

MS Teams Handout

Thank you for using EAQConnect. This guide will help you to join a MS Teams Meeting for the purpose of participating in a remote Basic Qualification with the EAQC-Browser or in a Corporate Qualification.

If you have trouble understanding the guide or need help with the configuration of MS Teams, do not hesitate to call us.

+49 40 4840490

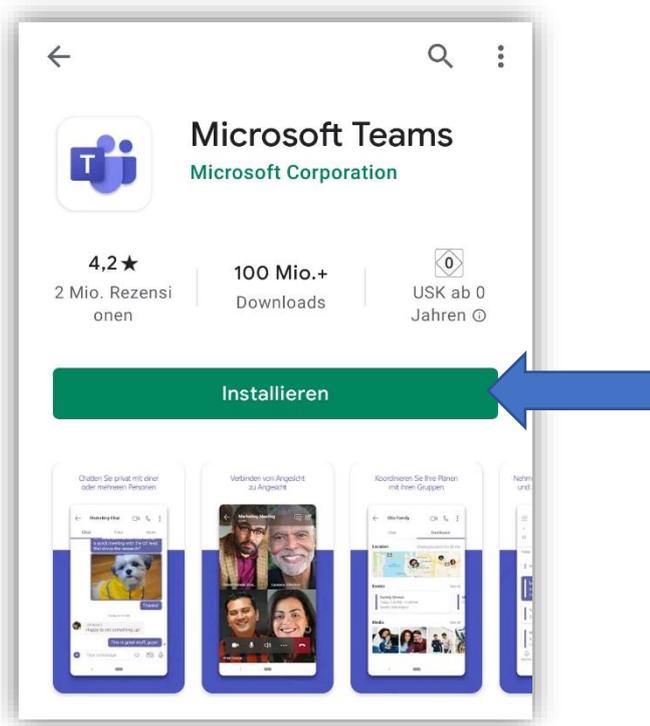
You can run MS Teams on the following devices:

- Android phone or tablet
- Apple phone or tablet
- A laptop with a camera (A second laptop if you are participating in a remote Basic Qualification)



When you use another laptop you can simply click on the link to join the meeting and connect via your browser. Just make sure your camera is activated.

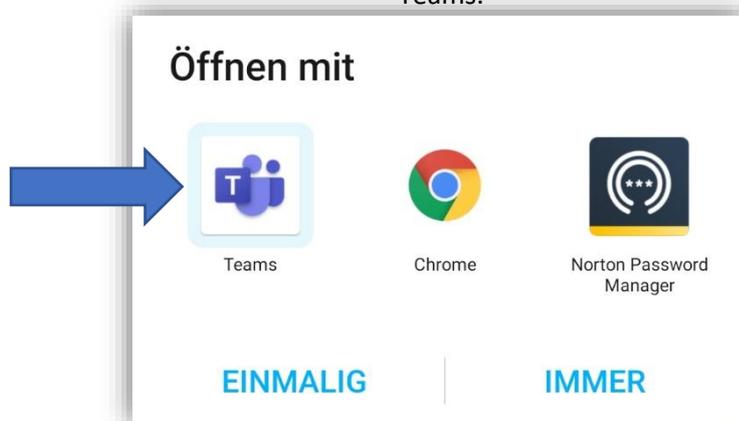
Install the Microsoft Teams App.



Open the link from the Email to join the meeting.

If you have installed the app correctly the link automatically opens with MS

Teams.



You can either just join the meeting or create an account and then join the meeting.

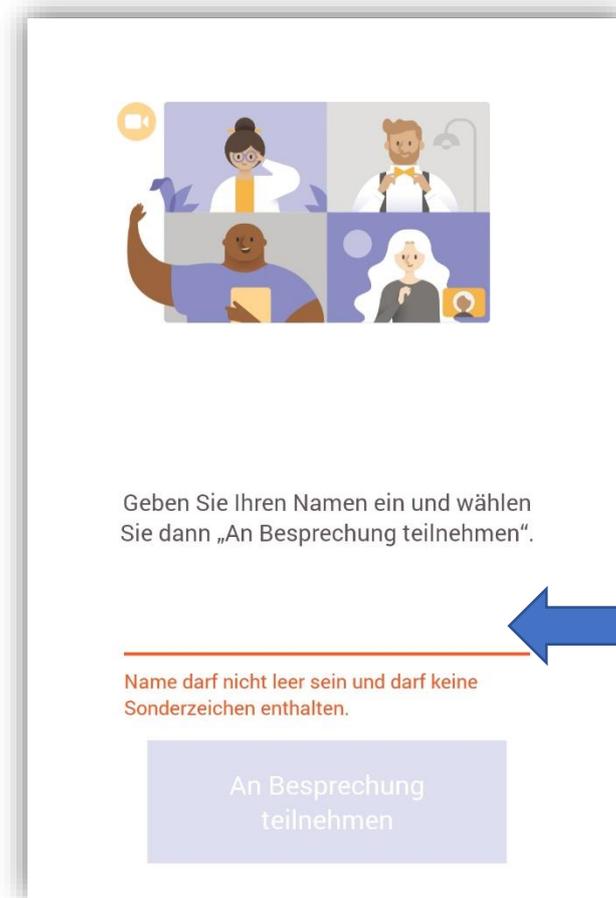


Zeit für die Besprechung!
Wie möchten Sie
teilnehmen?

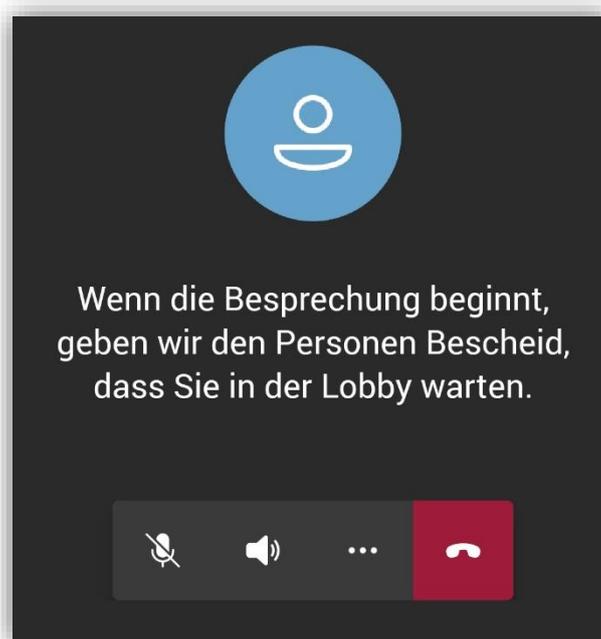
An Besprechung teilnehmen

Anmelden und teilnehmen

Enter your full name and join the meeting.



Wait until an interpersonal staff member lets you join.



Install the MS Teams App and open the link from the Email to join the meeting.

The screenshot shows the Microsoft Teams app page on the Apple App Store. At the top left is the Teams logo, a blue 'T' on a white background with three stylized human figures. To its right is the app name 'Microsoft Teams' and the developer 'Microsoft Corporation'. A blue arrow points to a download icon (a cloud with a downward arrow) below the logo. Below this is a grid of app details: '205.033 BEWERTUNG:' with a rating of '4,7' and five stars; 'ALTER' with '4+' and 'Jahre'; 'CHART' with '#2' and 'Wirtschaft'; 'ENTWICKLER' with 'Microsoft Corpora'; 'SPRACHE' with 'DE' and '+ 47 weitere'; and 'GRÖSSE' with '240,9 MB'. Below the details is a section titled 'Neue Funktionen' with a 'Versionsverlauf' link. The text describes a new feature: 'Steuern Sie die Besprechungsoptionen direkt über die Registerkarte „Besprechungsdetails“'. Below this is a 'Vorschau' section with two preview images: one showing a chat interface and another showing a video meeting grid. At the bottom left, there are icons for iPad and iPhone with the text 'iPad- und iPhone-Apps' and a dropdown arrow.

You can either just join the meeting or create an account and then join the meeting.



Zeit für die Besprechung!
Wie möchten Sie teilnehmen?

Als Gast teilnehmen

Anmelden und teilnehmen

Enter your full name and join the meeting.

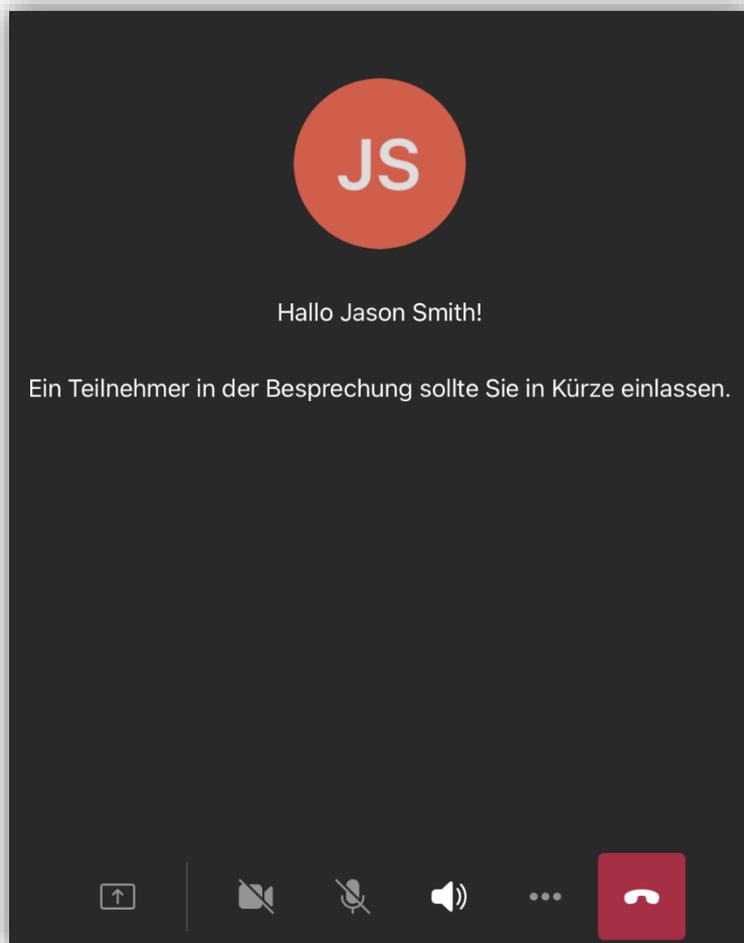


Geben Sie Ihren Namen ein und wählen Sie dann „An Besprechung teilnehmen“.

An Besprechung teilnehmen



Wait until an interpersonal staff members lets you join.



JS

Hallo Jason Smith!

Ein Teilnehmer in der Besprechung sollte Sie in Kürze einlassen.

Meeting controls: Up arrow, Video off, Mute on, Speaker on, More options, End call