

User Instructions for Microsoft Teams

The IOTA Secretariat and the **National Tax and Customs Administration of Hungary** welcome you to the **Technical Session of the 30th General Assembly of IOTA**, which will be held virtually via Microsoft Teams and onsite in Budapest from **17th to 18th of June 2026**.

The **Technical Session** will be held from 9:00 until 17:00 local time (CEST) on **17 June 2026** and from 9:00 until 14:30 local time (CEST) on **18 June 2026**.

The **preliminary agenda** can be found on the [event's webpage](#).

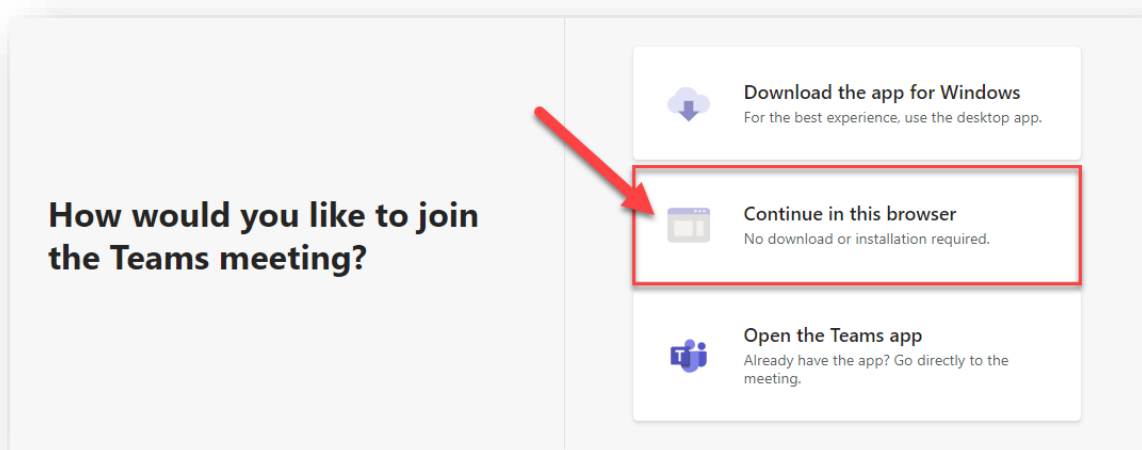
To enable virtual participants to get the best from the experience, please find joining instructions below, which outline how to access the live presentations, ask questions and deal with any technical difficulties you may experience.

We thank you for taking the time to join us and for your continued support of IOTA.

Please note that to join the video call it is not obligatory to have a Microsoft Teams account or have the application installed on your computer.

You have 3 options to join the video call:

1. **Join the Video Call from your web browser** without registering a MS Teams account
Click on the link included in the invitation e-mail and select “continue in this browser”.



If you prefer this option, you can skip the following steps and proceed to Step 7.

2. **Join the Video Call with your already registered MS Teams account** in the already installed MS Teams application.
If you prefer this option, you can skip the following steps and proceed to Step 6.

3. **Join the Video Call in MS Teams application, however you do not have it yet installed,** and you do not have a registered Microsoft Account.
If you prefer this option, please follow all the steps of this instruction document;

Step 1

Please, make sure well before the meeting that you have a Microsoft account and access to Microsoft Teams application.

Go to [Get Teams for free](#) and choose the **Sign up for free** button. If you don't see the **Sign up for free** button, scroll down (nearly to the bottom of the page) to **Get Microsoft Teams for your organization today**, and then select **Sign up for free**.

Enter the email address you want to use with Microsoft Teams free.

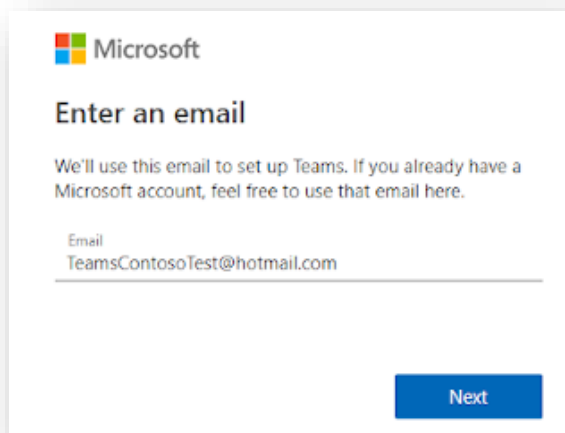
Step 2

On the next screen, answer the question about how you want to use Teams. Please choose **“For work”**.

Step 3

You'll be asked to verify your information again in this step. If you have multi-factor authentication enabled, you may be prompted on your phone. Otherwise, you'll need to provide your password here.

After that, fill in your name and the other requested info, and then click **Set up Teams**.



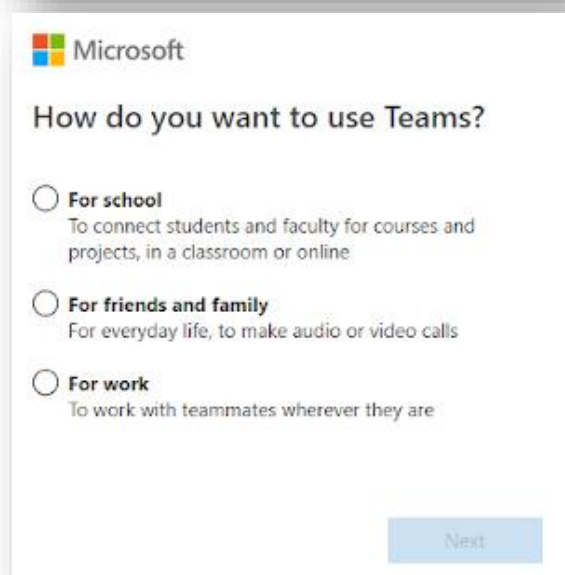
Microsoft logo

Enter an email

We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.

Email
TeamsContosoTest@hotmail.com

Next

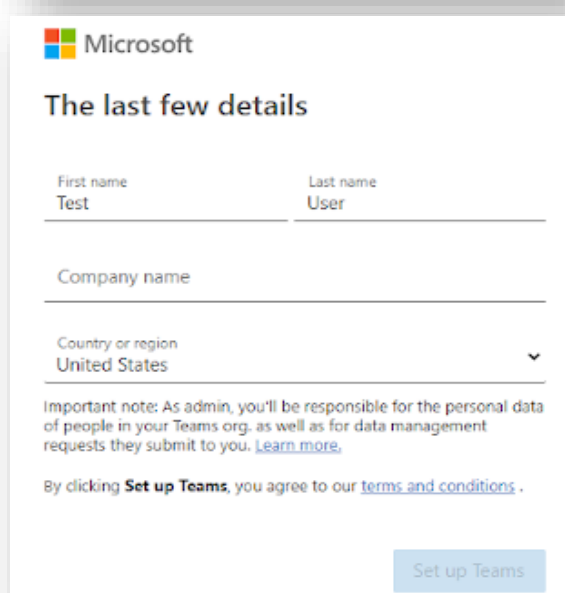


Microsoft logo

How do you want to use Teams?

- For school**
To connect students and faculty for courses and projects, in a classroom or online
- For friends and family**
For everyday life, to make audio or video calls
- For work**
To work with teammates wherever they are

Next



Microsoft logo

The last few details

First name: Test
Last name: User

Company name: _____

Country or region: United States

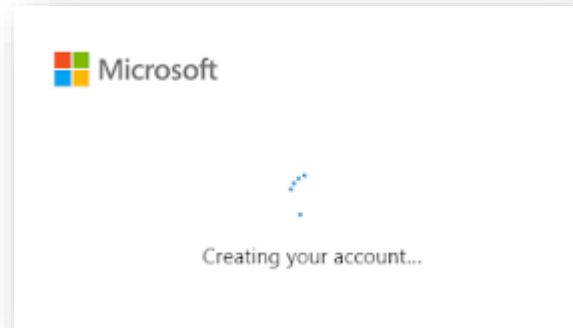
Important note: As admin, you'll be responsible for the personal data of people in your Teams org, as well as for data management requests they submit to you. [Learn more](#).

By clicking **Set up Teams**, you agree to our [terms and conditions](#).

Set up Teams

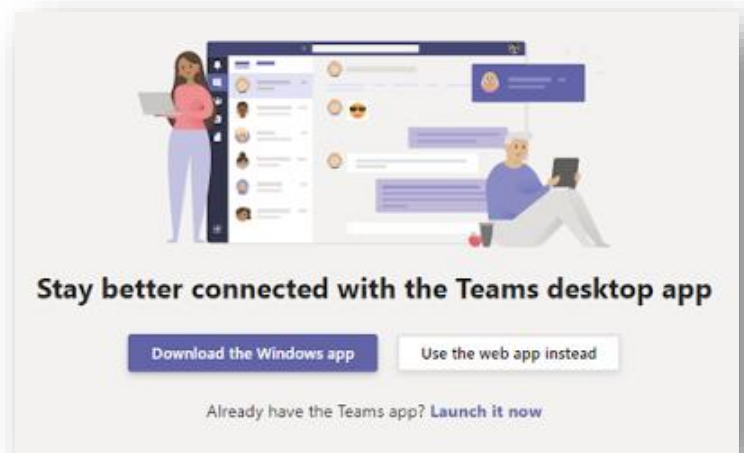
Step 4

Then wait while Microsoft creates your Teams account and then sets it up for you to use. (This process can take up to a minute)



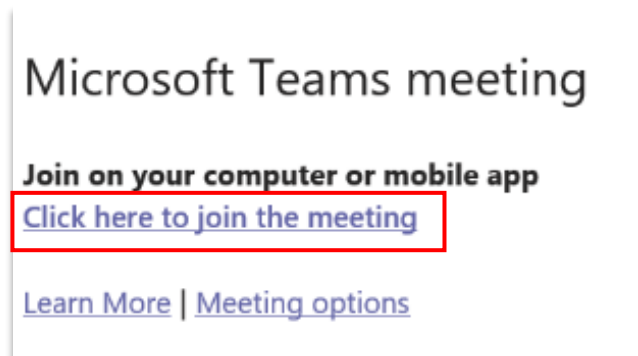
Step 5

Finally, you'll be prompted to download the Teams desktop app or use Teams web app.

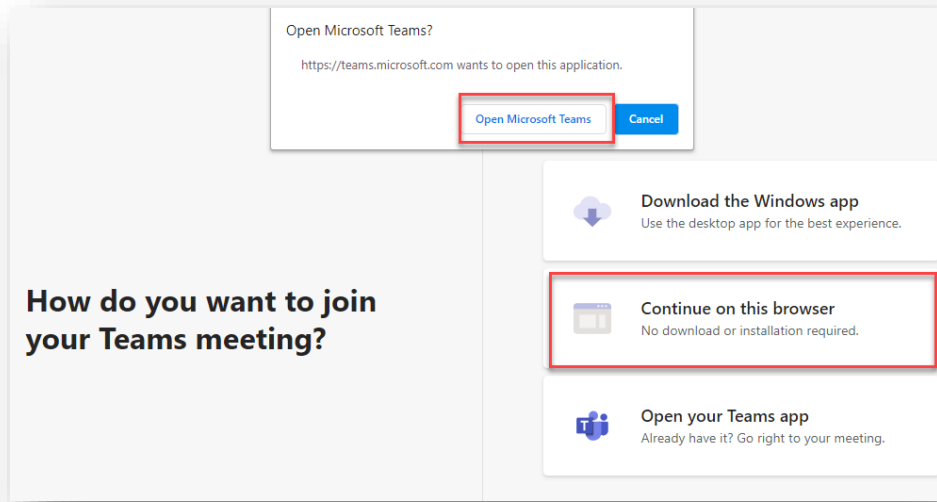


Step 6

IOTA Secretariat will send the link to your email address provided in the registration form.
“[Click here to join the meeting](#)”.



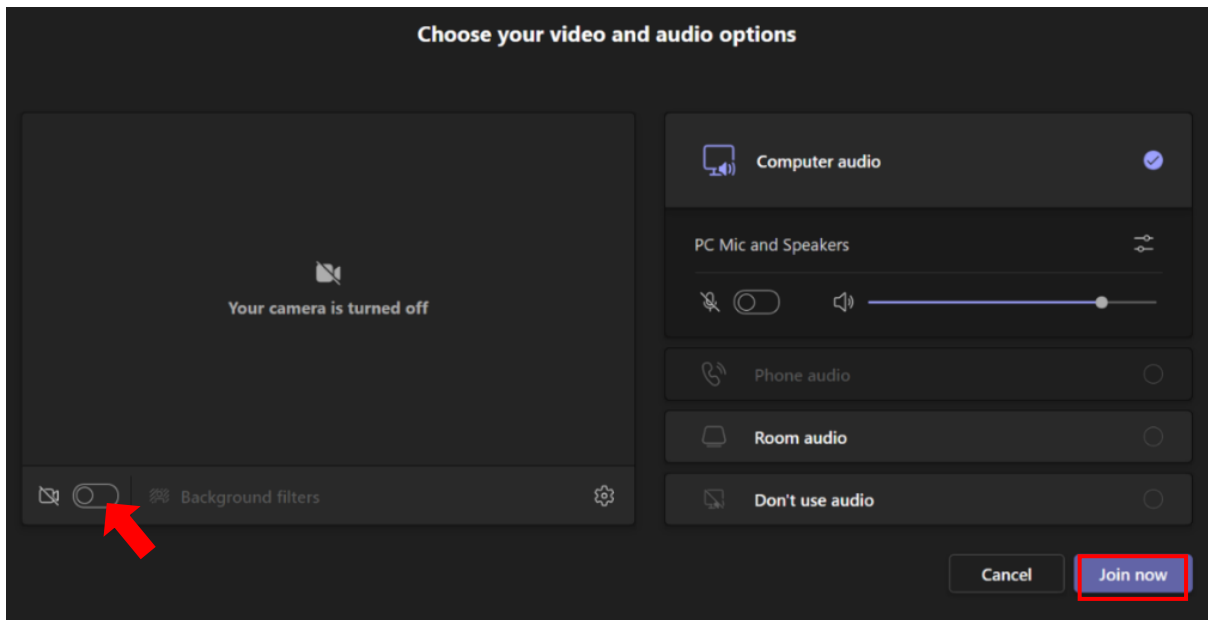
Step 7



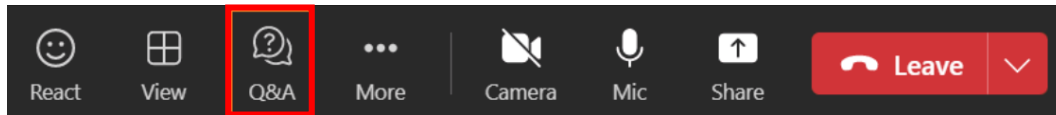
When opening the link, you are asked whether you would like to join through Microsoft Teams app or your browser. Choose your preference. (Please be informed that if you wish to choose the browser version, it also has all features needed throughout the meeting.)

Step 8

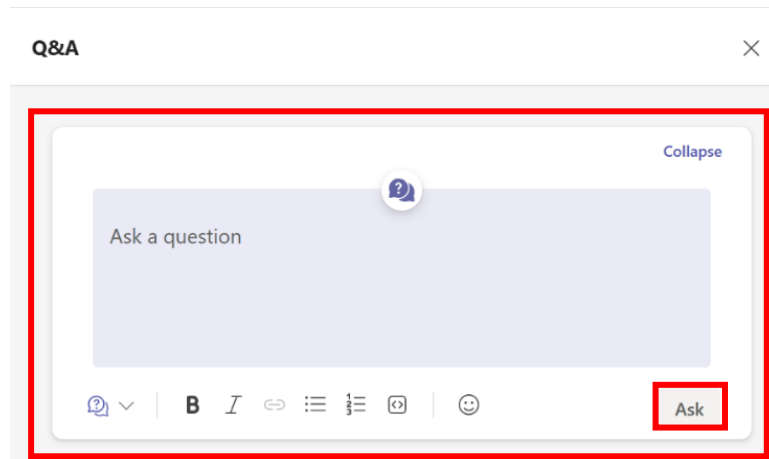
When entering the video call, you can choose your video options and then click the **“Join now”** button. Please note that your microphone is disabled by default, however, you can ask for the floor by clicking the **“Raise hand”** button. IOTA Secretariat will allow you to unmute.



You can also post your questions using the Q&A feature during the event. Simply click the “Q&A”.



The „Q&A” message box will appear on the right: type your question in the compose box. Please start your question by providing **your name, surname and country/organisation**. Then, click the 'Ask' button to send your message.



Should you encounter any technical difficulties during the meeting, please contact Peter Poth (peter.poth@iota-tax.org) from Secretariat's IT Support team who will endeavor to resolve your problem.