

16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS

# OIL & GAS HORIZONS XIII

GUBKIN UNIVERSITY,  
MOSCOW



WWW.OILANDGASHORIZONS.RU



Instruction for installation soft Microsoft Teams for video-conferencing

## 1. Installing Microsoft Teams.

We strongly recommend You to install an application to ensure uninterrupted, complete and comfortable participation in congress in online format. However, You will be able to connect through the browser if there are reasons why installing is impossible.

### 1.1. Follow the link below:

[Installing Microsoft Teams](#)

### 1.2. Push the button “Download” for Your version of Windows (10 or 11)



## Teams for home

Download for  
Windows 10

Download for  
Windows 11

1.3. Installation window will appear. The program will be installed itself. Just wait for the installation to finish

## 2. Connection to a Microsoft Teams conference

2.1. Follow the link of Oil and Gas Horizons web-site:

<http://www.oilandgashorizons.ru>

2.2. Click on buttons that are highlighted yellow in screenshot and choose your section. Then click on it.

16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS

# OIL & GAS HORIZONS XII

WWW.OILANDGASHORISONS.RU

GUBKIN UNIVERSITY,  
MOSCOW



## 17th of November

- 9.00-10.00 - REGISTRATION
- 10.00-11.00 - OPENING CEREMONY
- 11.15-12.00 - KEYNOTE SPEECH
- 12.15-13.30 - PLENARY SESSION
- 14.45-16.00 - TECHNICAL LECTURE
- 16.15-19.15 - **TECHNICAL SESSIONS** / ENERGY4ME

## 18th of November

- 11.00-12.30 - SOFT SKILL FAIR
- 13.00-15.00 - INTERNATIONAL ROUND TABLE
- 16.15-19.15 - **TECHNICAL SESSIONS** / POSTER SESSIONS

## 19th of November

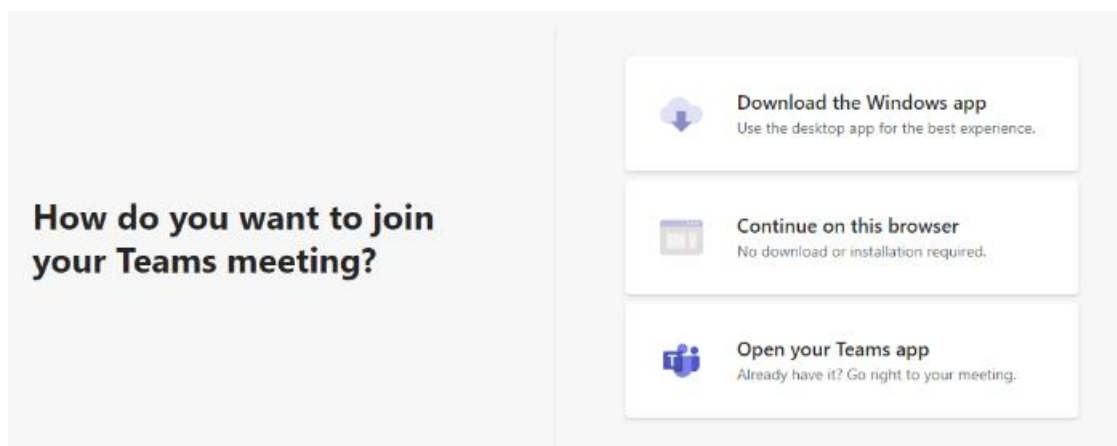
- 10.00-12.00 - **TECHNICAL SESSIONS**
- 12.30-13.30 - TECHNICAL LECTURE
- 14.30-17.00 - PETROOLYMPIC GAMES/TECHNICAL CASE
- 17.30-19.00 - CLOSING CEREMONY

2.3. After expanding the section tab, click on the button “Connection”. Then new tab will be opened in the browser, where:

2.3.1. You will see a pop-up window at the top with a proposal to go to the application (if You have already installed it).

Click “Open Microsoft Teams Application” (For convenience, before clicking, You can put a checkmark in front of “Always allow teams.microsoft.com to open links of this type on connected application”. In this case the pop-up window will no longer appear and when You go to the meeting, the application will immediately open)

2.3.2. You should choose the second variant “Continue on this browser”



16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS

# OIL & GAS HORIZONS XIII

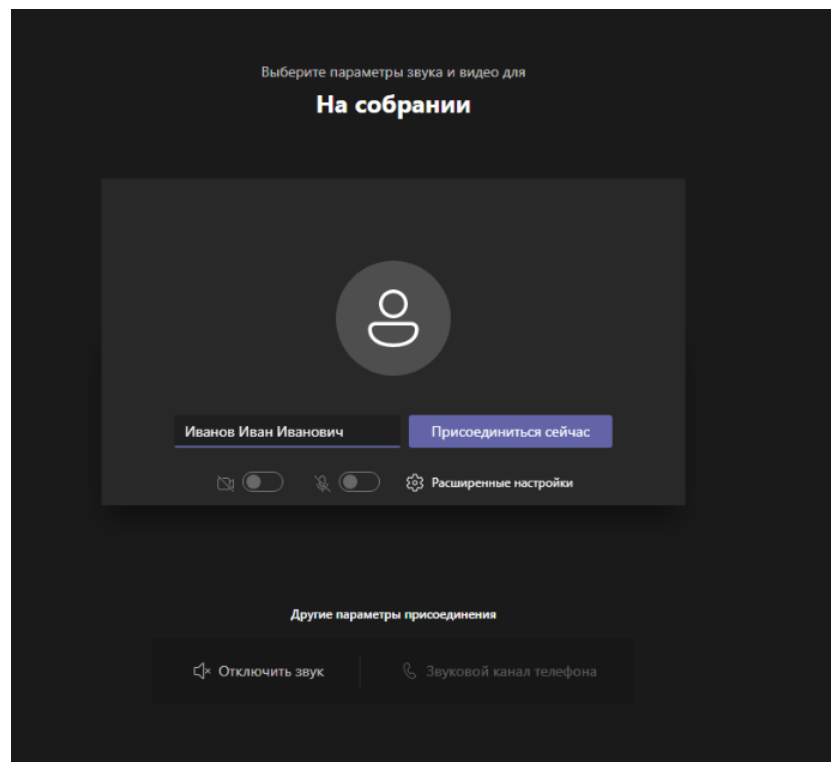
WWW.OILANDGASHORISONS.RU

GUBKIN UNIVERSITY,  
MOSCOW



After clicking this button, the browser will notify You about allowing the site to use a microphone and a video camera, click “Allow”

3. When the app opens or the page loads connection in the browser, You will see the connection settings window



Here You need to enter Your data: last name, first name and patronymic.

**Attention!** Provide accurate data, especially if You are an expert or a speaker, our technical assistants will check the list, after which will give You access to speak. By clicking on the "Advanced settings" button, You will open the side on the right a list of equipment settings, where You can select the sound used devices (by default there are sound devices assigned by default for communication in the computer settings, as a rule, these are the devices which You have already used in other internet communication applications and calls).

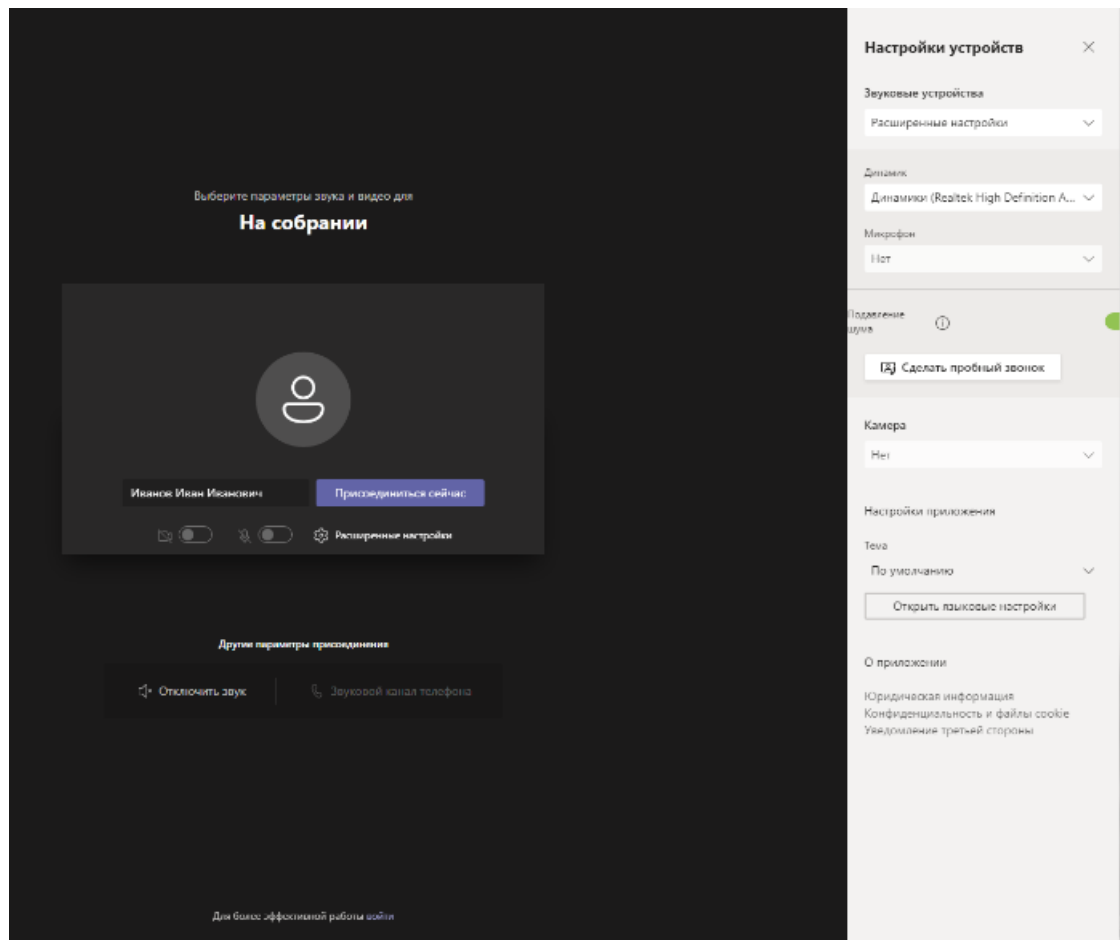
16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS

# OIL & GAS HORIZONS XIII

WWW.OILANDGASHORISONS.RU

GUBKIN UNIVERSITY,  
MOSCOW



4. After You have checked all the settings, press “Join Now”.

The first time You connect to a Microsoft Teams meeting on Your device through the app may receive a firewall permission request network usage. It is recommended to check both checkboxes if You do not know exactly how the device used by You was marked on Your device. moment the network, then click "Allow access".

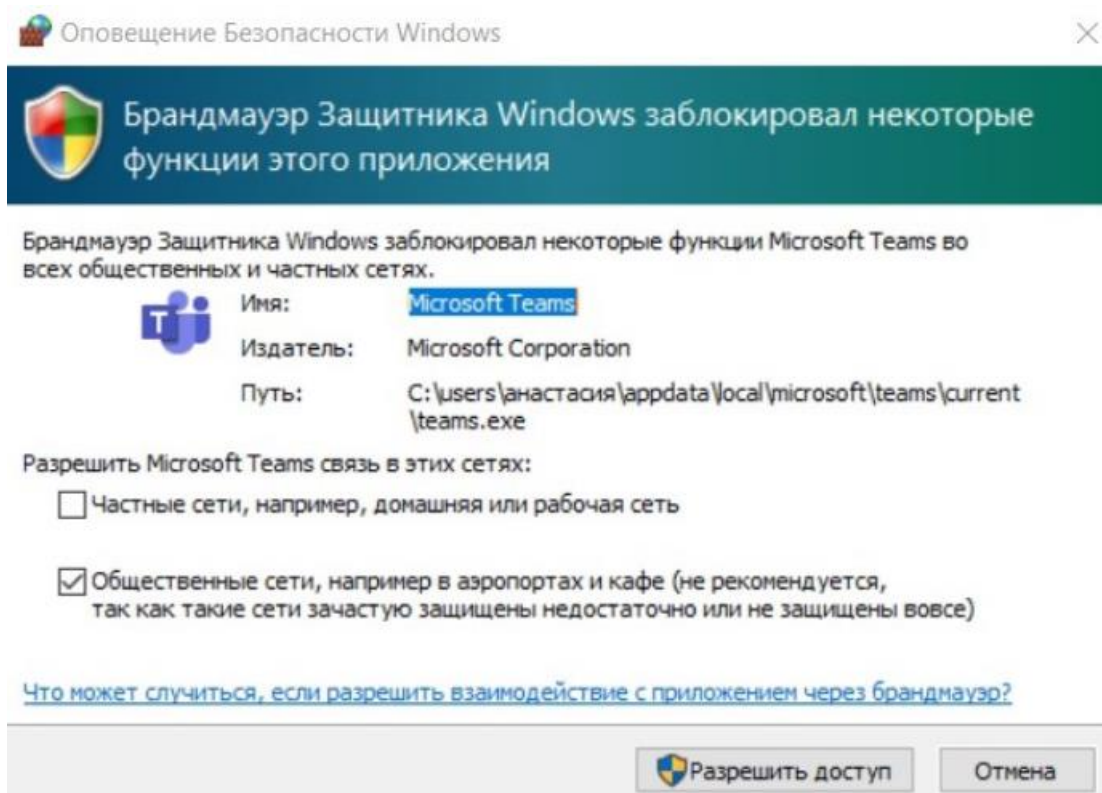
16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS

# OIL & GAS HORIZONS XII

WWW.OILANDGASHORISONS.RU

GUBKIN UNIVERSITY,  
MOSCOW




You have successfully connected and You are in the waiting room now. Our technical assistant will let You in to the meeting if You specified correctly when connecting the data that You provided when registering on the forum website.

### **At the conference: where to click, what to do?**

If You have registered for the forum as a speaker (speaker), then You will be given the rights of a speaker, You will be able to share materials and include screen sharing.

#### 1. Screen sharing.

Open the presentation or pdf file of the report with which You are speaking. To enable the presentation of the presentation, You must click , which is located on the action bar, located at the bottom center (if she disappeared, then just move the mouse across the screen, it will appear).

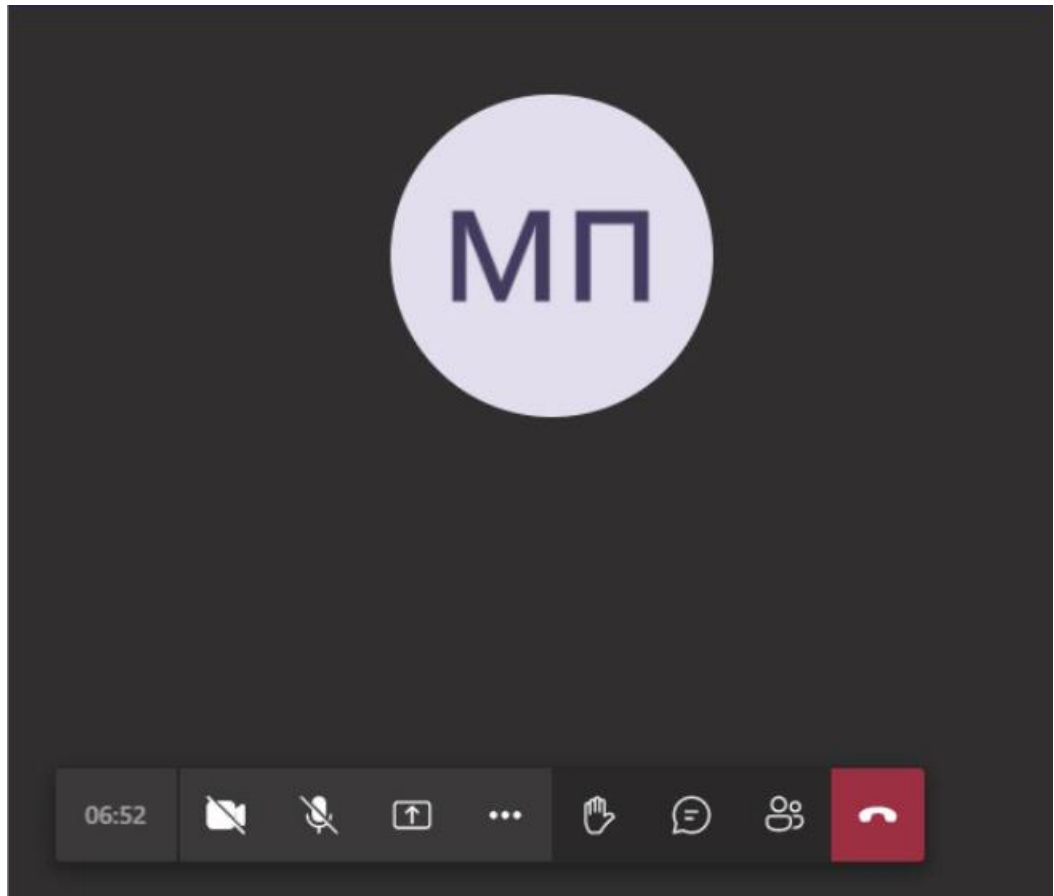
16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS

# OIL & GAS HORIZONS XIII

GUBKIN UNIVERSITY,  
MOSCOW

WWW.OILANDGASHORISONS.RU



If You joined:

a) *through the application*, then a list of screens and opened programs will appear below (scroll down with the mouse wheel), select the desired program window, in which Your report is open and click on it;

b) *through the browser*, then from below You will need to select "Desktop / windows", after which the window for providing access to the screen will open.

There will be a tab "Program window", open it, select the window the program in which Your report is open and click "Share".

The demonstration has started, the participants in the broadcast can see Your report.

16-19 NOVEMBER,  
2021

INTERNATIONAL YOUTH SCIENTIFIC & PRACTICAL CONGRESS


# OIL & GAS HORIZONS XIII

WWW.OILANDGASHORISONS.RU

GUBKIN UNIVERSITY,  
MOSCOW




2. To stop the demonstration:


a) in the application, move the cursor up the screen until it stops, the top will appear demo menu, in which by pressing  You can broadcast sound from computer, if Your presentation contains some video material;

b) in the browser after the start of the demo, a plate will appear in the bottom in the middle

|| Приложение "teams.microsoft.com" предоставило доступ к окну. [Закрыть доступ](#) [Скрыть](#)

(If You have hidden it, then hover over the browser icon below, it will be displayed as another open browser window) by clicking on the button "Close access" You will stop sharing the screen.

3. If You want to ask the speaker a question orally, click on  to raise Your hand, the conference technical assistant will give You the opportunity to ask Your question using a microphone;

Or You can write Your question in the chat by clicking .

**Good luck and hope You will enjoy the congress!**