



Technical instructions for the connection with Microsoft Teams



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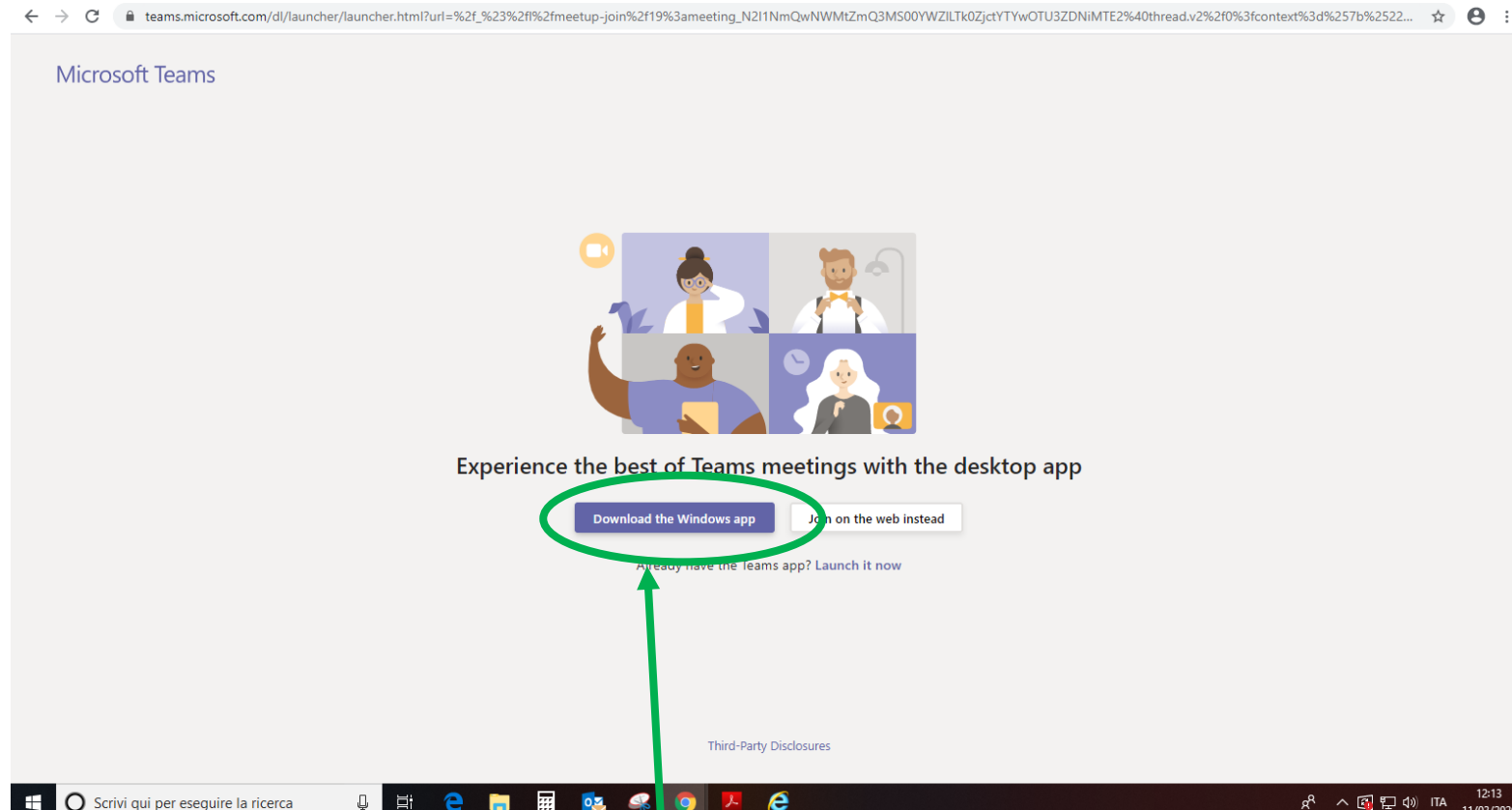
How to connect to Microsoft Teams

(Please find a brief guideline below)

- Use a computer equipped with microphone and camera (external or integrated)
- If possible, connect your PC to an Ethernet cable (not Wi-Fi) to avoid loss of connection during the meeting
- Connect to Microsoft Teams using the link published on the website and follow the instructions below



1. From your PC click [here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2I1NmQwNWMTmQ3MS00YWZILTk0ZjctYTYwOTU3ZDNIITE2%40thread.v2/0?context=%7b%22Tid%22%3a%226008a466-8746-4d57-b5df-1425d8c85cf5%22%2c%22Oid%22%3a%221b30cfe2-24bf-447b-badd-2dd6b92515d4%22%7d) (extended link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2I1NmQwNWMTmQ3MS00YWZILTk0ZjctYTYwOTU3ZDNIITE2%40thread.v2/0?context=%7b%22Tid%22%3a%226008a466-8746-4d57-b5df-1425d8c85cf5%22%2c%22Oid%22%3a%221b30cfe2-24bf-447b-badd-2dd6b92515d4%22%7d). The following screen will appear:

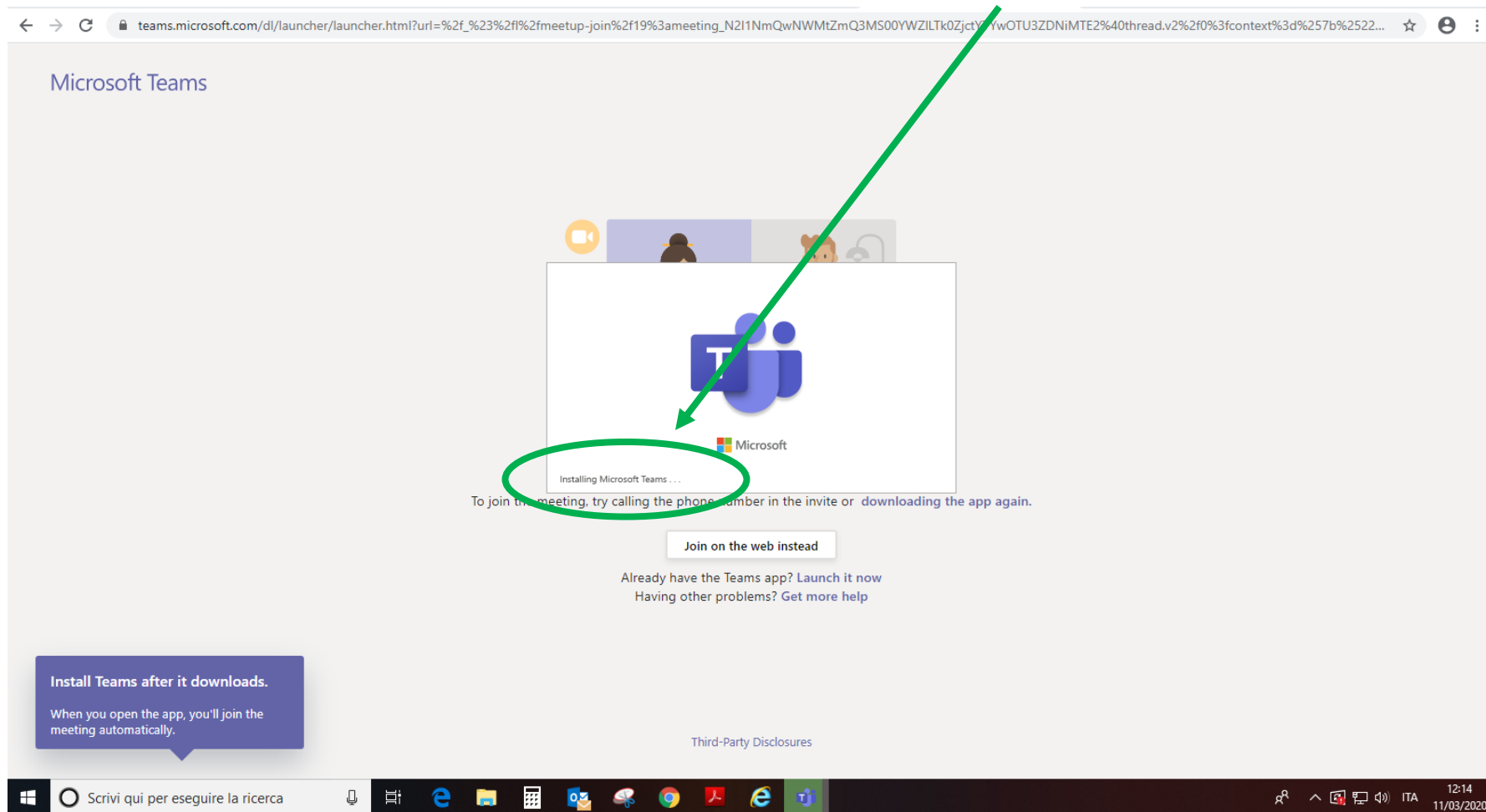


2. Click the button “Download the Windows app”

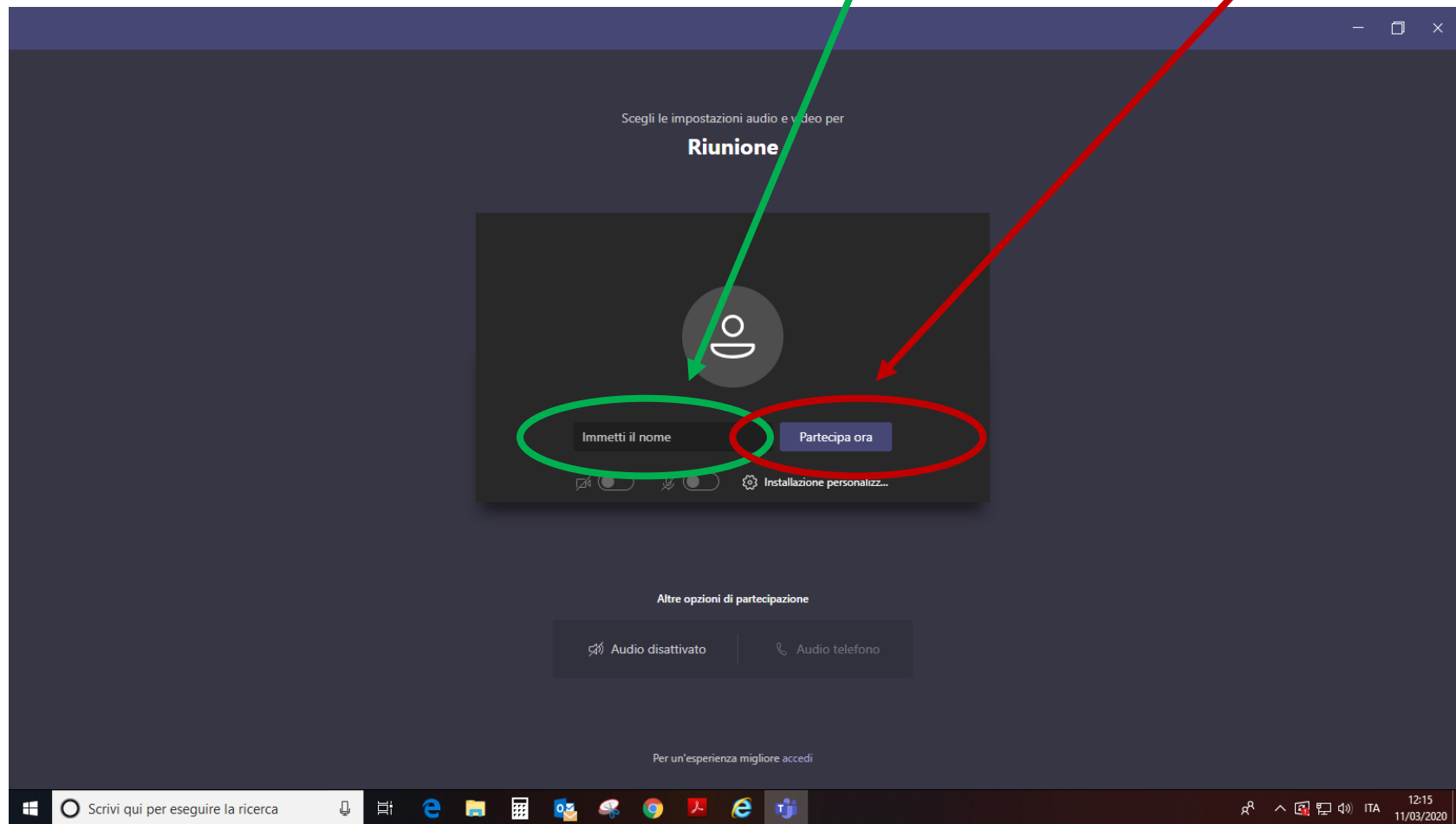
3. Please wait until the application is downloaded

The screenshot shows the Microsoft Teams web launcher interface. At the top, the browser address bar displays the URL: `teams.microsoft.com/dl/launcher/launcher.html?url=%2f%23%2f%2fmeetup-join%2f19%3ameeting_N211NmQwNWMTZmQ3MS00YWZILt0ZjctYTYwOTU3ZDNiMTE2%40thread.v2%2f0%3fcontext%3d%257b%2522...`. The main content area features the Microsoft Teams logo, a graphic of four people in a video call, and the text "Having trouble?". Below this, it says "To join the meeting, try calling the phone number in the invite or [downloading the app again](#)." There are buttons for "Join on the web instead", "Already have the Teams app? [Launch it now](#)", and "Having other problems? [Get more help](#)". A purple callout box on the left states: "Install Teams after it downloads. When you open the app, you'll join the meeting automatically." At the bottom, a Windows taskbar shows a download progress bar for "Teams_windows_x...exe" (59.8/95.3 MB, 5 secs left), which is circled in green. A green arrow points from the "Please wait" instruction to this progress bar. The taskbar also includes a search bar, several application icons, and system tray icons for volume, network, and date/time (11/03/2020, 12:13).

4. After the application has been downloaded, please wait for the **Installing of Microsoft Teams**



5. After Microsoft Teams has been installed, please **enter your name** and click on “**Partecipa ora**”



6. The following screen will appear. Please wait until the facilitator starts the interview

