

Q&A Question and answers – IELD 2021

In this document we collect frequently asked questions and answers that help you navigate in MS Teams. If you don't find your answer here, post your question in the [Registration Office](#) or directly contact **Brigitte Hirschmann-Grunwald**.

Speakers can contact **Janna Verthein** to schedule a test call (in case you are not familiar with MS Teams and how to share you screen).

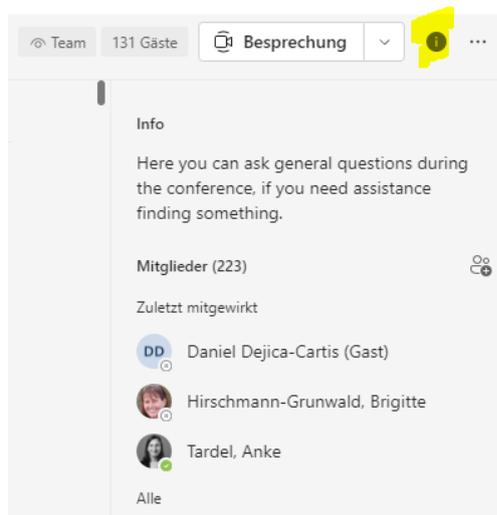
How can I contact a participant or the organizers directly?

On the top of MS Teams you see a search bar. You can enter someone's name and it will open a direct chat with that person. You can chat or start a call with that person.



How do I see who is participating?

In the upper right corner, there is an "i" icon. Clicking on it will open the channel information and a list of participants in this team/channel.



There are links in the program but how do I open them?

Links in MS Teams posts can be clicked on directly. In PDFs you will have to **press ctrl or strg and click on the link**. This should open the link in your browser in a new window.

The program is hard to read. How do I zoom into PDF files in MS Teams?

There is a small menu bar on the bottom that you can use to zoom into the file. You can also press ctrl/strg and scroll on your mouse.

