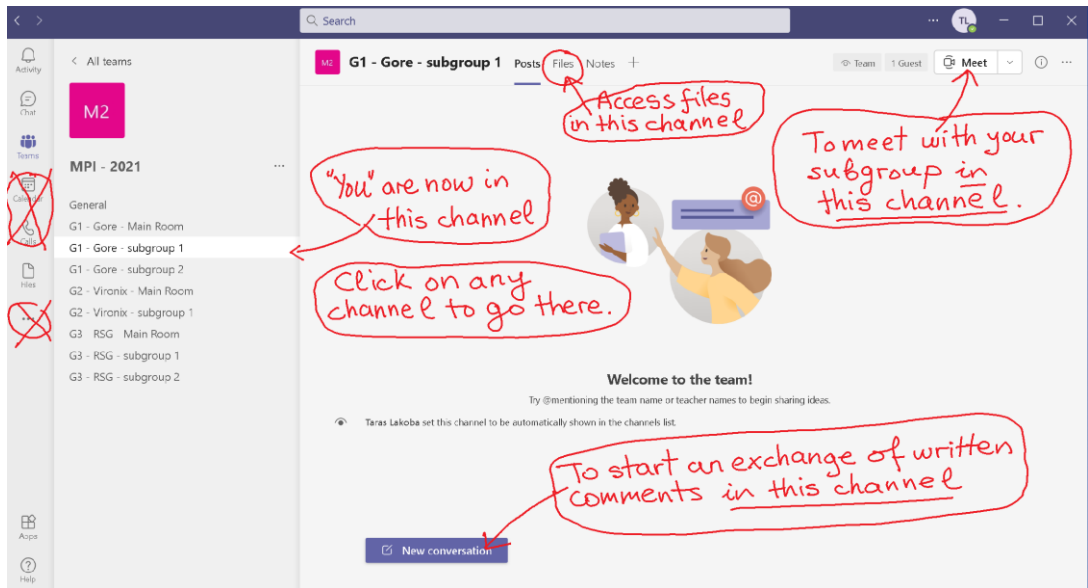


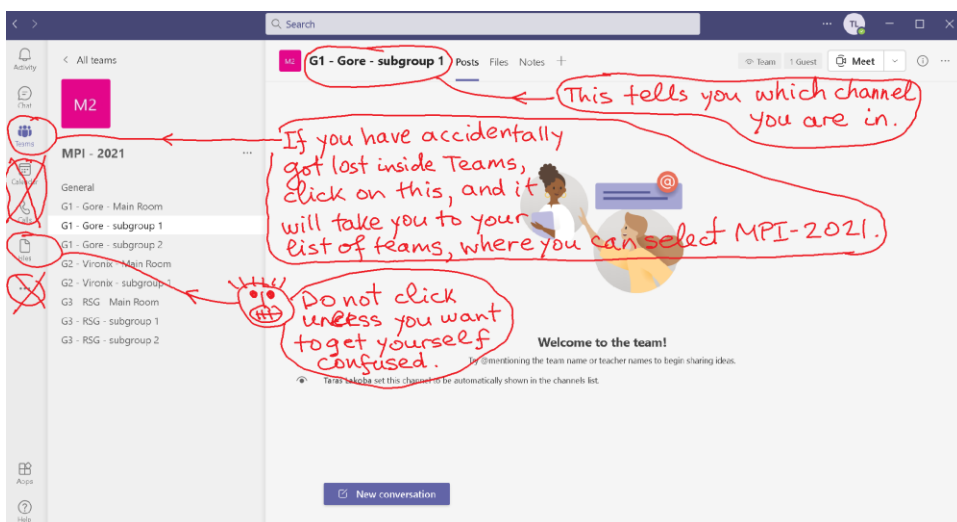
Tutorial on using MS Teams for MPI 2021

Once connected, you will see a window like the one shown below, with the exception of the three crossed-out buttons in the menu bar on the left. See a list below for explanation of the marked features.



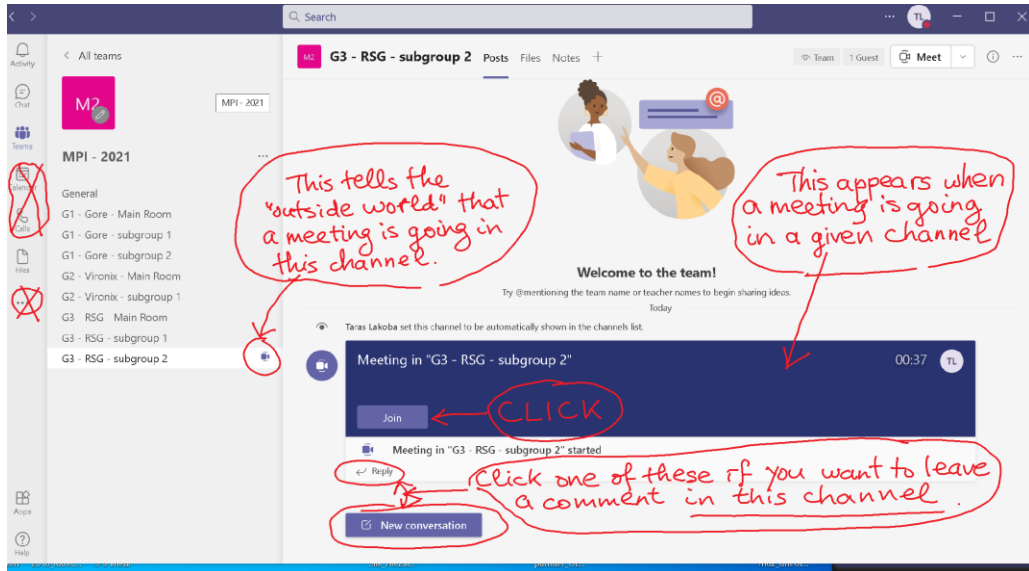
- “Channels” (breakout rooms).
 - o General meetings of the entire MPI group will occur in channel “General”.
 - o Individual problem’s groups and their sub-groups will meet in channels descriptively labeled.
- Video meeting (upper right) and written comment/”chat” (bottom center) buttons.
- Tab “Files”, where files can be stored.
 - o Files pertaining to the entire team will be stored under tab “Files” in the “General” channel.
 - o Each group/sub-group can also store its specific files in the “Files” tab in their respective channel.
- Tab “Notes” will be renamed to reflect its upcoming contents: List of participants and company representatives and their contacts, as well as the workshop schedule.

The picture below shows the same view once again. Its intended purpose is to help you “find your way” inside Teams if you think that you have gotten lost.



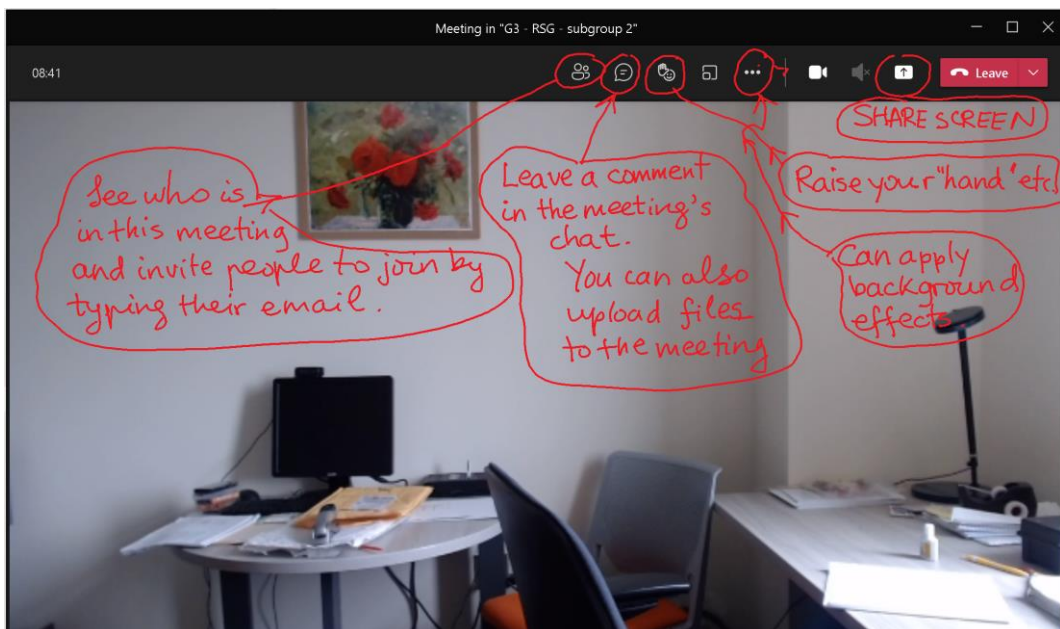
When a meeting is started (by you or someone else) in a channel, Teams opens two windows. One of them is basically the previous window with an extra button; it is shown below. The other window has black background and will be discussed at the bottom of this slide.

Suppose you want to join a meeting that is ongoing in sub-group 2 of RSG’s team. (The sign that there is a meeting going in that sub-group is a small camcorder symbol on the right of the channel’s name.) You then click on the channel and then click on the “Join” button in the large dark-blue rectangle. You can also leave a written note to the participants of this channel (see two arrows at the bottom).



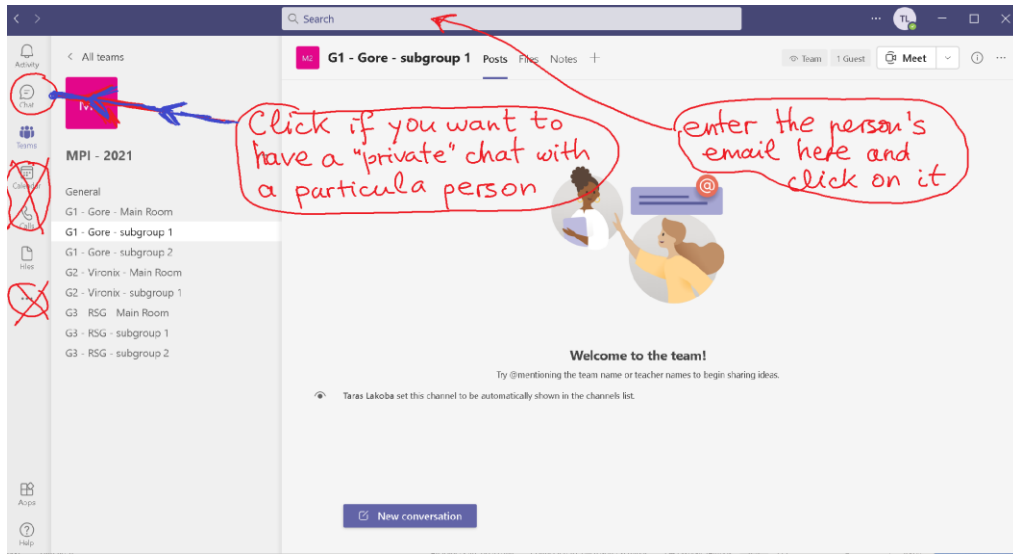
This is the second window that Teams displays when a meeting is ongoing. Using it, you can:

- See who is in a meeting and also invite specific people by typing in their contact email addresses;
- Leave a comment and upload a file. (File uploading sometimes may not work; no clue why/when.)
- Use a background.
- Raise your “virtual hand”, applaud, etc.
- Share screen.



This slide shows how to star a private Chat with another person (or even several people) **outside any of the channels**.

- Click on “Chat” in the menu bar on the left.
- Enter your party’s name in the “Search” box at the top. You will then see a view shown at the bottom of this page, where it is explained how you can contact your party (with video or by sending a comment). Adding more people to this chat is also explained there.
- This “private Chat” has **nothing to do** with the “Chat” inside a channel, mentioned on the previous page. This is likely confusing if you are a first-time Teams user, but such is c’est la vie.



The view below is that when you are inside the “private Chat”.

- Click on the camcorder symbol in the upper right if you want to have a video meeting with your party.
- Type a written comment at the bottom of the screen if you just want to send a text.
- Using the indicated button in the upper-right corner, you can also invite more people to this Chat.

