User Instructions for Microsoft Teams

The Intra-European Organisation of Tax Administrations (IOTA) is delighted to welcome you to the **7th Annual International Conference**, taking place on **29-30 October 2026 in Budapest, Hungary**.

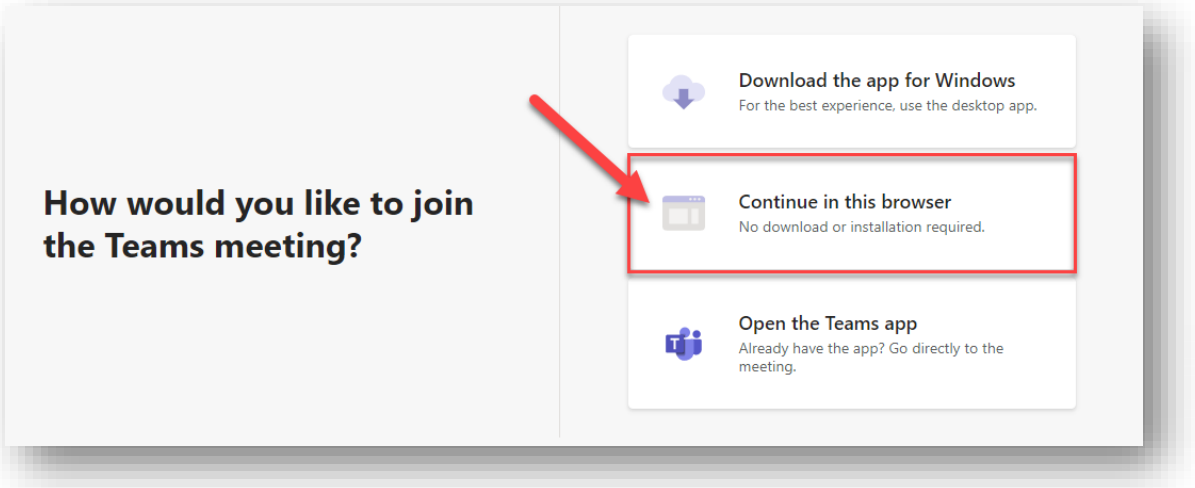
The **Conference Agenda** can be found on the event's webpage.

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

Please note that to join the event, 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 event:

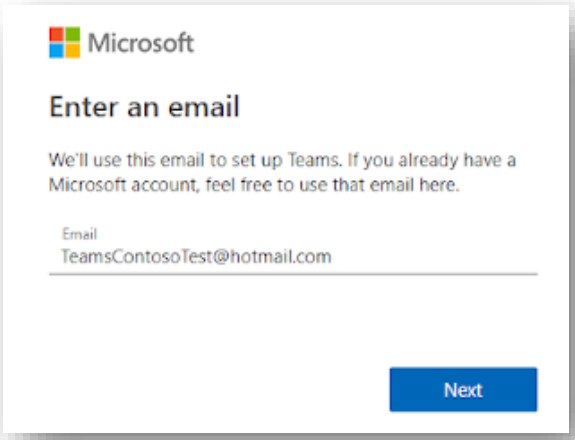
1. Join the Event from your web browser without registering a MS Teams account
   Click on the link included in the invitation e-mail and select "continue in this browser".



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

2. Join the Event 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 Event in the MS Teams application; however, you do not have it installed yet, 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 the 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 organisation today**, and then select **Sign up for free.**

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

Step 2

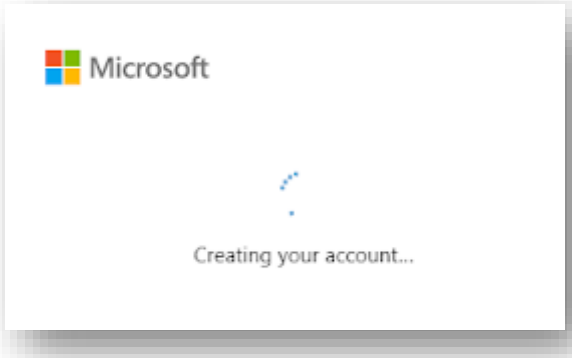
On the next screen, answer the question about how you want to use Teams. Please choose "For work".



Step 3

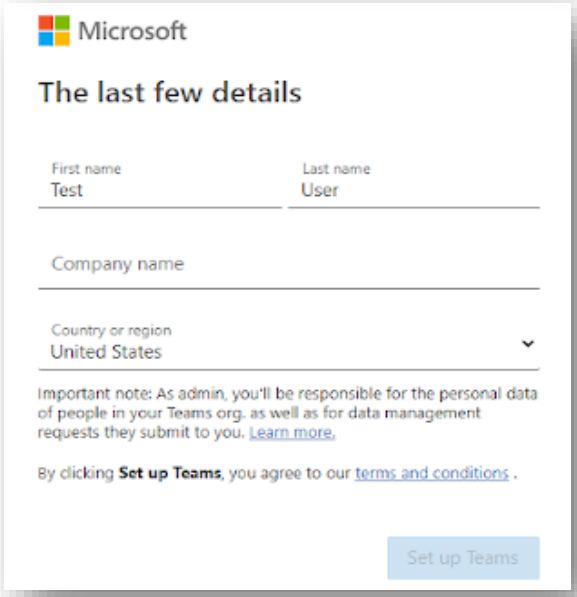
You'll be asked to verify your information again in this step. If you have multi-factor authentication enabled, you may be prompted on your phone. Otherwise, you'll need to provide your password here.

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



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)



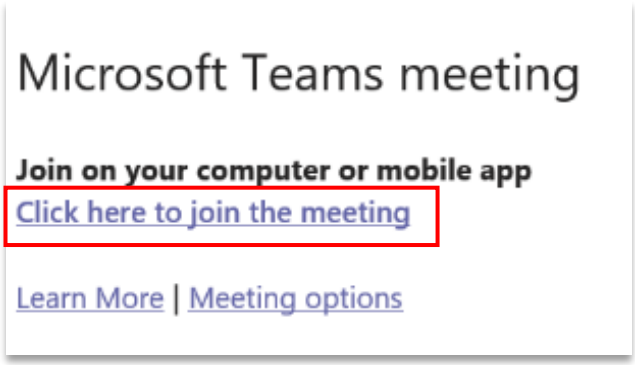
Step 5

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

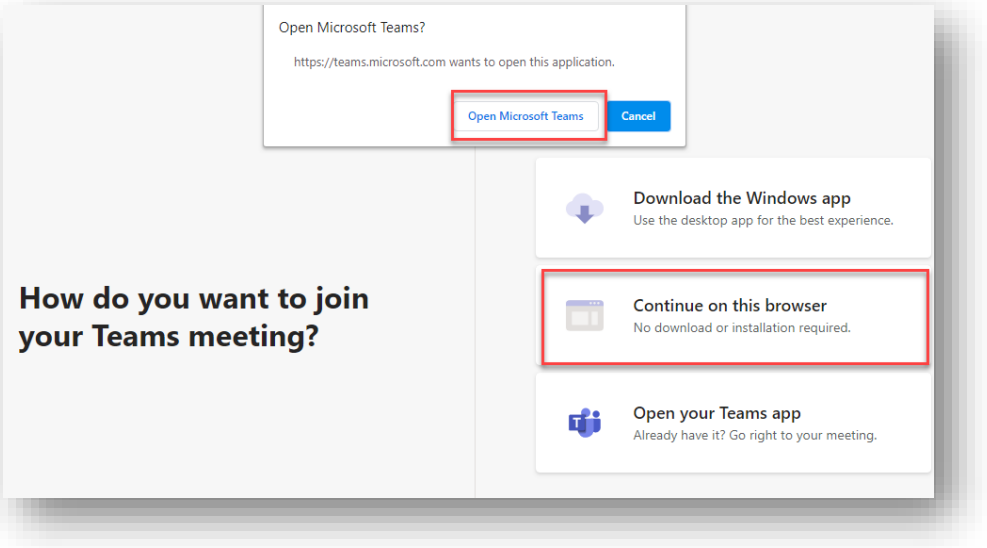


Step 6

IOTA Secretariat will send the link to your email address provided in the registration form.
"Click here to join the meeting".



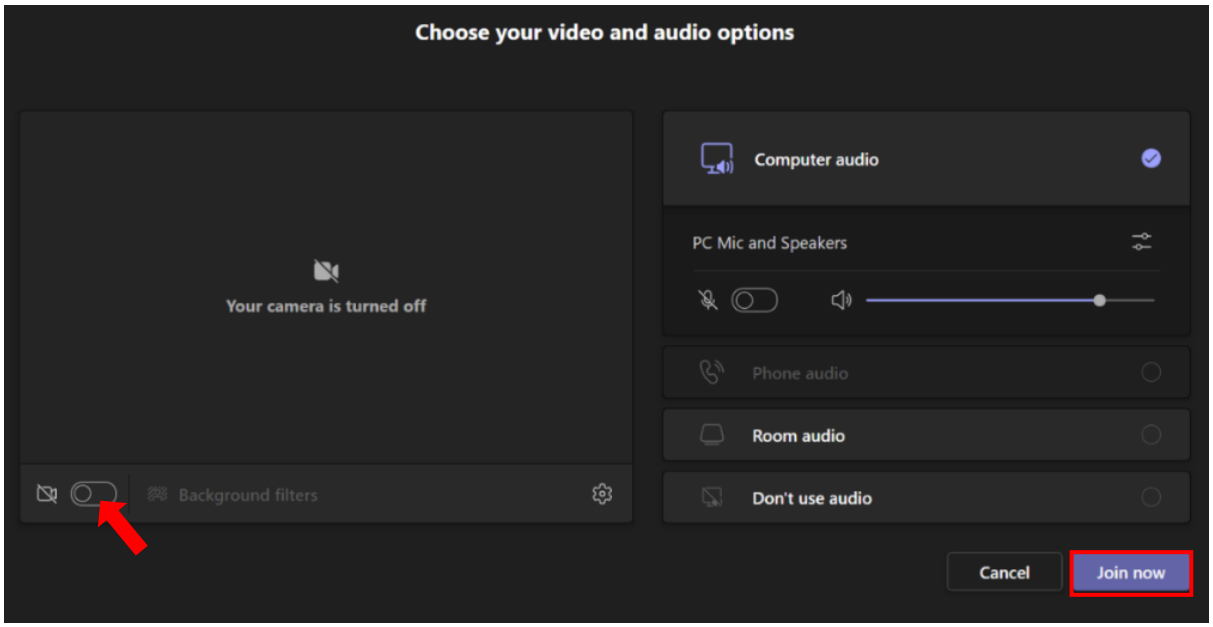
Step 7



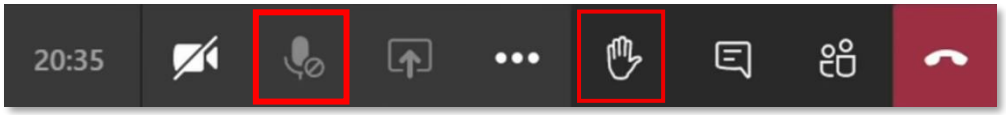
When opening the link, you are asked whether you would like to join through the Microsoft Teams app or your browser. Choose your preference. (Please be informed that if you wish to choose the browser version, it also has all features needed throughout the meeting.)

Step 8

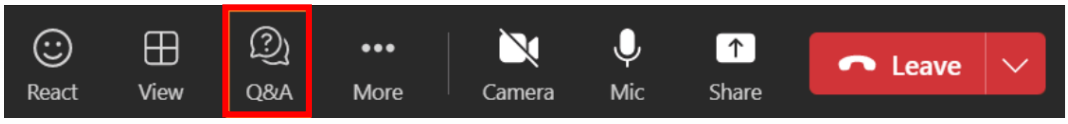
When entering the online event, you can choose your video options and then click the "**Join now**" button.



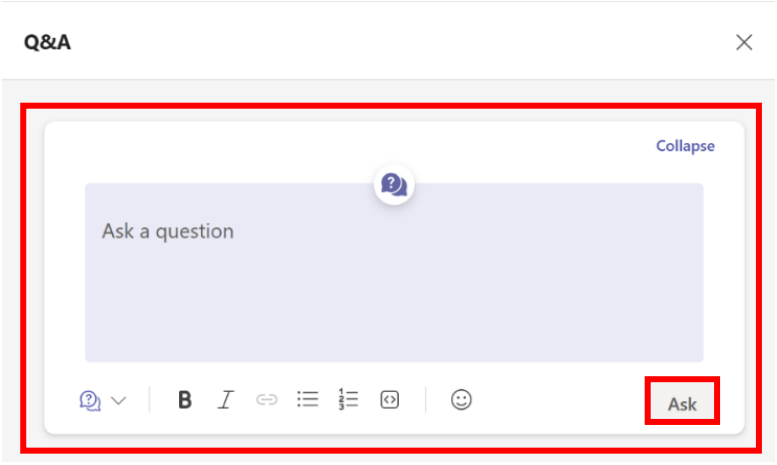
Please note that **your microphone is disabled** by default, however, you can ask for the floor by clicking the "**Raise hand**" button. IOTA Secretariat will allow you to unmute.



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.



Helpdesk

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