

informationen for participants

EFDS webinars and online-meetings

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1. your working place

3 hints for a relaxed webinar

1. choose the right place

Look for a quite place where you will not be disturbed. Set your phone on mute or redirect it. Take a comfortable seat and also a drink would be good.

2. technical requirements

Connect your computer to the power connector. Then it will not turn off unexpectedly during the webinar. Make sure, that you have a stable internet connection (LAN, WLAN).

Avoid downloads in the last minutes before the meeting.

3. Equipment

Your Computer should have a loudspeaker and a microphone. The best would be a headset. Maybe you have one for your mobile phone or your hands-free speaking system for your car.

2. login & participation

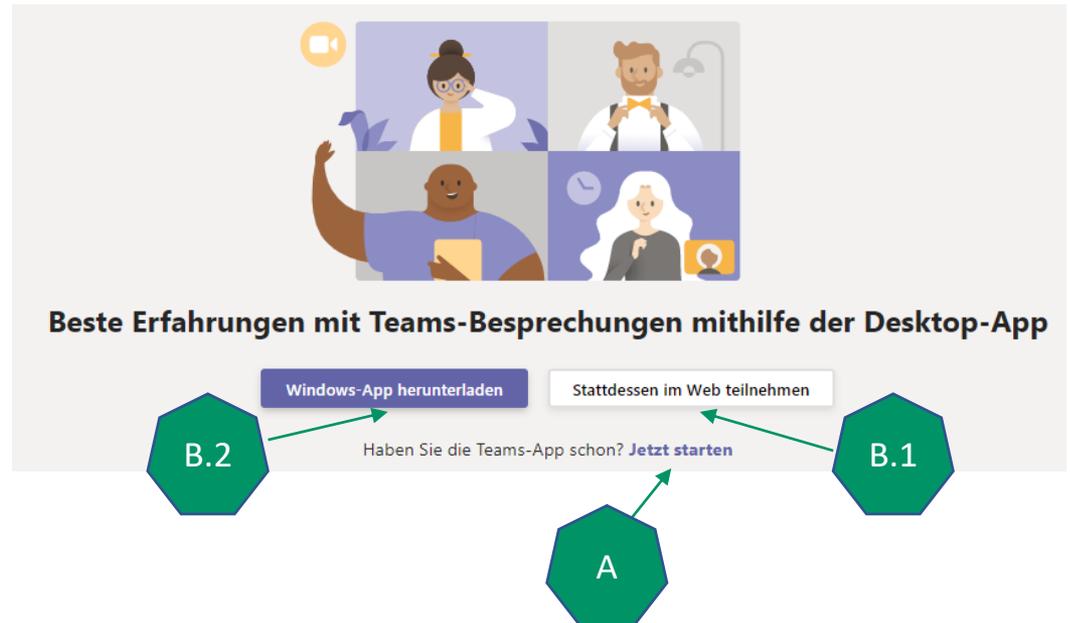
Klick on the link.

[An Microsoft Teams-Besprechung teilnehmen](#)

in your invitation E-Mail or your calender.

You have the choice to click at 3 participation options

- A Start the Teams-App
- B.1 participate in web
- B.2 download Windows-App



2. login & participation

A You have MS Teams already on your computer?

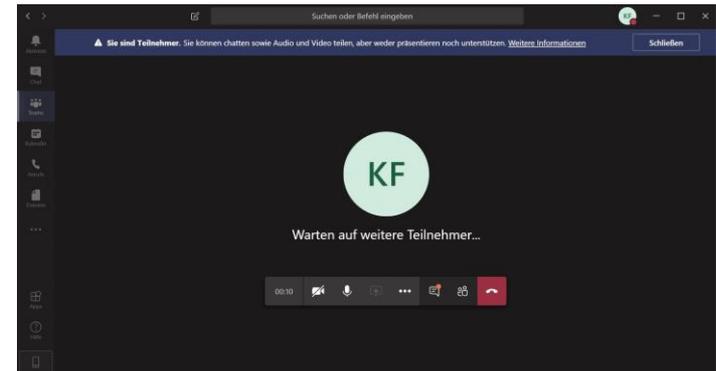
Open your Teams and login.

Klick on the link in your invitation E-Mail.

You will be forwarded to the meeting automatically.

When you klick on „participate“ you reach the waiting area.

Shortly before the start of the webinar we will forward you to the meeting.



2. login & participation

B) You do not have MS Teams installed at your computer.

Please click on the link in your invitation E-Mail.

Now the browser opens. You have two possibilities.

Participate in the web (Browser) or download **Windows-App**.

B.1 usage of the browsers

Please use the browser
Microsoft Edge or
Google Chrome.

B.2 download the App & open it

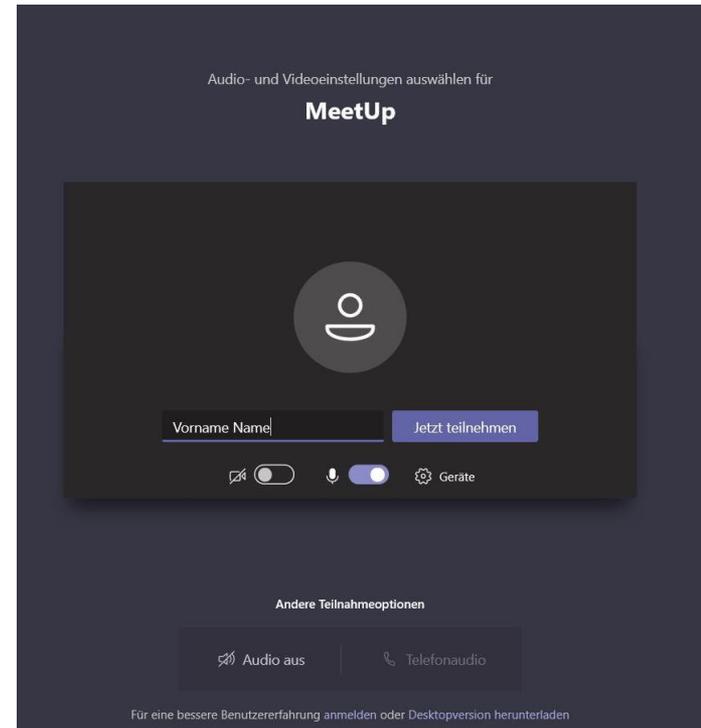
Download the Teams-App for free.
Open the program in the download folder.

Hint: For the participation at this online meeting you do not have to buy a license and also installing of skype is not necessary.

2. login & participation

enter your name for the meeting

Please enter your surname and your name and press the button “participate”.



2. login & participation

Waiting for the start of the meeting

You are now in the waiting area. Please wait here. Directly before the meeting starts you will be forwarded to the webinar.



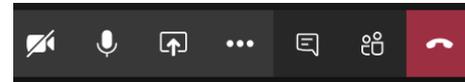
3. rules for a successful webinar

To allow an undisturbed webinar we ask you to consider the following rules:

1. Please mute your microphone when you are not speaking during the webinar. Avoid background noise.
2. Please send questions over the chat, when you are not asked to discuss.



Symbol „Chat“ in the menu



3. Please respect the instructions of the moderator. He gives you advice in several comments and guides you through the webinar.

Thank you very much for your understanding.

3. rules for a successful webinar

For reasons of data protection and personal rights we ask you to **strictly abide** the following rules:

Data Protection

The Data Protection statement of EFDS is valid for all online events of EFDS. <https://www.efds.org/datenschutz/>. We explicitly point out that participants of EFDS online meetings are not allowed to record and publish own videos and audio sequences. Also downloads of information from the chat and the list of participants are not allowed.

Chat-usage & confidential information



You have the possibility to use the Chat for comments and questions. Please note, that the chat is visible to all participants. Technically it is possible to export this information for each participant. **Please do not write confidential information in the chat.**

Thank you for your understanding!

4. troubleshooting

When you have troubles during the webinar. You have two options to get help:

1. Write an E-Mail to info@efds.org
2. Call us at: +49 351 8718370

Our technical assistant will be pleased to assist you.