

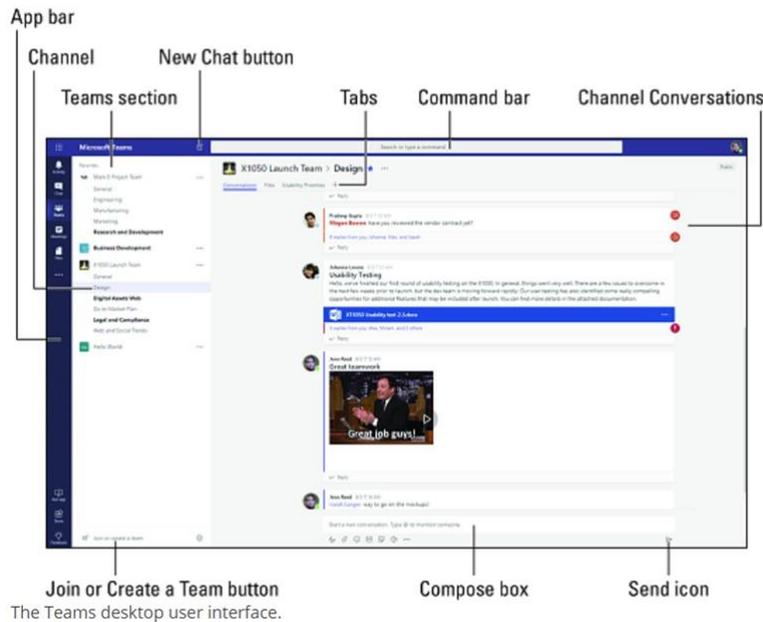
Instructions for joining a Microsoft team, meeting, or channel

Why is BCDR using a Microsoft Teams account for eVis Training Phase 1?

The eVis Training Teams account is used as a communication platform to discuss and share with teams and advisors during and after the October Vis training sessions. Each participant will be receiving an invitation from BCDR to join this Teams account.

How to join the BCDR Teams account for eVis Training Phase 1?

- Join by link: All you need to join a Teams meeting is a link. When you open the link or select Join Microsoft Teams Meeting in your meeting invite, you'll be taken to a page where you can choose to either join on the web or download the desktop app and then join.
 - o If you already have the Teams app, the meeting will open there automatically. If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest.
 - o If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.



Why should you join the BCDR Teams eVis Training?

The account is a platform to connect with other teams preparing for the Vis Moot competition. Use it to:

- Ask questions to your peers and advisors

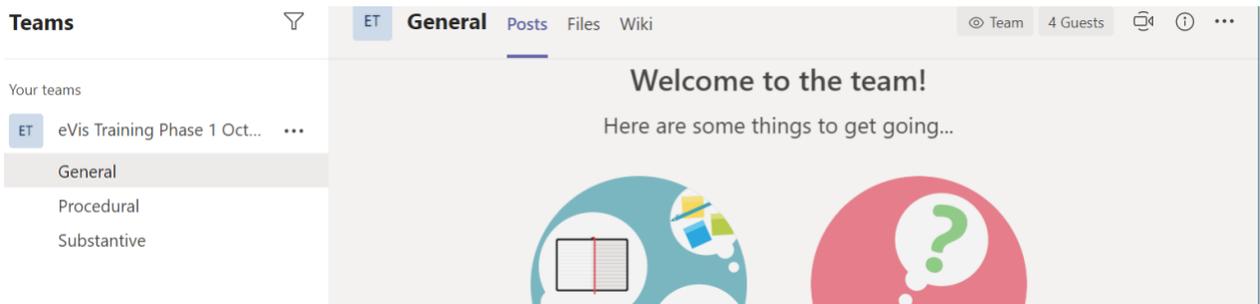
- Discuss the problem, share tips to help you build your own arguments
- Share research tips, or references materials

What to look for in BCDR Teams eVis Training Phase 1?

- BCDR has set up a BCDR Teams account for eVis Training Phase 1 Oct2020 with 3 channels as below.
 - o General: You can chat/post any general topics that are related to the Vis competition, e.g. tips on how to win over arbitrators etc.
 - o Procedural issues: You can chat/post your team's outline draft, or share reference materials on procedural issues of the Vis problem
 - o Substantive issues: You can chat/post your team's outline draft, or share reference materials on substantives issues of the Vis problem

How do you see *Channels* on BCDR Teams eVis Training Phase 1?

- When you click on the eVis Training, you should see channels below it.



How do you start a chat within a channel?

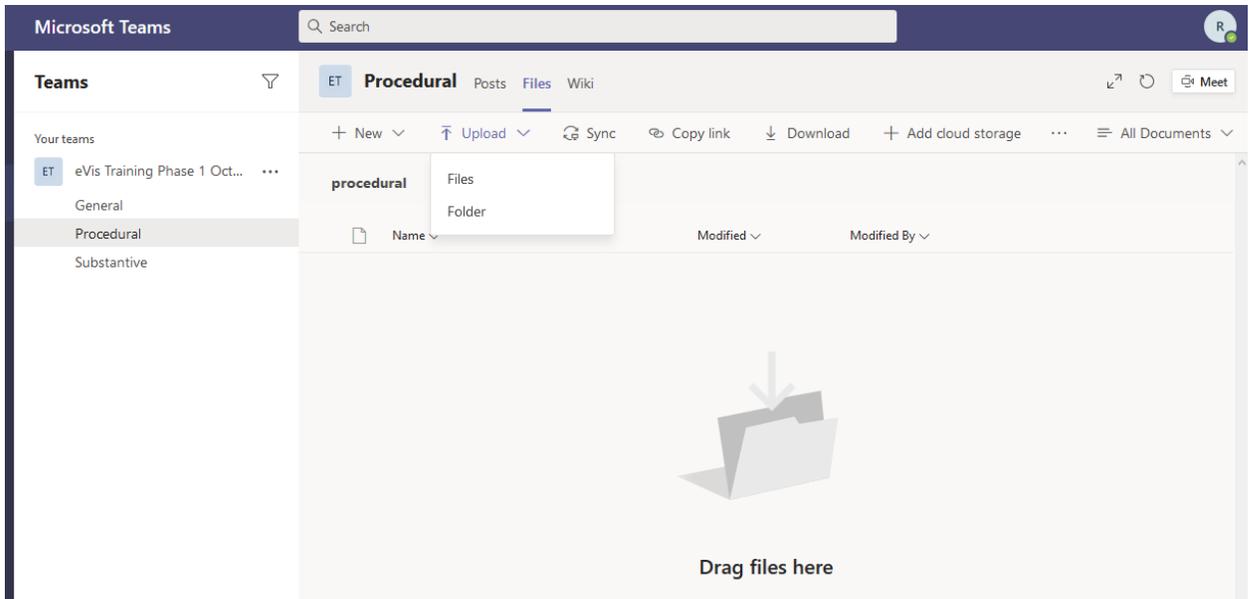
- To start a chat, click on the Compose Box and start typing your message while in either the Activity, Chat, or Teams sections. When you're done, click the Send icon to post your message.

How do you know that a new file has been posted?

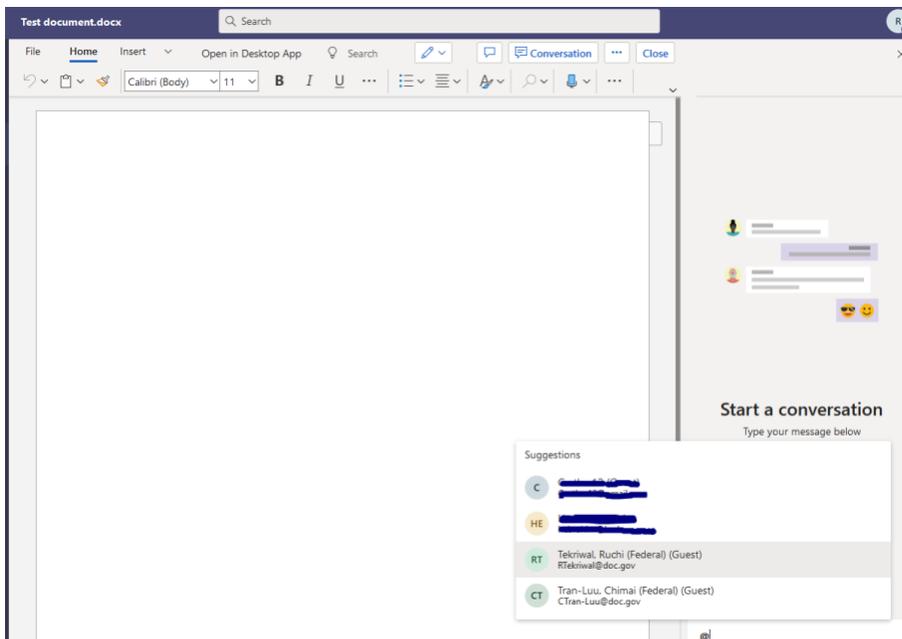
- Use the feed options to select team or individual activity. > Settings > Notifications. From there tap Open settings to access your iOS settings for Teams. Then tap Notifications > Allow notifications to determine how you want to view Teams notifications.

How do you add posts/files and share in a group chat?

- Select the Choose file button beneath the box where you type a message. This will upload a copy of your original file. You can also upload a file by going to the Files tab of a chat and select Share.

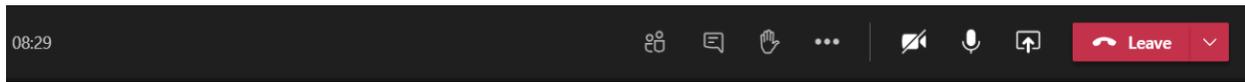


- You and other teams can provide comments on the document directly or in the group chat for each document, by clicking Conversation in the top right corner of a document.
- You can tag specific people in your chat messages by typing @ followed by their name or email

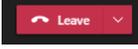


How do you use Teams on a video call?

After you have joined a MS Teams meeting, you will see a toolbar on your screen:



Each of the icons in the toolbar allows you some control over your video-conference experience:

-  **Camera:** allows you to control the image projected from your camera. Click this icon to turn your camera on or off. When your camera is off, this will be indicated by a / through the icon.
 - *In order to improve system performance, we recommend minimizing the number of video images projected.*
-  **Microphone:** allows you to mute or unmute the microphone. Click this icon to turn your microphone on or off. When your microphone is off, this will be indicated by a / through the icon.
 - *In order to improve audio performance and reduce feedback, we recommend all participants stay muted unless they are speaking to the group.*
-  **Share:** allows you to share content from your screen. Click this icon and choose your Desktop or a specific Window you would like to share. Click the icon again to stop your share.
-  **More Actions:** allows you to choose from a menu of options including:
 - *Device settings:* This is where you can adjust the speaker volume specific to the meeting.
 - *Apply background effects:* You may choose a faux background which will be visible when your camera is turned on.
 - *Turn on live captions:* This will provide a scrolling written caption of the meeting discussion.
-  **Hand:** allows you to raise your hand to show you would like to interject into the discussion. Click this icon again to lower your hand.
-  **Conversation Balloon:** allows you to open the chat window to post questions or share remarks. Chat comments are visible to all meeting participants.
-  **Participants:** allows you to see a list of session participants.
-  **Phone:** allows you to exit the meeting.

