

# Tutorial on joining the MPI 2021 team

Disambiguation – 1:

- Teams = a meeting platform (like Zoom);
- the MPI team (or simply “the team”) = a meeting group that you need to join to participate in the virtual MPI.

Disambiguation – 2 & 3:

- It is essential that you join the MPI team, as opposed to joining individual meetings (which is easier). As a member (more precisely, “Guest” in Teams’s terminology) of the team, you will be able to do three things that you would not be able to do as a Guest of a meeting:
  - o Access Files deposited by other team members, and deposit your own files;
  - o Go into any “channel” (a counterpart of a breakout room in Zoom) without needing any permission;
  - o Call any person on the team and also start meetings between a small number of people (but not the General meetings; the latter require access to the team’s Calendar, which team’s Guests do not have).
- I also recommend that you download the Teams app (as explained below) as opposed to joining in a browser. I simply don’t know what additional restrictions the browser version of Teams has.

Unfortunately, Teams does not provide a *uniform* way to join a team outside one’s organization. This way is different for: (i) those who have used Teams in their organization, and (ii) those who have never had Teams installed. I organize this step-by-step setup tutorial according to those two categories of Teams users. However, even within each category, there may occur slight differences (for which I could not figure out a pattern).

Since, as far as I know, all universities in the US have an account with Microsoft and MS Teams as part of it, then all MPI participants with a 99.99% probability fall into the first category. This is true even if you use Zoom or another meeting platform at your university.

**Therefore, please begin by following the directions in Section 1.**

Only if you discover that your university does not have a subscription with Microsoft should you look at the directions in Section 2.

## Contents

**Section 1** – Installation if your organization has a Microsoft account (you most likely need this one)

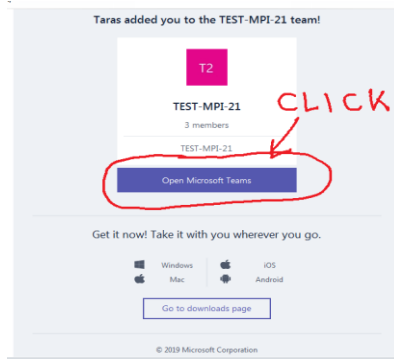
**Section 2** – Installation from scratch (you most likely do **not** need this one)

**Please see file Tutotial-Part2 for an overview of Teams’s features essential for this workshop.**

# Section 1

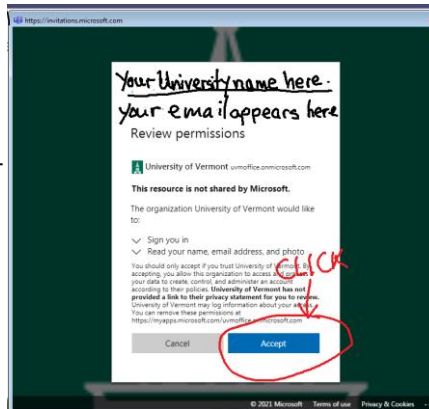
## Step 1

You have received an email notification from Microsoft that you have been added to the MPI-2021 team. The body of it looks like the picture below. Click on “Open Microsoft Teams” button.



## Step 2

A window like the one below will appear. It may sound too demanding, but it is just a formality. Click “Accept”.



## Step 3

You will get a window like the one below. If you have used Teams before, you will not need to click on “Get the app” blue button below. The instructions in the figure below assume that you have used Teams. If you have not used Teams, see steps 3A – 3G listed after Step 4.

Click ONLY if you do **not** have Teams installed. In this case, see Part 3.

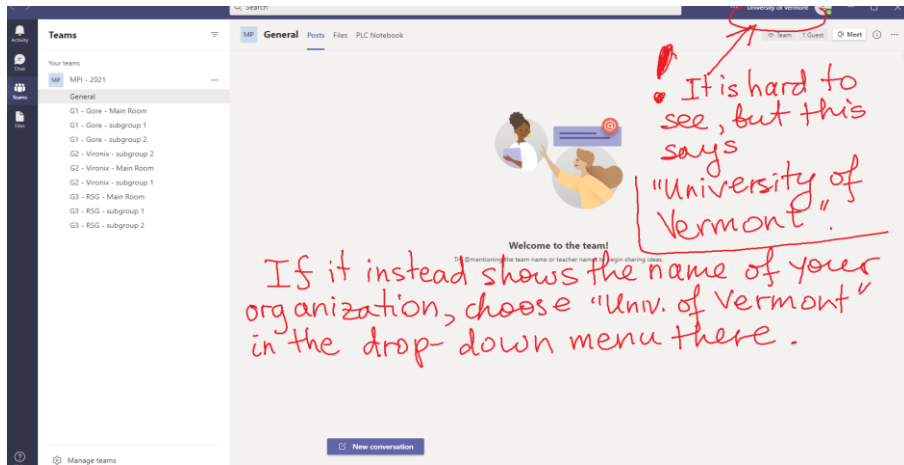
Otherwise, proceed with the “Pick an account” box on the right.

Your university email is here

Click on it.

## Step 4

You will finally be taken to the MPI team, where the window will look like the one shown below.



**Make sure to read the hand-written text above.**

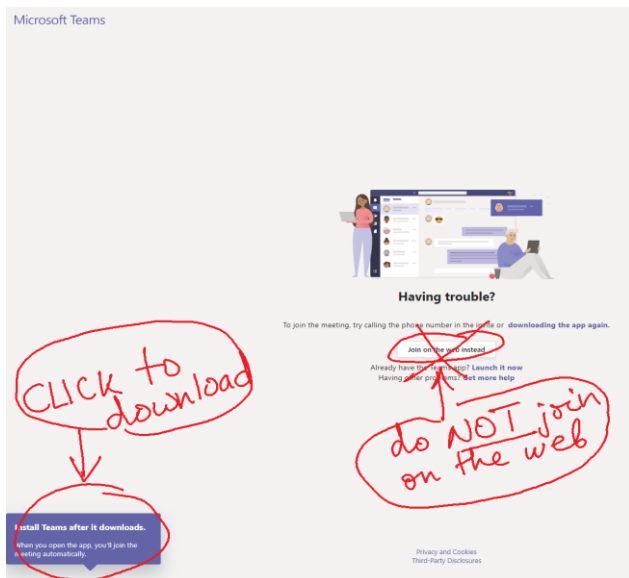
One known issue is that sometime Teams can keep “thinking” and never produce the above window. In this case, close the “thinking” window and repeat Step 3.

**Follow Steps 3A – 3E only if Step 3 produced a different outcome than shown above.**

**Once you have joined the MPI team, read the file Tutotial-Part2 for an overview of Teams’s features essential for this workshop.**

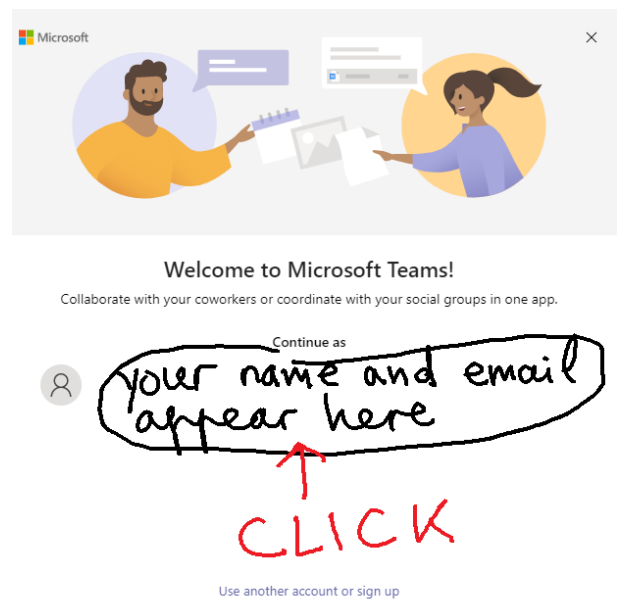
## Step 3A

If Teams has not yet been downloaded on your computer, click on “Install” in the lower-left corner as in the figure below. Do NOT “join on the web”.



## Step 3B

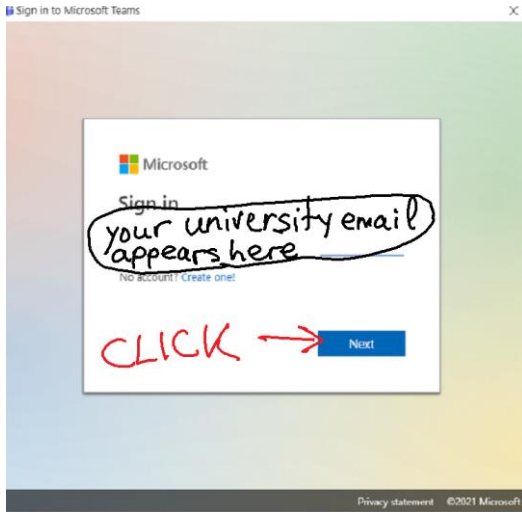
After Teams is installed (but has not yet registered you), you will see a windows like that below. Click where indicated.



### Step 3C

A Microsoft sign-in window will appear showing your university e-mail.

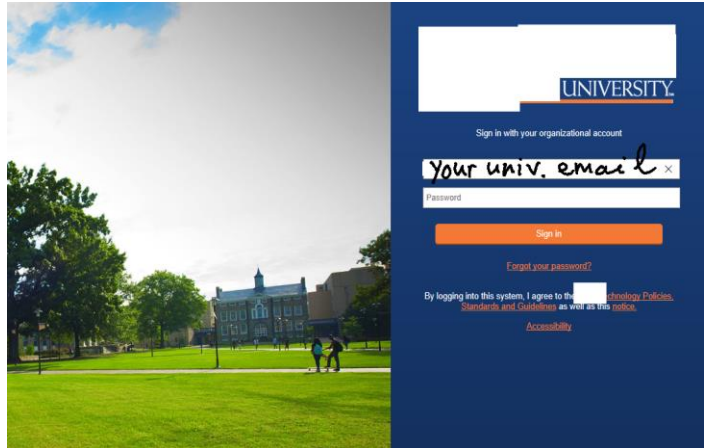
Click "Next".



### Step 3D

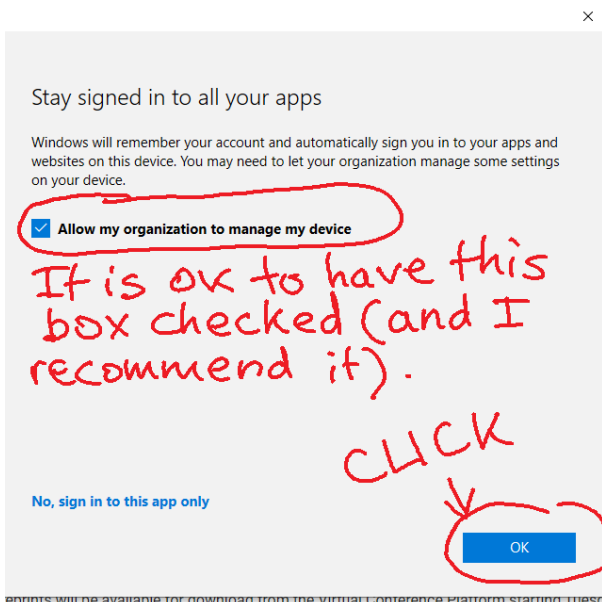
Your **university** (not Microsoft!) sign-in window will now appear showing your university e-mail.

Login with your **university** credentials.



### Step 3E

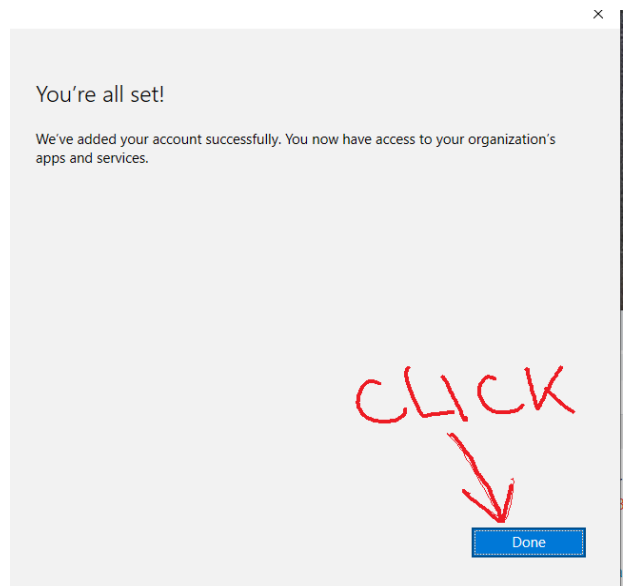
If you are concerned with "Allow my organization...", you can uncheck this box (and maybe click on "No, sign in to this app"). I haven't tried it, so you'll explore this on your own if you uncheck the box.



### Step 3F

You are all set. Click "Done".

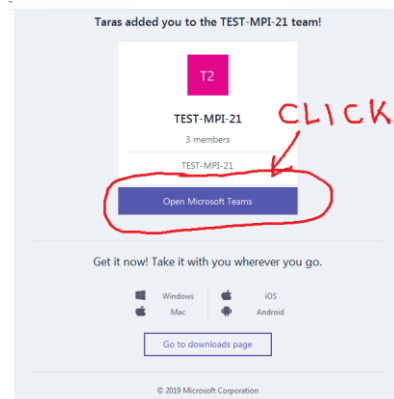
You should now see the picture as in **Step 4**.



## Section 2 – Installation from scratch

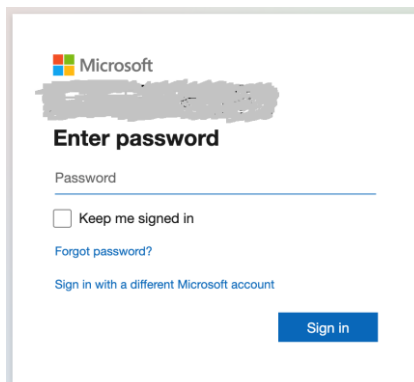
### Step 1

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### Step 2

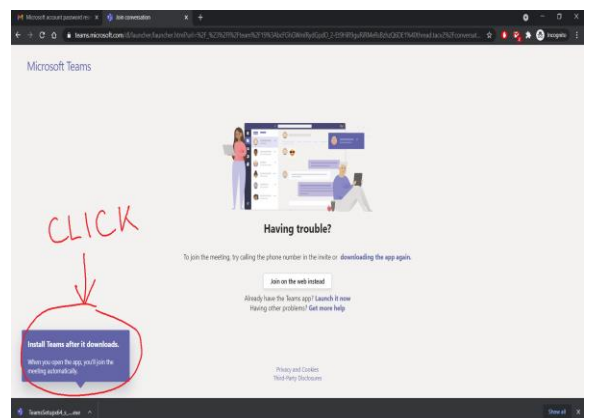
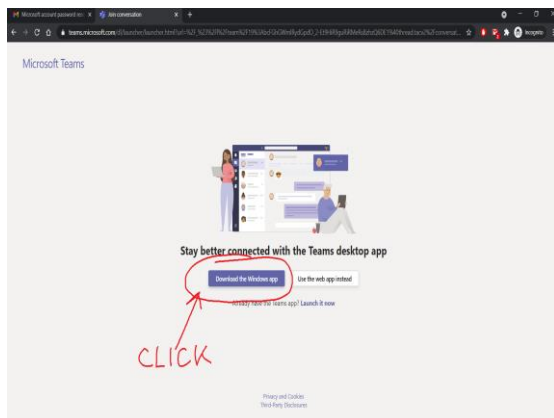
You will get a Microsoft sign-in/sign-up windows, as below. Log in with your Microsoft password. You will need to get a Microsoft account if you do not have one already.



### Step 3

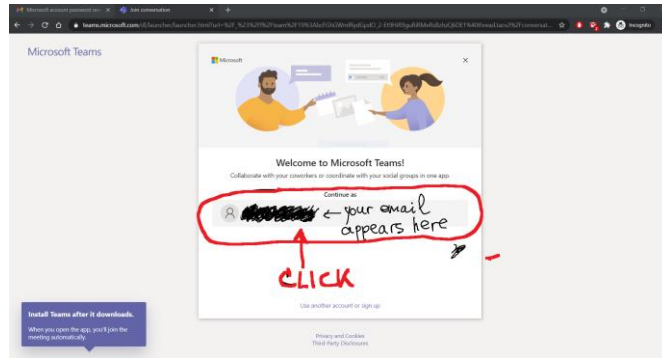
You will get a window like that below on the left. Click “Download ... App”.

You will then get a window like that on the right. Click “Install...” in the lower right corner.



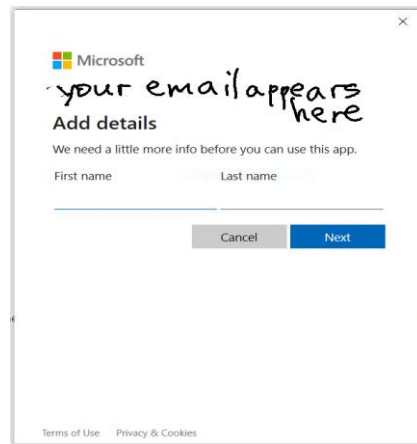
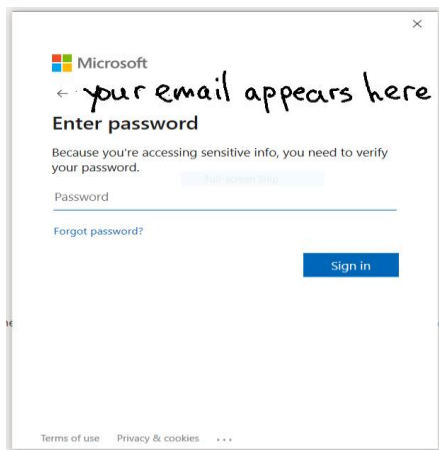
## Step 4

A window similar to the one below appears (it may look different on a Mac). Click where indicated.



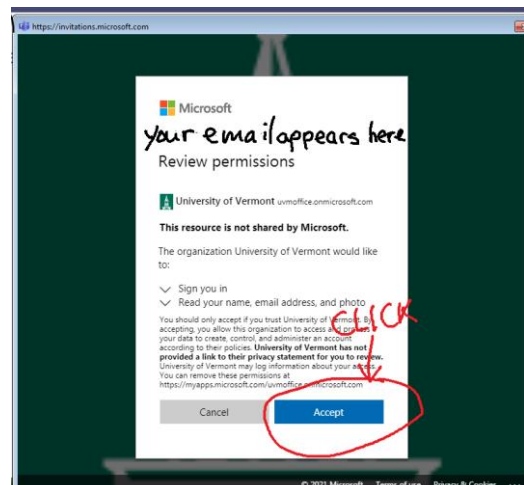
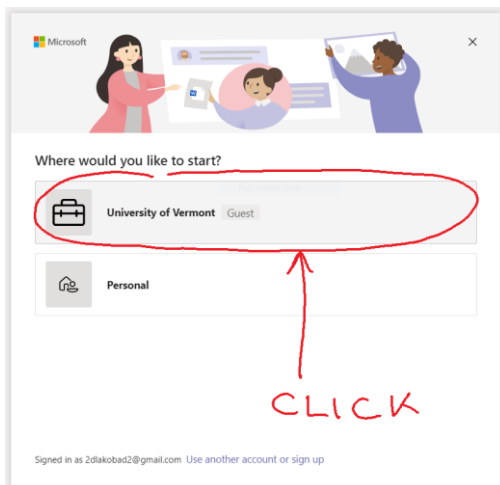
## Step 5

Another MS sign-in window appears (shown below on the left). Enter your Microsoft password. You'll get a follow-up window, as shown below on the right. Enter the information associated with your Microsoft account. (It may also ask for your date of birth – I recall that it asked me that.)



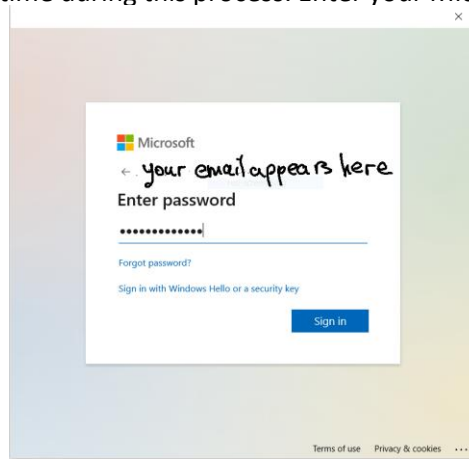
## Step 6

A window like the one below on the left will appear. Click where indicated. Then a window like that on the right will appear. It may sound too demanding, but it is just a formality. Click "Accept".



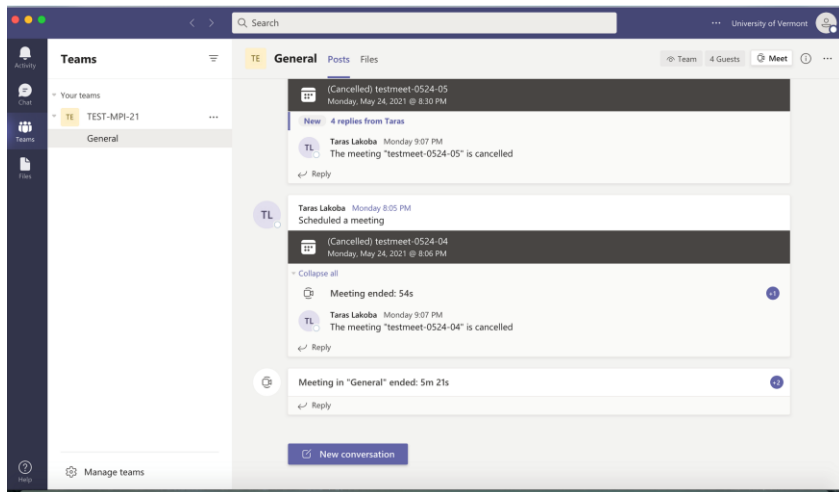
## Step 7

Now, I know you are going to be upset, but for the third time, a Microsoft sign-in window appears. As far as I know, this will be the last time during this process. Enter your Microsoft password.



## Step 8

You will finally be taken to the MPI team, where the window will look like the one shown below.



**Please see file Tutotial-Part2 for an overview of Teams's features essential for this workshop.**