

# **How to enter NSP 2023 TEAMS rooms (USING A WEB BROWSER)**

**Step 1 : Make sure that you are using "google chrome" as your default web browser.**

**Step 2 : Click on the link sent to your e-mail adress.**

**In the e-mail text, it will be written as :**

**[Click to enter NSP 2023 TEAMS room !](#)**



**Note that each day of conference will have a different room.  
Therefore the link will be renewed the day before meeting holds, and  
will be sent to your e-mail address each time.**

**It is very important to keep this in your mind! Otherwise you will be  
attempting to enter the room created for the day before current day.**

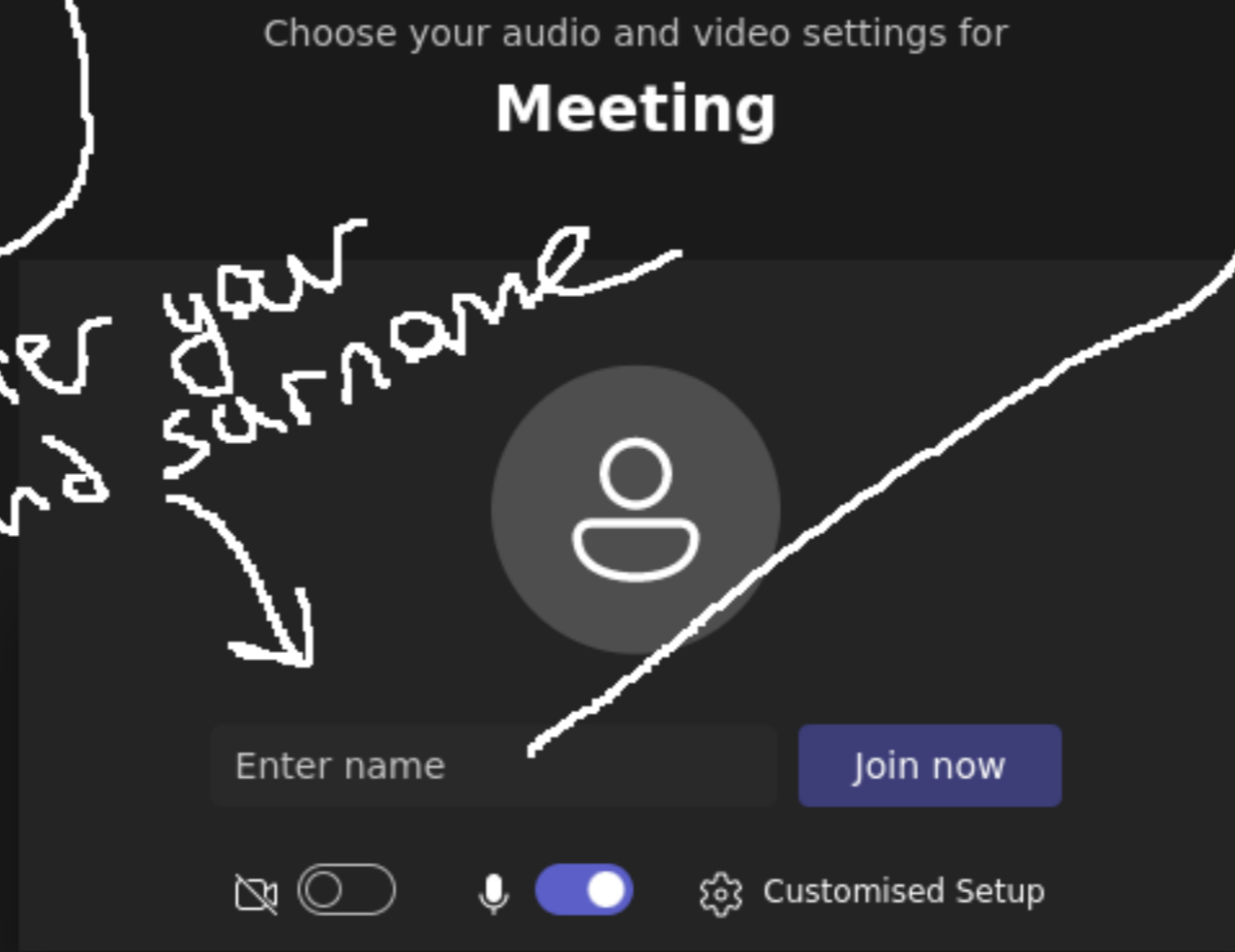
**After you click on the "TEAMS room link" you will be forwarded to entrance.**

**(Go to next page ...)**



After you click on TEAMS room link, you will be forwarded to this screen.

Enter your name and surname



It will provide us a way to identify presenter on the screen!

This page is accessing your microphone.

Make sure that your speaker is on!

Make sure that your microphone is unmuted!

Choose your audio and video settings for Meeting

Edmund Rise | **Join now**

Microphone:  Muted

Other join options: Audio  Phone audio

For a better experience [sign in](#)

*Handwritten note: all is good*

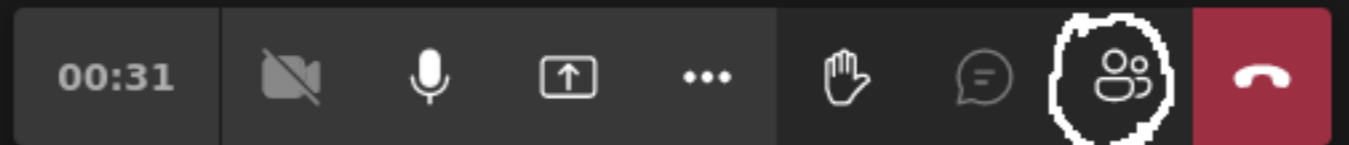
Make sure that you allow google chrome to use your microphone and (optionally) your camera

If you are the only one attending the seminar you will see this screen with your initials shown.



Edmund  
Rose

If there are other people in the room then you will be able to see their initials too.



all participants



Unmute your microphone when you talk.  
Mute your microphone when others talk.



You can ask questions using chat screen!

Click on this button when you want to leave!

Some details of communication can be here!  
set up here!

At the end of each presentation you can use this button to let us know that you want to ask a question or share your opinion on the topic.

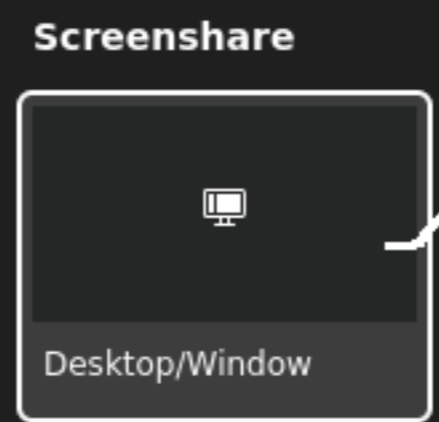


This button will allow you to share your opened windows or entire screen of your desktop.





How to share  
your presentation  
(Step 1)



First, click on this.  
Then,  
click on this

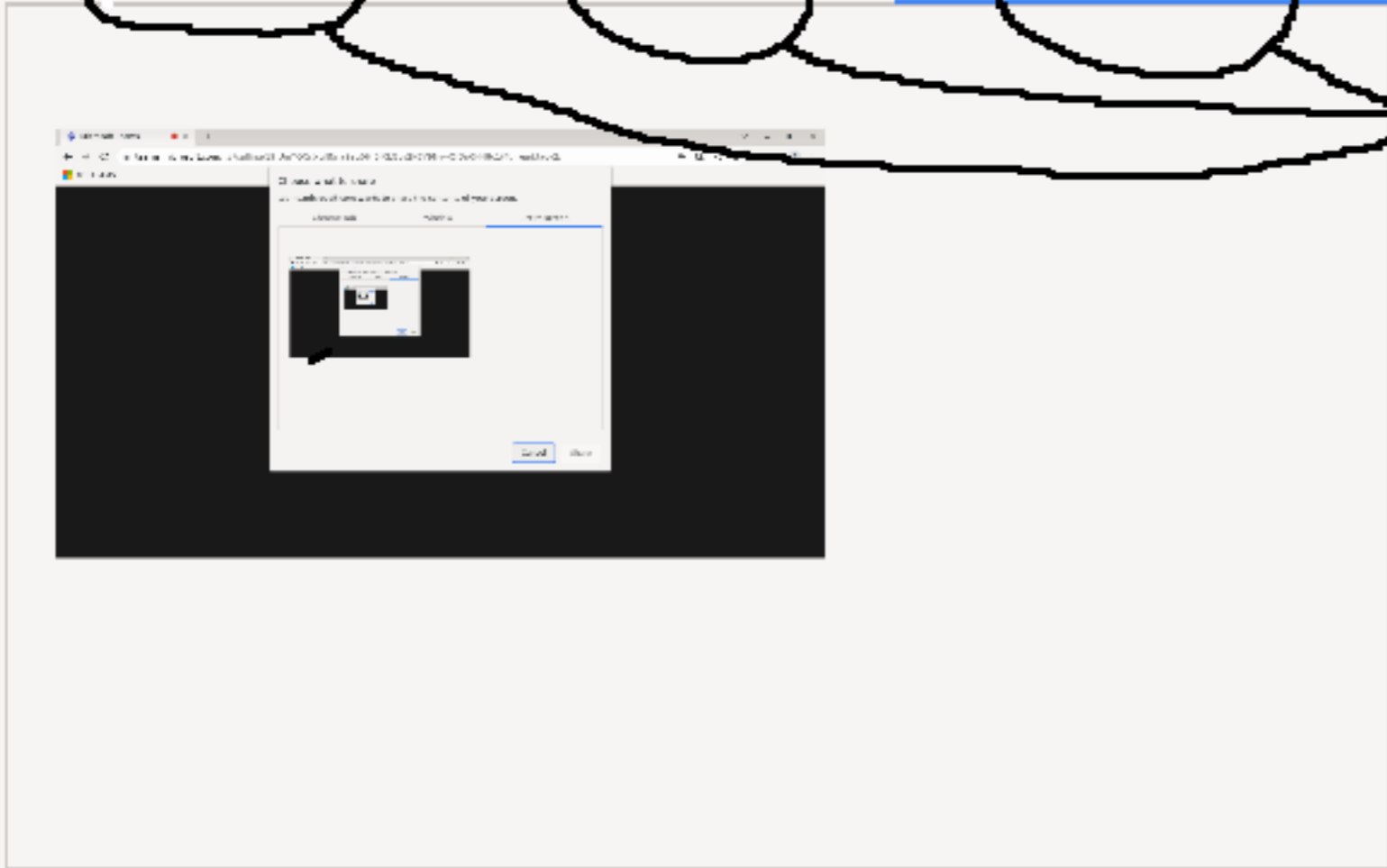


(Step 2)

Choose what to share

teams.microsoft.com wants to share the contents of your screen.

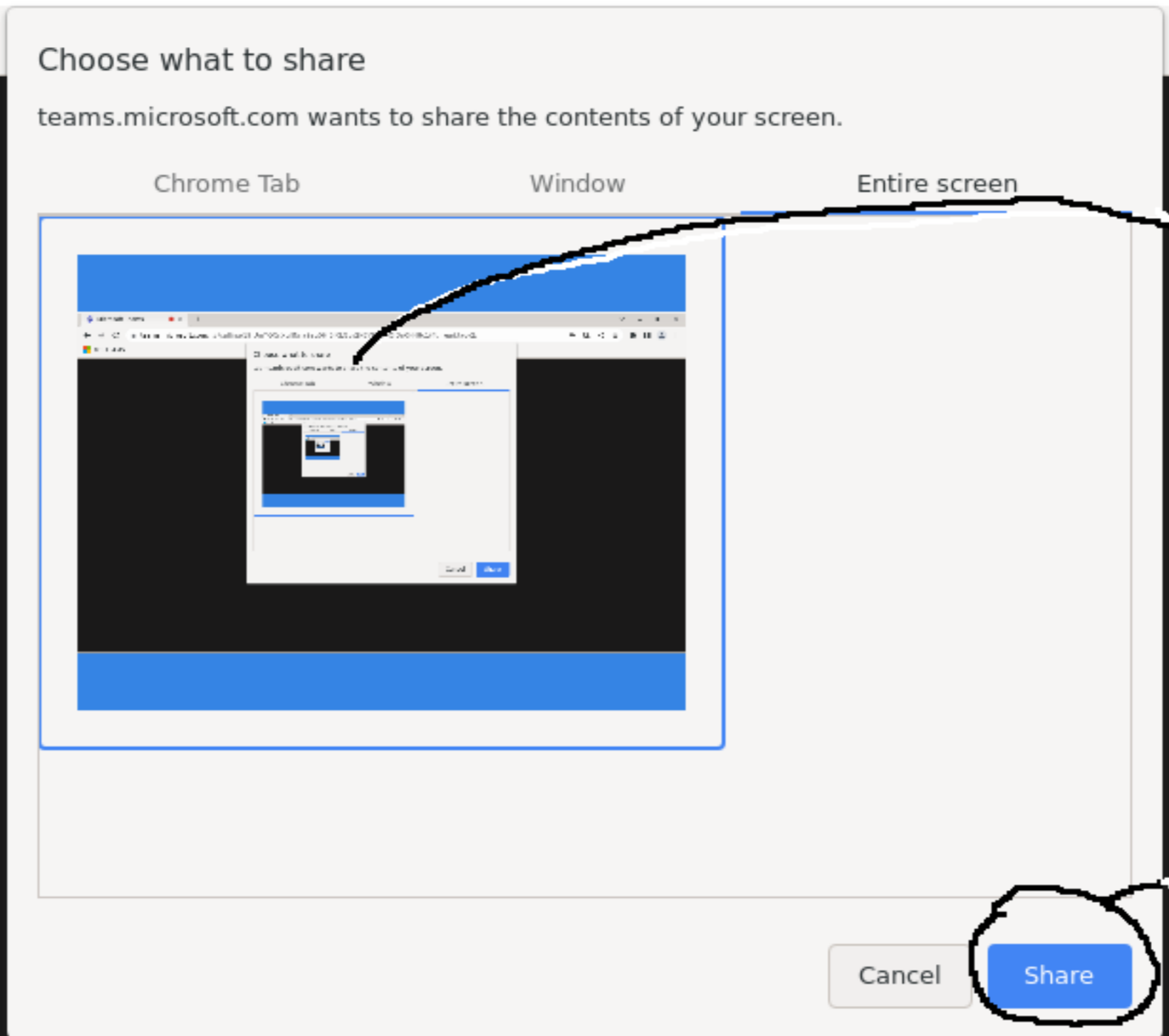
Chrome Tab Window Entire screen



Cancel Share

→ Select from one of these options.

Suppose that you chose "Entire Screen" to share your presentation.



First, click on this area.

Then, click on "Share" button

Suppose that you chose "Window" to share your presentation.

Choose what to share

teams.microsoft.com wants to share the contents of your screen

we have three windows open.

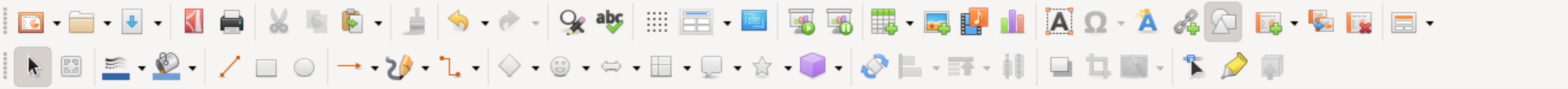
Chrome Tab    Window    Entire screen

Microsoft Teams - ...    My\_Presentation...    Office-2022-2023

Cancel    Share

First, click one of these windows.

Then, to share it, click the "Share" button.



**Slides**

- 1 History of Radiation Physics
- 2
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That's it!

# History of Radiation Physics

Dr. Edmund Rise  
Karabuk University  
Physics Department

You and others will see your presentation window like this.

**Navigator**

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My\_Presentation

when you stop you want to click on reset button on the

teams.microsoft.com is sharing a window. **Stop sharing** Hide