Installation of Microsoft Teams for the
45th congress of the Société de Biomécanique
(french spoken Society of Biomechanics)

Download

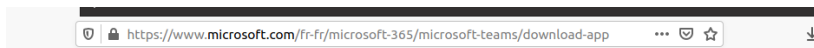For all operating systems, you have to go on the following website to download the application:

https://www.microsoft.com/fr-fr/microsoft-365/microsoft-teams/download-app

Install

On *Windows* : run the executable to proceed installation
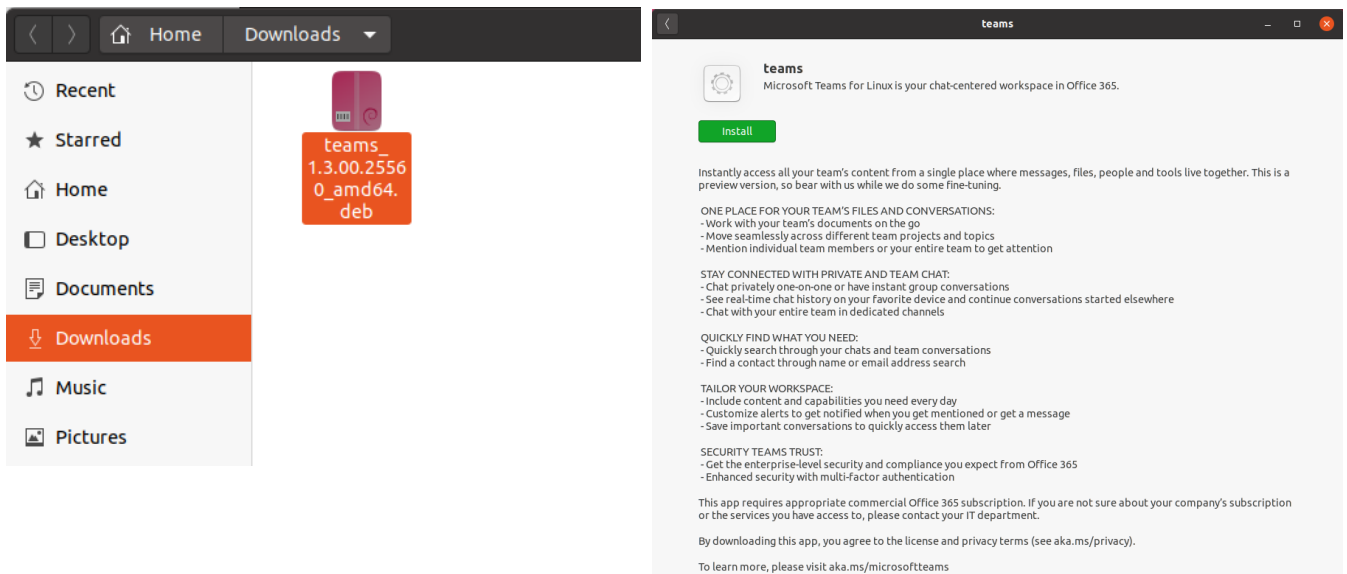
On *MacOS* : run the executable to proceed installation

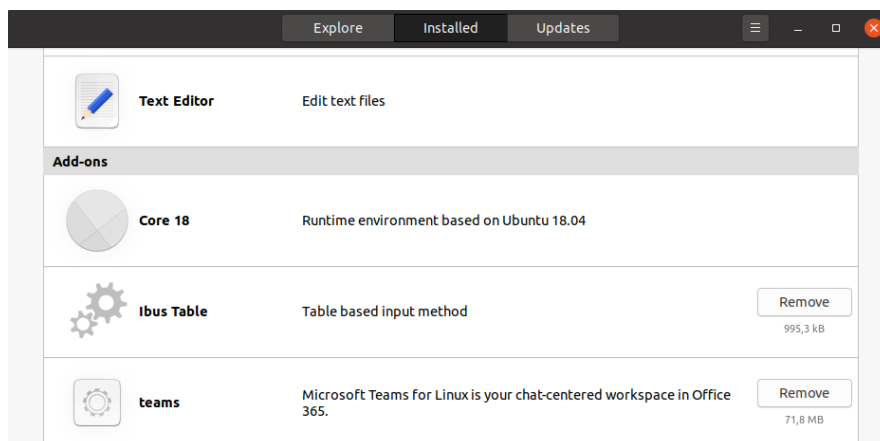On *Linux:*

Ubuntu and debian linux variants: download the linux version « Linux DEB »
CentOS, Fedora, RedHat, etc ... you have to download the version « Linux RPM »

Ubuntu: double click on the download file

After the congress if you want to get rid of the application, you can find it there:

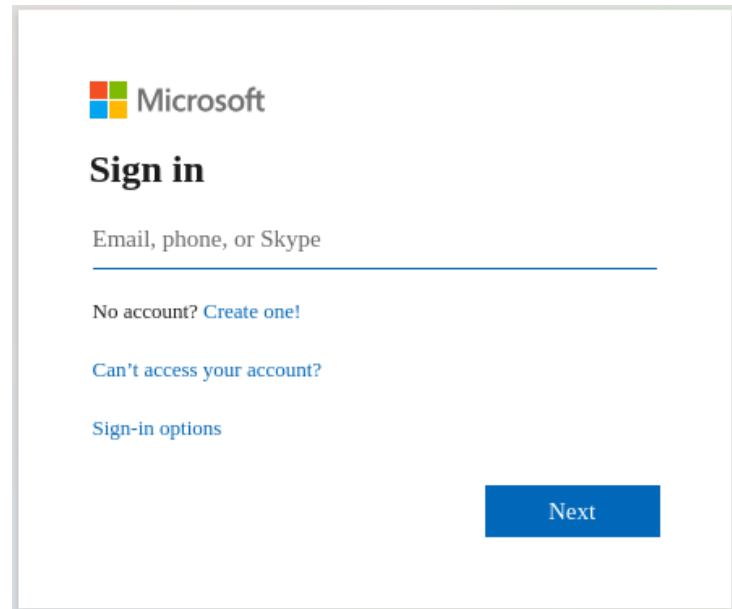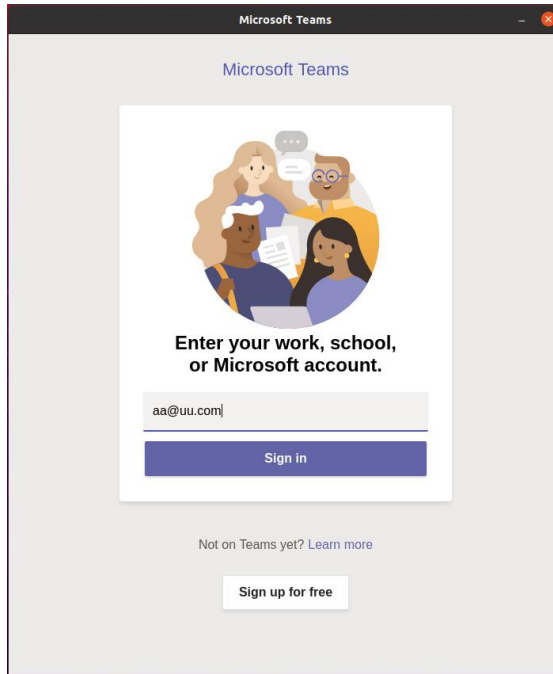On *CentOS, Fedora, RedHat,* etc ... once the download is done, you have to open a terminal where the file is and run:

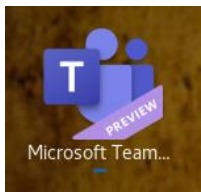**sudo yum localinstall DOWNLOAD_FILE.rpm**

After the congress if you want to get rid of the application, you have to run the following command in a terminal :

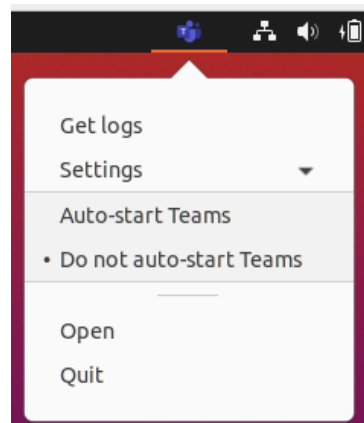**sudo yum remove teams.x86_64 teams-insiders.x86_64**

Run Microsoft Teams

Click on the « Microsoft Teams » icon. When it asks you to log in you can use either a Microsoft account (that you can create for free) or your institutional login if your institution provides an access to Microsoft Teams or your **Skype login** as it is also Microsoft ;-) . For this latter solution write a random email address like in the example and then it proposes you to log with your Skype account

Once logged if you do not have an institutional account, you can only attend meetings through provided links by the organiser. It will be the case for the congress!

By default, Teams is starting together with your computer : you may disable this option by changing the default settings :
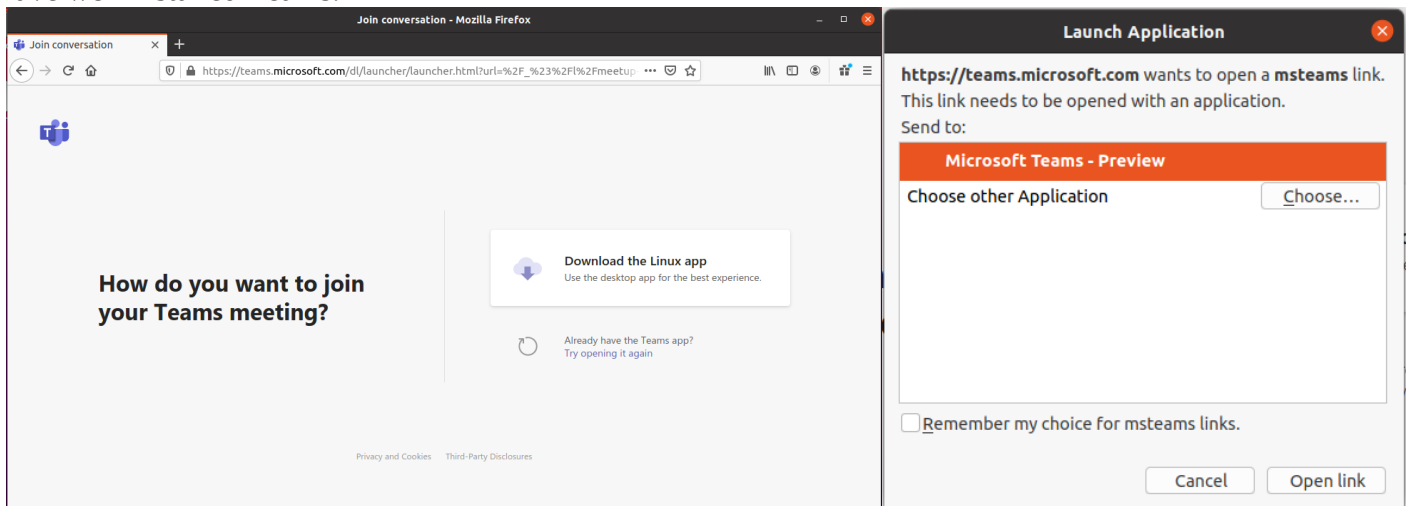
Test your system for the congress
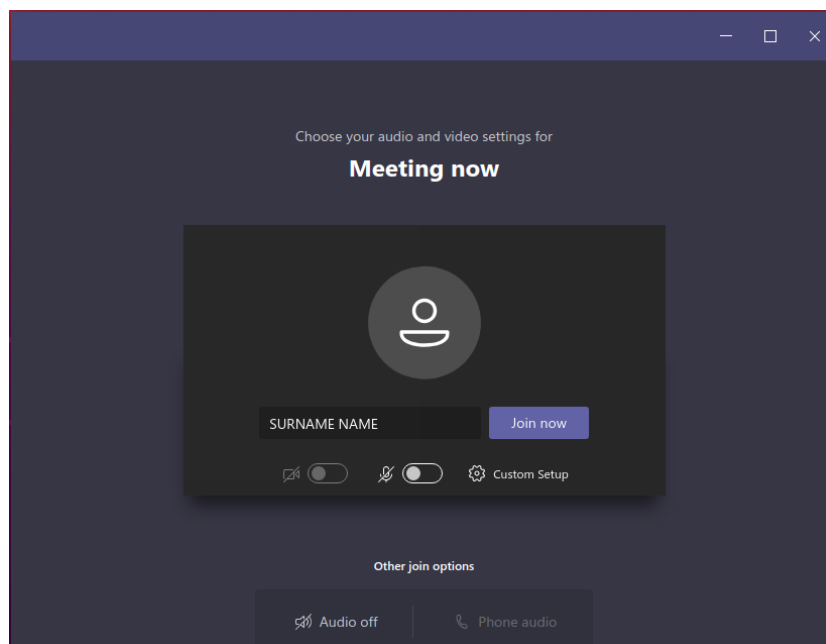
At any time, you can click on the link below and check your settings.

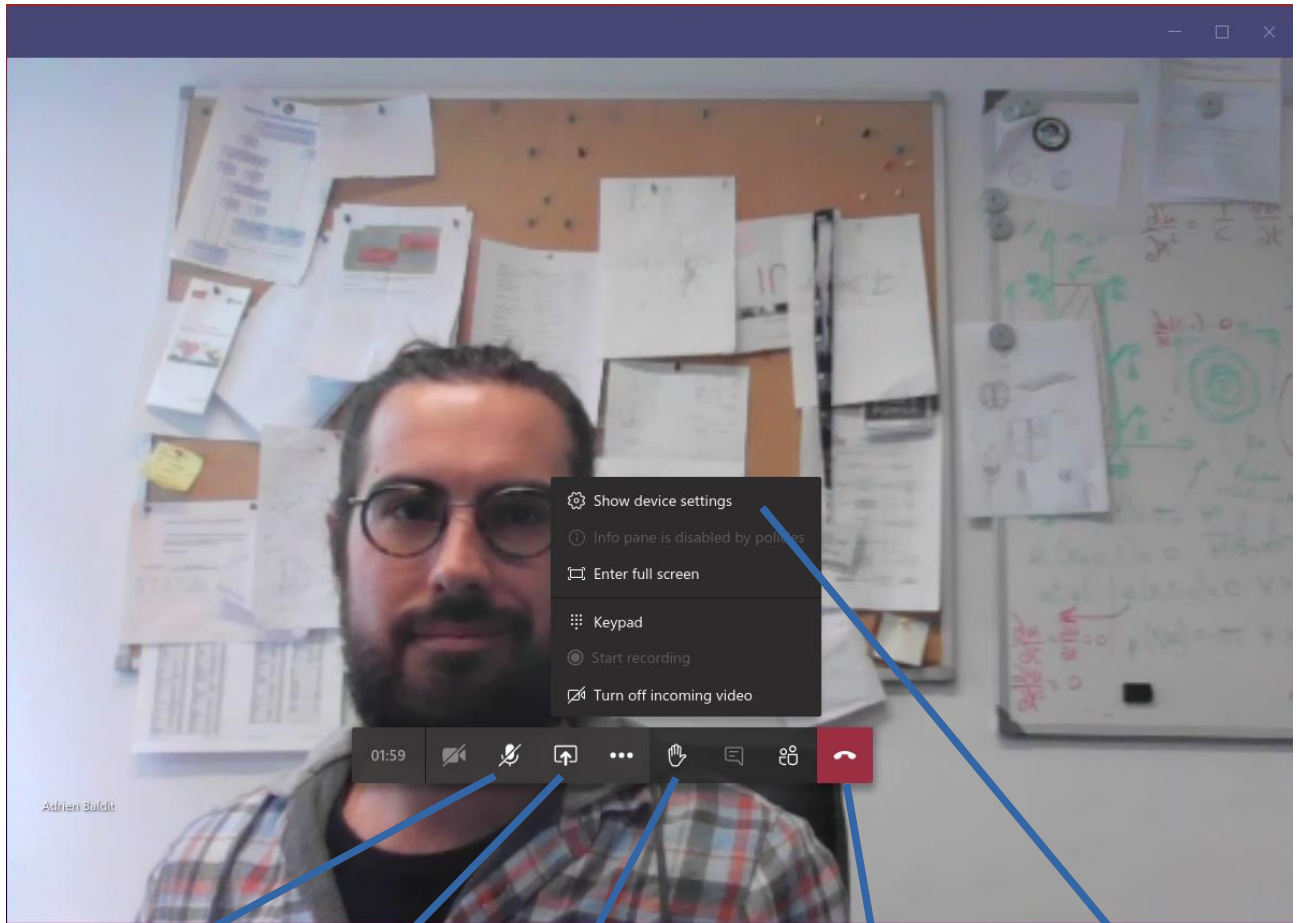<p style="text-align:center"><u>Session test</u></p>

This link will open an internet browser window where you will be asked either to run Teams as a webapp (only on Windows) or to run Teams app and the « open with » window should appear if you have well installed Teams.

Teams will start and open this type of window: Please fill your REAL name and surname as the chair people will need them to give you the right to speak seeing your demand with what you will have filled.

Click on join now to access the meeting room that will appear like this:

Microphone switch

Share screens

Rise your hand to notify chair people that you would like to speak

Hang up

Device settings

If you hang up by mistake don't worry, you can rejoin the meeting.