**Dear students,**
dear engineers,

we are pleased to invite you to our digital presentation. You can either take part using your PC or your mobile device. It´s best to dial in 10-15 minutes in advance and test your camera and the sound for functionality**.**

Participation the presentation via laptop

1. You will receive the link to the presentation in your appointment confirmation

In the email you received you will find the link to the presentation. Go to the Microsoft Teams invitation email and click "Attend Microsoft Teams Meeting".

2. Web browser opens
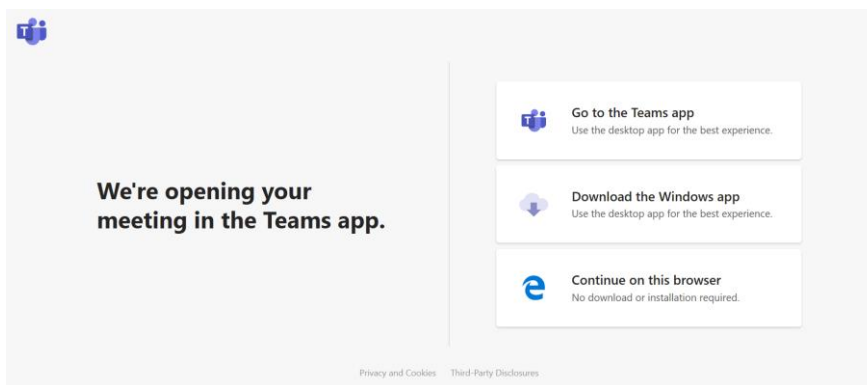
This will bring up a web page with two options: Download the Windows app or choose "Join the web instead". We recommend opening the web version. Microsoft Teams runs on Microsoft Edge, Google Chrome or the latest version of Firefox.

If you are using an iOS device, the background image will look a little different. It´s not possible to use Microsoft Teams via Safari. If available, you can use one of the browsers mentioned above. Alternatively, we recommend downloading the free Microsoft Teams app. Allow enough time for the download before the presentation begins.

If your browser asks you whether your microphone and camera can be used, confirm this. Please make sure that you can be heard and seen clearly.
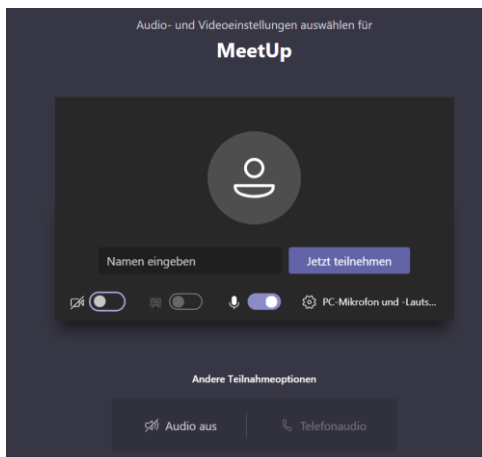
Enter your name and select audio and video settings. When you're done, click "JoinNow" to join the virtual waiting room. From there you will be added to the meeting at the beginning of the presentation and then also see and hear the relevant participants.

3. Further infromation on the operation of teams

 Switch the camera on / off

 Switch microphone on / off

 Split Screen: This allows you to make your own documents visible to the other praticipants (Note: only when requested by the moderator)

 Further actions: Here you can e.g. start full screen mode or display device settings or meeting notes

 Show conversation: During the meeting you can send text messages to all participants or ask your questions to the trainer.

 Show participants: Here you can see the names of all people attending the meeting

 Hang up: Click this icon to end your participation in the presentation.

Participation the presentation via your mobile device

1. Technical requirements

The use of Microsoft Teams via mobile devices shouldn´t be a problem on Android devices. **Downloading the free Microsoft Teams app is mandatory on iOS devices.** You don´t need to register with Microsoft Teams, as you can log in as a guest by clicking on the meeting link shortly before the presentation.

## 2. You will receive the link to the meeting in your appointment confirmation

You can find the link to the meeting in the email you receivedGo to the email (meeting invitation) and click the link to Attend Microsoft Teams Meeting.
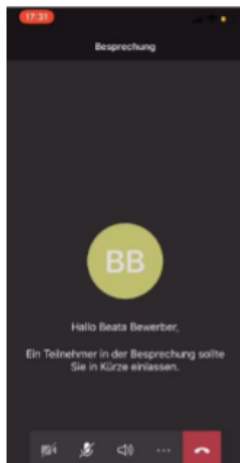
3. Web browser or Microsoft Teams app opens
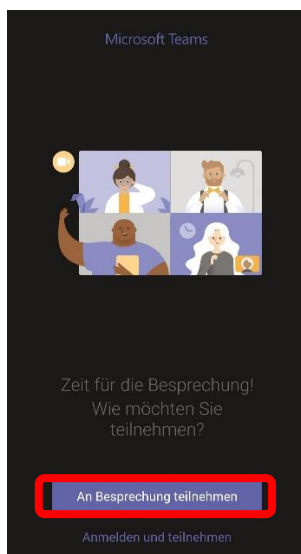
Depending on the installed application, either your web browser or the Microsoft Teams app will open. Select "Participate as a guest".
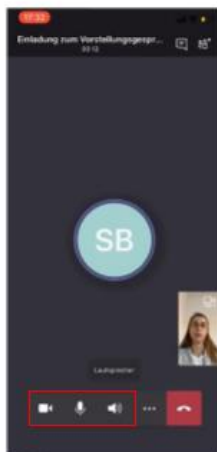
4. Enter your first and last name
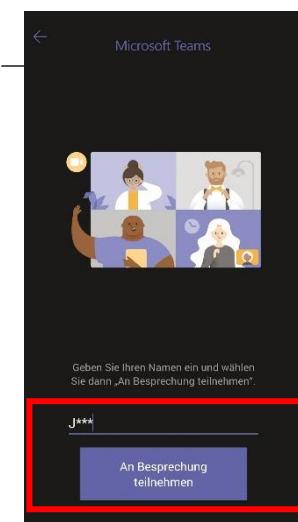
Please enter your first and last name and then click on "Attend a meeting".

5. Start Microsoft Teams

You will now reach a waiting area and will be added to the meeting as soon as all participants are present in the virtual room. This can take a few minutes.

Now you can see that you are taking part in the conversation and can interact. Please turn on your camera and sound.

You will also find detailed video instructions under the following links:

https://karriere.deutschebahn.com/karriere-de/aktuelle-informationen-5032916

https://support.microsoft.com/de-de/office/teilnehmen-an-einer-besprechung-ohne-ein-teams-konto-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EBBAAA=Desktop

We are looking forward to the presentation!