

Maison Francaise Brexit Seminar

What will you will need for the seminar?

Firstly, you need to ensure that you have a reliable internet connection.

We recommend that attendees download and use Microsoft Teams application for the desktop – [Microsoft Teams Download](#)

If you're unable to install the Teams app or you don't have a login, you can open up Teams within a web browser.

Don't worry if you don't have a Teams account as you can login as a guest to view the seminar via the web browser option.

What will happen before the seminar?

On the day of the seminar, you should receive an email with a link to join the seminar. It should also include the date and time of when the seminar is going to be.

When you click on the link it will take you to a webpage where it will ask you if you want to login using the Teams application or via the web browser.

On the day of the seminar, we suggest logging in about 15 minutes before the seminar starts to check a few things:

- Are you sitting comfortably and in a quiet area where you won't be disturbed?
- Can you login successfully to the seminar session on Teams?
- We'd ask that once you're in seminar, that you mute your microphone and turn off your webcam. There is a chat feature within Teams that people can open if they wish. At points in the seminar there will be an option to type questions to the presenters.

Anne-Sophie (Communications Officer) and/or Rob Hoare (IT Officer) will be on hand during the seminar to help with technical issues and the running of the seminar.

Please be aware that there have been issues where the chat sometimes will not open properly. This can normally be fixed by closing down Teams and re-opening the application.

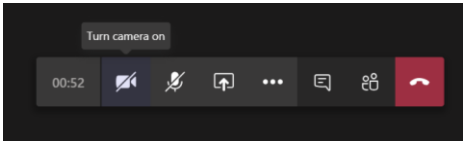
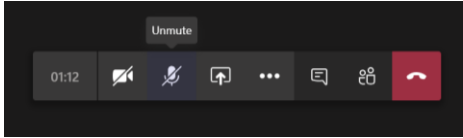
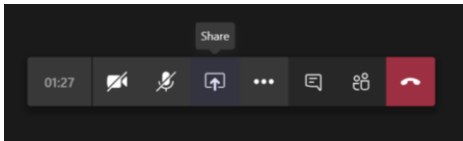
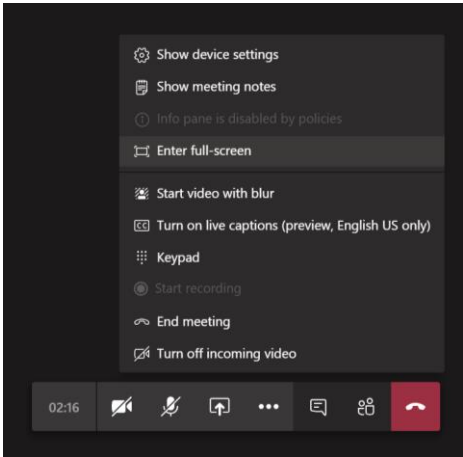
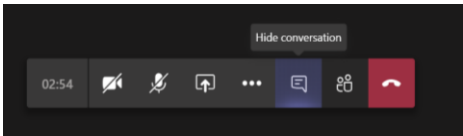
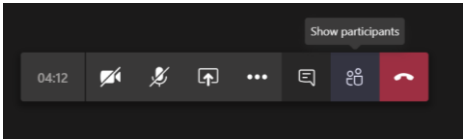
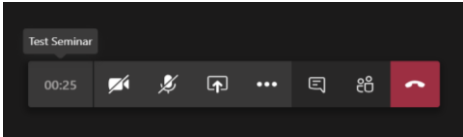
On the next page is a small guide on how to use the toolbar that appears when logged into Teams.

If anyone has any technical questions, please don't hesitate to get in touch with Rob Hoare, IT Officer.

Rob Hoare – robert.hoare@st-hughs.ox.ac.uk

Toolbar Guide

When you're in Teams, a grey toolbar will appear if you move your mouse. The below explains which each option does:

	The camera icon allows us to turn our camera on and off.
	The microphone icon allows us to mute and unmute our microphone.
	The share option allows us to share what's on our screen with other participants.
	<p>The three dots icon shows us some other settings where we are able to look at our device settings and adjust how we view and/or present.</p> <p>When viewing a presentation, having it in full screen makes it slightly easier to see.</p>
	The hide/show conversation icon allows us to open a chat feature that appears on the right of the screen.
	The show participants icon shows us who is currently in attendance of the seminar.
	The timer at the front of the toolbar shows us how long we have been in the Teams meeting. Once we have finished we can hang-up by pressing the red phone icon.