

## II International Conference on University Guidance “Configuration of the Microsoft Teams Platform”

Dear Delegate,

Welcome to the II International Conference on University Guidance. The Conference will be performed online, in-person, or semi-presence-based from September 1 to 3 of 2021. If you prefer to attend the Conference online, you may participate through the Microsoft teams Platform. It is needed to be aware of its proper configuration following the indications below:

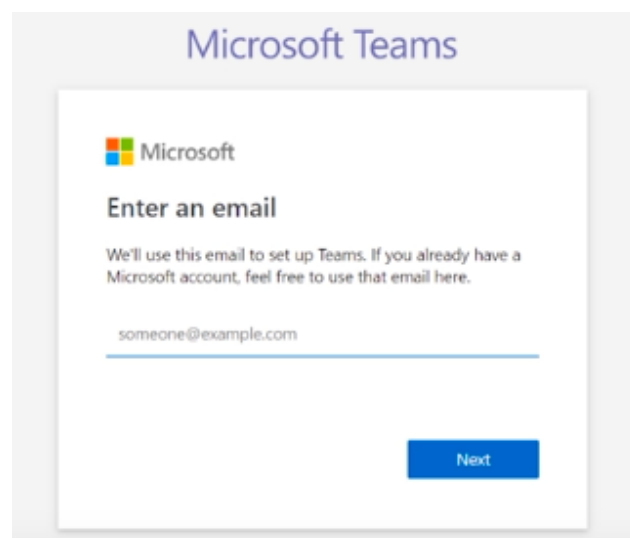
**A. I do not use Microsoft Teams, nor do I have an account: follow steps 1, 3, and 4.**

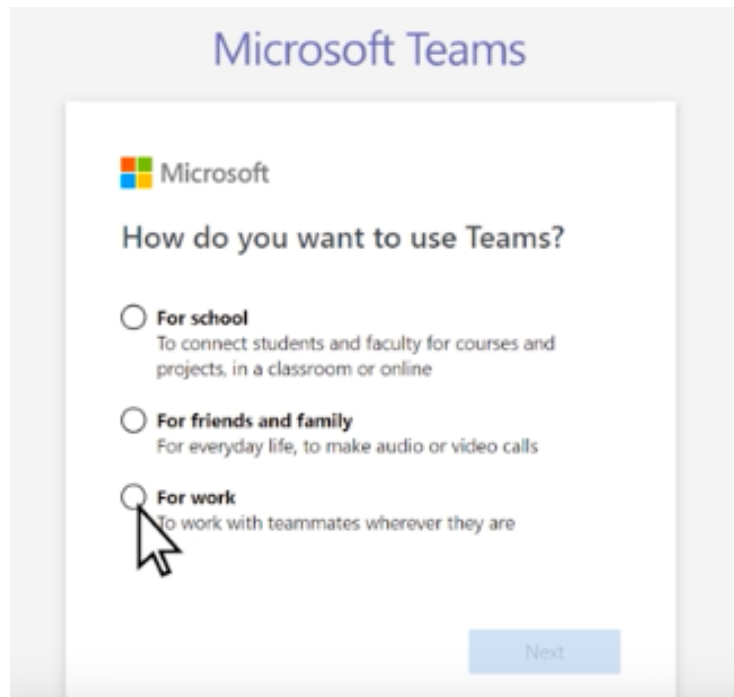
**B. I do not use Microsoft Teams but I have a Microsoft account: follow steps 2, 3, and**

**C. I use Microsoft Teams: follow step 4.**

Important: If you want to use the same account with which you have registered, you must sign in to Microsoft Teams with that email. Otherwise, if you do not have a Microsoft account, you will have to follow the steps of section A.

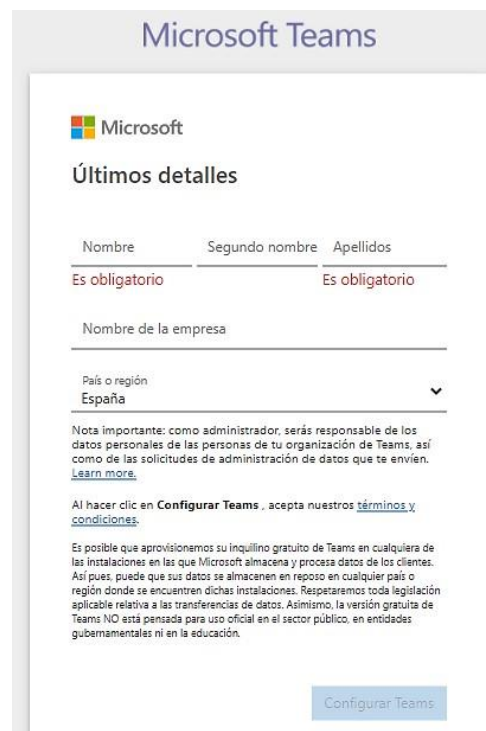
1. Access via web to [Microsoft Teams](#).
2. You can also download the desktop app for the different operating systems [here](#).
  - 2.1. Click on “**Sign up for free.**”
  - 2.2. Enter the e-mail account with which you registered for the conference and click on “Next.”
  - 2.3. Select the account type “For work” and click on “Next.”





2.4. To continue, you will be asked for a password.

2.5. Enter your name, and select the “University of Valladolid” as the company name. Then, click on “Set up Teams.”



2.6. At this moment, wait a few minutes until Microsoft creates and sets your Microsoft Teams.

2.7. Lastly, download the Teams desktop app and continue with the step 3.

### **3. Download the Teams Desktop App**

3.1. Click on [here](#).

3.2. It is recommended to download and install the desktop app version.

### **4. Log in to your Teams Account**

3.1. Open the desktop app.

3.2. Enter your e-mail and click on "Sign in."

3.3. Enter your password.

3.4. Start to use Microsoft Teams.

### **5. Attend the Conference**

5.1. Once the organization verifies your registration, you will receive an invitation to join the Team called "II International Conference on University Guidance."

5.2. Click on "Open Microsoft Teams".

5.3. The team "II International Conference on University Guidance" will have joined your teams.

5.4. Finally, you will have to wait until the Conference begins.

If you have any doubt or problem downloading and, or using the platform, contact the Technical Secretariat by sending an e-mail to [ciou2020@uva.es](mailto:ciou2020@uva.es).

Kind regards.

Organizing Committee