

MICROSOFT 365

TEAMS GUIDE



Special Conference on
Redefining
Modern
Solidarity

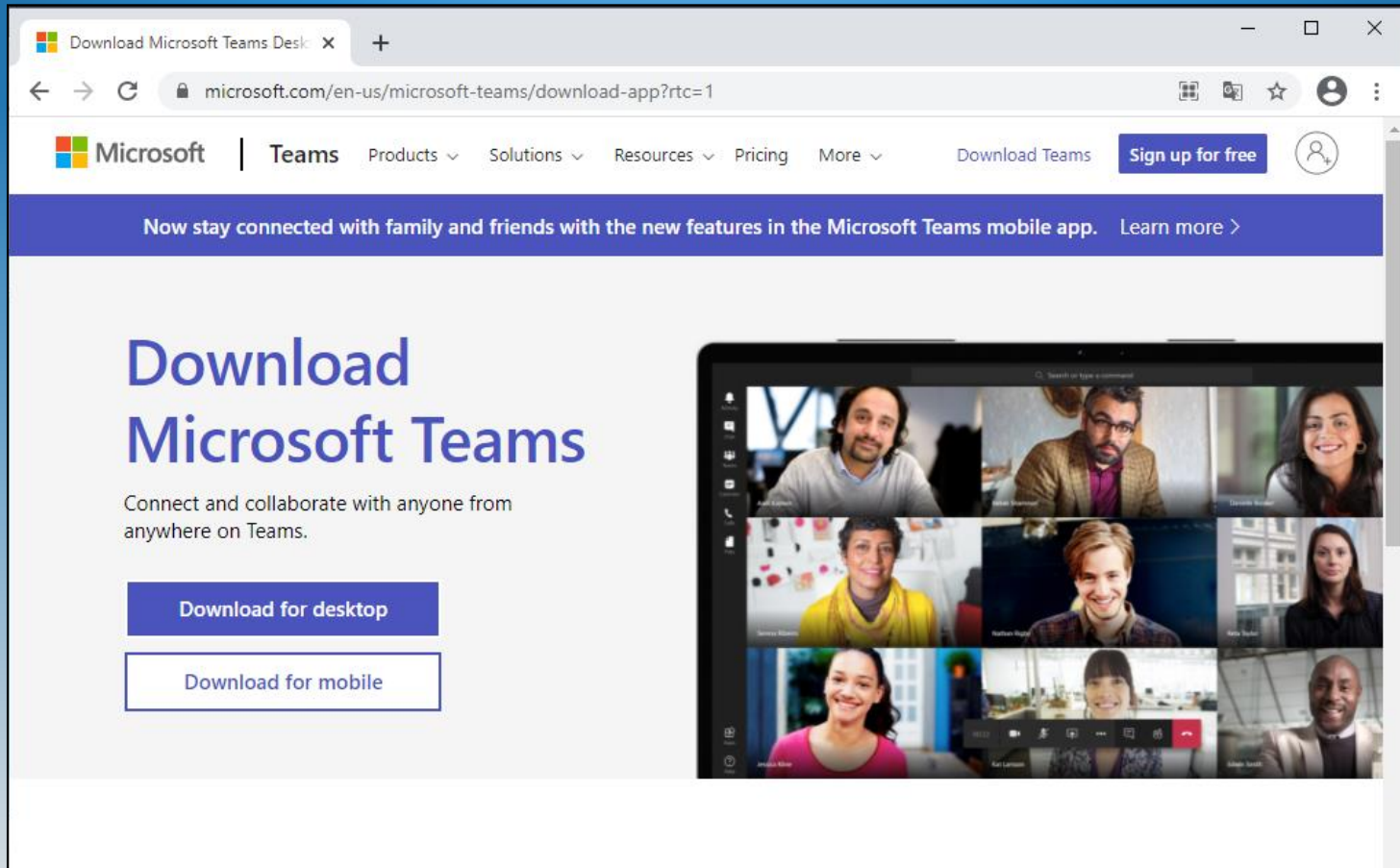


ONLINE
CONFERENCE

11TH-13TH
MARCH
2022

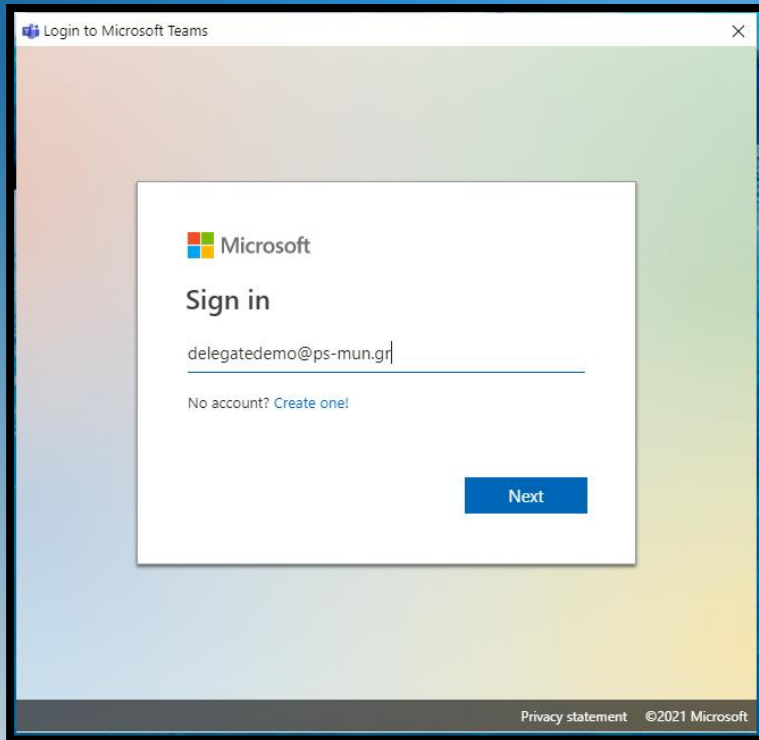
MS TEAMS DOWNLOAD

Click [HERE](#) to visit the download page



The screenshot shows a web browser window with the URL microsoft.com/en-us/microsoft-teams/download-app?rtc=1. The page features the Microsoft logo and navigation links for Teams, Products, Solutions, Resources, Pricing, and More. A prominent blue banner reads "Now stay connected with family and friends with the new features in the Microsoft Teams mobile app. Learn more >". The main heading is "Download Microsoft Teams", followed by the text "Connect and collaborate with anyone from anywhere on Teams." Below this are two buttons: "Download for desktop" and "Download for mobile". On the right side, there is a large image of a tablet displaying a grid of nine video call participants.

SIGN IN



Login to Microsoft Teams

Microsoft

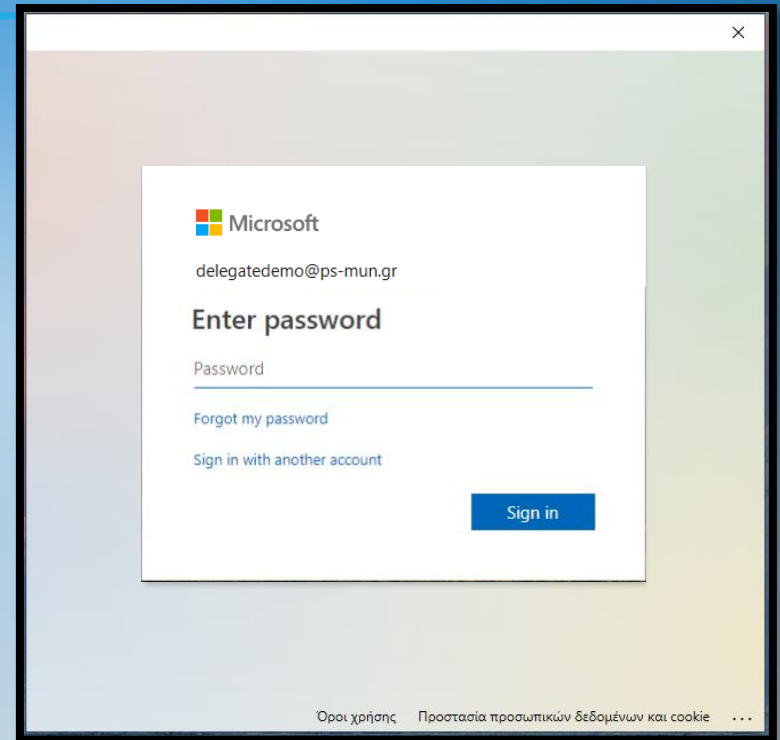
Sign in

delegatedemo@ps-mun.gr

No account? [Create one!](#)

[Next](#)

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Microsoft

delegatedemo@ps-mun.gr

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

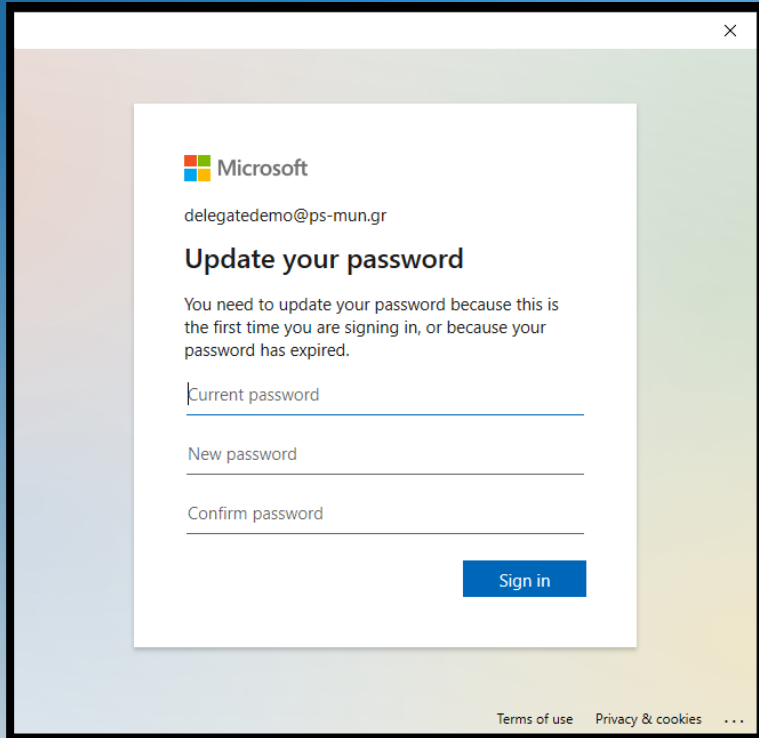
[Sign in](#)

[Όροι χρήσης](#) [Προστασία προσωπικών δεδομένων και cookie](#) ...

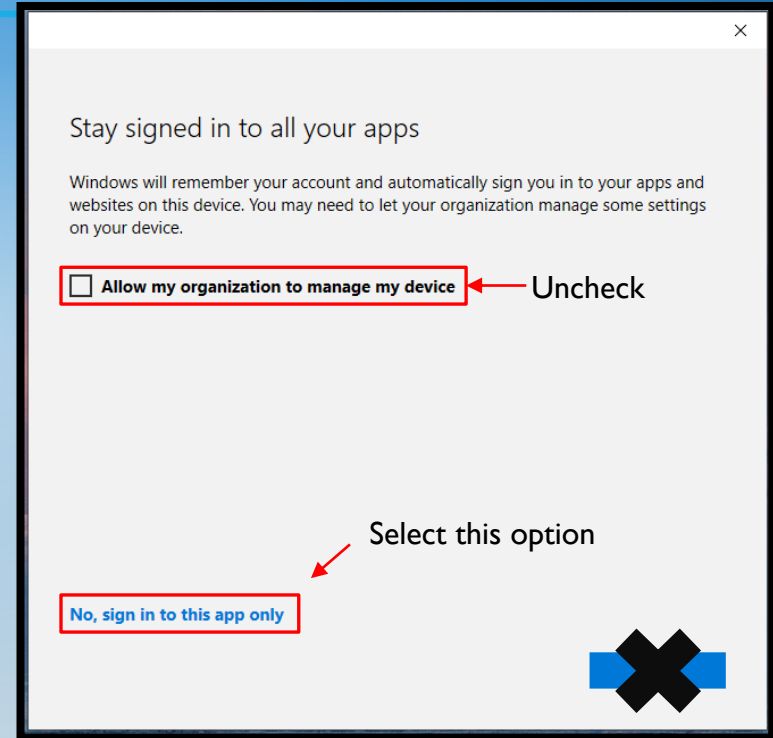
Login with the credentials you have received from your MUN Advisor

SETTING YOUR NEW PASSWORD


Set up your new password 



A screenshot of a Microsoft password update page. At the top left is the Microsoft logo and the email address 'delegatedemo@ps-mun.gr'. The main heading is 'Update your password'. Below it, a message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is at the bottom right. At the bottom of the page, there are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu.



A screenshot of a Windows sign-in options dialog box. The title is 'Stay signed in to all your apps'. The text explains: 'Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.' There is a checkbox labeled 'Allow my organization to manage my device' which is unchecked. A red box highlights this checkbox, and a red arrow points to it with the text 'Uncheck'. At the bottom, there is a radio button option 'No, sign in to this app only' which is selected. A red box highlights this option, and a red arrow points to it with the text 'Select this option'. A large black 'X' icon is in the bottom right corner.

 *If you login from Windows 10 the above window may appear*

HOMEPAGE

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a user profile icon labeled 'DD'. The left sidebar contains navigation icons for Activity (with a notification badge '13'), Chat, Teams (highlighted), Assignments, Calendar, Calls, Files, and Help. The main content area is titled 'Teams' and features a 'Join or create team' button. Below this, a section labeled 'Your teams' contains a grid of 12 team cards, each with a PS@MUN logo, a colored square with an acronym, and the team's name. The teams are arranged in three rows of four.

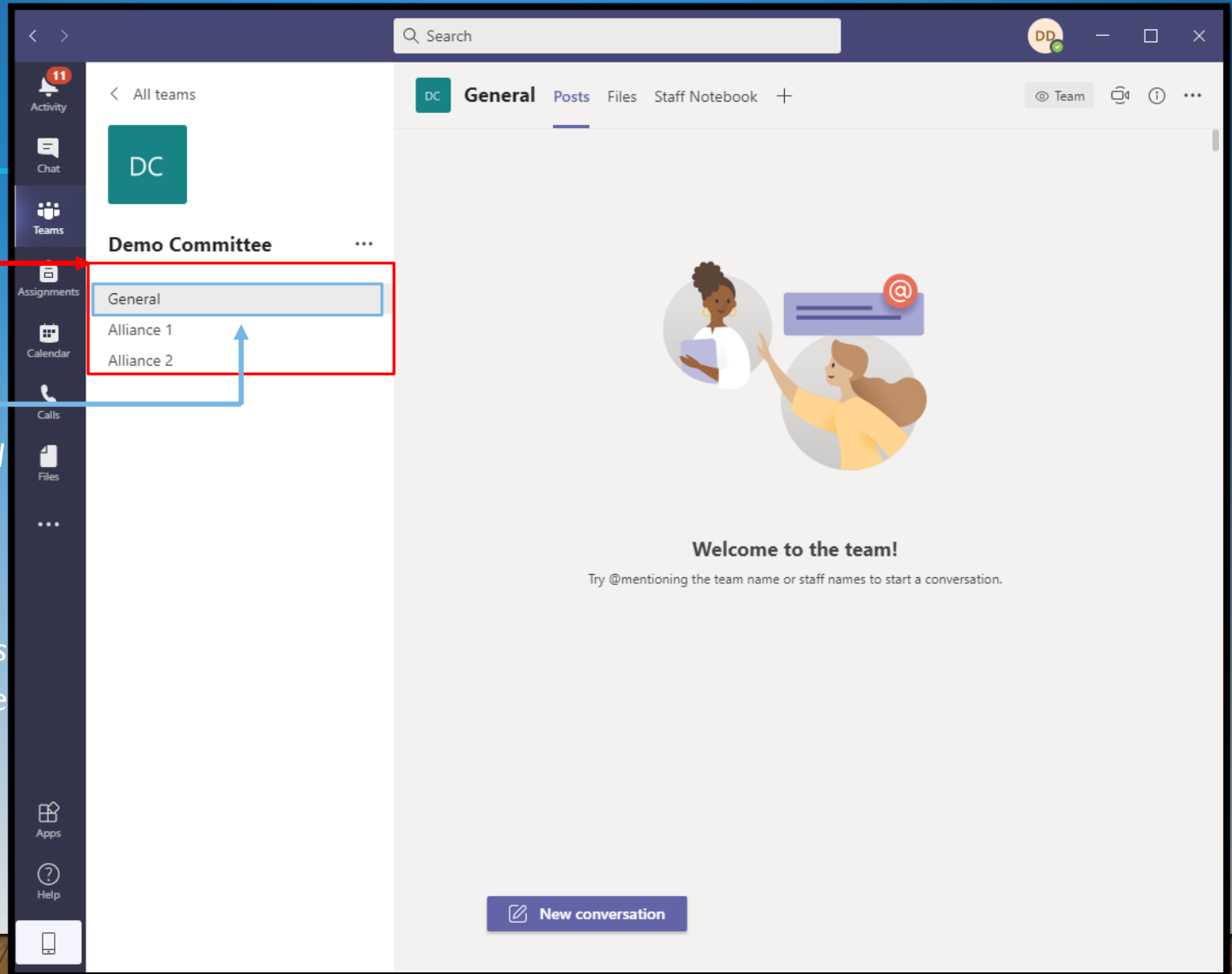
Team Name	Acronym
Environmental Commission (EC)	EC
Disarmament & International Security...	GA I
Economic and Social Council (ECOSOC)	ECOSOC
International Court of Justice (ICJ)	ICJ
MUN Advisors	ADVISORS
Youth Assembly (YA)	YA
Special Conference on Climate Action...	SPECON
Commission on Science and Technology for...	CSTD
The Group of Twenty (G20)	G 20
Security Council (SC)	SC
Special Political & Decolonisation...	GA 4
Legal Committee (GA6)	GA 6

ENTER YOUR COMMITTEE

The screenshot displays a Microsoft Teams interface. At the top, there is a search bar and a user profile icon labeled 'DD'. Below the search bar, the word 'Teams' is prominently displayed. To the right of 'Teams' is a button that says 'Join or create team'. On the left side, there is a vertical navigation pane with icons for Activity (with a red notification badge showing '13'), Chat, Teams (highlighted), Assignments, Calendar, Calls, Files, and a menu icon. The main area is titled 'Your teams' and contains a grid of 12 team cards. Each card features the 'PS@MUN' logo at the top, a colored square with the committee acronym, and the full name of the committee below. The committees shown are: Environmental Commission (EC), Disarmament & International Security..., Economic and Social Council (ECOSOC), International Court of Justice (ICJ), MUN Advisors, Youth Assembly (YA), Special Conference on Climate Action..., Commission on Science and Technology for..., The Group of Twenty (G20), Security Council (SC), Special Political & Decolonisation..., and Legal Committee (GA6). Each card also has a three-dot menu icon in the top right corner.

Committee Acronym	Committee Name
EC	Environmental Commission (EC)
GA I	Disarmament & International Security...
ECOSOC	Economic and Social Council (ECOSOC)
ICJ	International Court of Justice (ICJ)
ADVISORS	MUN Advisors
YA	Youth Assembly (YA)
SPECON	Special Conference on Climate Action...
CSTD	Commission on Science and Technology for...
G 20	The Group of Twenty (G20)
SC	Security Council (SC)
GA 4	Special Political & Decolonisation...
GA 6	Legal Committee (GA6)

COMMITTEE OVERVIEW



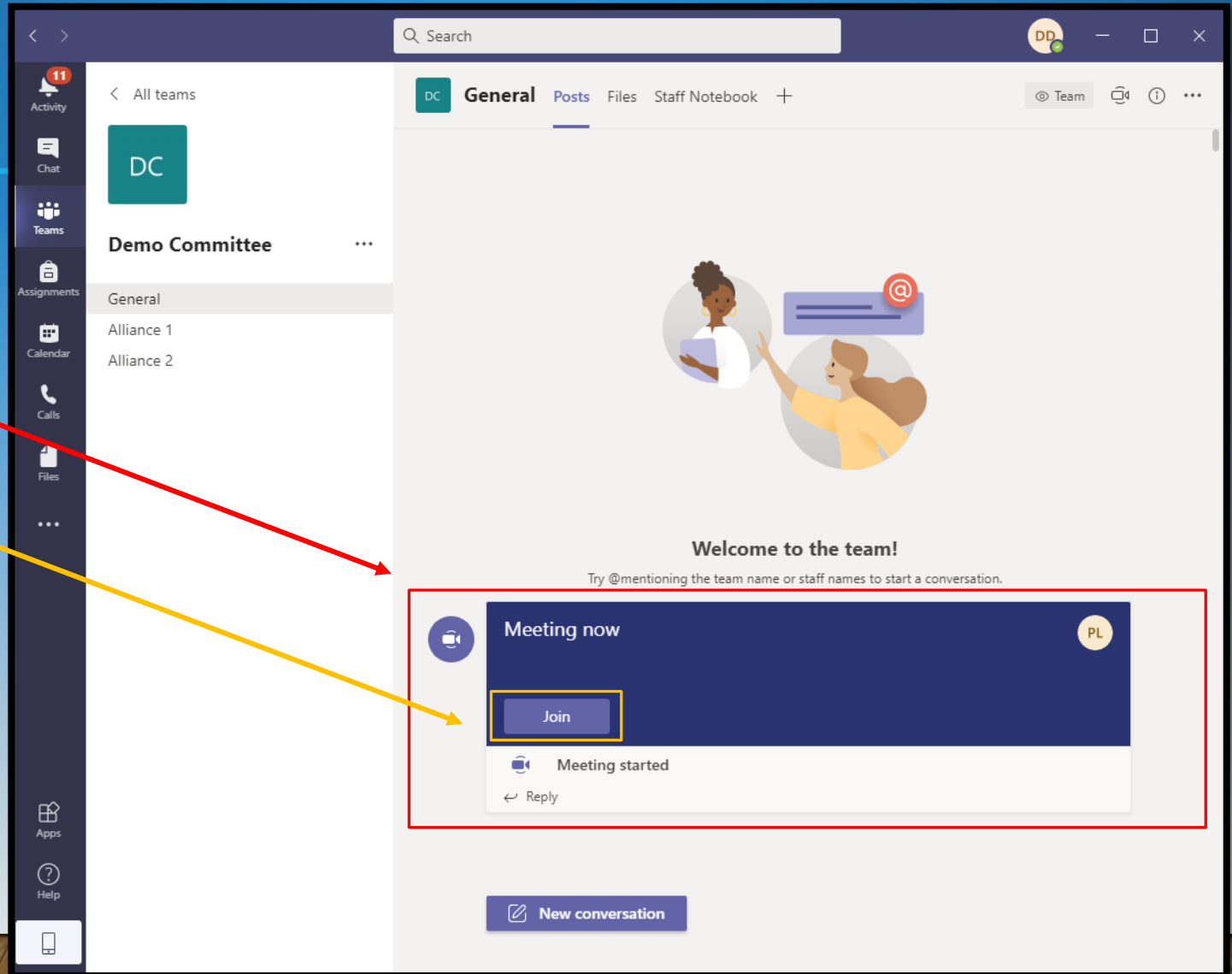
Committee Channels

Meetings will be held at the **General** Channel

Note:

The Alliance Channels will be used only for the lobbying procedures

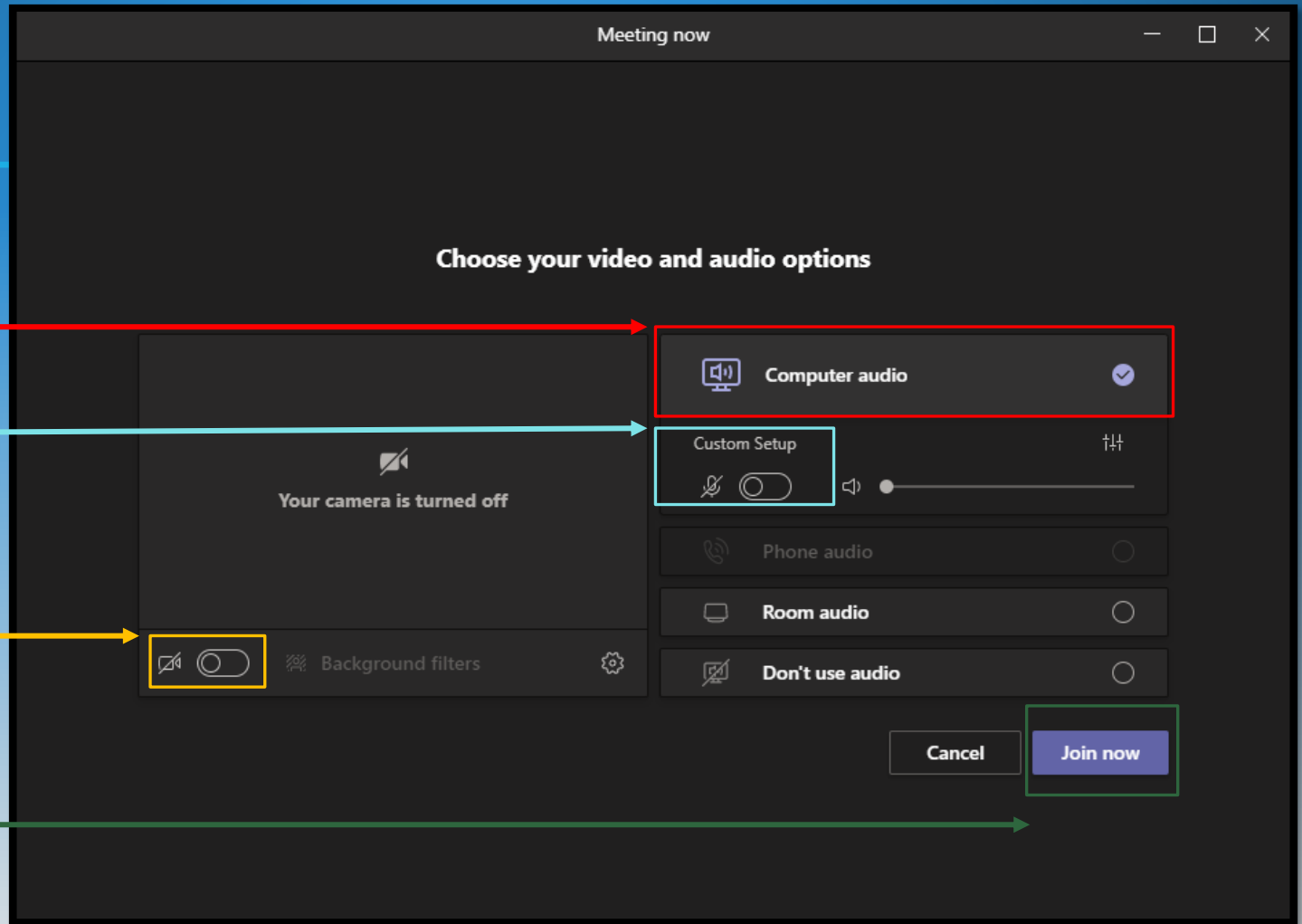
JOIN A MEETING / CALL



When a meeting is active, this will appear on the channel's feed (Posts Tab)

Click **Join** to enter the meeting

SETTINGS BEFORE ENTERING A MEETING



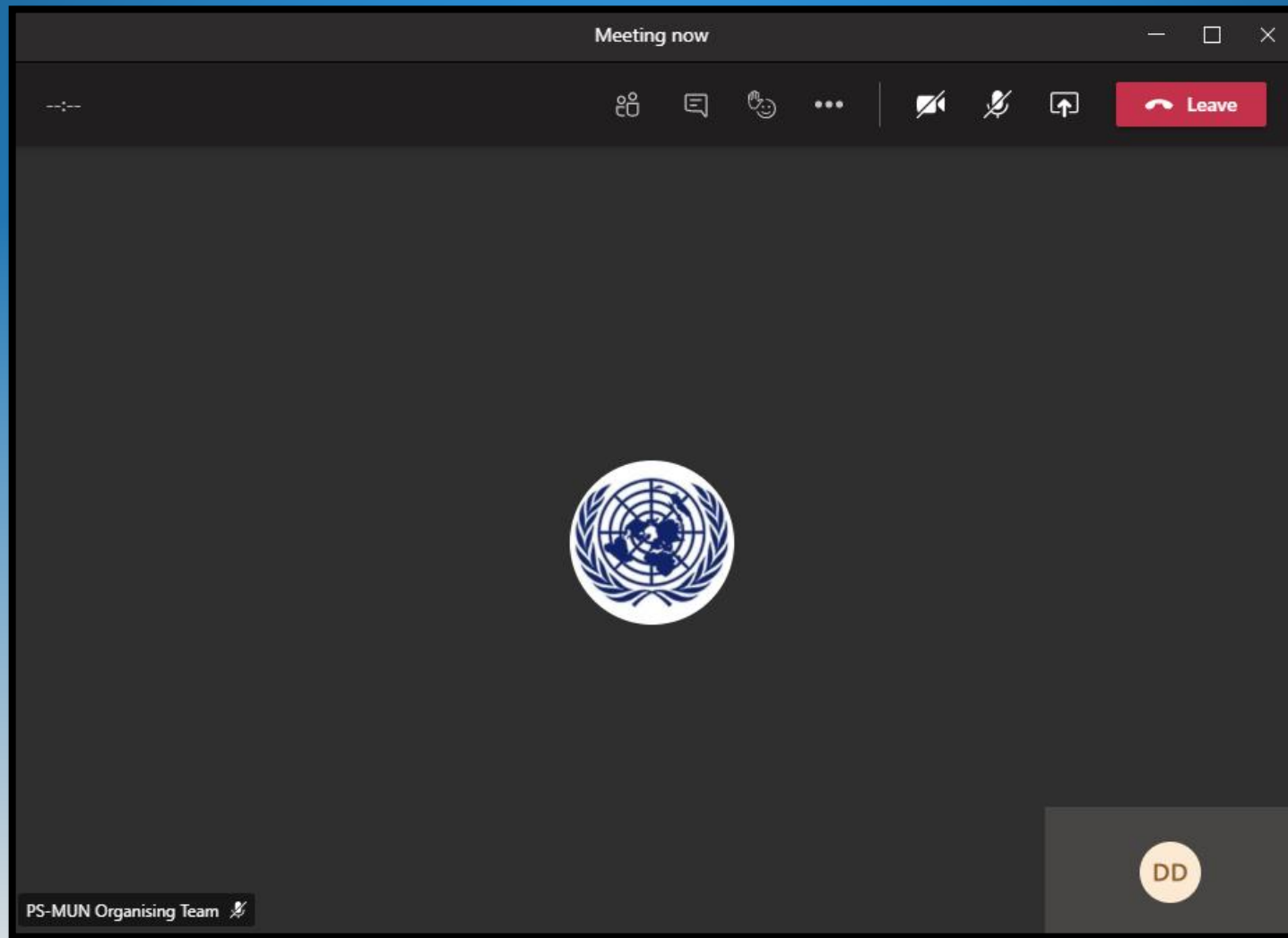
Firstly, select
Computer audio

Mute your microphone
before entering a meeting

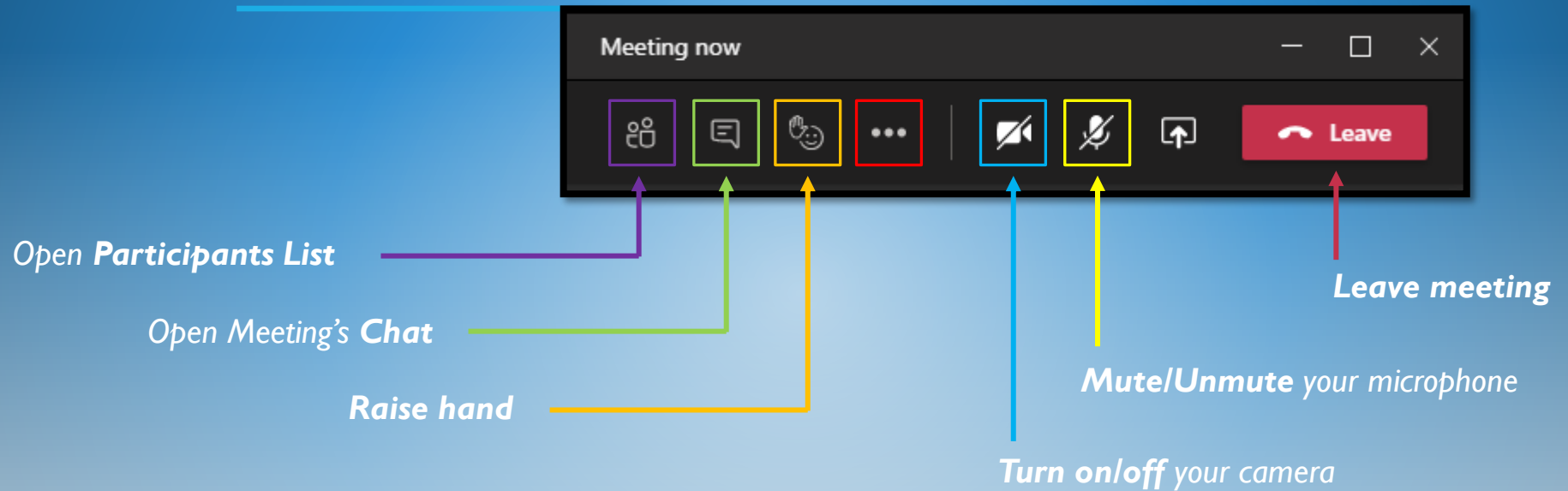
Enter meetings with your
camera turned off

Finally, click **Join now**

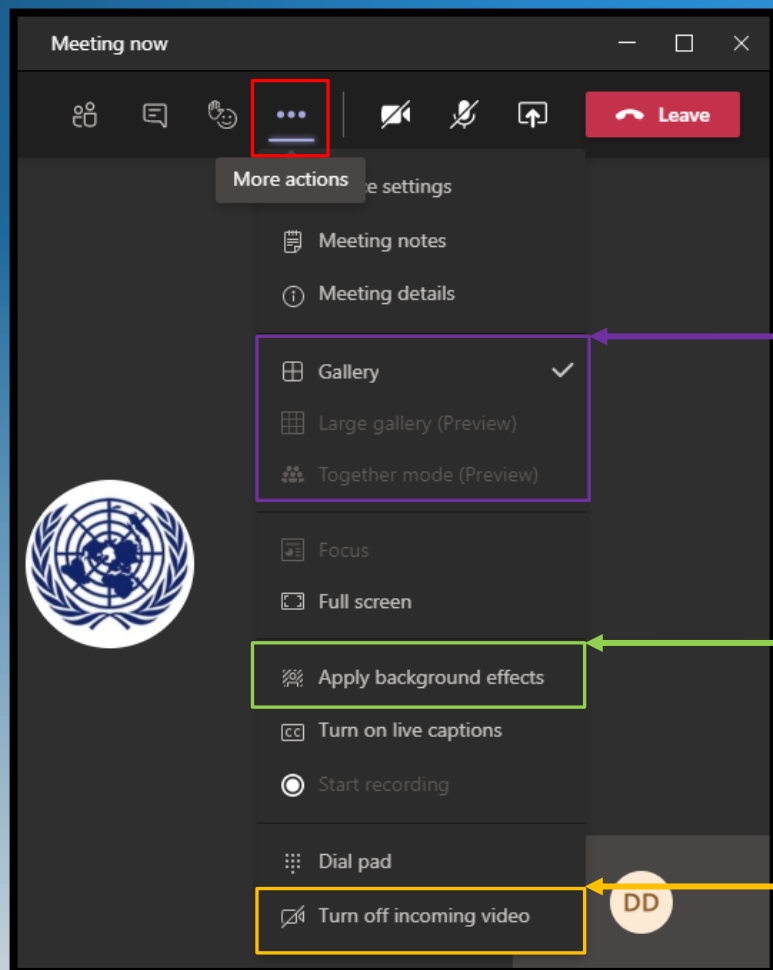
MEETING OVERVIEW



MEETING NAVIGATION BAR & BUTTONS



MEETING - MORE ACTIONS



Select view mode:

- Gallery (view of some participants)
- Large gallery (view of all participants)
- Together mode (view participants in auditorium mode)

Apply background effects:

At PS-MUN, delegates are allowed to use **only** their **delegation's flag** as background or **the blur effect**.

Turn off incoming video:

Use this option to block video from others, **only** in the event you are facing slow speed internet issues.