MANUAL FOR GUEST VERIFICATION EMAIL

1ST STEP

- If your email address has not previously been used to create a Microsoft account, you'll need to create one.
- If you already use the Teams app in your organization joining a team as a guest is a lot simpler.
- Please verify your email if you don’t have access to Microsoft Team.
- Please provide your email address to the organizer so that you can be invited to the ‘ICXRI2021-Conference’ MS Teams room.
- You will then receive an email similar to Figure 1.
- If you don’t see the invitation, check your junk or spam folder.

2nd STEP

- Click ‘cancel’ and select the ‘use the web app instead’ menu.
- If you don’t want to download the Microsoft Teams app, select Use the web app instead.

Figure 1

Figure 2
3rd STEP

- Then select ‘No account? Create one!’ menu shown in Figure 3.
- On the Create account dialog, select Next, create a password, and select Next.

4th STEP

- Then, as shown in Figure 4, enter in your email address exactly as you gave it to the organizer and click next.
5th STEP

- Then, as shown in Figure 5, enter in your email password and click next.

![Figure 5](image1.png)

6th STEP

- Then, as shown in Figure 6, you must verify your email by entering the code that was sent to you by email shown in Figure 7.
- Enter your security code in the Verify email dialog, select Next, enter the CAPTCHA in the Enter the characters you see line, select Next, then Accept.

![Figure 6](image2.png)
7th STEP

- Figure 7 shows the verification code that was emailed to you.
- To verify your email address, open the verification email, and copy the security code.

8th STEP

- As described in Fig 8, select the ‘National Defence University of Malaysia (Guest)’ menu.
9th STEP

- As seen in Figure 9, click the accept menu.

10th STEP

- After that, you'll have access to the 'ICXRI2021-Conference' MS Teams room.
- If you have any issues, please send an email to icxri2021@xapp-mns.org with the subject line "Verification Problem."
- You can go to this page for more information or guidelines: https://docs.microsoft.com/en-us/microsoft-365/business-video/join-team-guest?view=o365-worldwide
For Sponsor

- We provided a dedicated room for sponsors and you are allowed to optimize the room provided as best as you can.
- Since you are able to access this specific MS Teams room, you are only allowed to modify or advertise in your dedicated room as shown in Figure 11.