Microsoft Teams Instruction

A. Join Conference.

B. share PowerPoints.

C. share video in your PC.

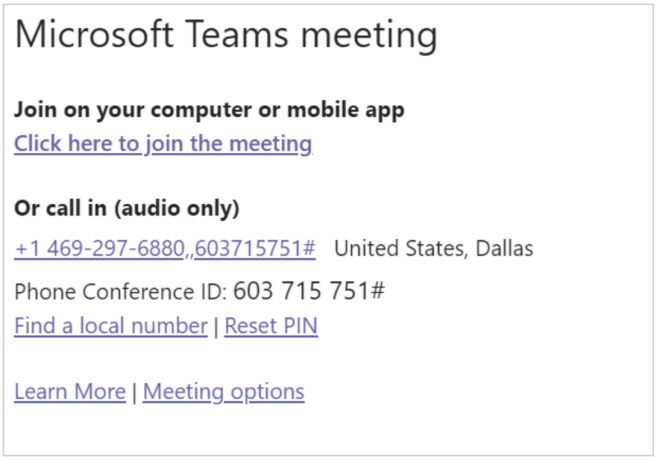
To get a stable connection and full function of MS Teams, please download the app in your computer.

A. Join Conference.

You can join the AAIM 2026 Microsoft Teams conference room in one of the following three ways. Use whichever information you received from the conference organizers.

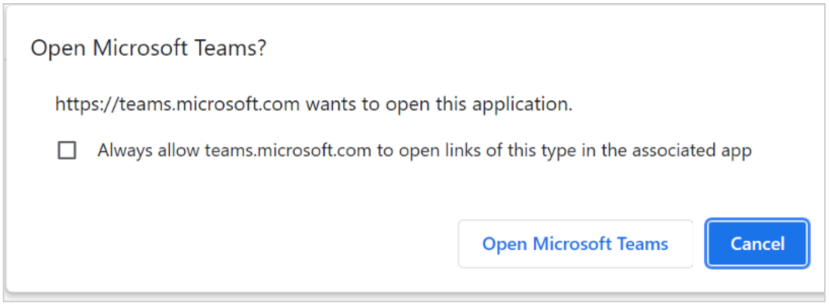
Method 1: Join from the invitation email

If you received the Teams meeting email, click "Click here to join the meeting" in the message.



Method 2: Join from a meeting link

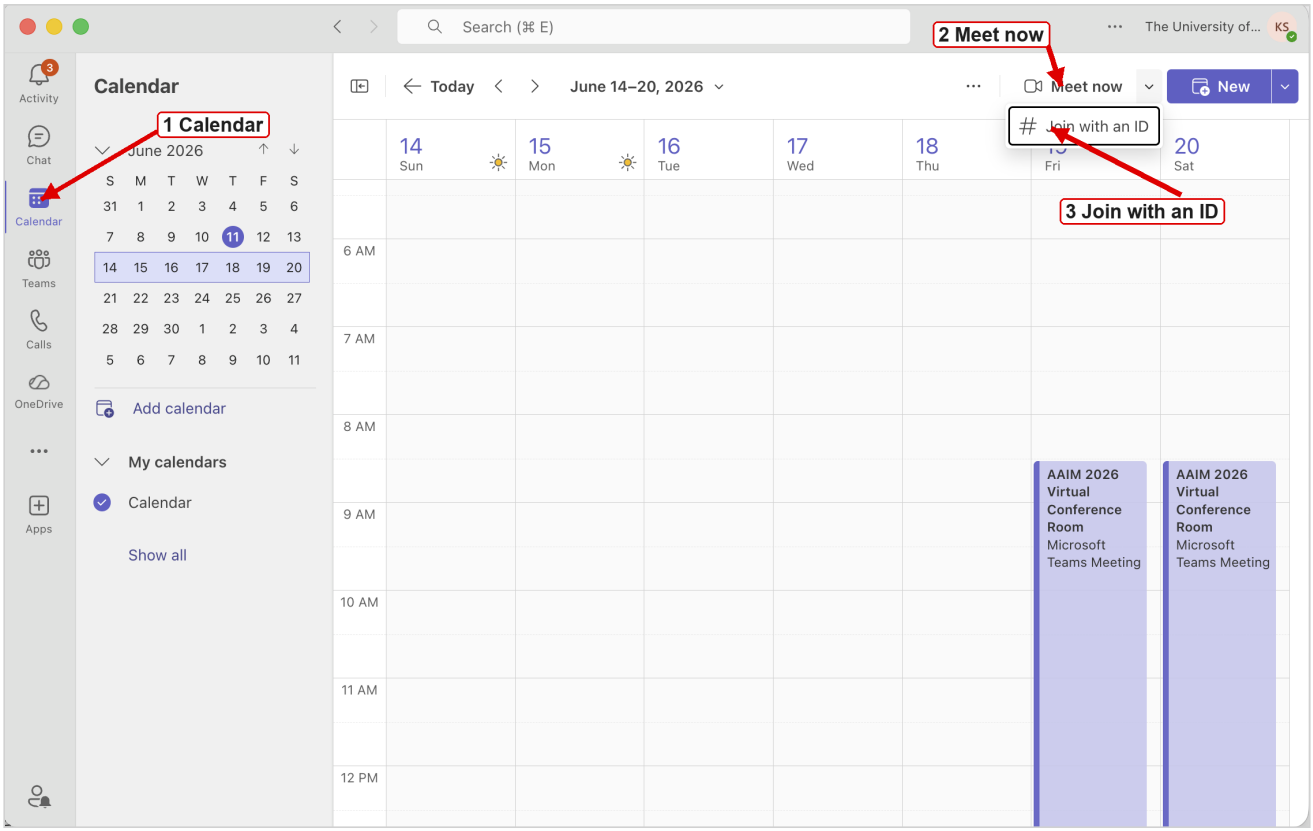
If you have the meeting link, copy and paste the link into your browser, then open it. When the browser asks whether to open Microsoft Teams, choose "Open Microsoft Teams".



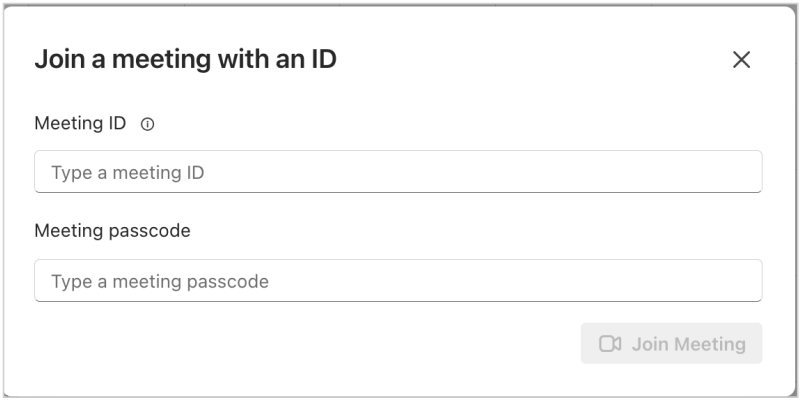
A. Join Conference. (continued)

Method 3: Join with a meeting ID and passcode

In the Teams app, click Calendar, click Meet now, then choose "Join with an ID".

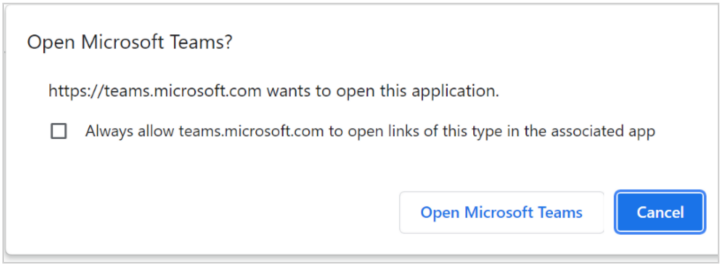


Enter the Meeting ID and Meeting passcode provided by the conference organizers, then click "Join Meeting".

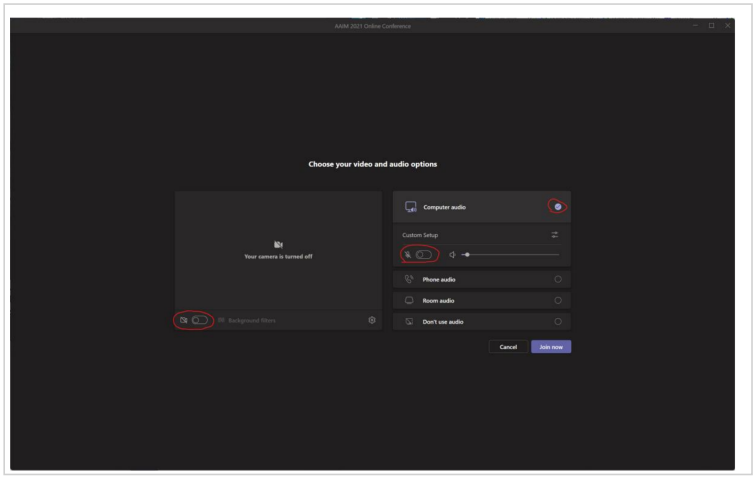


A. Join Conference. (final steps)

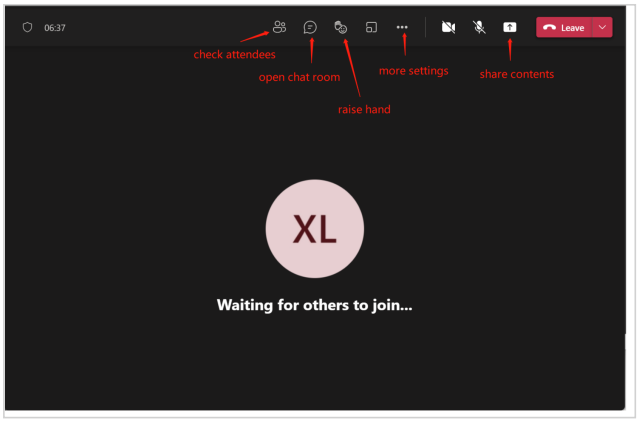
After entering from Method 1 or Method 2, click "Open Microsoft Teams" when your browser shows the prompt. Method 3 may take you directly to the Teams pre-join screen.



Before clicking "Join now", make sure your audio, microphone, and camera settings are correct.

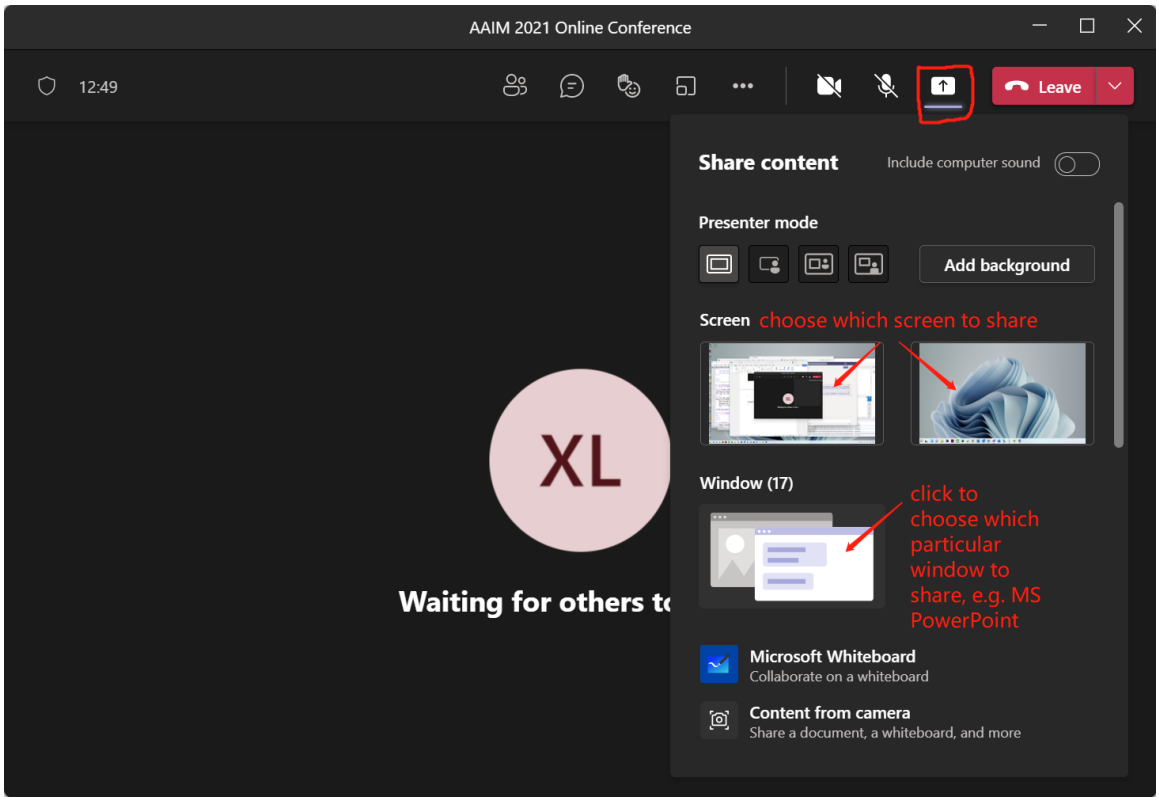


Click "Join now". You will then enter the Teams conference meeting main window.



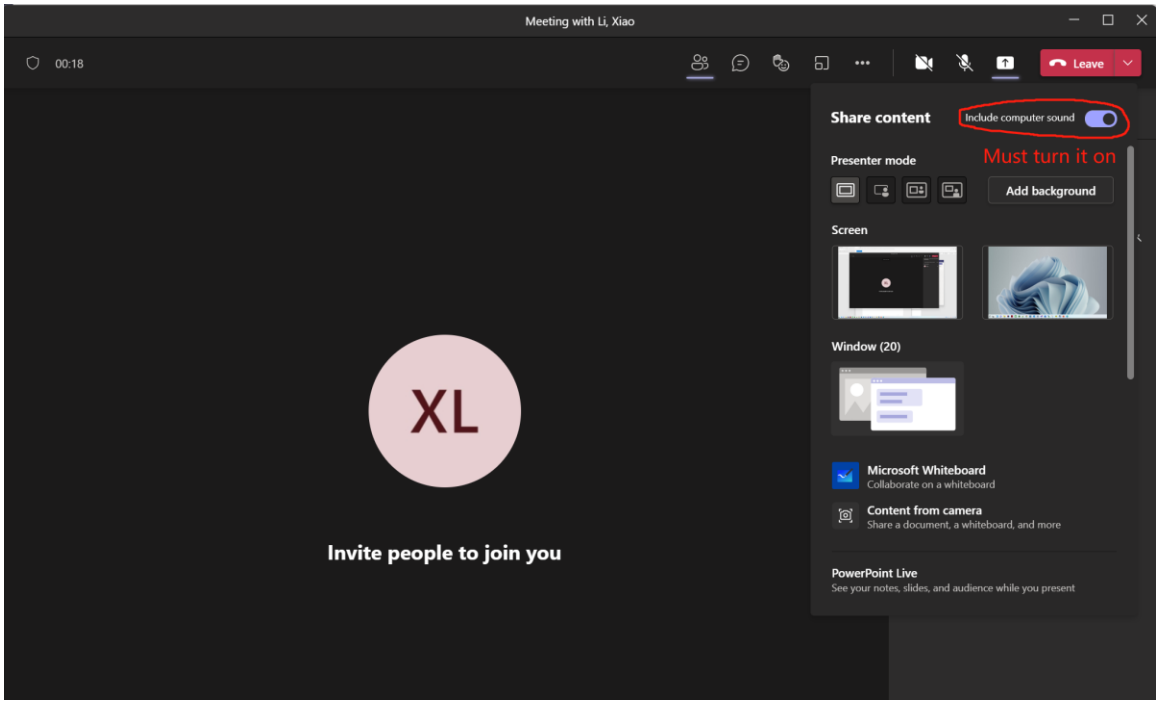
B. Share PowerPoints.

1. click the share button and choose one option to share your contents.



C. Share video in your local file.

1. click share button, make sure “Include Computer Sound” is tuned on.



2. then share your screen, play the video in your own pc, we will be able to see the video as well as hear the voice of the video. When you play the video, please mute yourself to avoid echo.