



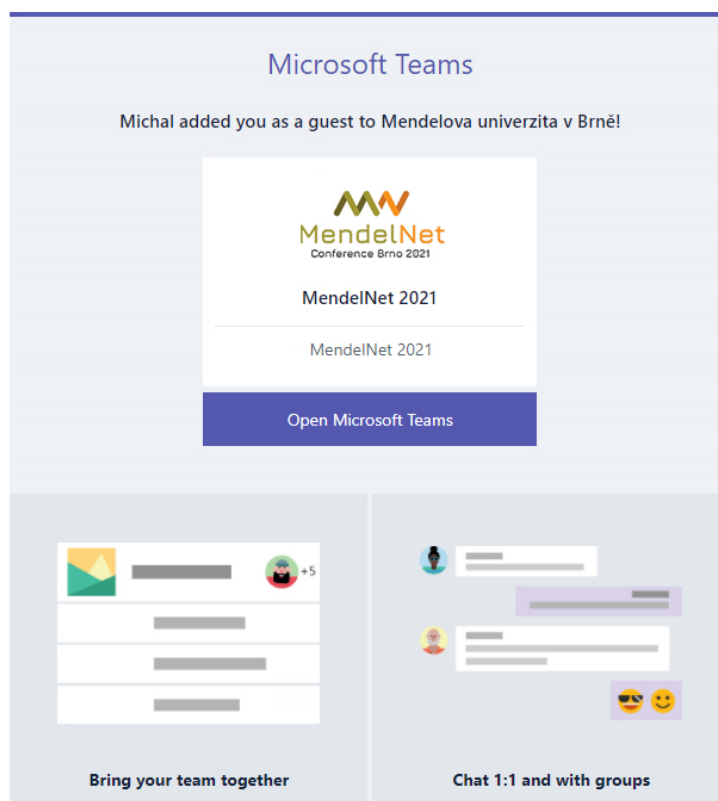
10 November 2021 Virtual Conference MS Teams Tutorial

When you receive an e-mail Invitation to the conference team → **Open Microsoft Teams**

You have been added as a guest to Mendelova univerzita v Brně in Microsoft Teams ➤ Doručené x

Microsoft Teams <noreply@email.teams.microsoft.com>
komu: mne ▾

12:07 (pred 59 minútami) ☆ ↶ ⋮



**If you do not have
Microsoft Account
please create it and
Follow the instructions.**




Create account

Looks like you don't have an account with us. We'll
create one for you using
[redacted]@gmail.com.

[Next](#)

Download desktop app

Desktop application is recommended due to its extended functionality.

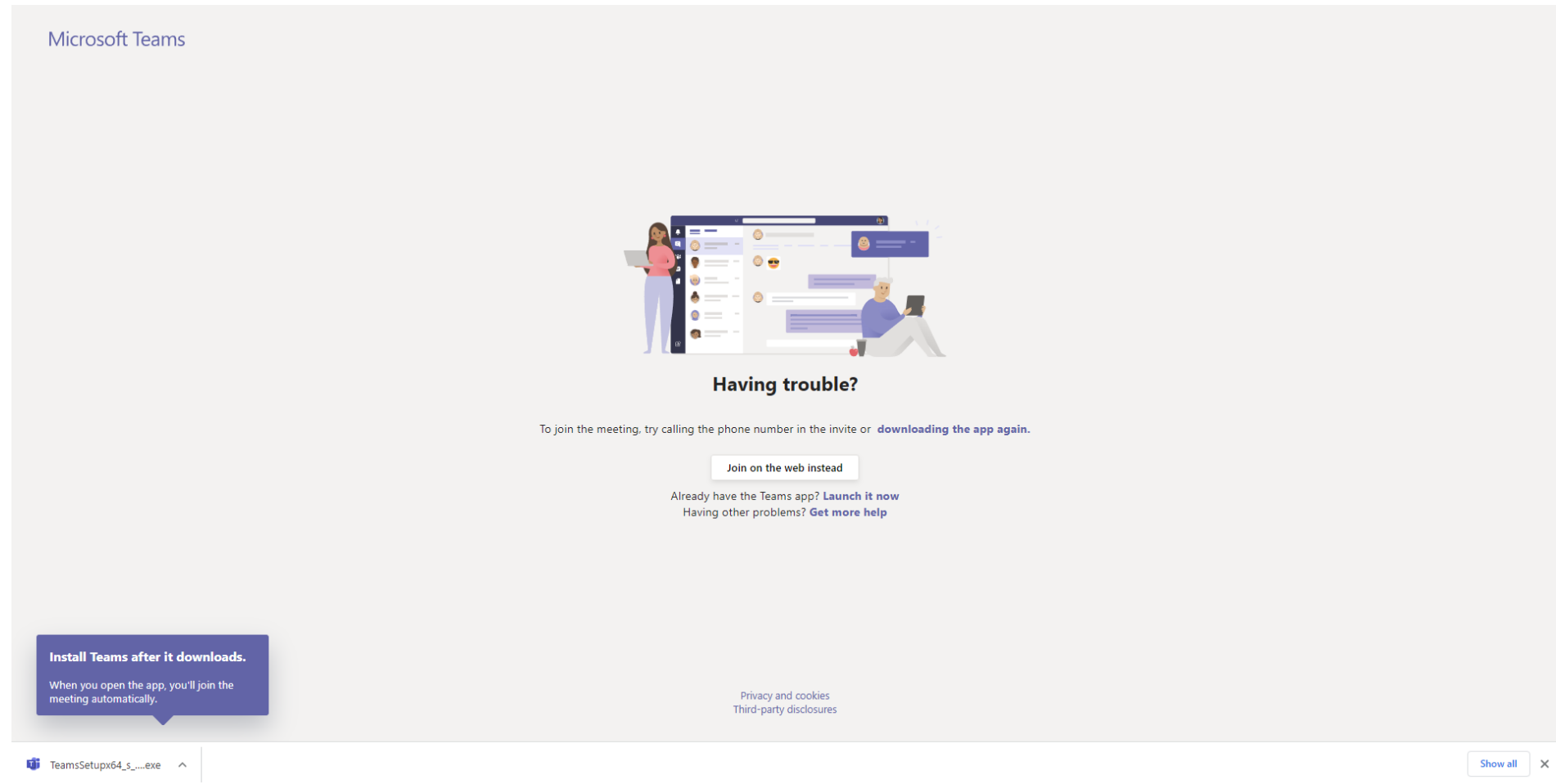


Stay better connected with the Teams desktop app

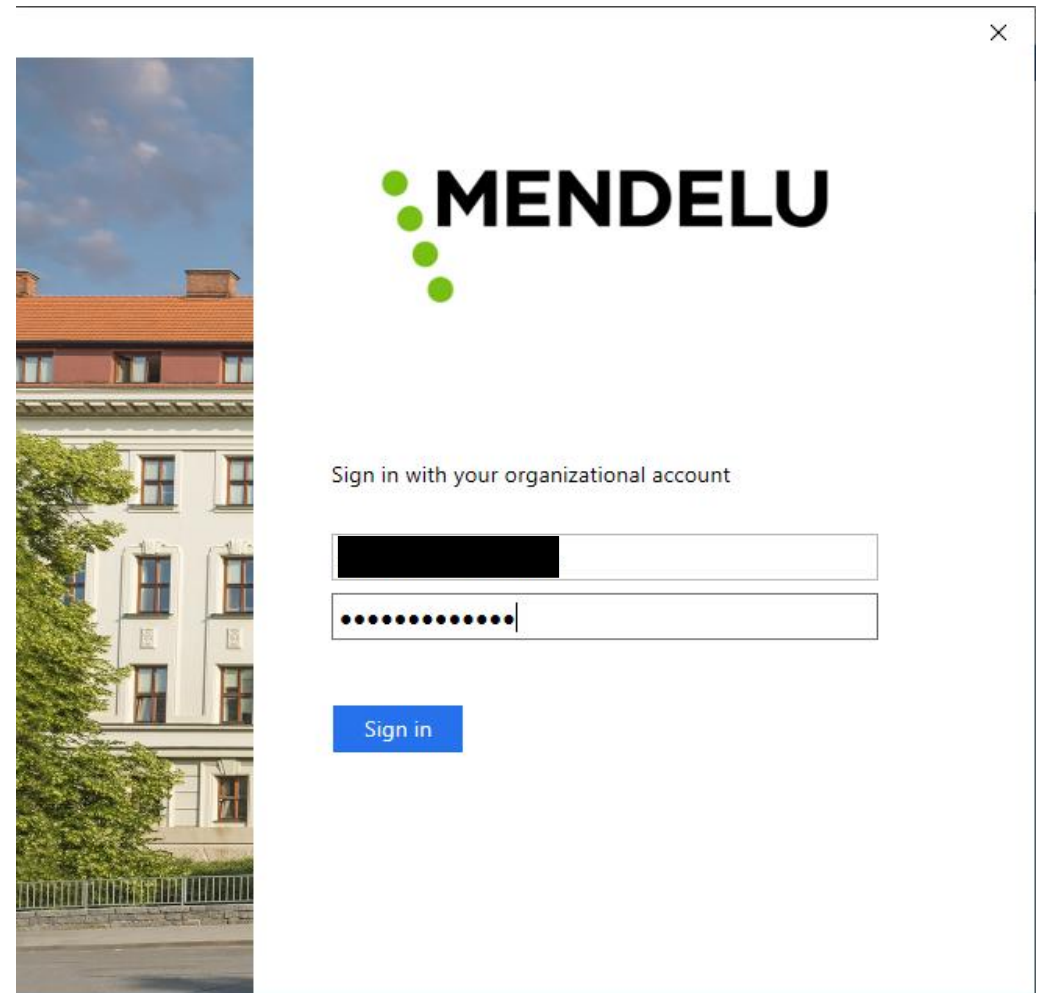
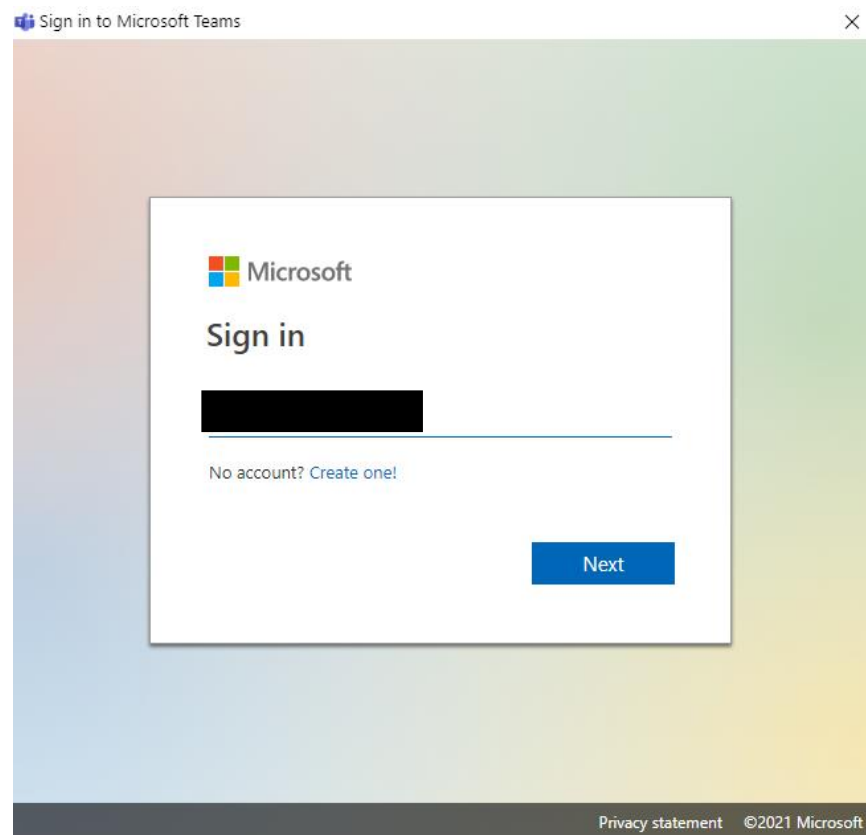
[Download the Windows app](#) [Use the web app instead](#)

Already have the Teams app? [Launch it now](#)

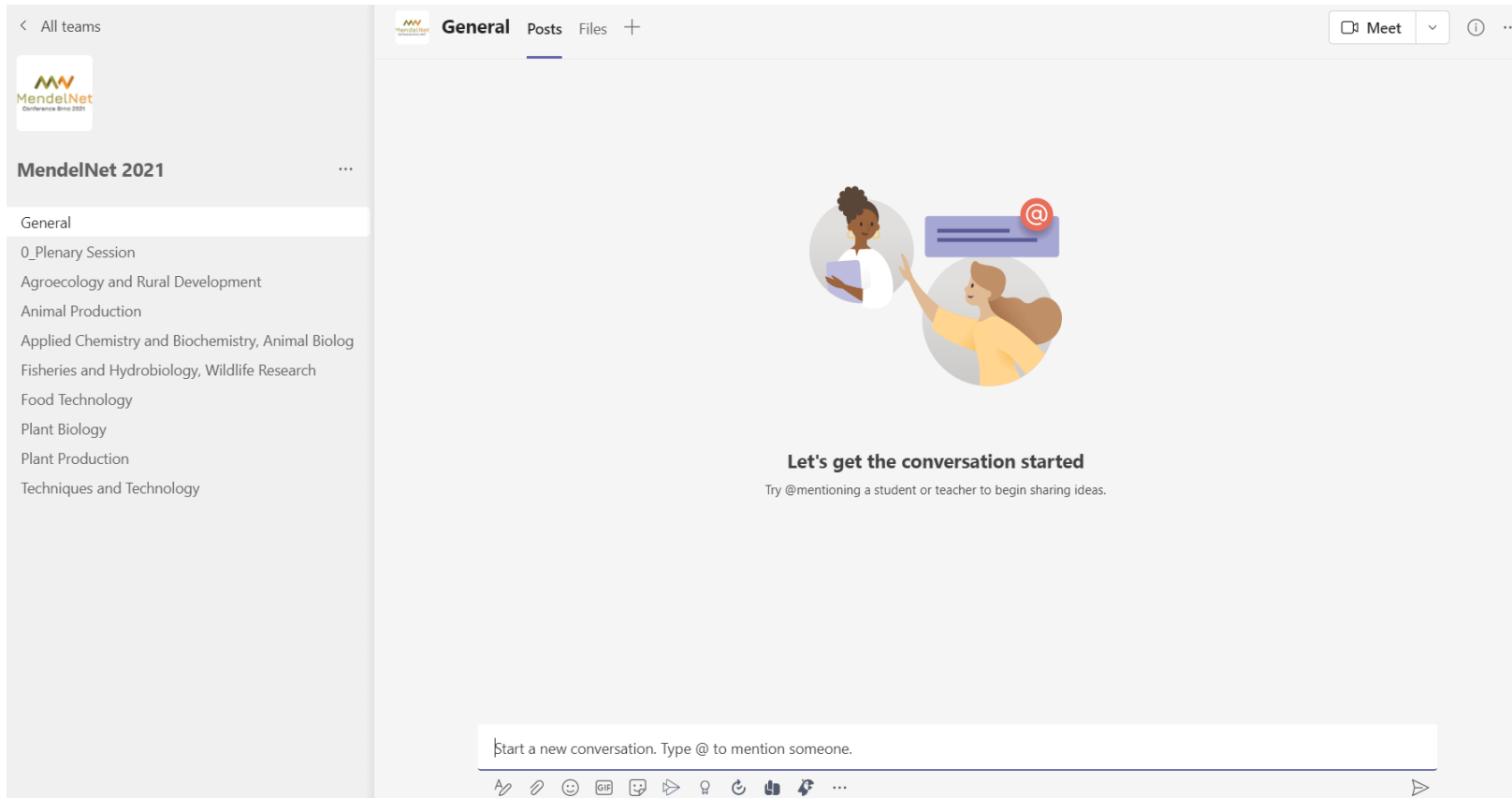
Install Microsoft Teams



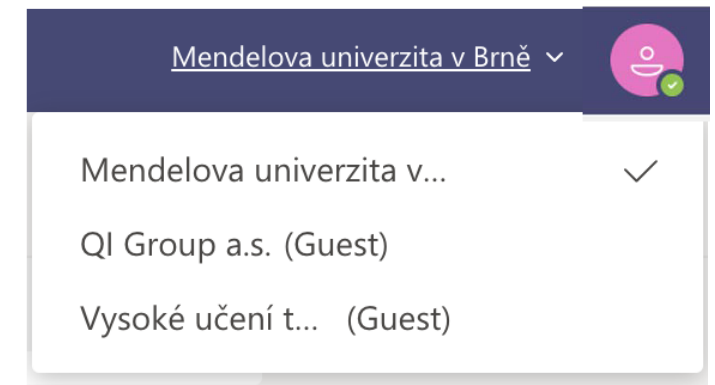
Sign-in with your e-mail for the Microsoft account.
Use MENDELU e-mail,
if you have it.



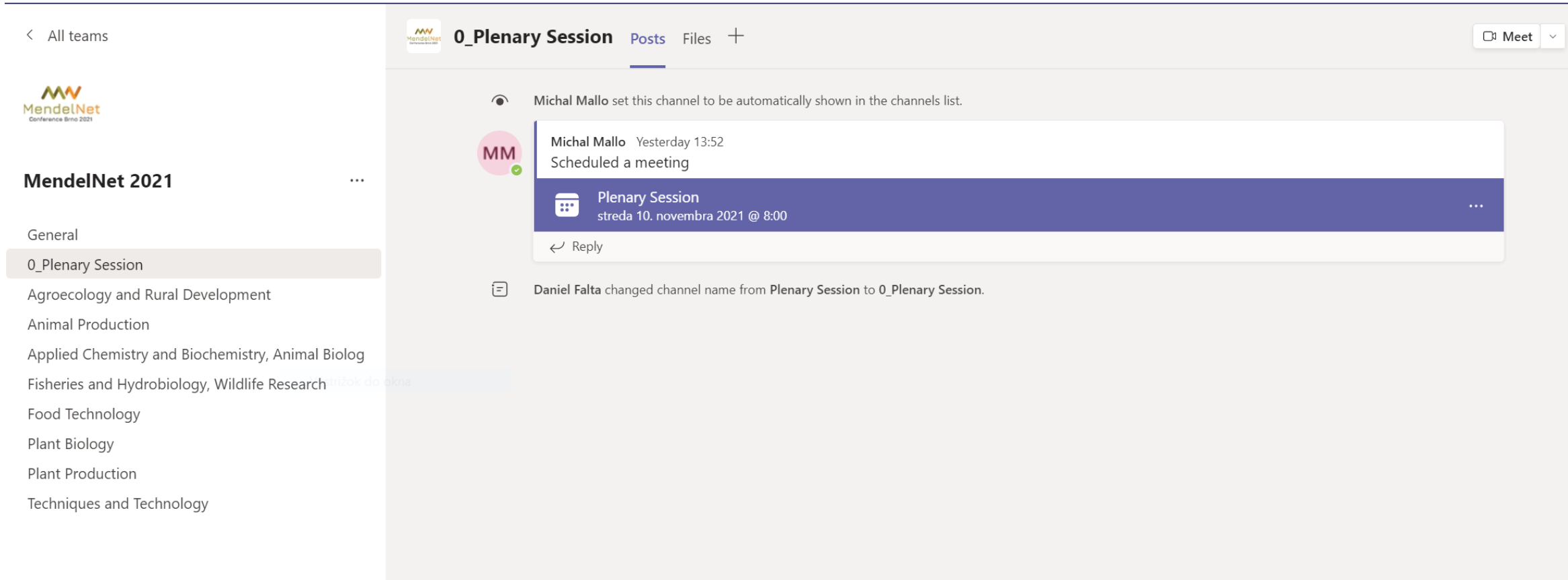
After successful signing in you will be placed into the channel GENERAL



Sometimes it is necessary to change the organization in the right corner



The Conference starts in the channel **0_Plenary Session**. The meeting will be open at 8:00 a.m.



The screenshot shows a Slack workspace for 'MendelNet 2021'. On the left sidebar, under 'All teams', the 'MendelNet 2021' team is listed with a logo. Below it, a list of channels is shown: 'General', '0_Plenary Session' (highlighted), 'Agroecology and Rural Development', 'Animal Production', 'Applied Chemistry and Biochemistry, Animal Biolog', 'Fisheries and Hydrobiology, Wildlife Research', 'Food Technology', 'Plant Biology', 'Plant Production', and 'Techniques and Technology'. The main area displays the '0_Plenary Session' channel. At the top, there are tabs for 'Posts', 'Files', and a plus icon. A 'Meet' button is in the top right. The channel history shows a system message: 'Michal Mallo set this channel to be automatically shown in the channels list.' Below this is a post from 'Michal Mallo' (profile picture 'MM') dated 'Yesterday 13:52' with the text 'Scheduled a meeting'. The post includes a blue event card for 'Plenary Session' on 'streda 10. novembra 2021 @ 8:00'. A 'Reply' button is at the bottom of the post. Below the post is another system message: 'Daniel Falta changed channel name from Plenary Session to 0_Plenary Session.'

Each topic has its own channel divided into Session meetings.

Each meeting will be open at 9:10 a.m.

Sessions correspond with the conference program, see conference website mendelnet.cz



MendelNet 2021

...

General

0_Plenary Session

Agroecology and Rural Development

Animal Production

Applied Chemistry and Biochemistry, Animal Biolog

Fisheries and Hydrobiology, Wildlife Research

Food Technology

Plant Biology


Plant Production


Techniques and Technology

When the session starts you can click on meeting and then **Join**


MendeleyNet **0_Plenary Session** Posts Files + Meet

Michal Mallo set this channel to be automatically shown in the channels list.


 Michal Mallo Yesterday 13:52
Scheduled a meeting


 **Plenary Session**
streda 10. novembra 2021 @ 8:00 ...


← Reply

 **Plenary Session** Chat **Details** Join Close

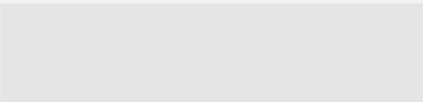
+ Add to calendar | ⇄ Copy link | → Forward

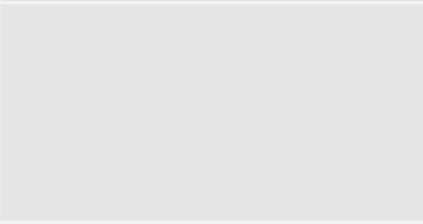
 10 November 2021 08:45 - 09:45

 MendeleyNet 2021 > **Plenary Session**

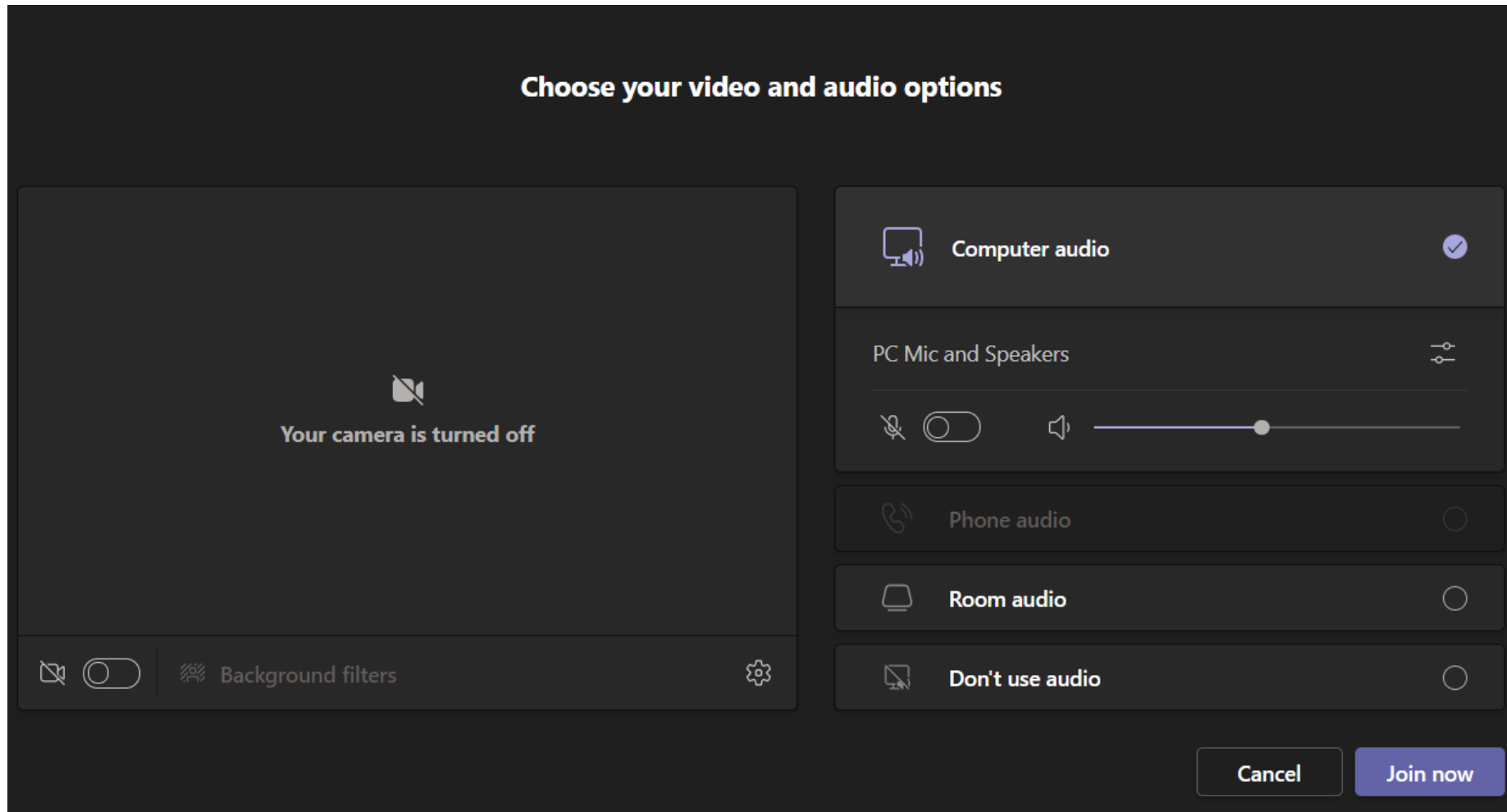


Tracking





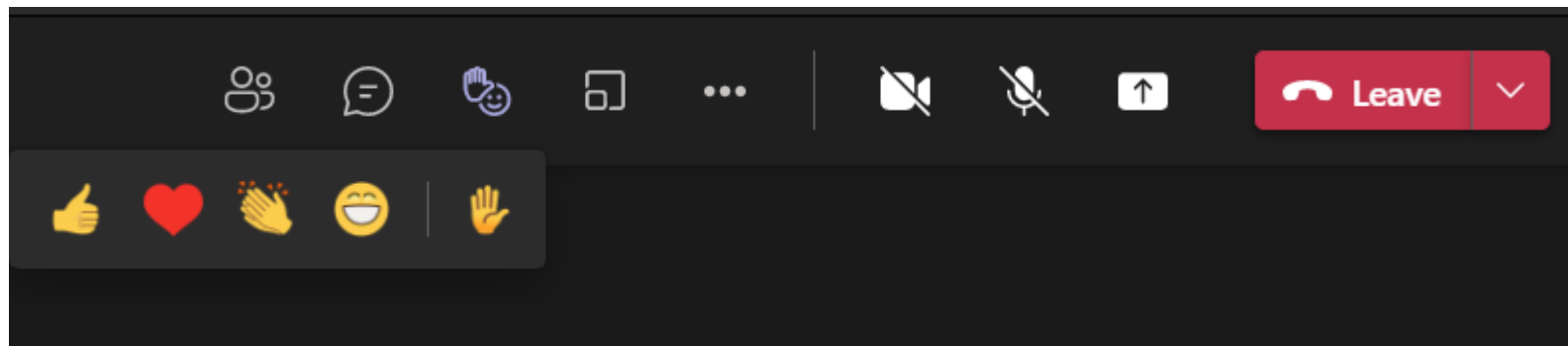
Choose your audio and video settings before joining



You can **Show** or **Hide conversation chat** with communication and questions to the presenters from online participants



You can raise your hand if you have a question or send reactions to presenters



If you have any problems please do not hesitate to contact us by e-mail lucie.melisova@mendelu.cz or by phone +420 773 750 656

Students and employees from AF MENDELU can also access the team with code: **kdnuv3p**

We look forward to meeting you.

Team MendelNet 2021