GUIDELINES
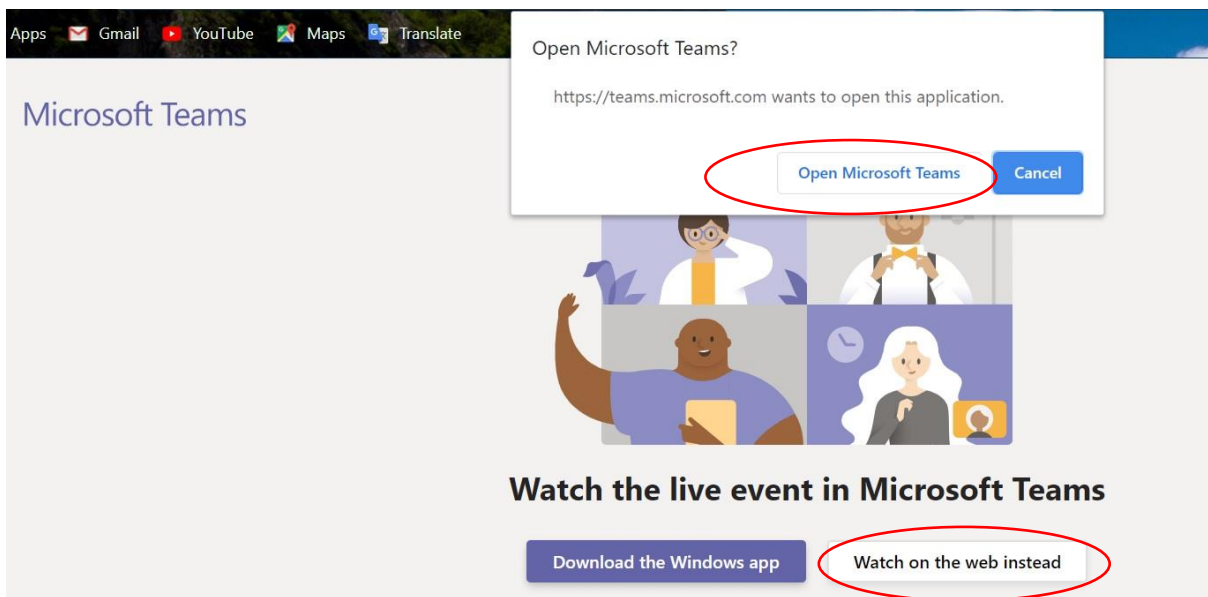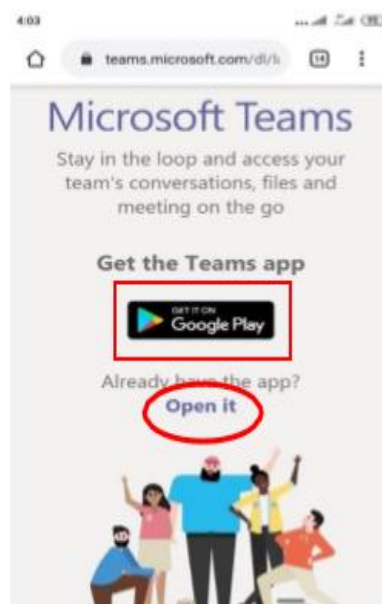**MICROSOFT TEAMS ACCESS WITH PC/LAPTOP AND SMARTPHONE**
The 1st AAOU BIMONTHLY WEBINAR
4 JUNE 2020 – 10.00 AM – 12.00 PM (JAKARTA TIME)

1. Click the link shared by the Webinar Team to access the event:
   https://sl.ut.ac.id/JoinAAOUWebinar.

2. If you have already Ms Teams installed on your PC, you may click Open Microsoft Teams. If you don't have it, you may also click Watch on the web instead.
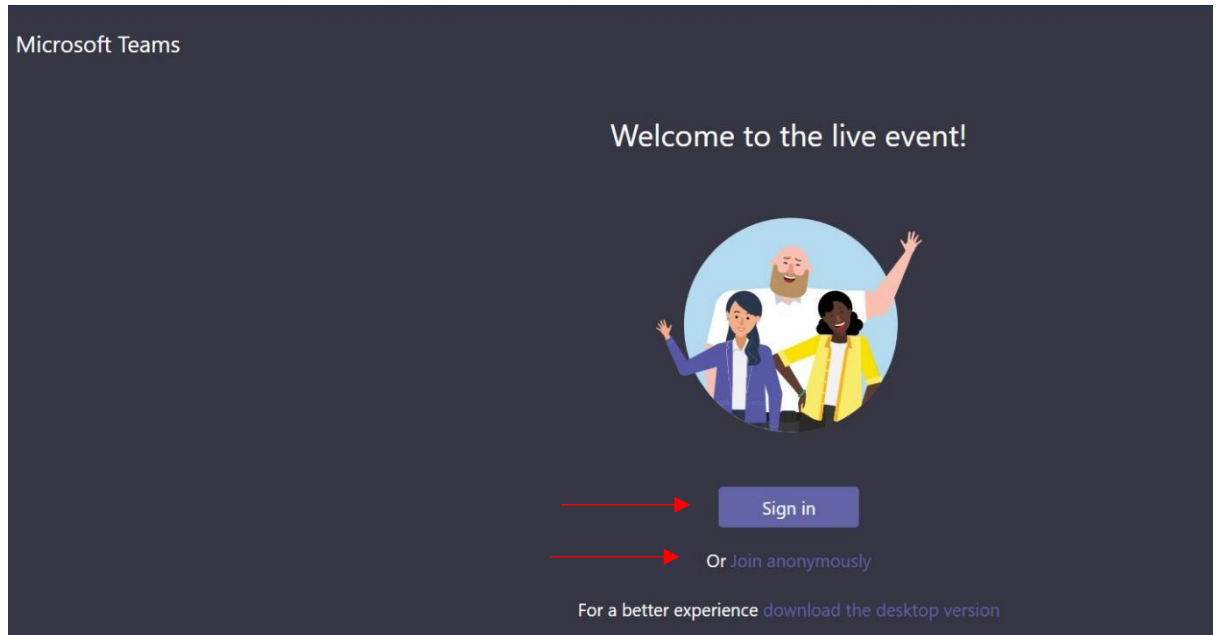

If you log in from your smartphone, you may notice that you will be directed to install the Teams Application (GET IT ON Google play / App Store) if you have not installed it on your mobile device.
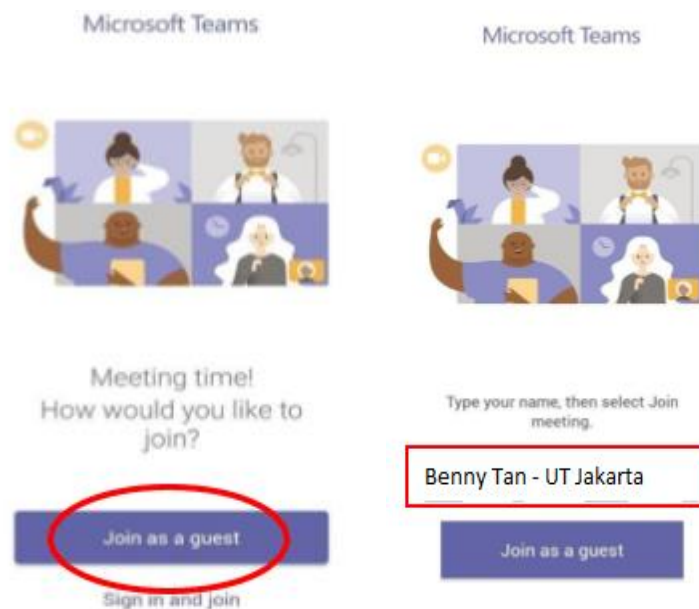If you have installed the Microsoft Teams, choose Open it.

3. Choose Join anonymously if you do not have a Microsoft account, but choose Sign in and join if you have the account.

If you log in from your smartphone, choose Join as a guest if you do not have a Microsoft account, but choose Sign in and join if you have the account. Then, type your name as used for the registration, your institution, and location.
For example: Benny Tan – UT Jakarta, then click Join as a guest to access the meeting room.

4. If you successfully access the meeting room, you will see a blank screen with a caption *The live event hasn't started* as displayed below. Wait until the event begins.