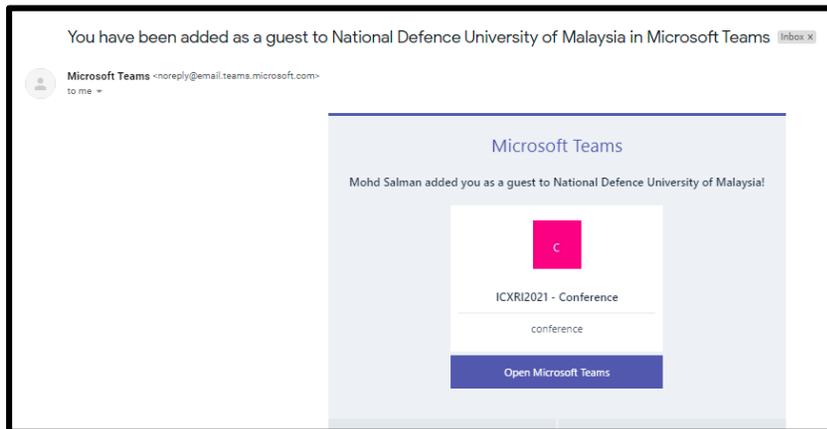


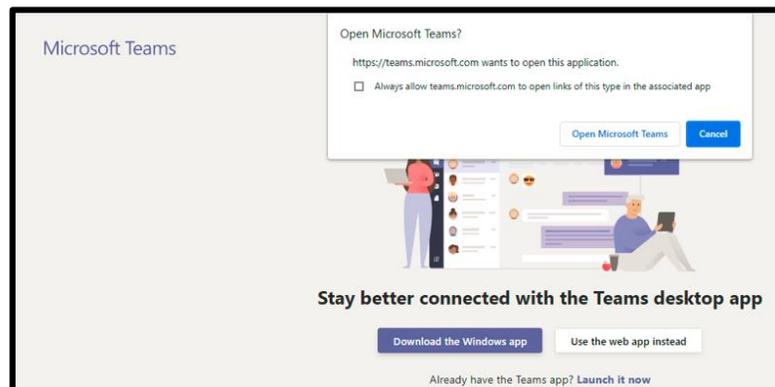
## MANUAL FOR GUEST VERIFICATION EMAIL



**Figure 1**

### 1<sup>ST</sup> STEP

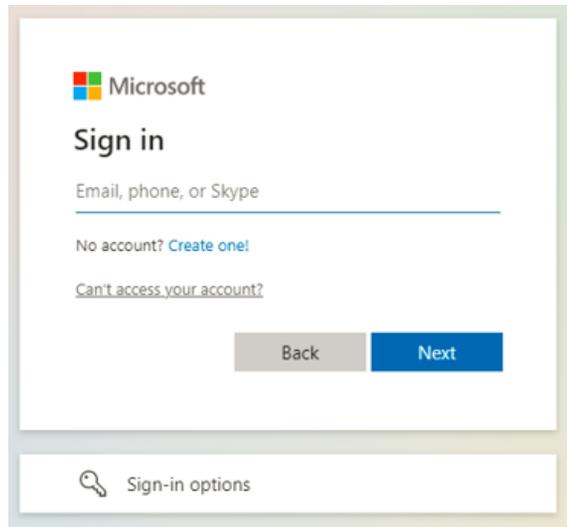
- If your email address has not previously been used to create a Microsoft account, you'll need to create one.
- If you already use the Teams app in your organization joining a team as a guest is a lot simpler.
- Please verify your email if you don't have access to Microsoft Team.
- Please provide your 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.



**Figure 2**

### 2<sup>nd</sup> STEP

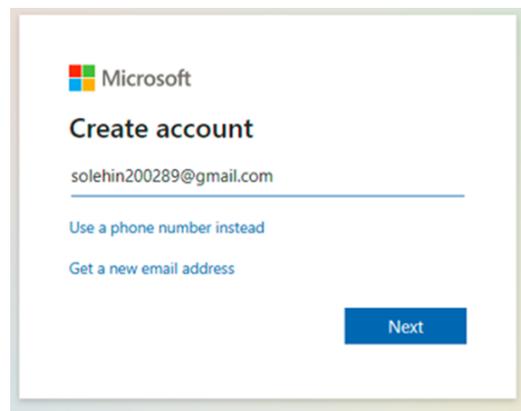
- Click 'cancel' and select the 'use the web app instead' menu.
- If you don't want to download the Microsoft Teams app, select Use the web app instead.



**Figure 3**

**3<sup>rd</sup> 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.



**Figure 4**

**4<sup>th</sup> STEP**

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

Microsoft  
← solehin200289@gmail.com  
**Create a password**  
Enter the password you would like to use with your account.  
.....  
 Show password  
Next

**Figure 5**

**5<sup>th</sup> STEP**

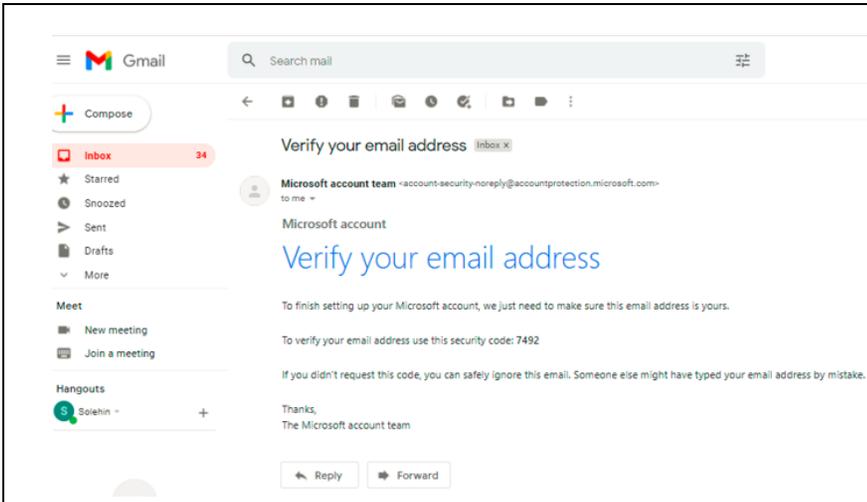
- Then, as shown in Figure 5, enter in your email password and click next.

Microsoft  
← solehin200289@gmail.com  
**Verify email**  
Enter the code we sent to **solehin200289@gmail.com**. If you didn't get the email, check your junk folder or try again.  
Enter code  
 I would like information, tips, and offers about Microsoft products and services.  
Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.  
Next

**Figure 6**

**6<sup>th</sup> STEP**

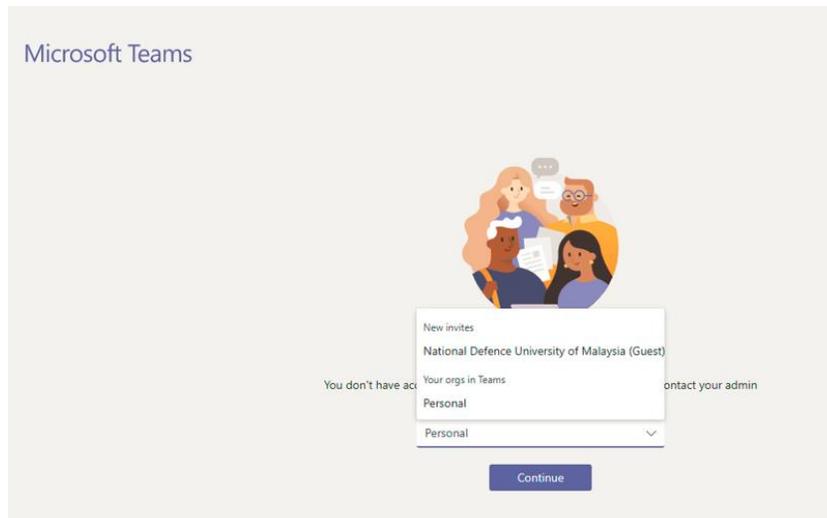
- Then, as shown in Figure 6, you must verify your email by entering the code that was sent to you by email shown in Figure 7.
- Enter your security code in the Verify email dialog, select Next , enter the CAPTCHA in the Enter the characters you see line, select Next , then Accept.



**Figure 7**

**7<sup>th</sup> STEP**

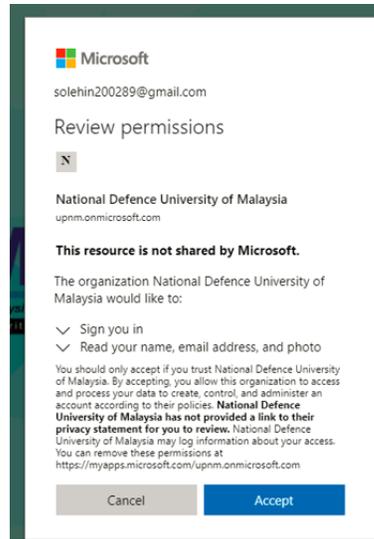
- Figure 7 shows the verification code that was emailed to you.
- To verify your email address, open the verification email, and copy the security code.



**Figure 8**

**8<sup>th</sup> STEP**

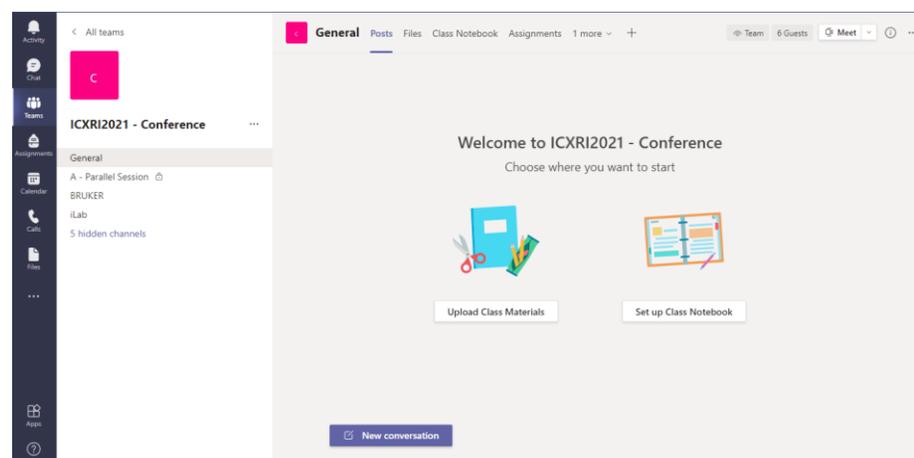
- As described in Fig 8, select the 'National Defence University of Malaysia (Guest)' menu.



**Figure 9**

### **9<sup>th</sup> STEP**

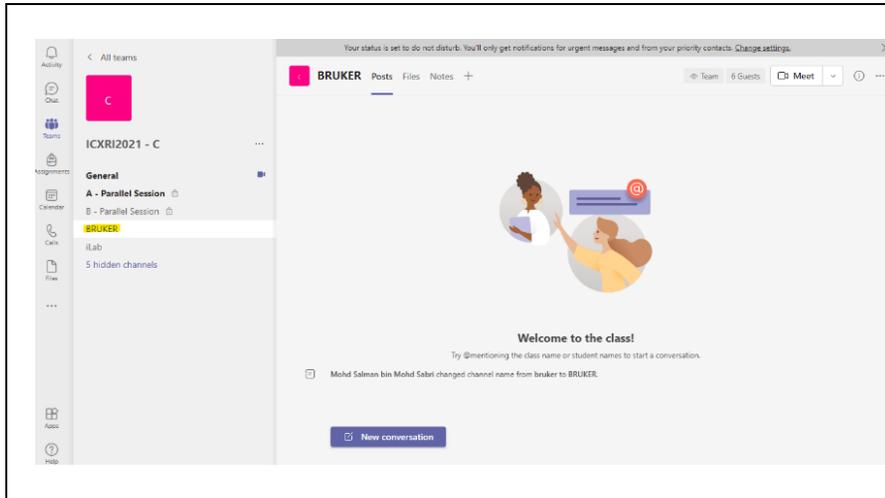
- As seen in Figure 9, click the accept menu.



**Figure 10**

### **10<sup>th</sup> 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](mailto: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.