

Join a public thesis defense with Teams

This tutorial is intended for the members of the jury who are external to the Université libre de Bruxelles and for the public

May 2021

Public thesis defense with Teams

Join the meeting: members of another university and the public

Warning : If a participant already uses Teams in a university other than the ULB or in a personal capacity, an IT conflict between his Teams and ours must be avoided.

To do this, it is imperative that this person performs the following steps:

- **1st step** : Log out from his/her Teams account
- **2nd step** : Exit Teams
- **3rd step** : Open the link via a web browser.

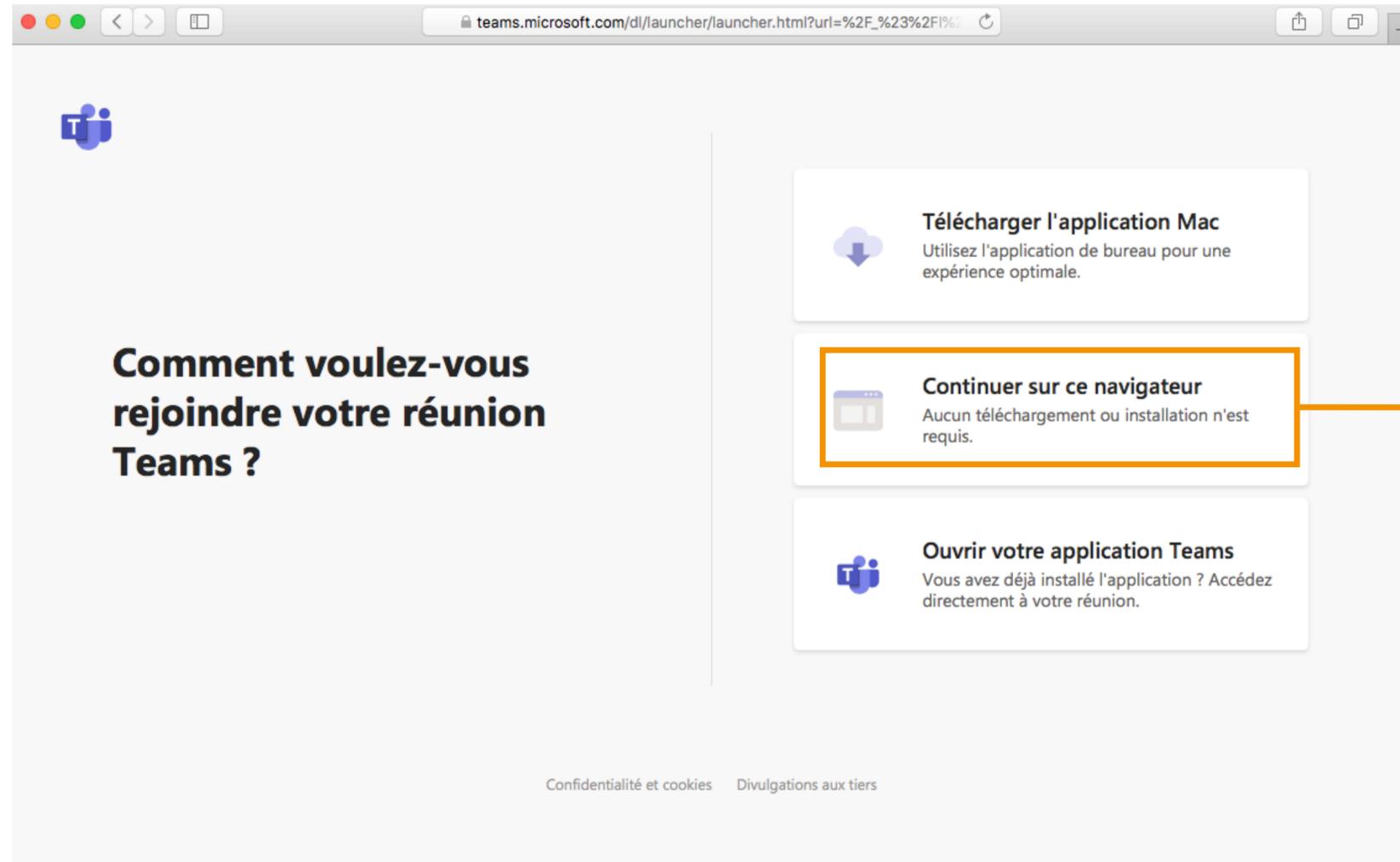
These 3 actions must be done in the order listed.

To log out and exit Teams, right-click on the Teams icon from the taskbar of your computer. Choose "Disconnect" then "Exit".

Join the meeting: members of another university and the public

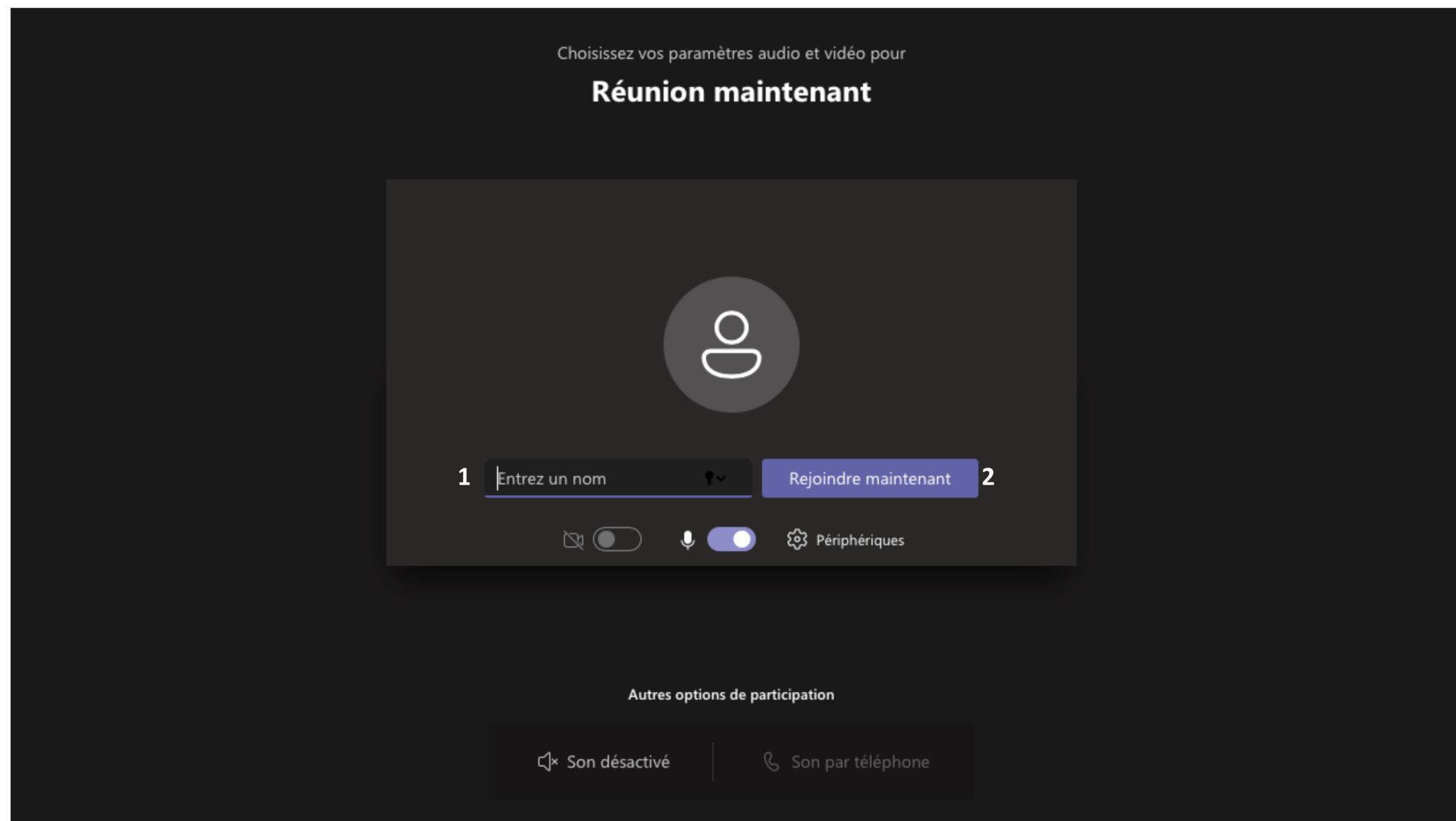
Those who wish to attend the thesis defense must **click on the link** provided to them and choose to join the meeting **via a web browser**. So, there is **no need to install the Teams app** first.

Click on the link that has been communicated to you.



Click on **Continue on this browser**.

Join the meeting: members of another university and the public



1. Enter **your first and last name** (this is essential for the members of the jury, a little less for the public).

2. Click on **Join now** (this is essential for the members of the jury, a little less for the public).

If you are part of the audience, please make sure to turn off your camera and microphone. The meeting organizer may at any time give you the floor by activating your microphone.