

**6<sup>th</sup>International Scientific Conference**  
**TRENDS IN REGIONAL DEVELOPMENT IN THE EU COUNTRIES 2020**

**23 October 2020 (videoconference)**

**Warsaw (Poland) /Jelgava (Latvia)**

**Warsaw University of Life Sciences and  
Latvia University of Life Sciences and Technologies**

**JOINING THE CONFERENCE ON-LINE – CONFERENCE CHAT ROOM**

The conference will be conducted in the MS Teams program, which is part of the Office 365 package. All conference participants in a separate email message will receive [link to the conference chat room](#). In order to join the meeting, please follow the [link](#) and the QUICK GUIDE FOR MS TEAMS (you can also press ctrl and click on the links in the previous sentences)

**QUICK GUIDE FOR MS TEAMS**

**Join a Teams meeting.**

1. In your email invitation, select *Join Microsoft Teams Meeting*.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web (in Edge or Chrome).
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select *Join now*.
6. After clicking the button: *Join now*, a window with a videoconference room will open, in which all participants will appear and the meeting will begin.
7. Good luck and see you.

**In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.**

1. Select *Share*.
2. Select what you want to share:
  - **Desktop** lets you show everything on your screen.
  - **Window** lets you show a specific app.
  - **PowerPoint** lets you show a presentation.
  - **Browse** lets you find the file you want to show.
3. After you select what you want to show, a red border surrounds what you are sharing.
4. Select *Stop sharing* to stop showing your screen.