GUIDELINES
QUESTIONS & ANSWERS (Q&A) ON MICROSOFT TEAMS
The 1st AAOU BIMONTHLY WEBINAR
4 JUNE 2020 – 10.00 AM – 12.00 PM (JAKARTA TIME)

The questions are welcome during the speakers’ presentation. Do not forget to state your name, the intended speaker(s), and your brief question(s).

For Questions and Answers (Q&A), follow the following steps.

1. When you access the Microsoft Teams room, you will find the icon Live event Q&A on the upper-right side.

2. Click Ask a Question.
3. For the participants who log in as anonymous, you are required to write your name (as written on the registration), your institution and location at My questions >> Your name section.
   For example: Prof. Ojat – UT Jakarta

4. Type your intended speakers, your name, your institution and location, at the column Ask a Question. Then, click Send button to publish your question(s).
   For example:
   To: Prof. Mansor – Benny Tan – UT Jakarta
   1. Why ……
   2. Please explain …..