



**Microsoft 365**  
COLLABORATION  
CONFERENCE

Microsoft Teams  
Microsoft SharePoint  
Microsoft Power Platform

# Microsoft 365 Collaboration Conference Virtual Event Attendee Guide

**Join us for this unique virtual event from wherever you are.**



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## 1 OVERVIEW

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Microsoft 365 Collaboration Conference Virtual Event is an online, 3-day event happening December 9, 10, and 11, 2020. Each day will kick-off with a keynote from a thought leader at Microsoft at 9am Pacific time zone. Day 1, December 9th will feature hour long sessions from Microsoft and its partners from 10am-2pm and from 3-6pm Pacific time zone. Days 2 & 3, December 10th & 11th will feature 1/2 day, (4 hour) workshops from 10am-2pm Pacific time zone, and a series of community led sessions in the afternoon from 3-6pm Pacific time zone. Each day, the 2pm hour slot is reserved for our Microsoft partner Expo Hall. All keynotes and sessions are free of charge for anyone who has registered. All

workshops require paid registration. Join us as we talk about the many different pieces of Microsoft 365, SharePoint, Microsoft Teams, and Power Platform. Session recordings will be posted to our YouTube channel after the event. Some sessions may not be available due to content restrictions that our speakers are under.

## 2 CONFERENCE BEST PRACTICES

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1. Ensure you have a stable internet connection
2. Ensure you have downloaded [Microsoft Teams](#) or are prepared to join live events from a browser-based Teams instance.
  - a. Use a media-source extension (MSE)-enabled web browser like Chrome, Firefox, or Edge.
  - b. Safari is not currently supported.
3. When joining a keynote, session or workshop, mute your microphone to avoid any distracting background noise.
4. Use your webcam – turn on video during meetings to provide a personal connection with other attendees.
  - a. Be mindful of your surroundings. Make sure your background is well-lit, but not too bright.
  - b. **Teams Tip:** Enable the ‘background blur’ option to reduce the amount of visual noise surrounding you by clicking on the **Ellipsis** icon from the meeting options and choose **Blur My Background**. *For an added touch, choose one of the custom background images and add your own flair.*

## 3 JOINING SESSIONS

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You can navigate the conference sessions, keynotes, and sponsor rooms through the [conference website](#). Use the site navigation headings to view the pages containing the information of interest.

### 3.1.1 JOIN LINKS TO ACCESS KEYNOTES AND SESSIONS

1. All sessions can be accessed by navigating to the [conference schedule](#).
2. Locate the keynote/session of interest and click on the session title
3. Click on the Join button

### 3.1.2 SCHEDULE

To view the conference schedule, click on the [Schedule Heading](#) on the conference website.

### 3.1.3 SESSIONS

To view a list of all sessions, click on the [Sessions Heading](#) on the conference website.

### 3.1.4 SPEAKERS

To view a list of all speakers, click on the [Speakers Heading](#) on the conference website.

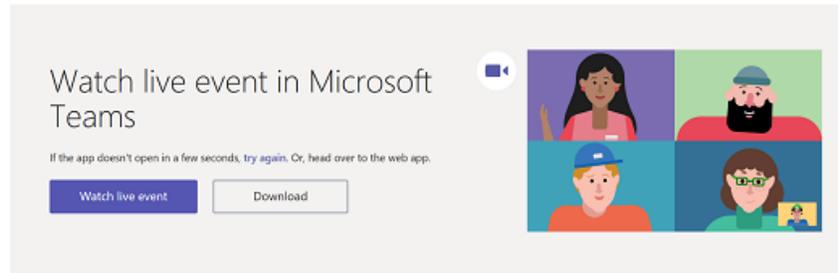
### 3.1.5 SPONSORS

To view a list of all sponsors, click on the [Sponsors Heading](#) on the conference website.

### 3.1.6 ATTENDING THE VIRTUAL EVENT ON THE WEB VERSION OF MICROSOFT TEAMS

If you choose to “Watch on the web” instead of downloading the Microsoft Team application, before watching a live event:

- Make sure your browser allows third-party cookies.
- Ensure your browser supports [Microsoft Teams](#) and [Microsoft Azure Media Player](#).

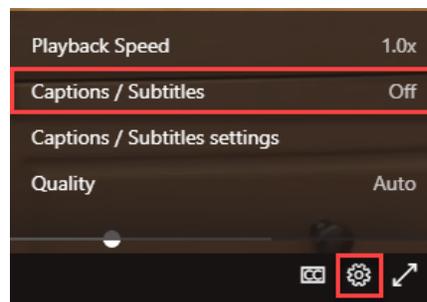


## 4 PARTICIPATING IN THE VIRTUAL EVENT

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### 4.1 HOW TO USE CLOSED CAPTIONING AND SUBTITLES

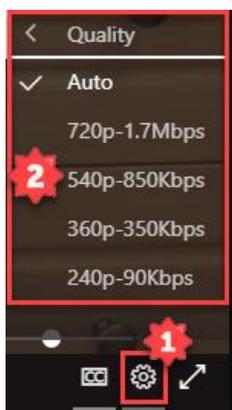
1. To turn on live captions and subtitles, select Captions/Subtitles On in your video controls.
2. To change the caption language, select Settings > Captions/Subtitles, and choose the language you want.





#### 4.1.1 ADJUSTING THE RESOLUTION

If the live event begins in low resolution, you might need to reset it to a higher resolution manually.



#### 4.2 HOW TO ASK QUESTIONS

The Q&A will open by default, and you can start asking questions even if the event has not started.

1. Select Q&A on the right side of the screen.
2. Type your question in the compose box, and then select Send. If you want to ask your question anonymously, select Ask anonymously.

## 5 SPONSOR ROOMS

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Thank you to all our generous sponsors. Sponsor booths are hosted as Microsoft Teams Meetings. To visit a sponsor booth navigate to the [Sponsors page](#) on the [conference website](#), then click on the Join button associated with each sponsor.

## 6 CONFERENCE CODE OF CONDUCT

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The following code of conduct outlines our expectations of the behaviors we consider unacceptable.

- Personal insults, threats, attacks, harassment, stalking, abuse, slurs, profanity, sexual remarks or innuendos, or physical violence directed against another person particularly those related to gender, sexual orientation, race, religion, or disability or otherwise discriminatory jokes and language
- Inappropriate physical contact or unwelcome sexual attention, including sexualized comments or jokes, inappropriate touching, groping, or unwelcome sexual advances
- Posting or displaying sexually explicit or violent material.
- Deliberate intimidation, stalking, or following (online or in-person).
- Advocating for or encouraging any of the above behavior.
- Sustained disruption of conference events, including talks and presentations

Anyone asked to stop unacceptable behavior is expected to comply immediately. If an attendee, speaker, producer, sponsor, or conference organizer engages in unacceptable behavior, the conference organizers will take any action they deem appropriate, including expulsion from the conference. This includes all spaces related to the conference, virtual and physical.

If you are subject to or witness unacceptable behavior, please notify the conference organizers at [support@m365conf.com](mailto:support@m365conf.com)

## 7 FAQ

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**Q:** What steps should I take before the event?

**A:** If you have not already, download [Microsoft Teams](#) to your device and add [support@m365conf.com](mailto:support@m365conf.com) to your list of safe senders for the upcoming invitation.

**Q:** Who do I contact if I am not able to login to Microsoft Teams?

**A:** Please reach out directly to the conference organizers at [support@m365conf.com](mailto:support@m365conf.com), and we will triage your issue for support to resolve it.

**Q:** Where can I find more information about what I can do in Teams as a guest?

**A:** The guest experience does have some limitations. For more information, please refer to this [document](#) for additional details.

**Q:** Am I able to access a recording or download information/decks presented during the session?

**A:** All sessions will be recorded, and individual session recordings will be posted to the Microsoft 365 Collaboration Conference YouTube channel for the event.