THERE ARE TWO MAIN WAYS TO ACCESS TEAMS:

1. Computer Chrome Browser (preferred over mobile) - Other browsers may work but to keep things simple just use Chrome. Go to https://teams.microsoft.com and sign in with your UPMC account.
2. Mobile - Download Microsoft Teams from the apple or google store and login with your UPMC account.

The recommendation is to join via Teams rather than calling in as it easier to figure out who is talking. If your computer does not have a microphone, Teams will ask to call a number which will link that number to you (again making it easier to know who is talking).
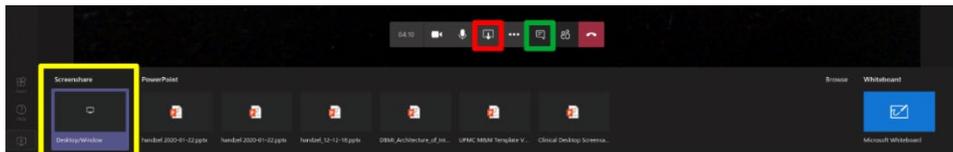
AUDIENCE:

Since there will be many people signed in, please make sure to follow these guidelines:

- Mute your mic unless you are presenting, are the moderator, or are being called on for a question/clarification.
- If you have questions, please select "Show Conversation" on the bottom bar (highlighted in green below) and send a message to the group.
- Presenters and moderators should have the conversation bar open and address questions that are asked.

PRESENTERS:

You need to use the Chrome Browser to login to Teams as above. To share, all you have to do is hit the button between the Microphone and the 3 dots (highlighted in red). After you hit that button, all you have to do is select what you want to share (the recommendation is to share your desktop … highlighted in yellow).

The Team Meeting link for the April 8th Master Surgeon Lecture is below. Please take the time to download the app on your phone and login with a computer and make sure that it works on both. If you are having issues with sound or microphone, please hit the 3 dots (between the red and green highlighted areas) and select show device settings to make sure the correct device is selected for your computer. If this does not work or you have questions, please contact Chris Holzer at holzerc@upmc.edu .

Join Microsoft Teams Meeting

+1 412-447-5295   **United States, Pittsburgh (Toll)**

Conference ID: 439 955 034#

Local numbers | **Reset PIN** | **Learn more about Teams** | **Meeting options**