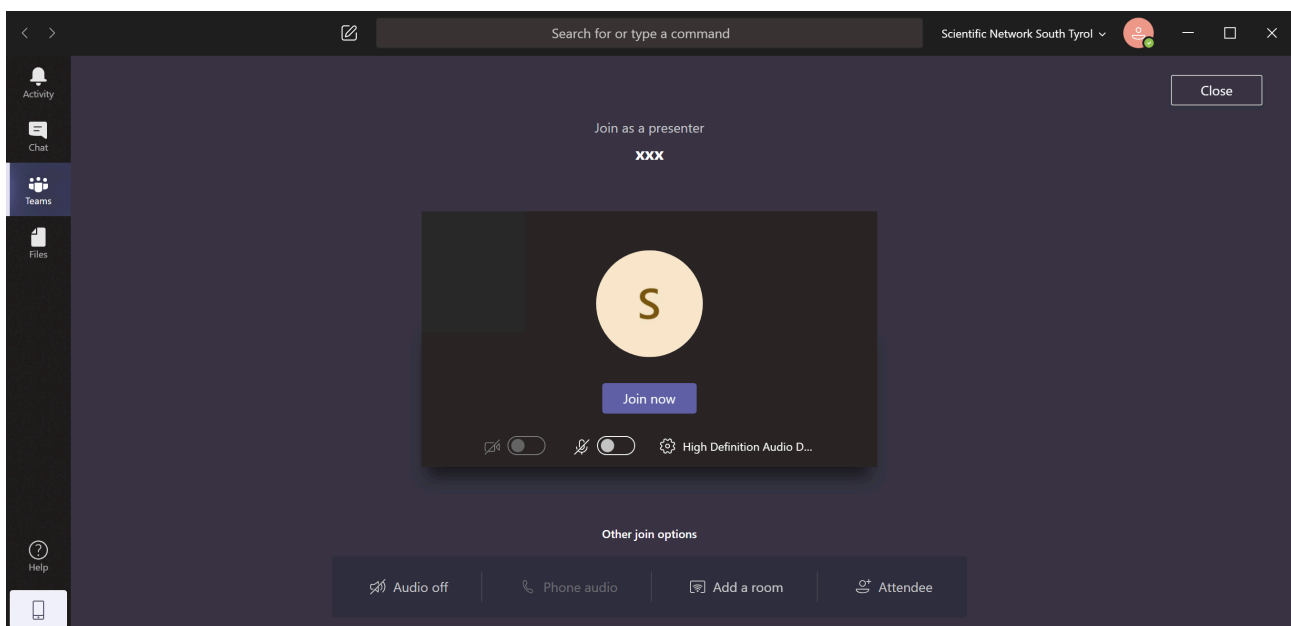# Presenting a KRDB seminar with MS Teams: notes for the presenter

1. The desktop version of MS Teams on Windows or Mac is needed; this can be downloaded at: `https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app`
2. Tell the organisers of the seminar the email address you want to use as a Microsoft Teams account; if you already have a working Microsoft Teams account, you can tell the email address of that account.
3. Wait for the email from Microsoft Teams to that email address with the subject: "You have been added as a guest to Scientific Network South Tyrol in Microsoft Teams".
4. Launch the Teams desktop app with the "Open Microsoft Teams" button in the above email. Do not select the "Use the web app instead" option.
5. Login in Teams with your Teams account; there may be few annoying and repeating steps to finalise your Microsoft account if it is new.
6. Accept to switch to the *Scientific Network South Tyrol* organisation.
7. You should tell the organisers that you have now finished to set up Teams, and ask the organisers for the link of the seminar you are going to present.
8. The link leads to the seminar's "Join as a presenter" page; click the "Join now" button:

9. Activate the *question and answer* (Q&A) panel (button on the right with a question mark):

10. Share your desktop (button on the left with an arrow):
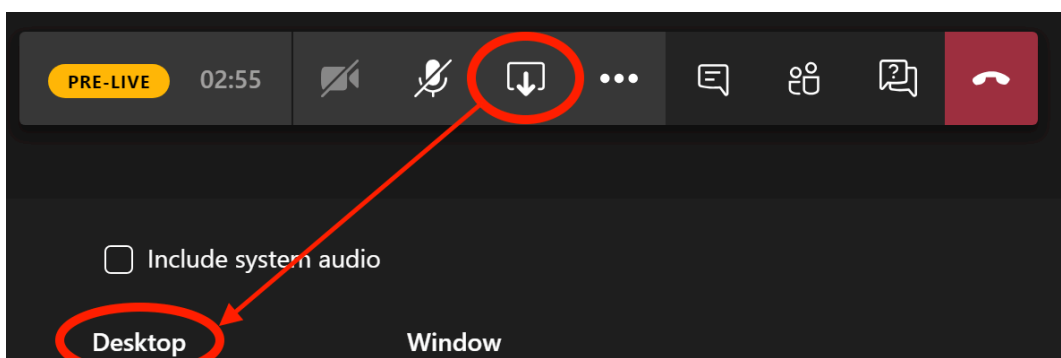
Presenting a KRDB seminar with MS Teams: notes for the producers

a. Wait for the email address the presenter wants to use as a Microsoft Teams account.
b. Add this email as a guest in the team "MS Teams producers and presenters". This will automatically produce a message to that email address with the subject "You have been added as a guest to Scientific Network South Tyrol in Microsoft Teams".
c. Wait for the email from the presenter that she/he has finished to set up Teams.
d. Create the new MS Teams Live Event from the MS Teams Calendar tab, with the correct time, title, and description, and adding the presenter to be a presenter to this event, using the provided email address. The event should set up to be a Public event, and should have the Q&A enabled. This will automatically produce a message to that email address, which includes the link to the MS Teams Live Event of the seminar, to be used by the presenter.
e. The link to the MS Teams event of the seminar to be used by the producers and the attendants is the same as the one used by the presenter, and it can be found also in the details of the MS Teams Live Event.
f. Send an email to the presenter with a copy of the seminar's link (just to be sure), and with an appointment on Teams via that seminar's link, in order to test the infrastructure.