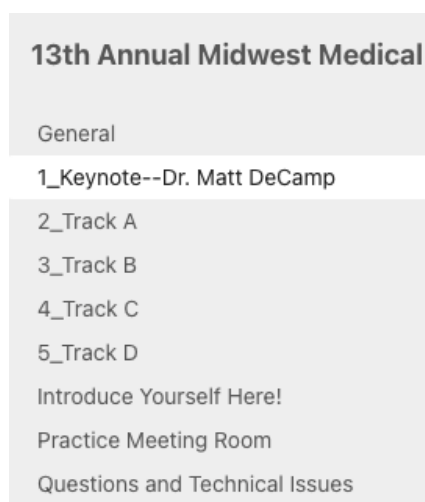Dear all,

Here's some additional information about how to access the conference. Each of your email addresses will receive an invitation to join the Microsoft Team we're using. If you don't yet have Teams, you'll want to [download it from the Microsoft website](#).

If you've never used Teams, think of each Team as being like a house. Teams can then have "channels"—which you can think of as rooms. So, first, you have to get to the right house. Then you have to get to the right room. Here's what our architecture looks like:
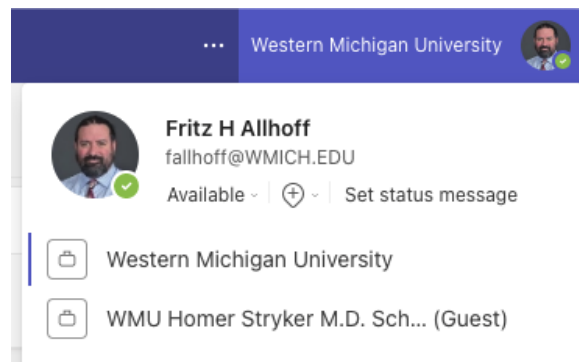
Once you're in, you'll just click whichever session you want to attend, and that'll take you to the right "room". From each channel, we'll launch a video session. Presenters can then share their screens if they're using PowerPoint or anything else.

This assumes that you're loaded into Teams, by your email address. Additionally, each *channel* will have a hyperlink, which you can use to access the sessions from any browser (i.e., instead of Teams). This isn't quite as clean or easy as using the software, so we'd recommend you try the software route first. However, the great part about the *links* is that they're good for anyone who has *not* registered as well—e.g., say you want to invite a bunch of students, just circulate the link.

If you would like your students—or anyone else—to have access through the software instead of the link, please email their email addresses to Dominic (dominic.j.aishe@wmich.edu).

Two more technical things:

1. If you already have a Teams account (e.g., through your university), you will *have to switch to your guest account at Western Michigan University to access the conference.* Continuing with the metaphor that a Team is like a house and a channel is like a room, you have to do this to get to the right house, where the conference is happening. To do that, click your picture (or initials) in the upper-right hand corner of you Teams, which will allow you to switch. It looks like this (for my WMU and separate medical school accounts):

2. If the email address we have for the conference is *different* from the email address you use to log into Teams, then (1) doesn't apply. Rather, you either have to logout and log back in (i.e., with the different email address), or else email Dominic (dominic.j.aishe@wmich.edu) with the email address you'd like to use.

Finally, testing. We would like to ensure every speaker has access to the Team well in advance of their presentation. We'd also like to test audio and screensharing. We would particularly like to encourage anyone _new to Teams_ to take advantage of this opportunity. Dominic and I will therefore be staffing "open office hours" as follows (all EST):

> Tuesday, October 31, 10:00am-12:00pm
> Wednesday, November 1, 10:00am-12:00pm
> Wednesday, November 1, 1:00pm-3:00pm

Just click on the "Practice Meeting Room" (see picture above), and type @dominic or @fritz to ping us. One of us will be around to help. If you need some time other than the above options, please email Dominic (dominic.j.aishe@wmich.edu) to schedule, or else just try tagging us; we'll leave our notifications on even if we're not in open office hours.

If you have any other questions, please do not hesitate to ask. Looking forward to seeing you later in the week!

Best wishes,

Fritz Allhoff, J.D., Ph.D.
Conference Director