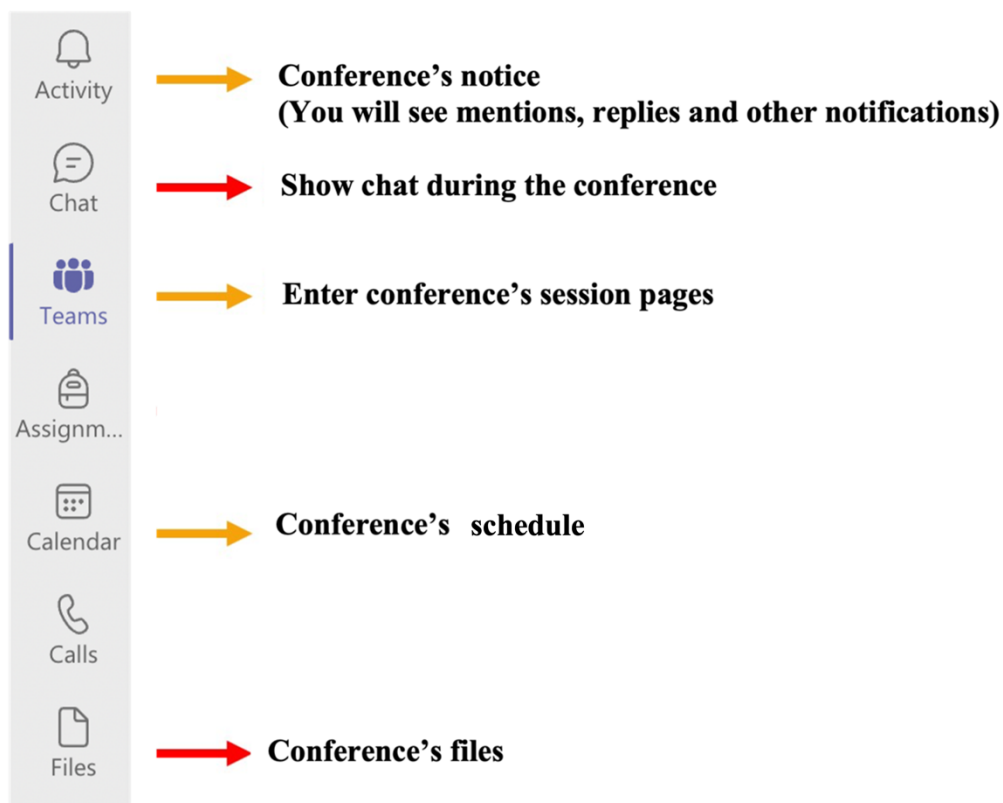
## 1. Teams Installation

Please refer to <https://www.microsoft.com/en-us/microsoft-teams/download-app> to download and install Microsoft Teams.

Note:

- You may apply for a Microsoft account to have more functionality for Teams.
- Please refer to <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7> to view the training videos.

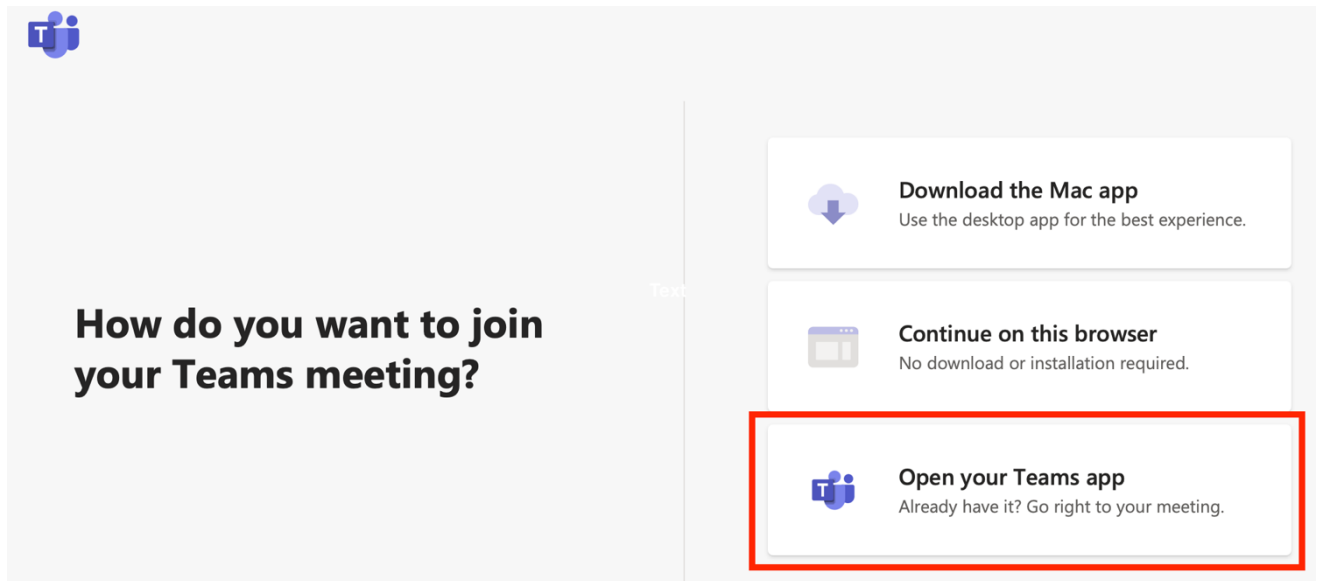
Teams Menu:



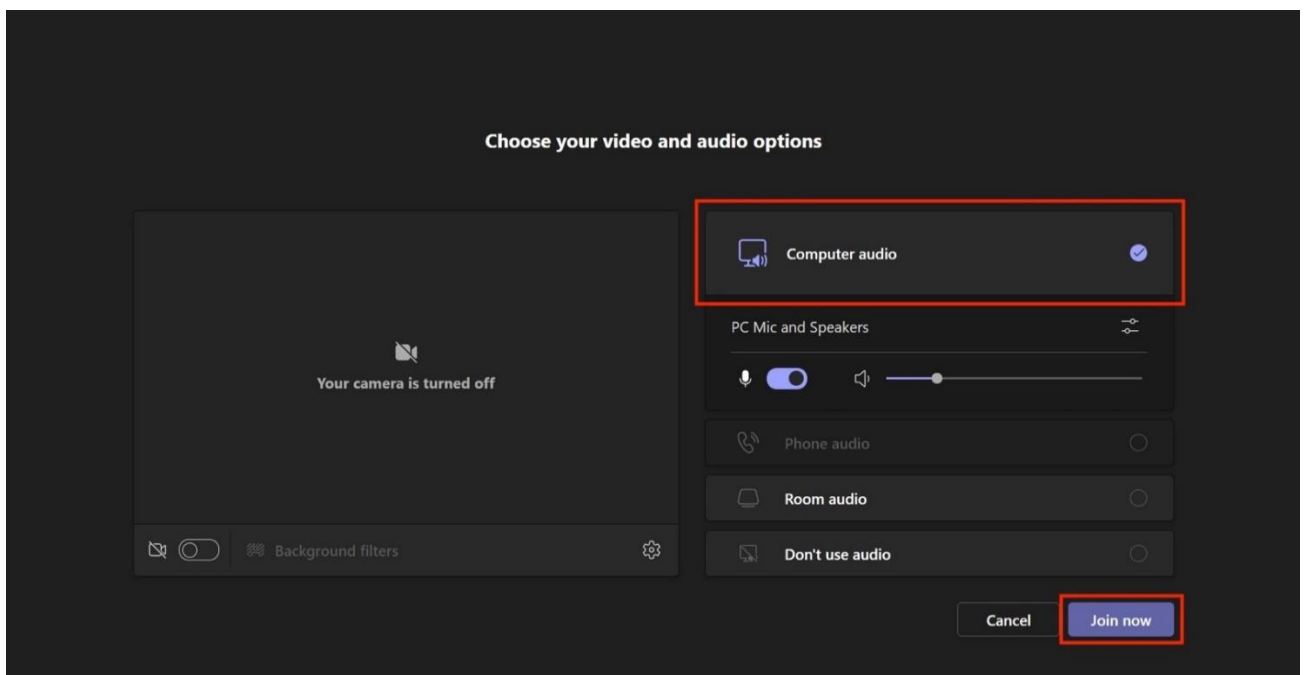
## 2. Online Meeting Operating Manual

### (1) Enter the meeting

- a. Before starting the session every day, please click on the session link in the schedule provided in the APSEC 2021 Portal (<https://apsec2021online.seat.org.tw>). After entering the page shown in the figure below, please select **“Open your Teams app”** to join the meeting. **For the presenter, please enter the meeting 10 minutes before the start of the session, so that we can adjust the speaker to the “Presenter” status.**

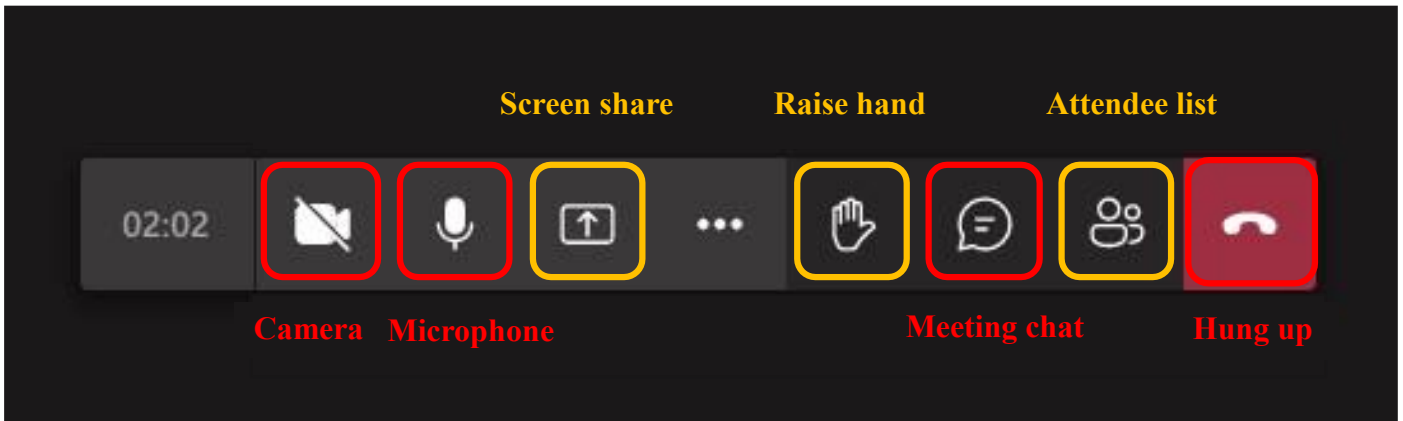


- b. Please click **“Computer audio”** → **“Join now”** to enter the meeting.




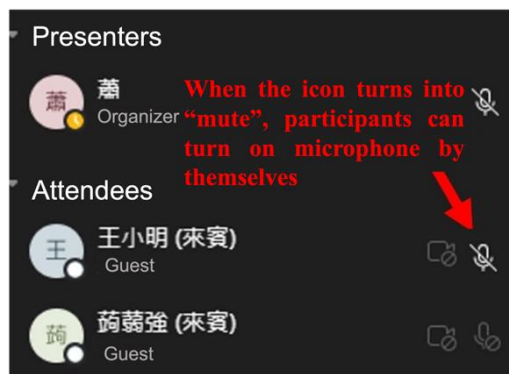
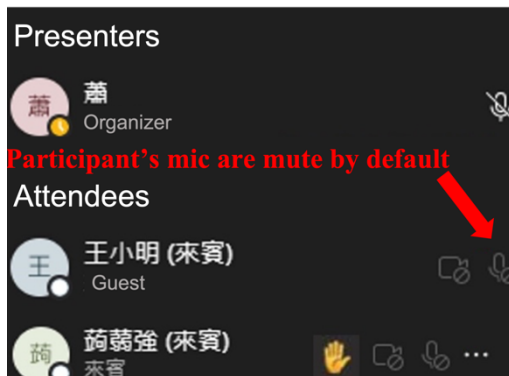
## (2) Meeting control

- Camera: You can choose to turn the camera on or off.
- Microphone: Attendees' microphone turned off by default. After the presenter permits, attendees can turn on the microphone to speak.
- Screen share: Attendees can't share the screen by default.
- Raise hand: If attendees want to speak, please press the "raise hand" button.
- Meeting chat: Meeting chat/questions will show here.
- Attendee list: Show all participants in the meeting.
- Leave: After the meeting, click the "**Hung up**" button to exit the session.



## (3) Raise hand and unmute

The list will show an icon  beside the attendee list for all attendees who ever raised their hand. When multiple attendees raise their hands, they will be in the order proposed by the attendees. The presenter can choose to allow the attendee to turn on the microphone.



### Microphone status



Microphone turn on



Mute

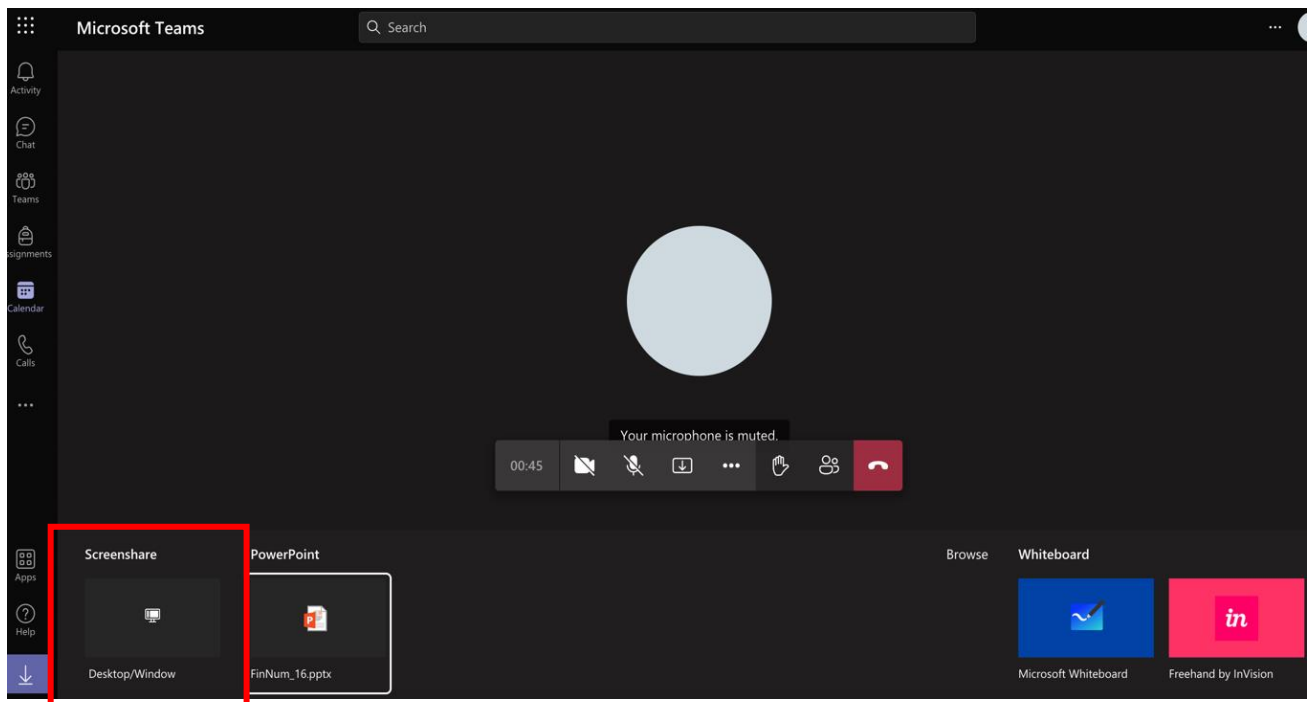
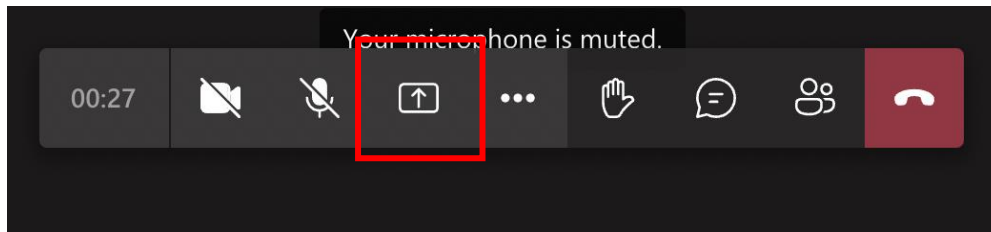


Microphone turned off by default

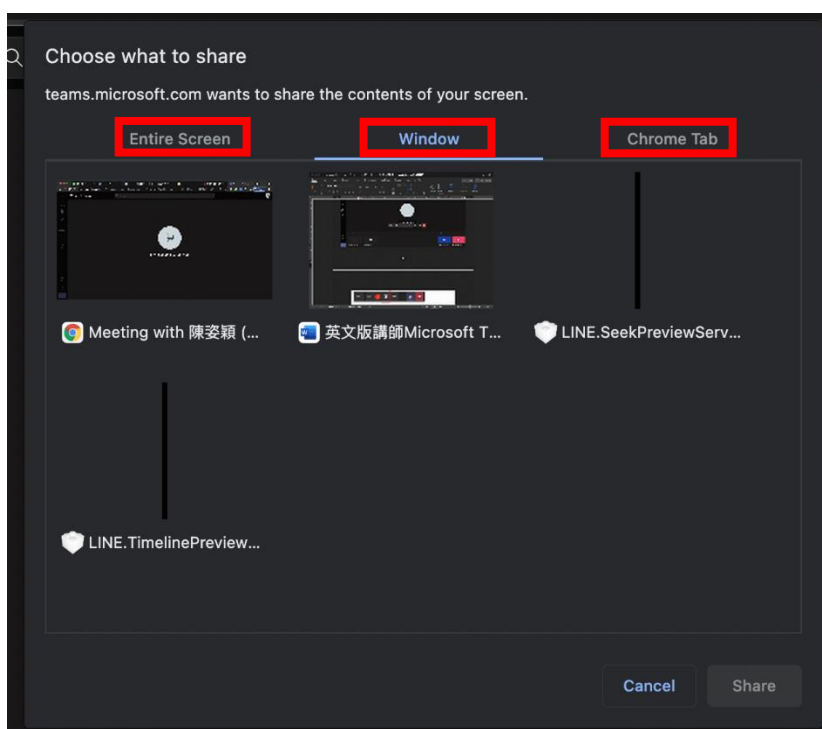
### 3. Other Functions for Session Chairs/ Speakers

#### (1) Screen share

- a. Click “Open share tray”  → Click “Screen share”.

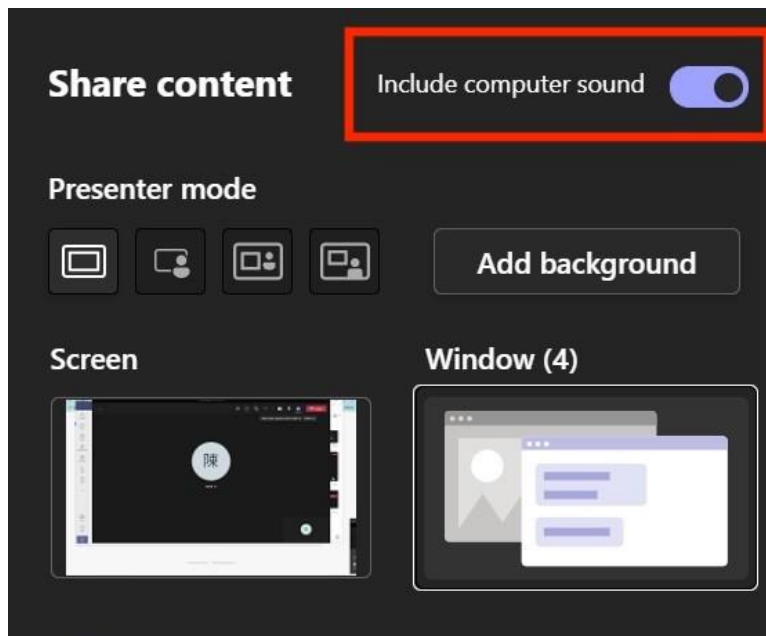


- b. Choose the content to share.

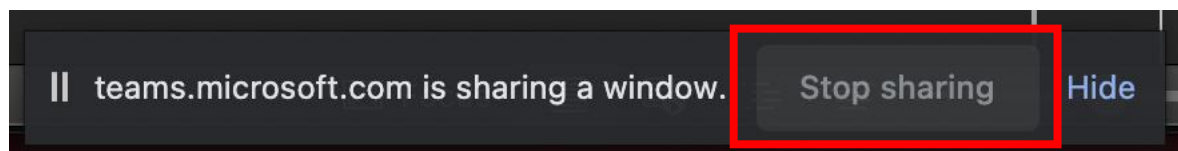


- Entire Screen: Attendees can see all actions of the presenter on the screen.
- Window: After opening the file, the presenter can directly share the window.
- Chrome Tab: Share the other chrome tab.

- c. Please turn on “Include computer sound”.

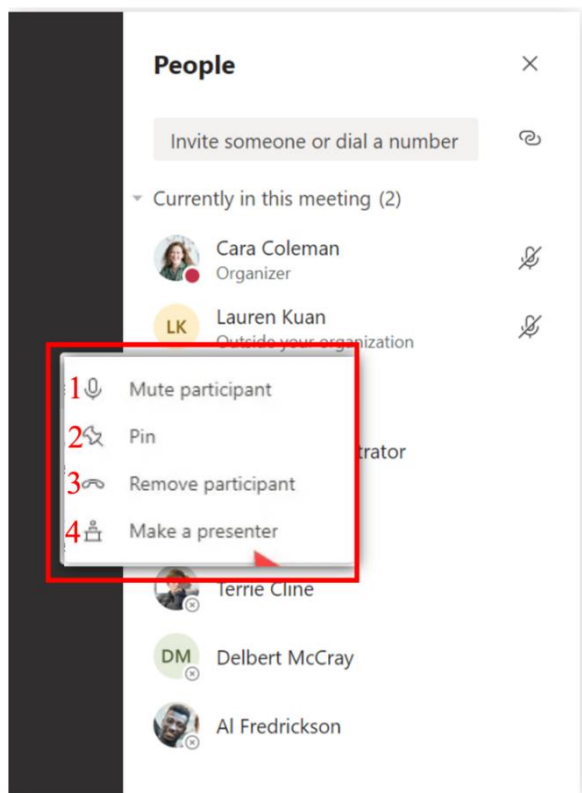
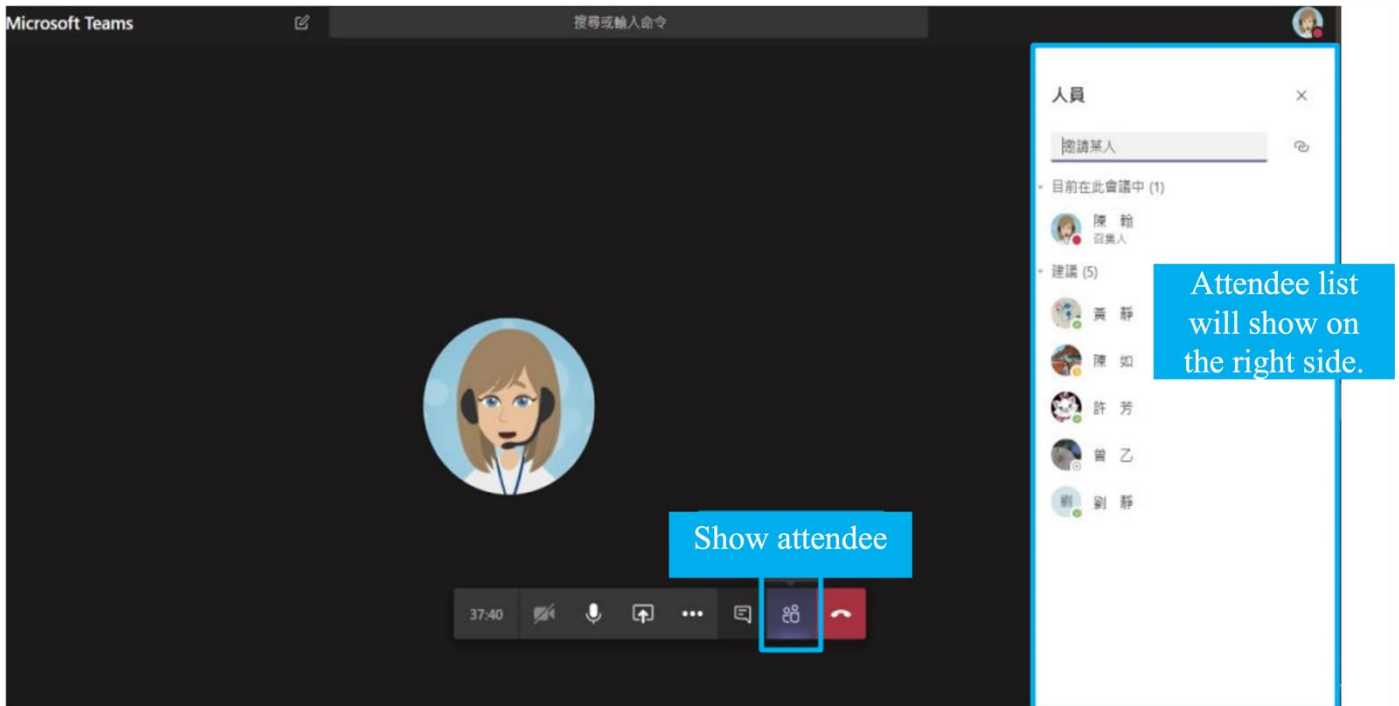


- d. Click “**Stop sharing**” at the bottom of the screen to stop sharing your window.



(2) Share organizer role

- a. To change attendees' roles, click the attendee list and click on the attendee whose role you want to change.



1. Mute attendee: Mute the attendee
2. Pin: Pin the attendee on the top of the list
3. Remove attendee: Remove the attendee from this meeting
4. Make a presenter: Share the organizer role with the attendee