



Share Content through MS Teams

Quick Start Guide

Join on your computer MS Teams meeting by: “Click here to join the meeting”

**ATTENTION: The time difference between NY and ATHENS is
6 hours during the conference dates**

FINAL PROGRAM WITH YOUTUBE AND MS-TEAMS LINKS

**DIGITAL ICABE 2021 FINAL PROGRAM, NOV 3-5, 2021
“DAY 1”**

WEDNESDAY NOV 3, 2021, 01:30-16:00 NY TIME, (07:30-22:00 ATHENS TIME)

01:30-03:30 NY TIME (07:30-09:30 ATHENS TIME) Electronic platforms provided by the West Attica University of Athens (DIG1-DIG3) ready for testing by the participants.

03:30-04:30 NY TIME, (09:30-10:30 ATHENS TIME) (DIG1, YOUTUBE STREAMING 1)

Plenary Session P1: Welcome Ceremony, University of West Attica, Athens, Greece

YOUTUBE: https://www.youtube.com/watch?v=4DaWt_q7sXg

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Moderator: **Theodore Stamatopoulos, Professor, UNIWA, Chair ICABE, stamth@uniwa.gr**

Welcome Addresses:

Professor Panagiotis Kaldis, Rector of the UNIWA

Professor Athanasios Spyridakos, Dean of the Faculty of Business, Economics and Social Sciences, UNIWA

Professor Nicos Sykianakis, Head of the Department of Accounting and Finance, UNIWA

Professor El Thalassinos, Chair ICABE, President of ISMA

University and Conference Officials

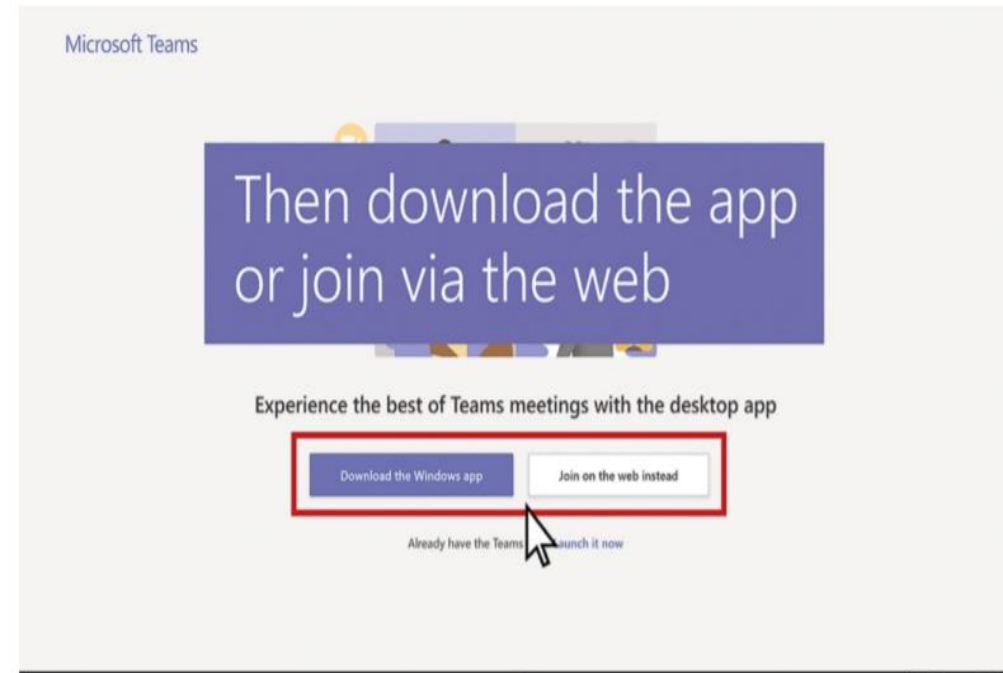
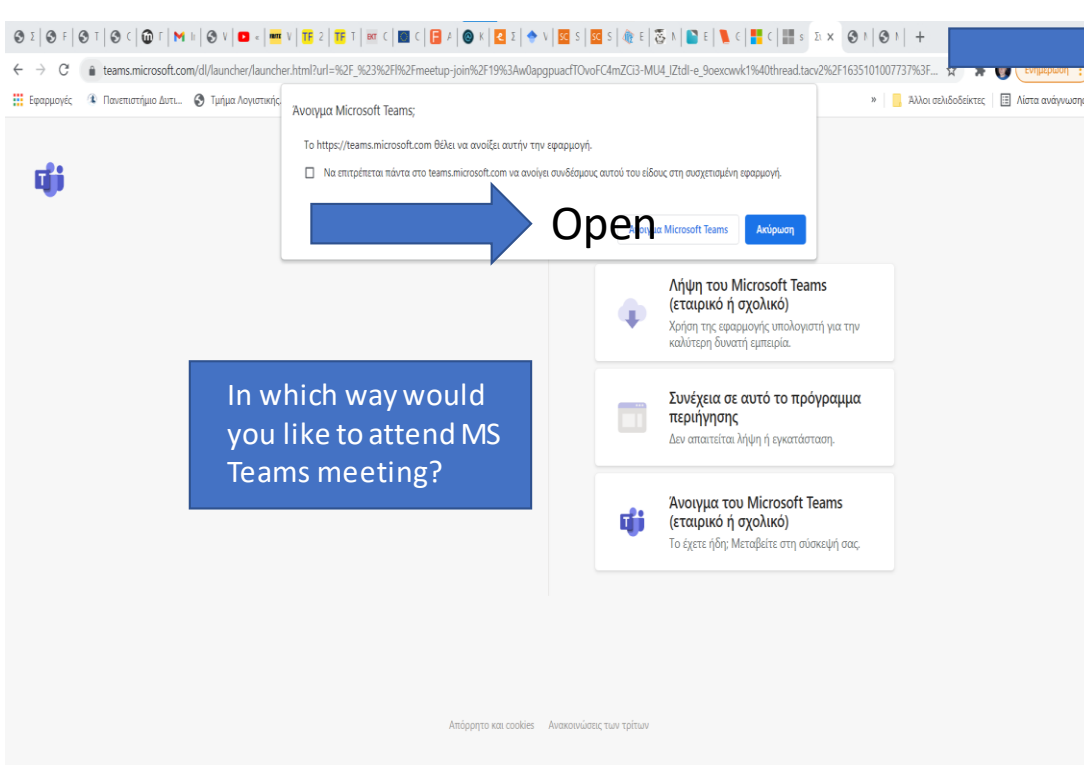
ISMA Awards:

Certificate of Excellent Achievement: Professor Emeritus George Bitros, Professor Panagiotis Kaldis, Professor John Malindretos, Professor Dimitrios Maditinos, Professor Theodore Stamatopoulos

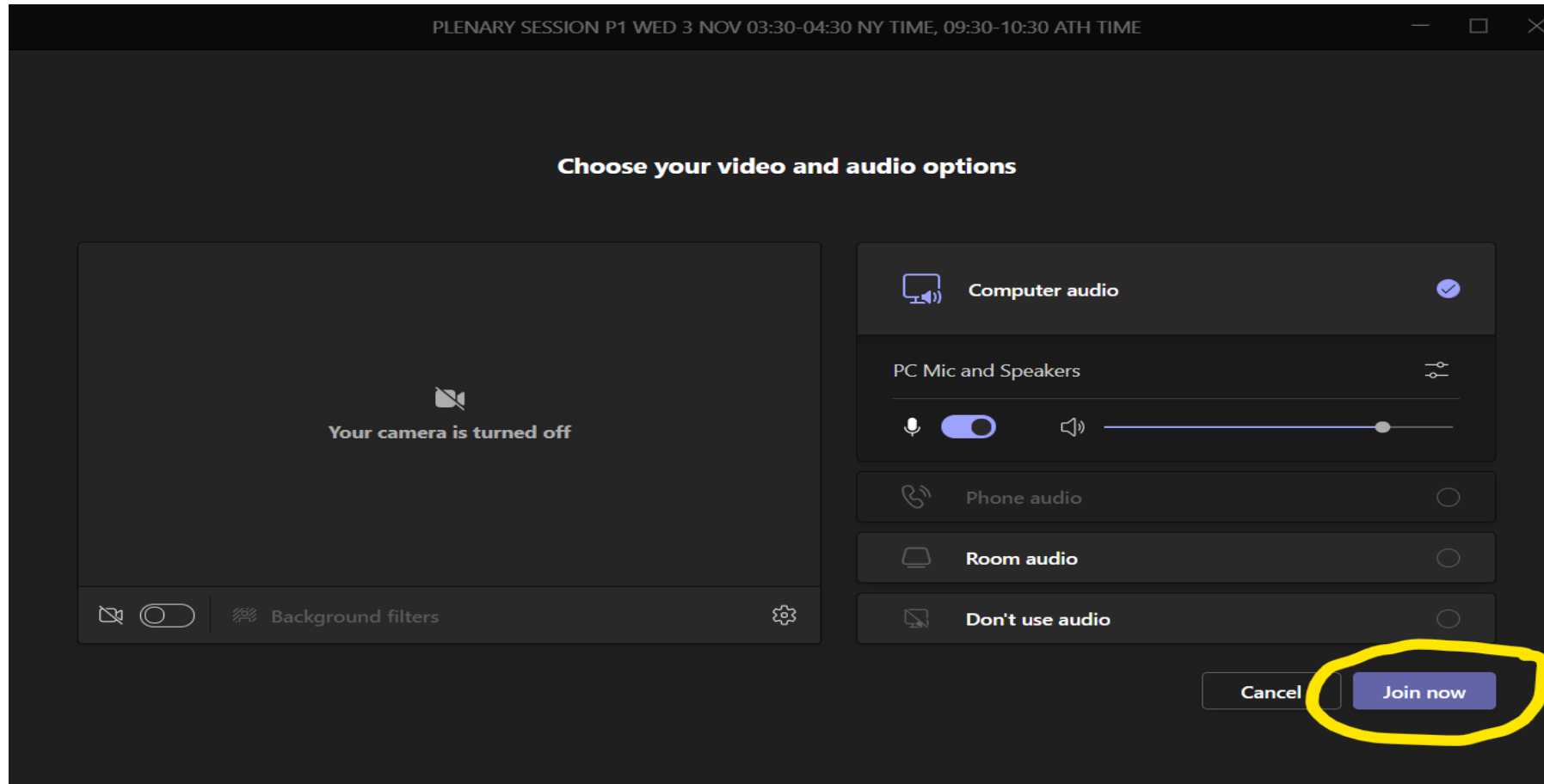
If you haven't already installed MS Teams on your computer join via the web

You'll be prompted to either:

- Install the Teams app and create an account, or
- simply join the meeting using your web browser without having to install or create an account



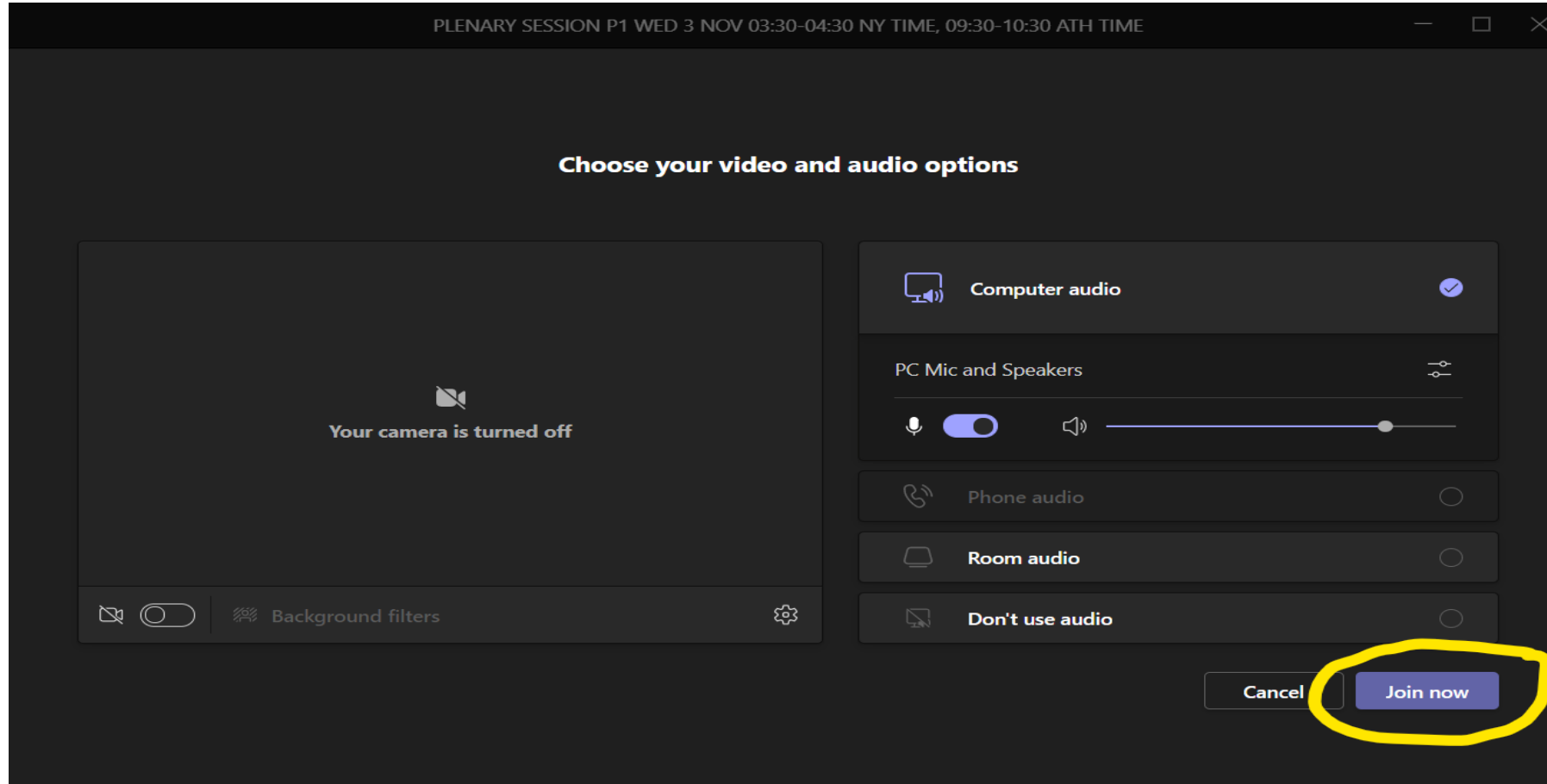
Before you enter the meeting you can adjust your PC microphone and speakers



Before you enter you can adjust your PC microphone and speakers

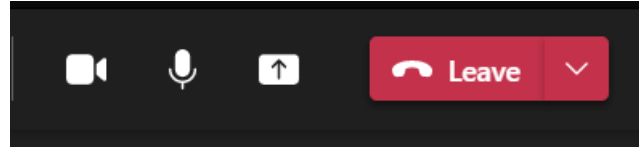


You can enter the meeting by clicking: “Join now”

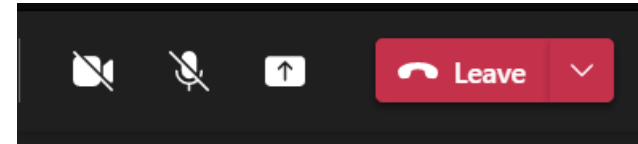


Adjust your microphone and camera on and off when you make a presentation

On



Off

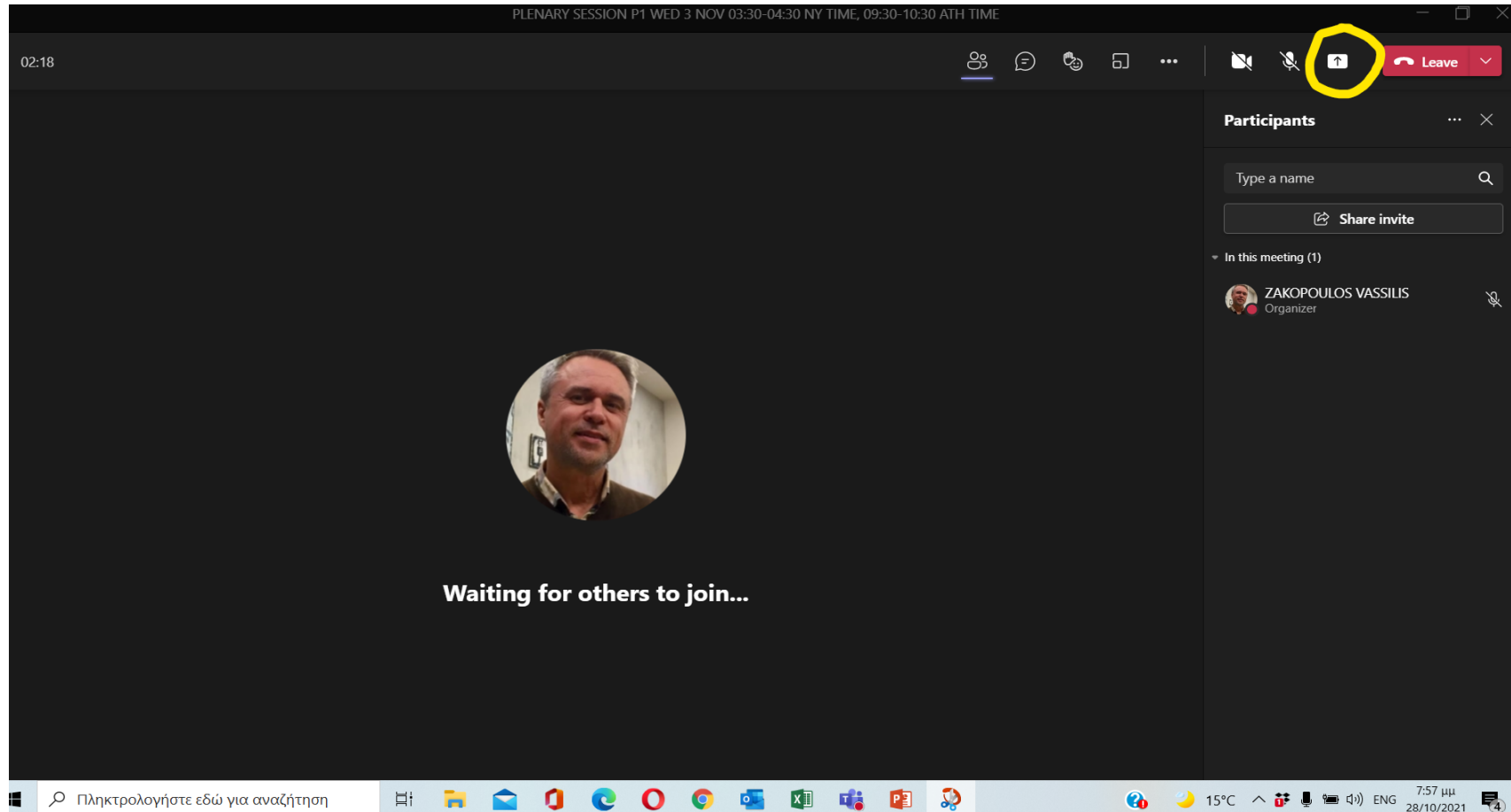


You can also raise or lower your hand to talk or address questions

Raise or Lower hand

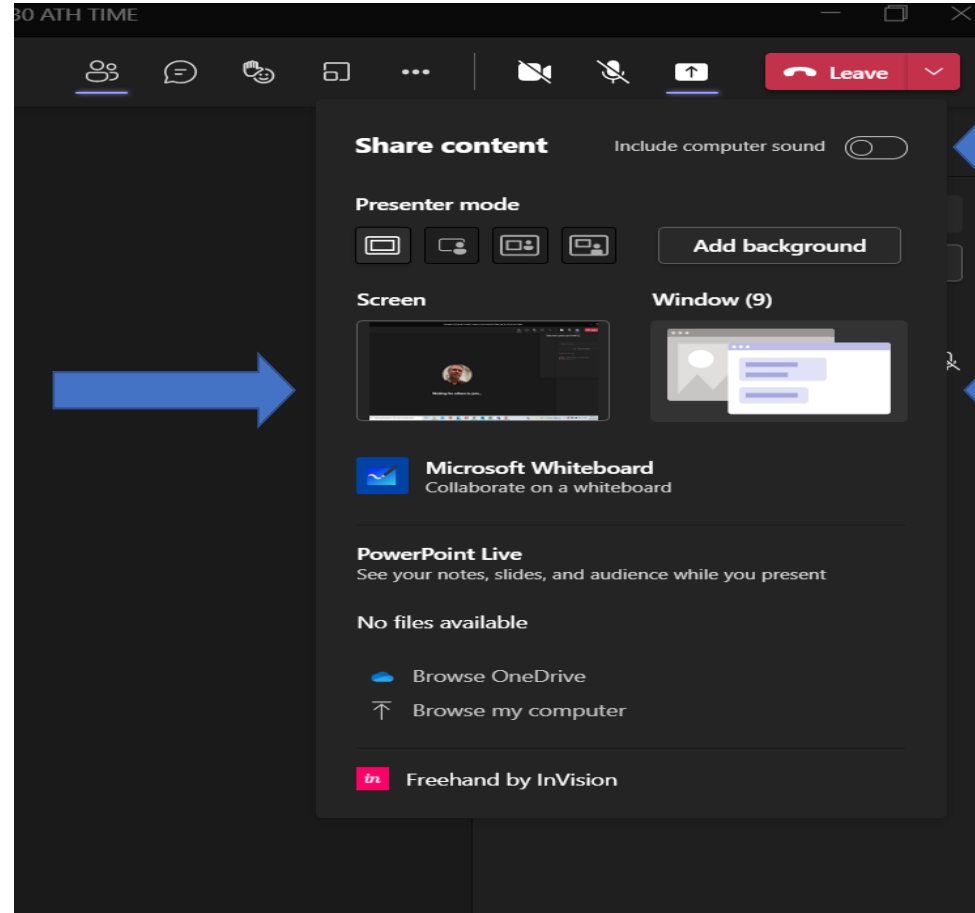


You can Share you computer content by clicking the “little arrow” on the top next to your microphone



Then you can either choose to “Share your screen” or “Share an open window”

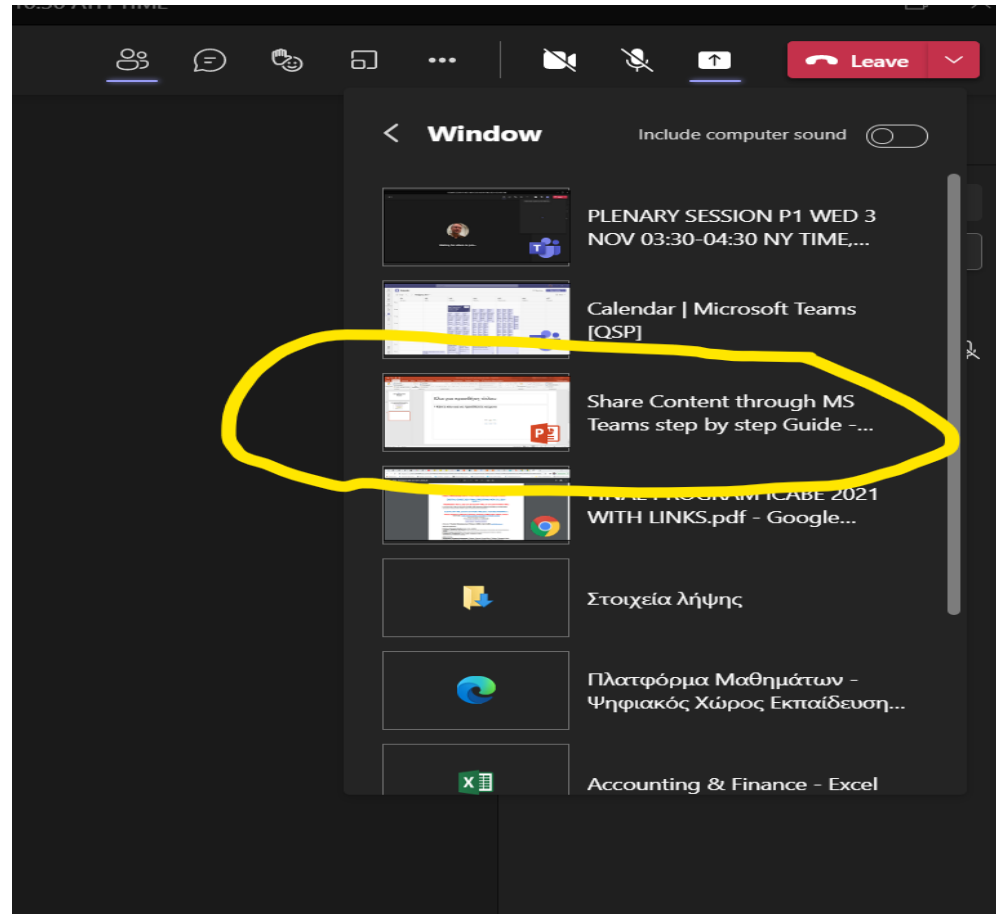
Share your computer screen from where you can find your PowerPoint presentation



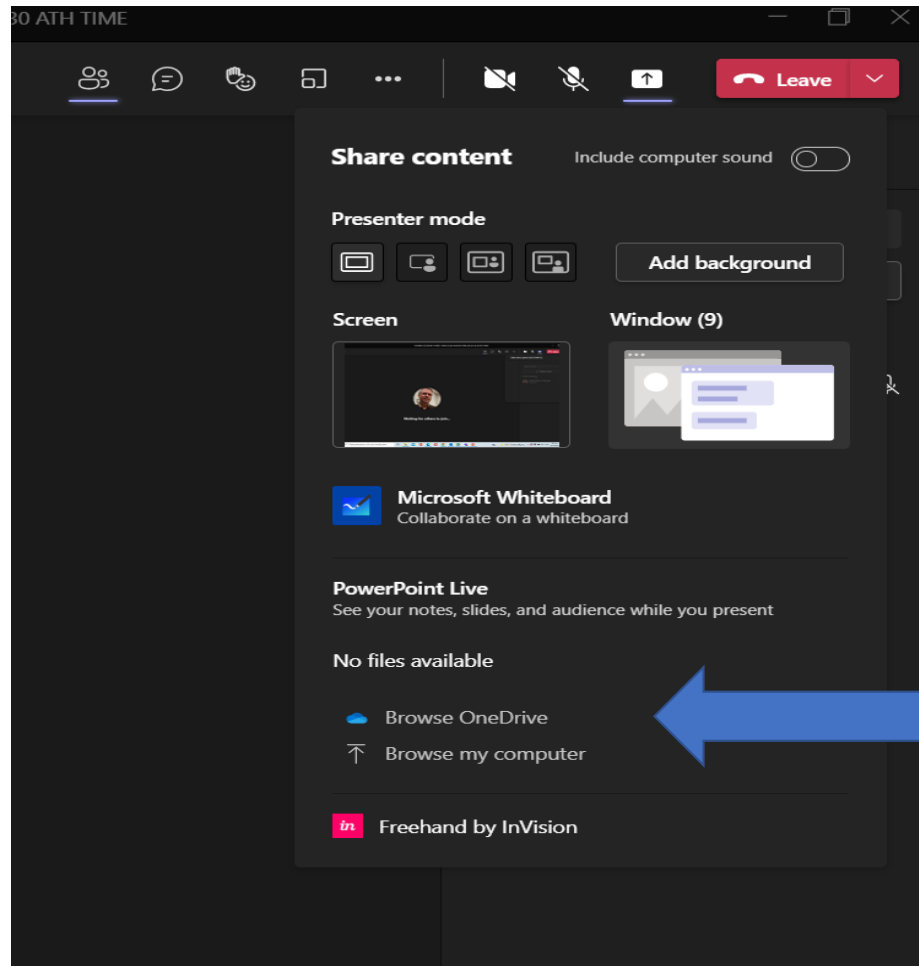
Include computer sound if you want to use your computer audio by presenting a PowerPoint presentation with sound

Share an already opened window with your PowerPoint presentation

Select from your already opened windows your PowerPoint presentation

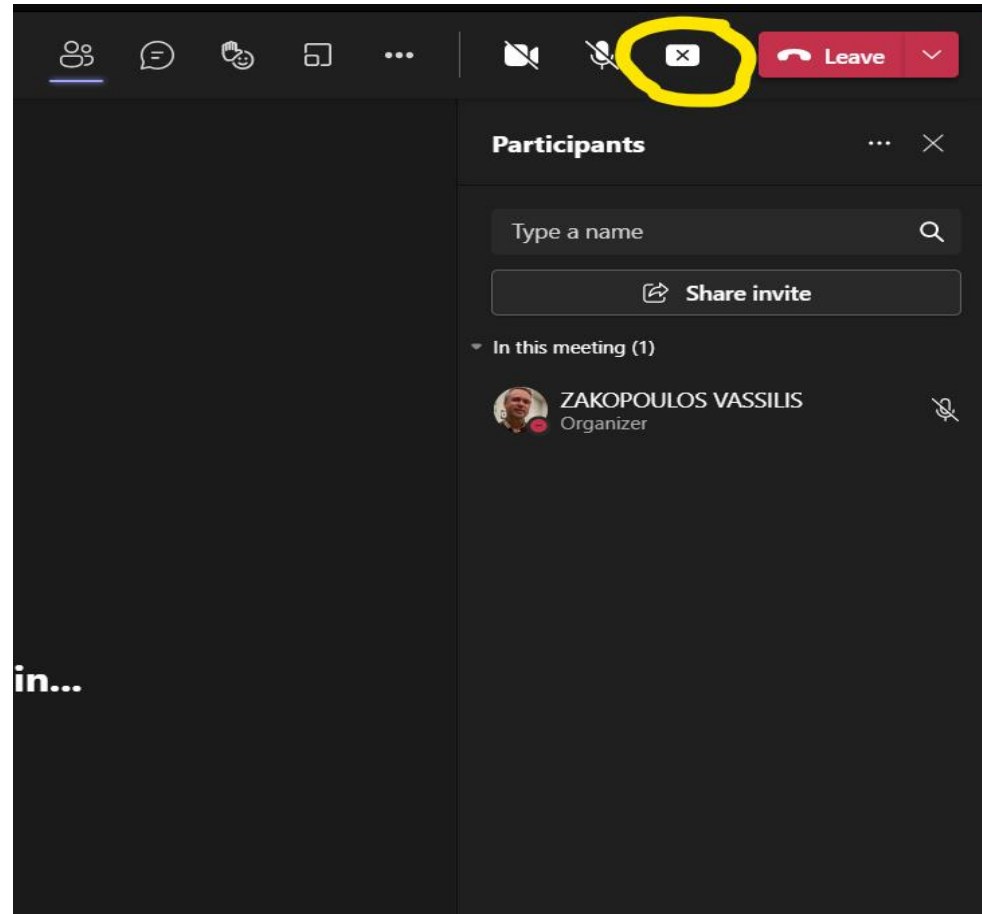


You are also given the option to browse your computer files to open your PowerPoint presentation

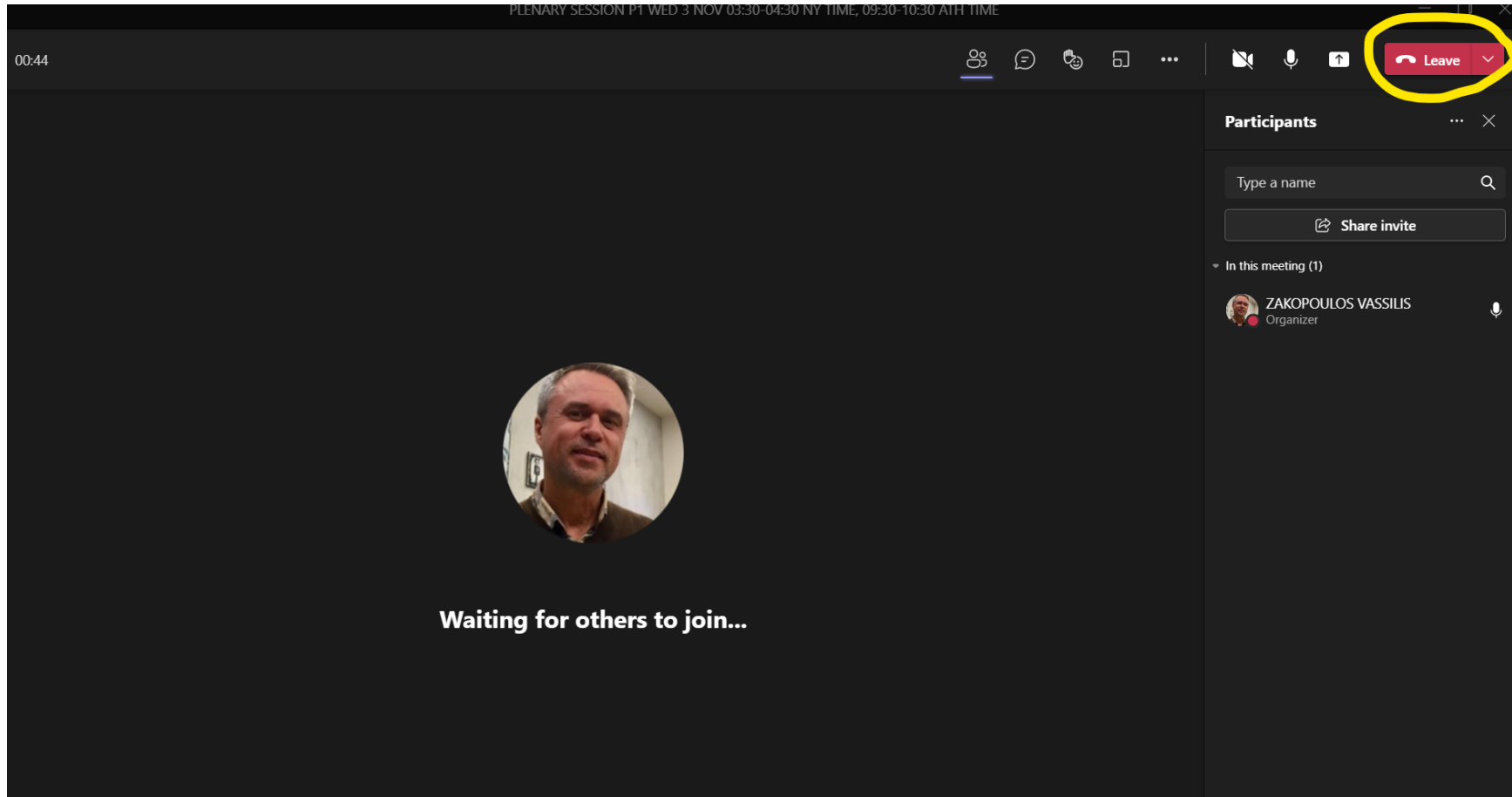


You can also open your PowerPoint presentation by browsing your computer files if it is not already opened on your desktop

After you finish with your PowerPoint presentation stop sharing your screen by clicking the X symbol on top next to your microphone



When the session completes you leave the meeting
by clicking on the red top corner button named
“Leave”



You can also watch this short video
provided by Microsoft Teams:
“Show your screen during a meeting”

- <https://www.microsoft.com/en-us/videoplayer/embed/RE2MK6J?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-us>