

Microsoft Teams - How do online conversations and live conferences work?

What does my computer need to participate?

- Internet access
- Supported PC operating systems: Windows 7 or higher (32-bit and 64-bit), MacOS X 10.10 or higher
- It is possible to participate via the MS-Teams desktop app or via browser. The MS-Teams desktop app can be downloaded for free.
- Supported browsers: Chrome (in the latest version), Microsoft Edge RS2 and higher
- Participants must activate third-party cookies in their browser in order to be able to follow the live conference.
- Not supported browsers: Firefox, Safari, Internet Explorer

Can I also participate with my mobile phone or tablet?

Yes, you can take part in the live conferences with your mobile phone or tablet via the **MS Teams mobile app** with the following operating systems:

- Android 4.4 and higher
- iOS 10 and higher

The MS Teams mobile app can be downloaded free of charge from the Appstore/Play Store.

Do I have to log in with my real credentials?

If you already work with Microsoft Teams, you can use your own login.

If you do not already work with Microsoft Teams or would prefer to take part anonymously, you can sign in via the Browser. You will be asked to enter a name, but this does not need to be your real name.

Can the organizer and other participants see and hear me?

You can decide for yourself whether our employees and the other participants can see and hear you by switching your microphone and camera on and off. However, we ask you to note the following:

- In order to avoid background noises, we ask you to mute your microphone and only switch it on when you want to speak.

- In order not to overload the system, we ask that the camera is only switched on when you want to speak (this is not a must - the camera can remain switched off).
- **During the plenary, the organizer as well as the other participants cannot hear or see you. Communication with the speaker is only possible in written form, via the chat function.**

Can I ask questions?

For the plenary: Questions can only be asked by typing them into the chat function.

For the parallel presentations: Questions can be asked by speaking into the microphone or by typing them into the chat function. The chat window can be opened via the toolbar (speech bubble).

Can all conference participants see my questions?

For the plenary: Only the speaker can see your questions. However, the speaker has the possibility to publish the question. A published question can be seen by the entire audience.

For the parallel presentations: Both questions and answers in the chat function can be viewed by all participants in the respective presentation. If you want to ask your questions anonymously, you have to enter the live conference via the browser as a so-called "guest" and not enter your real name.