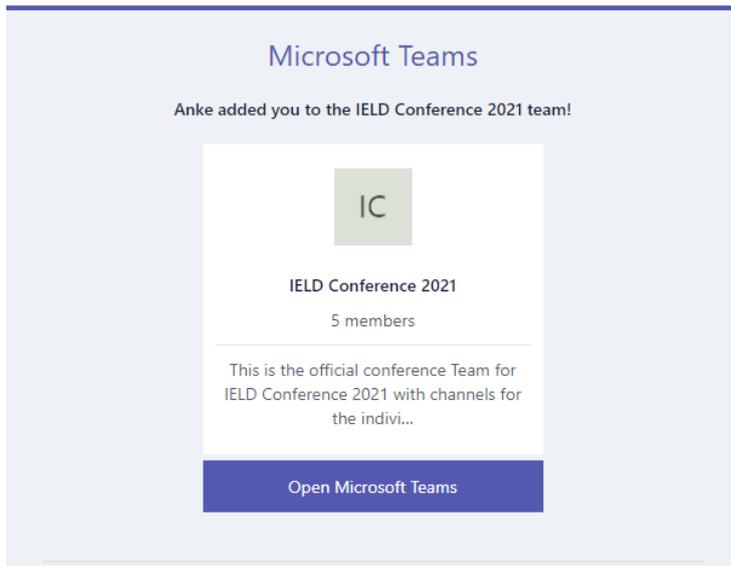


How to join our IELD Conference MS Teams

We added you to our Conference Teams and you should receive an E-Mail which looks like this:



Click on the link **“Open Microsoft Teams”**.

You will have the option to download the **“Windows App”** or use the **“Web-App”** in your browser. If you already have teams it should be automatically added to your available teams.

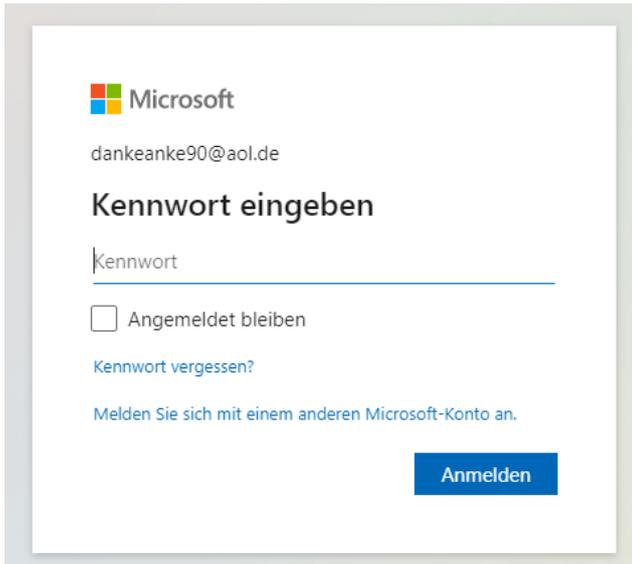


In either case you will have to register with

- a) an existing Microsoft Account or MS Teams Account
- b) or create a new login by entering your email address and a password.

If you have any trouble with this, please send an email to traco@uni-mainz.de.

Depending on your system settings the windows in the screenshots will be in English or German.



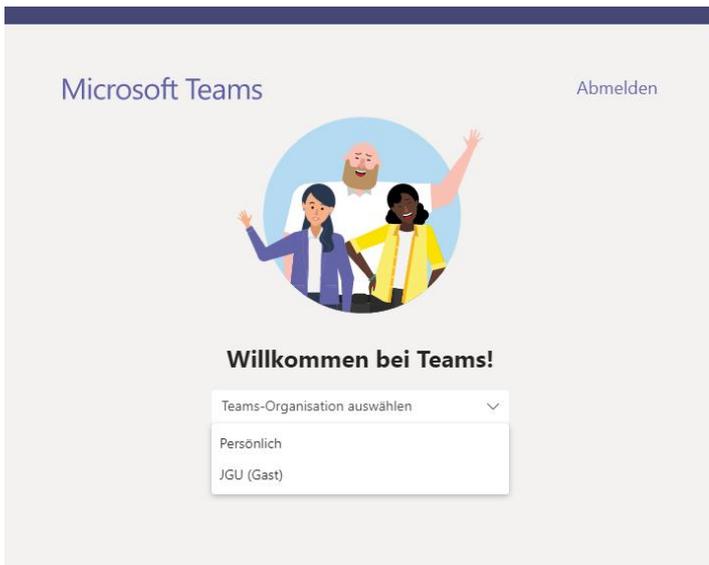
You will have to register your email address to Microsoft.

If you are using an address that differs from the one you provided when registering to the conference, please let us know via email or you won't have access to MS Teams.

Next, you will be asked to grant "JGU" the rights to use your **Name, email address** and **photo** (only if you use one). You will have to accept, if you want to take part in the conference.

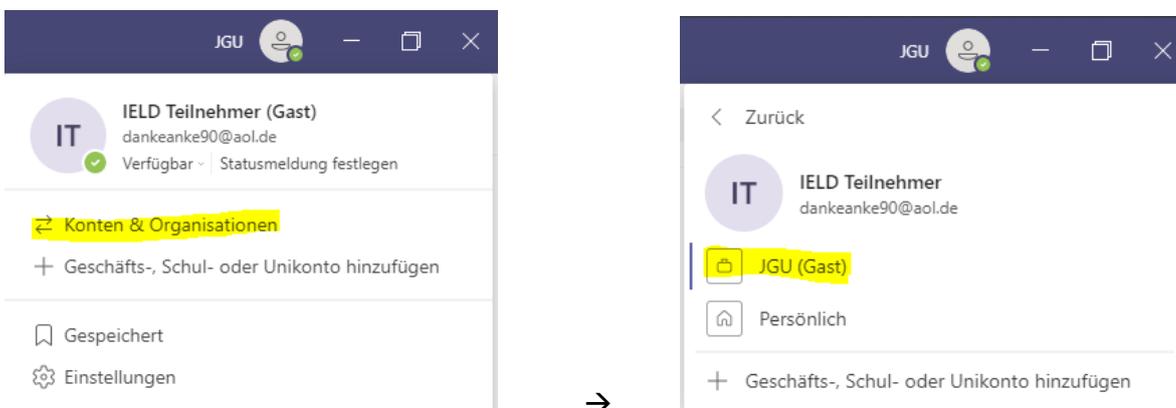


Then you should be able to login to MS Teams with the provided credentials.



Select **"JGU (Gast)"** unless you have an existing JGU MS Teams Account with the University of Mainz.

If you are already using a MS Teams environment you will probably have to switch between yours and the "JGU (Gast)" one. Click on your profile in the upper right corner and select "Accounts & Organisations" and then "JGU (Gast)"



You will enter the Conference Teams in the channel **"Allgemein" / "General"**.

Here you will find all relevant information for the IELD 2021:

- Where to ask questions: Registration office / direct chat
- How find the sessions and videos:

Next to the Channel name:

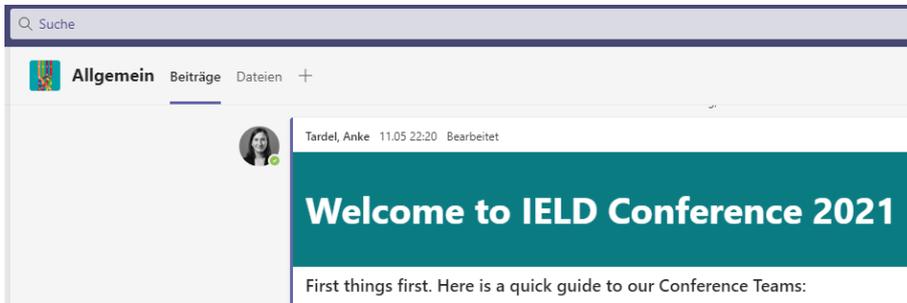
- **Posts / Beiträge**
- **Files / Dateien** > Program_IELD_2021.pdf

- Interact with other participants:

You can use the **search bar on the top** and type in names to directly chat with other participants.

If you have trouble finding anything, post your question in the channel

“Registration office” or send a direct message to **Brigitte Hirschmann-Grunwald**, who will be in charge of our virtual registration office.



We are excited to welcome you online at IELD 2021!