Guidance for Virtual NGSS Information Sessions

The NGSS Information Sessions will be conducted virtually via Microsoft Teams (Teams). This document provides guidance on how to use Teams for the Information Session. For anyone who has not received a direct invitation, please refer to the **Accessing the Information Session** section at the end of this guide.

1. Setting up Microsoft Teams

The Desktop version of MS Teams is recommended for best performance.

How to Install Microsoft Teams

Step 1: Go to teams.microsoft.com and sign in with your Penn account.

Step 2: Click on your profile icon in the top right.

**Step 3:** Select **Download the desktop app** from the dropdown to install.

Note: *MS Teams can also be used in a browser - Microsoft recommends using Google Chrome or Mozilla Firefox for best performance.*

Click Download Desktop App
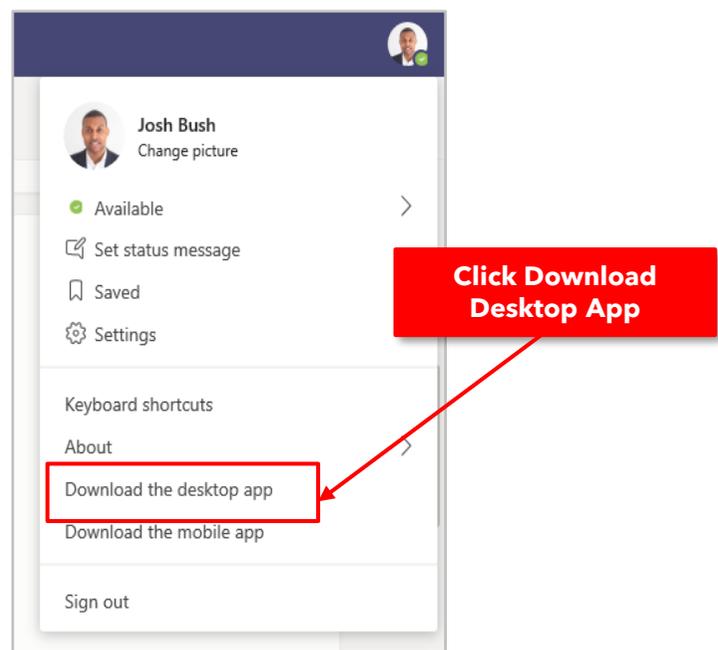
2. Joining the Information Session on MS Teams

If you received a direct meeting invitation, there will be a link embedded within the invite.

The session will open at 9:15 AM, 15 minutes earlier than the official start time, to allow attendees to test their video, audio, and chat functions.
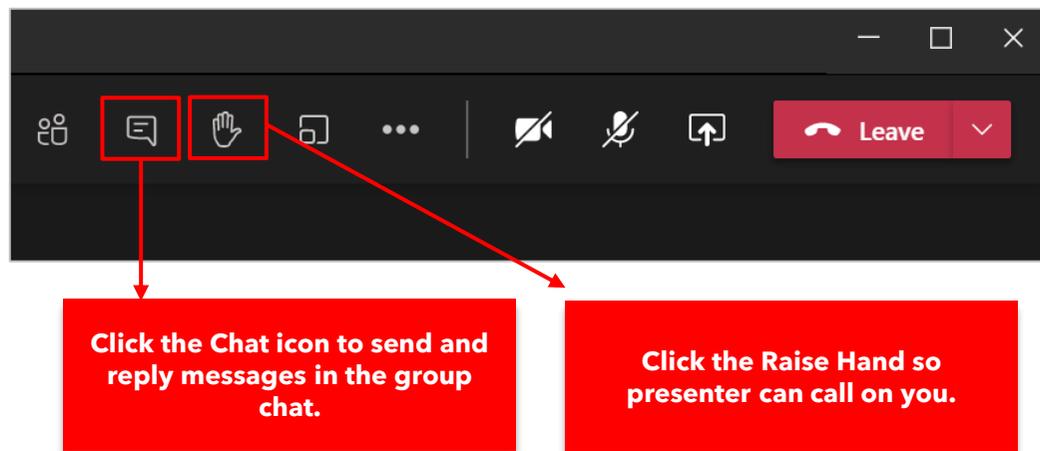
Click Join Microsoft Teams Meeting
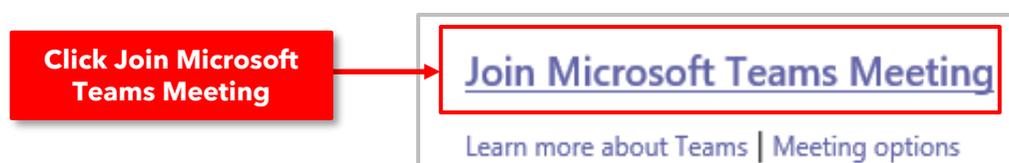
3. Features: Raise Hand & Chat

Using Raise Hand & Chat

The **Raise Hand** and **Chat** features are especially useful during large meetings such as the Information Session. We will be using them throughout the session to streamline discussion and facilitate Q&A.

The **Chat** feature is recommended for providing real-time feedback to presenter and other meeting attendees or for asking a question. The **Raise Hand** feature is recommended when you want call attention to yourself to ask a question or make a comment through audio.


Click the Chat icon to send and reply messages in the group chat.

Click the Raise Hand so presenter can call on you.

4. Accessing the Information Session

Step 1: Join the linked MS Teams and locate the **Spring 2021 Information Session** meeting invitation.

Step 2: Click **View meeting details** to open the invitation.

Step 3: Click **+ Add to calendar** to accept the invite and add to your Outlook calendar.
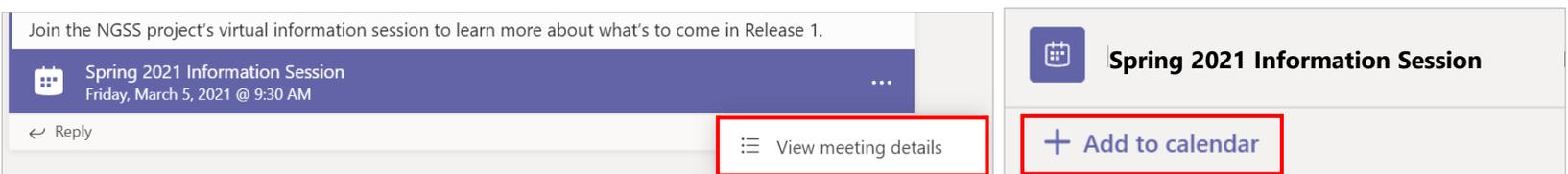
5. Questions

Please reach out to ngsscomms@isc.upenn.edu with any questions.