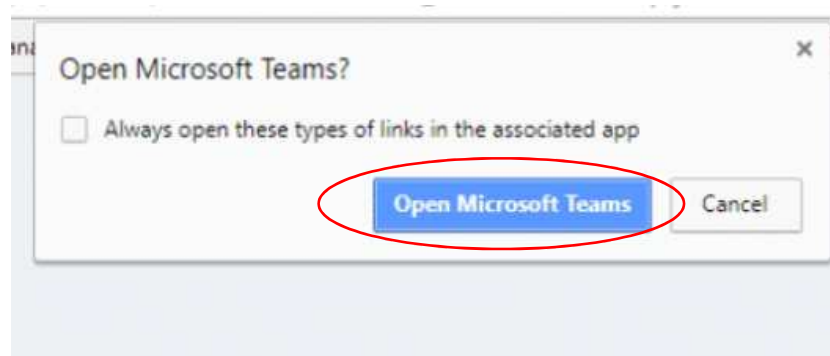


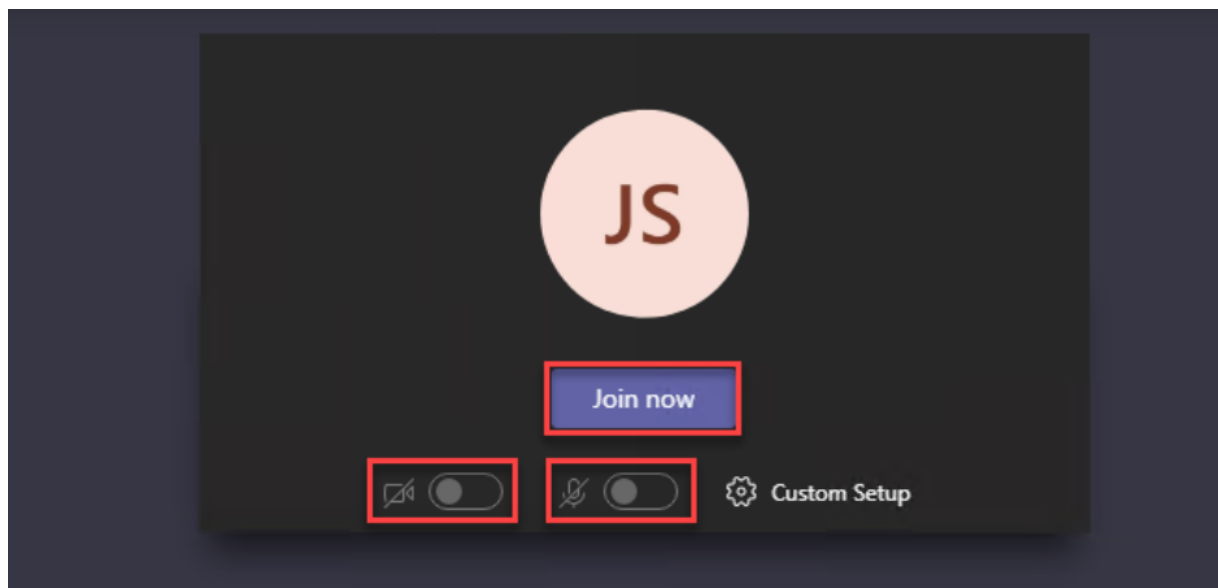
Instructions to joining the conference ECOLABELLING 2020

I. Participants with a MS Teams account

1. After clicking on the meeting join link, the link will open in the default web browser taking you to the Microsoft Teams website. If the browser detects that you have the Microsoft Teams app installed on the computer, you will be prompted if you want to open the application „Open Microsoft Teams”



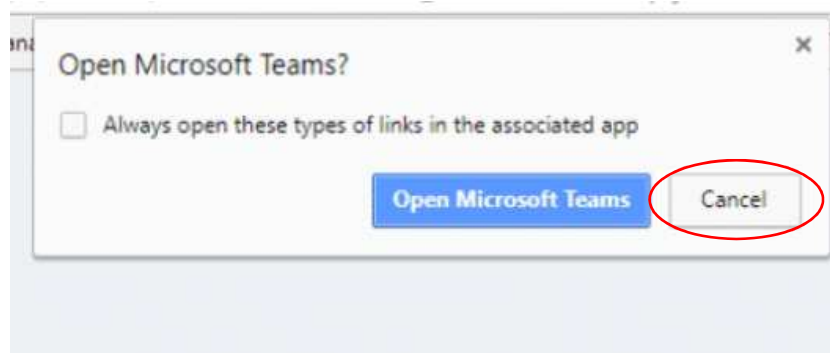
2. Once you click on the Join Now button, you will be added to the current attendees of the Microsoft Teams meeting.



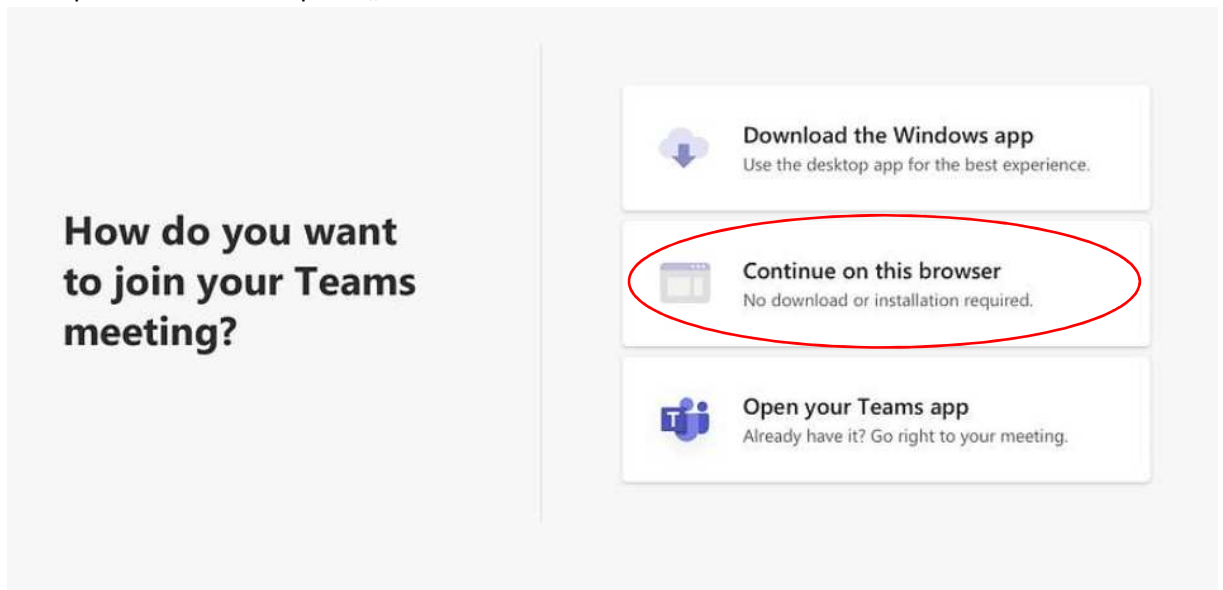
Make sure Your microphone is always on mute, only opening it when it is Your turn to speak.

II. Attendees who wish to participate in the conference without installing Microsoft Teams

1. After clicking on the meeting join link, You must click „Cancel” botton.

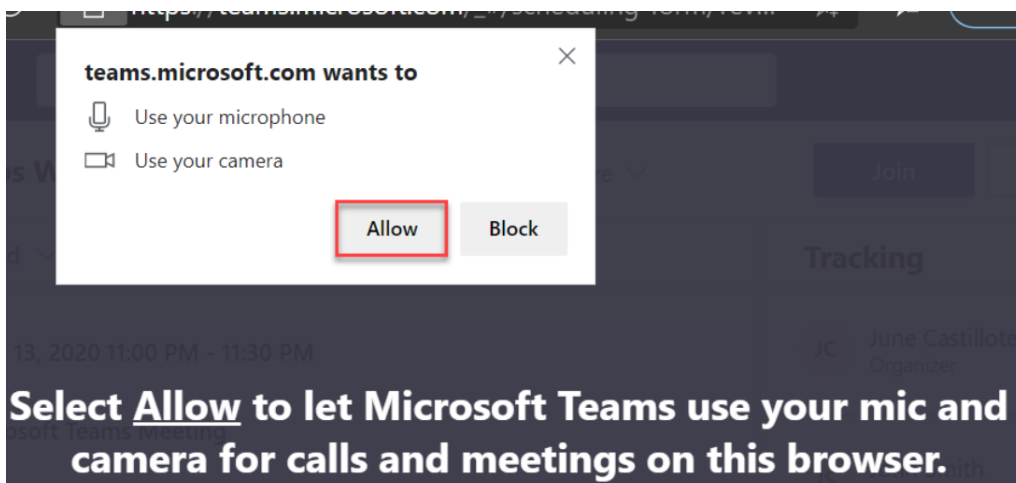


2. Then please choose an option „Continue on this browser”



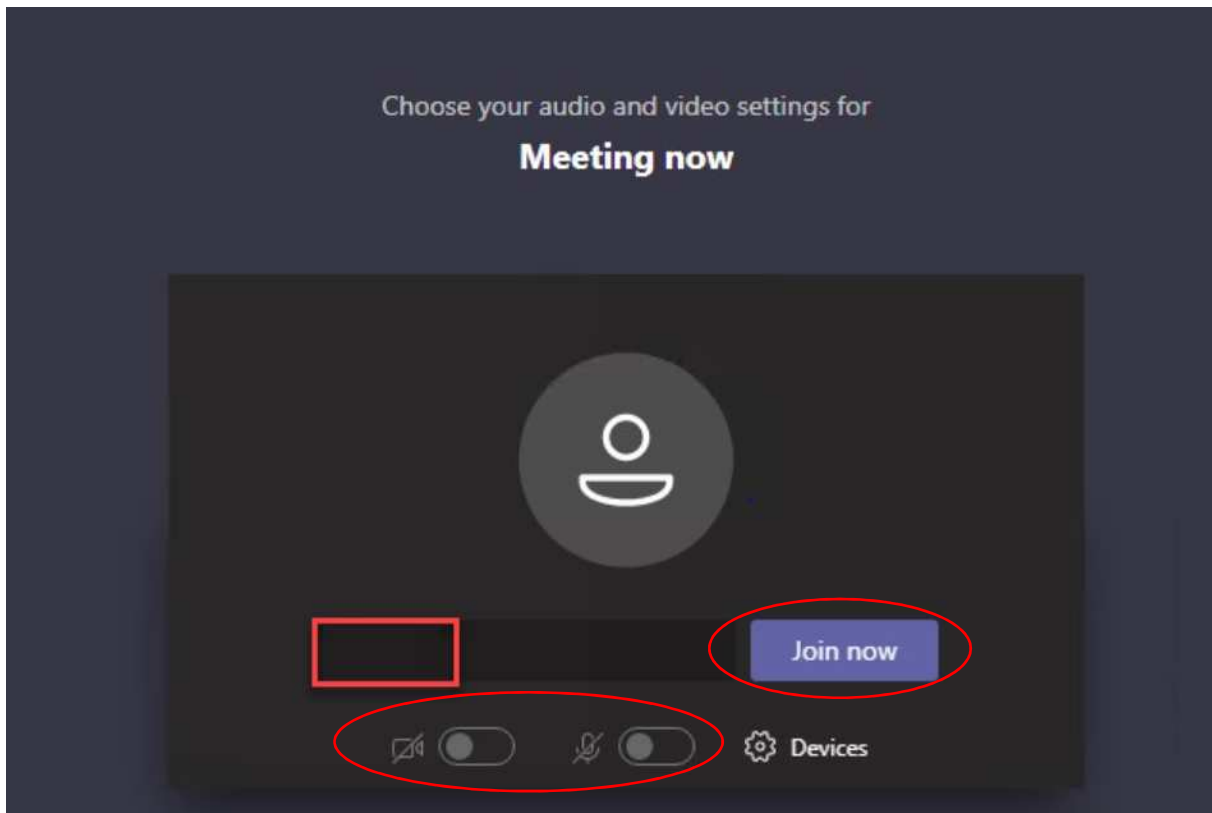
Note: MS Teams fully supports only Chrome and Edge browsers

3. Your browser may ask if it's okay for Teams to use Your microphone and camera.



Allow Teams access to your computer's microphone and camera.

4. After allowing Teams access to Your camera and microphone, You should now see a page with a name entry box and device options. Please enter your name manually and click „Join now”



Make sure Your microphone is always on mute, only opening it when it is Your turn to speak.

Note:

You can use the free consumer version of Microsoft Teams. This requires a free Microsoft account. Instructions are available at:

<https://support.microsoft.com/en-us/office/join-a-team-as-a-guest-928d1eef-61e2-49ec-b754-c2fe86b34824>