



e-workshop series

Science for Policy across the EU

Please find instructions below on how

- to join MS TEAMS (including simple to follow video),
- to join the main workshop meeting/call,
- to join the breakout group to which you will be assigned shortly,
- to test whether everything is in good order technically speaking (**test calls**), and
- to address some of the problems encountered during the first workshop.

How to sign up for the TEAM “GRP-Science for Policy Across the EU” after receiving the invitation email to Teams

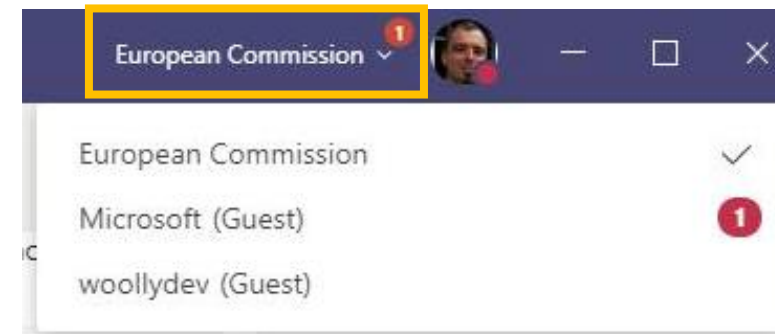
For an easy to understand introduction, please consider viewing this [“join a team as a guest” video \(1:38\)](#).

My organisation does not use MS Teams

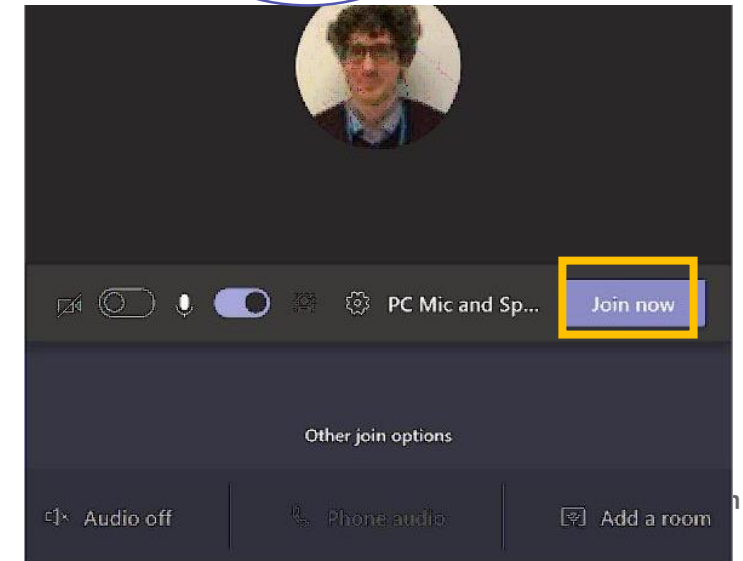
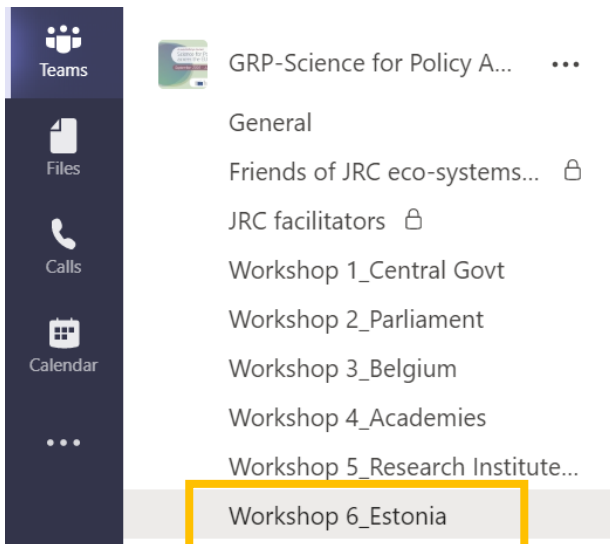
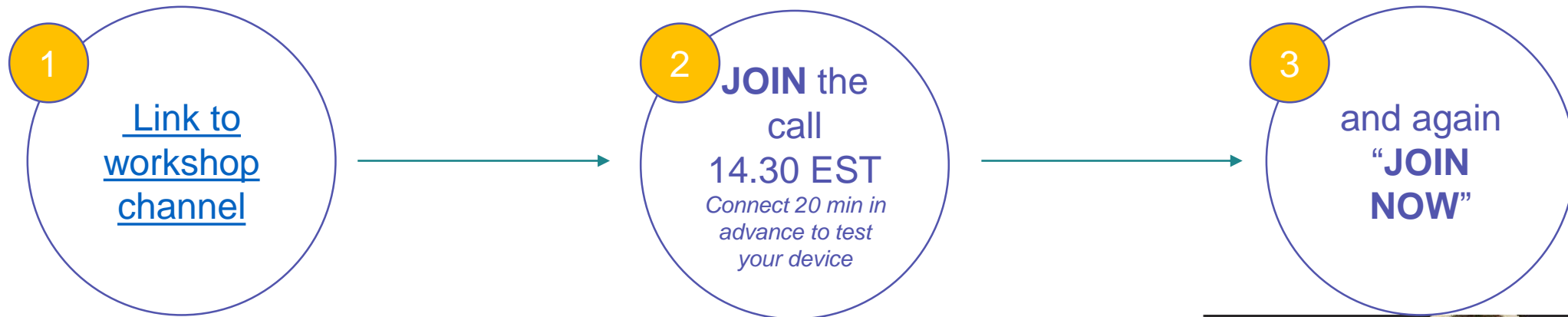
- Open the email with subject (Subject line: You have been added as a guest to European Commission in Microsoft Teams). (Check junk/spam box.) and select Open Microsoft Teams.
- If your email address has not been used to create a Microsoft account, you will need to create one. On the Create account dialog, select **Next**, create a password, and select **Next**.
- To verify your email address, open the verification email (Subject line: Your European Commission account verification code), and copy the security code. Enter your security code in the Verify email dialog, select **Finish**, then **Accept**.
- If you do not want to download the MS Teams app, select Use the web app instead. For an optimal experience we recommend MS EDGE browser.

My organisation already uses MS Teams

- You simply need to open the MS Teams app and choose **Yes** to switch to the workshop team. To switch back to your organisation’s team, select it from the Organisation drop-down. .



How to join the main Workshop meeting/call



How to join break-out rooms

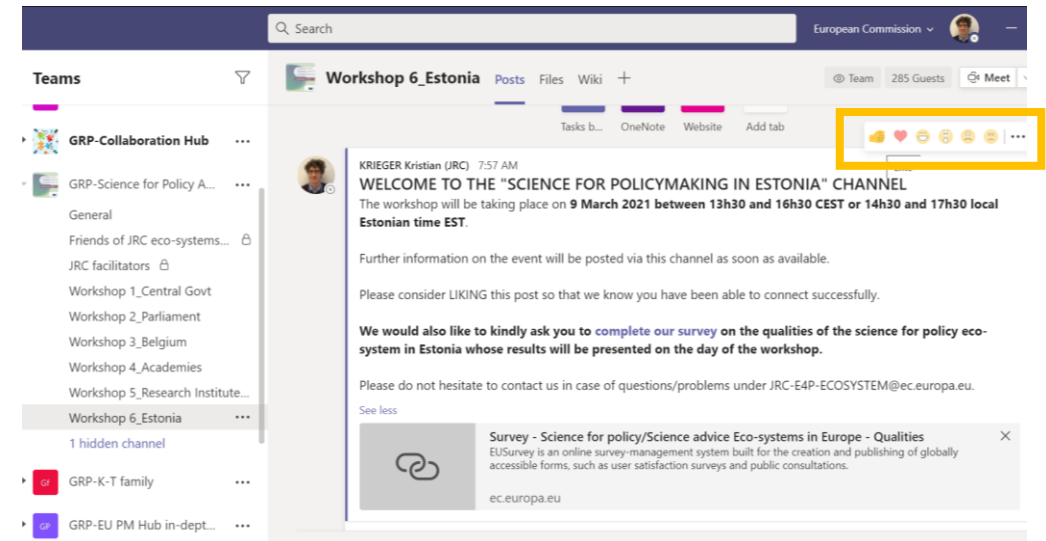
- Between ~14h45 and ~15h45 EST participants will be split up into break-out groups.
- This will be done automatically via the MS Teams break-out group function.
- A JRC facilitator will welcome you in your break-out group meeting.

How to test whether everything is in good order

- If you are new to Teams, we strongly recommend you to test before the meeting. We have organised several test calls:
- You can also indicate to us that you manage to join Teams by liking the image below on the Teams channel.

- Thurs, 4/3, 15h00 EST
- Fri, 5/3, 12h00 EST
- Mon, 8/3, 10h00 EST

Please follow the [link to the workshop channel](#) and the instructions above.



How to address some of the problems encountered during previous workshops

- NO INVITATION EMAIL: You will be receiving an invitation email once registration is closed at the latest. Sometimes these emails end up in your email account's SPAM folder. Please check your SPAM folder, retrieve the email, and follow the above instructions on how to sign up for the workshop series Team. If you cannot find the invitation email at all, please contact JRC-E4P-ECOSYSTEM@ec.europa.eu.
- BROWSER CHOICE: We were informed that access problems sometimes disappear when switching from firefox/chrome to MS EDGE.

How to address some of the problems encountered during the first Workshop

- WORK EMAIL DOES NOT SUPPORT MS TEAMS: Some organisations do not support MS Teams in their IT systems. If this is the case, you may have to join under another email address. We have used the email addresses provided through the registration form. Please contact JRC-E4P-ECOSYSTEM@ec.europa.eu in order to change the email used for MS Teams.

Thank you



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