

THE 28TH 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:

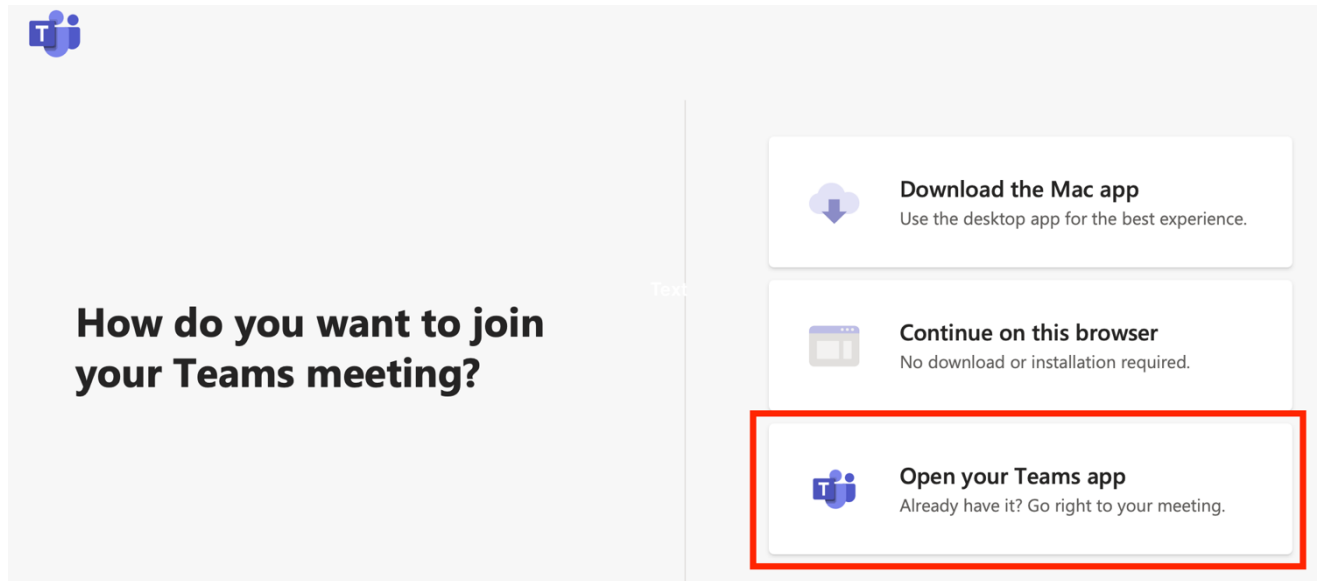
- You may apply for a Microsoft account to have more functionality for Teams.
- Please refer to <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7> to view the training videos.

2. Online Meeting Operating Manual

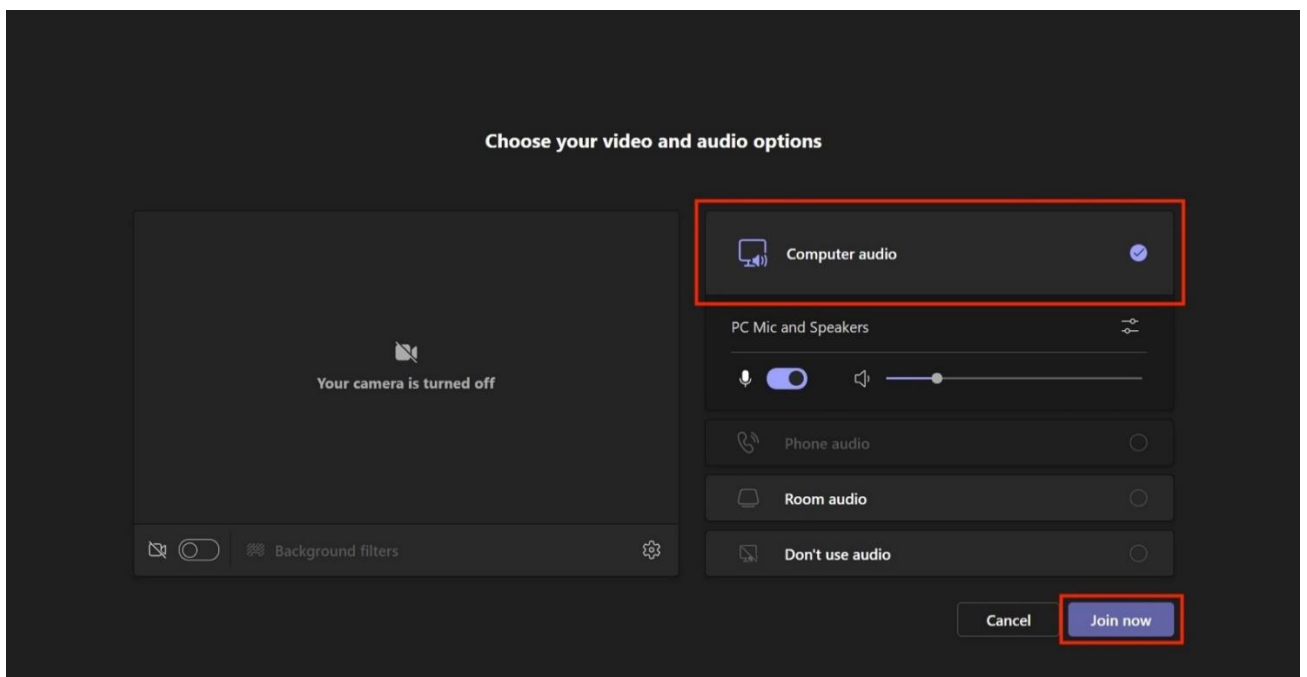
(1) Enter the meeting

- 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.

Note: the user id is *your registered email* (default password is *onlineapsec*). If you occur login problems, please contact apsec2021online@gmail.com.

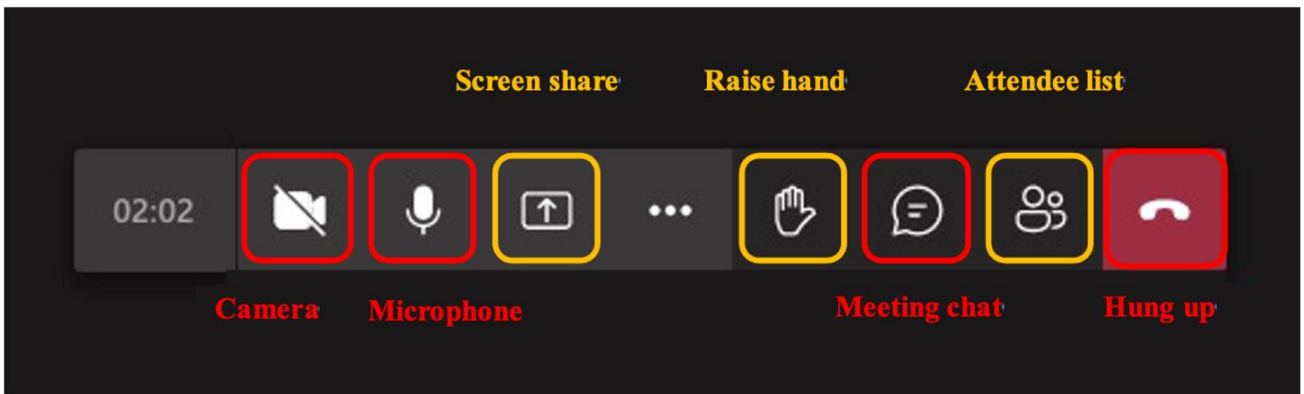


- b. Please click **“Computer audio”** → **“Join now”** to enter the meeting.




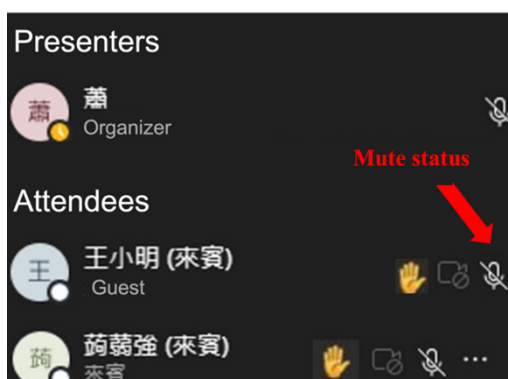
(2) Meeting control

- Camera: You can choose to turn the camera on or off.
- Microphone: For all attendees, please turned off the microphone during the meeting. If attendees want to ask questions, please click the "raise hand" button first. After the session chair permit, attendees can turn on the microphone to speak.
- Screen share: Attendees can't share the screen.
- Raise hand: If attendees want to speak, please click 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. While the session chair allows the attendee to speak, the attendee can turn on the microphone to speak.



Microphone status



Microphone turn on



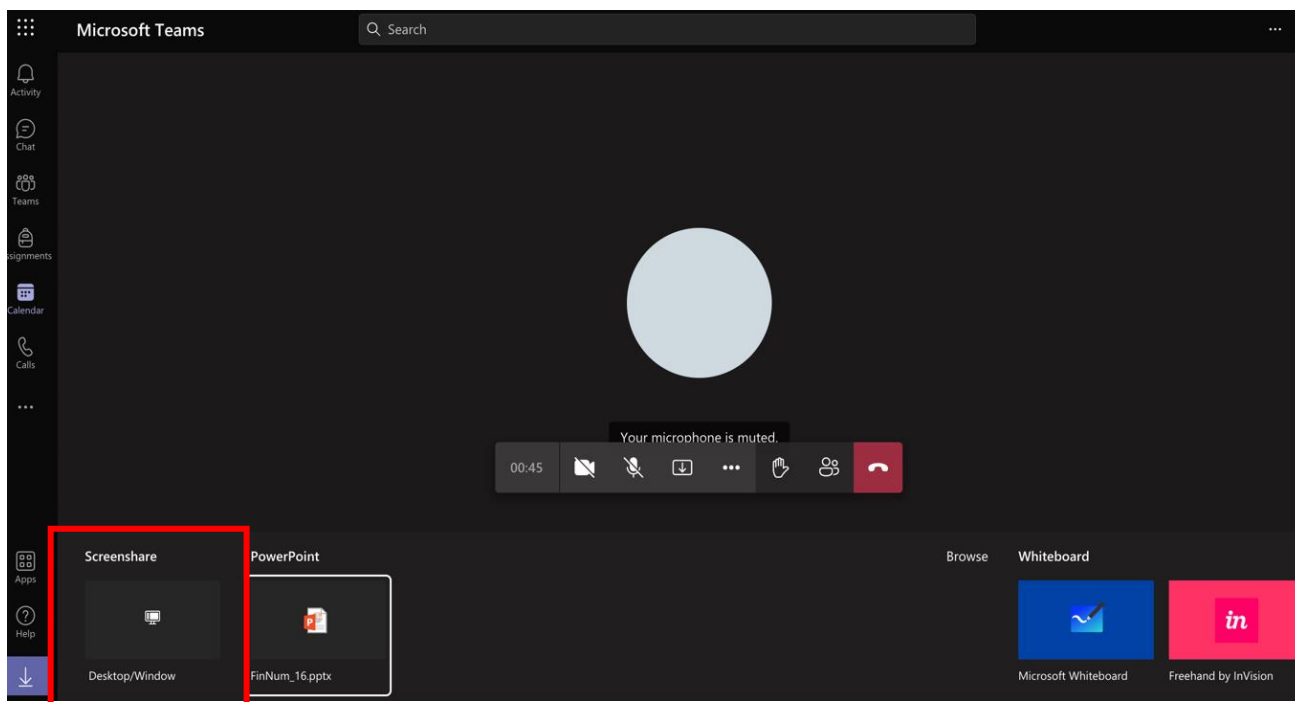
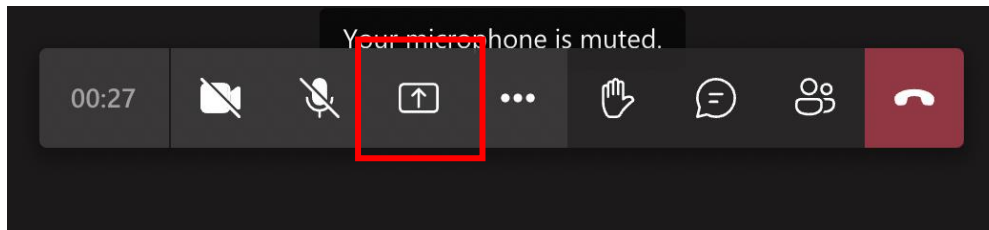
Mute



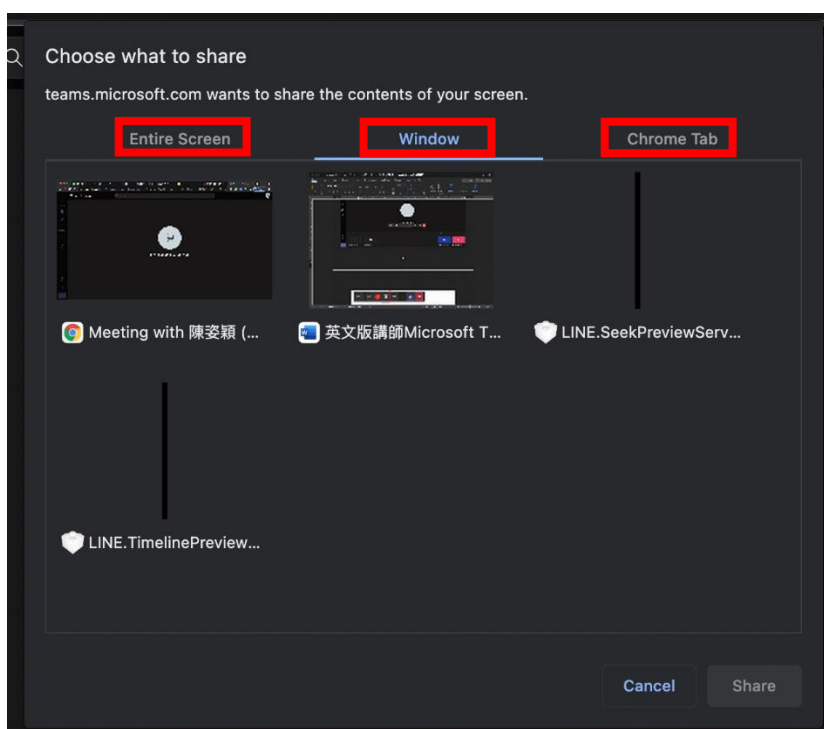
3. Other Functions for Session Chairs/ Speakers

(1) Screen share

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

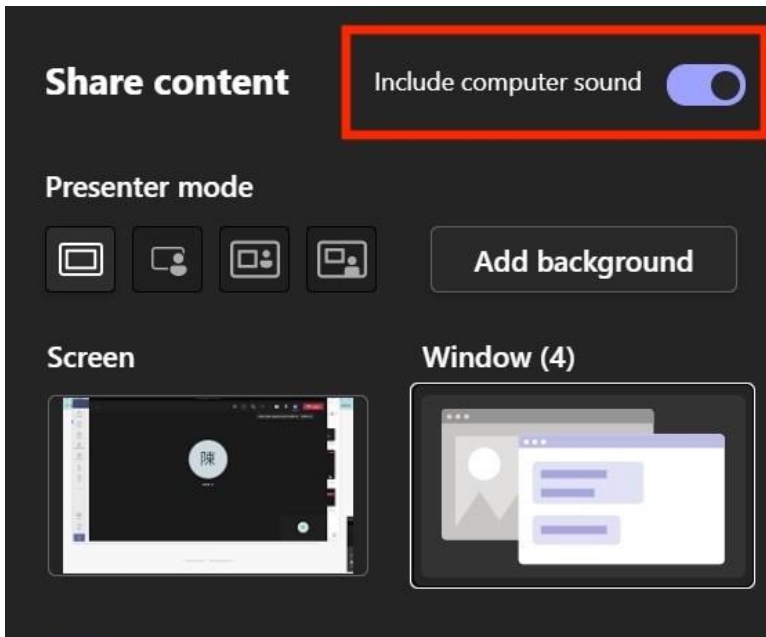


b. Choose the content to share.

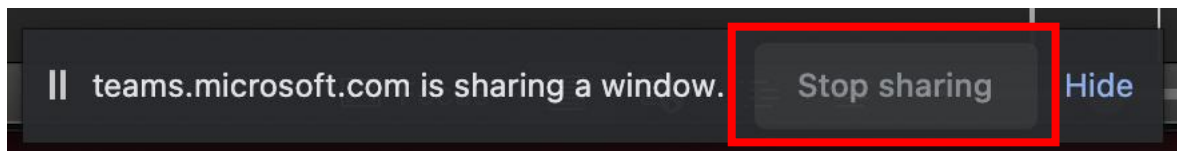


- Entire Screen: Attendees can see all actions of the presenter on the screen.
- Window: After opening the file, the presenter can directly share the window.
- Chrome Tab: Share the other chrome tab.

c. Please turn on “Include computer sound”.

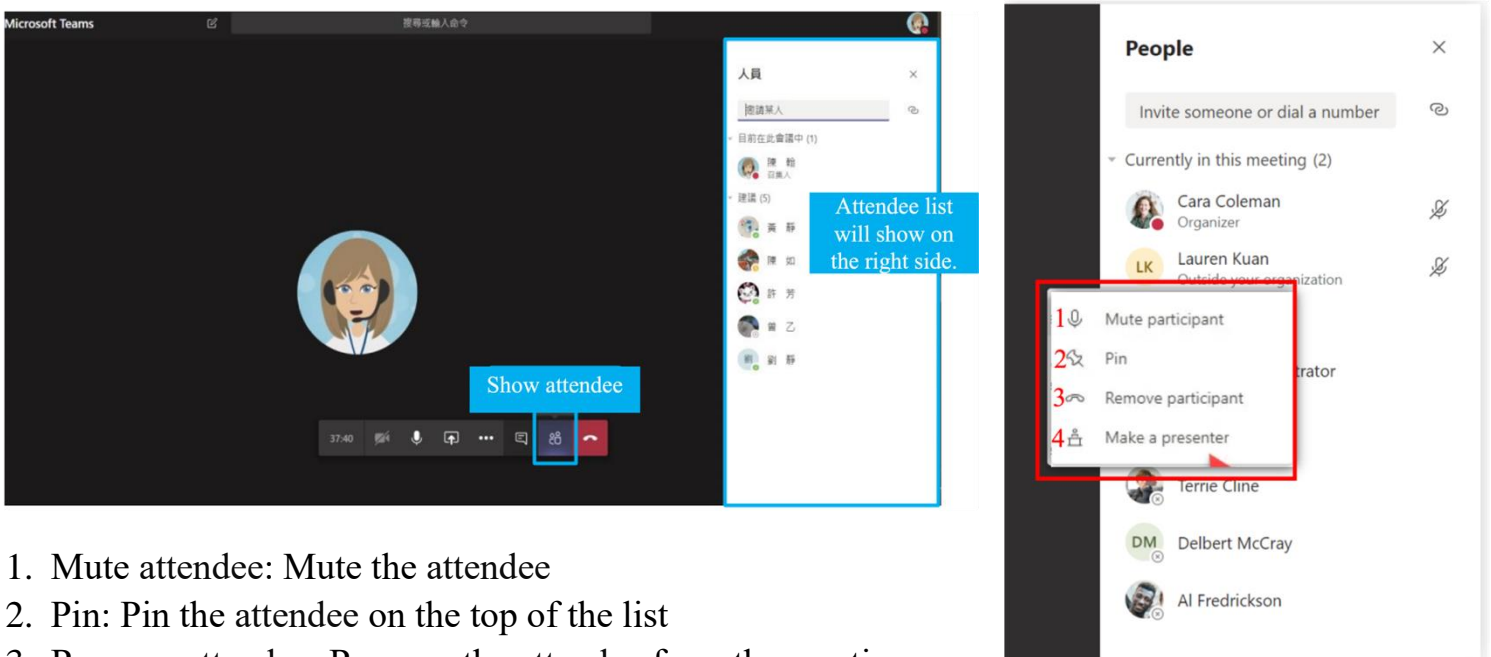


d. Click “Stop sharing” at the bottom of the screen to stop sharing your window.



(2) Organizer role

- a. To change attendees’ roles, click the attendee list and click on the attendee whose role you want to change.
- b. Organizer can mute the attendee or remove the attendee from the meeting room.



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