

ATTENDEE GUIDE

M365 Global Virtual Community Party, 27th of August 2020

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ORGANIZER CONTACT DETAILS

M365 Global Virtual Community Team
Ambassadors: Joel Oleson, Galen Keene, Ryan Schouten
Website: <http://m365vc.com>

OVERVIEW

Where: Microsoft 365 Community Tenant: Hosted in the M365VC Community Tenant team with SharePoint spaces lobby & Teams meetings for rooms register to become a member to gain access.

What: It's a Virtual Community Networking Party!

We have lined up many fun events to network and meet people from the community from around the globe. We already have over 50 user groups represented with those who have already registered from across all six populated continents. We have learned that networking and friendships are what is most important.

Here are some of the main activities that are planned and hosted by the community:

Pub Quiz Hosted by Maarten Visser - Every 30 minutes we will play a Trivia quiz in which you compete against other attendees.

Lightning Talks by Microsoft hosted by Christian Buckley - Join us for 10-15 minute futuristic and inspiring talks on upcoming products from your favorite Microsofties.

Community Zone Teams Together Mode with Jeff Willinger - It's always Happy Hour in this Video Chat with your friends and make some new ones.

3D Games and Video Chat in AltSpaceVR with Sharon Weaver - Get your game on in this 3D chat experience. It works both on your Windows desktop in App, and in your favorite VR app. Get ready by installing the App by going to altspace.com

3 Rooms of Music, Dancing & Video DJ - Community music talents of Keith Richie 2049, DJ Joey Snow and his Summertime Mix, and special guest Actitect, who will play live electronic music from his studio in Amsterdam

Cosplay and Costumes - Geeks love reasons to dress up and act out their favorite characters... Ever been to a Comicon or Blizzcon? You know what I mean. Dress up or just come hang out.

WHY WE ARE CELEBRATING

The Microsoft 365 Global Community launches in support of global networking opportunities, enabling Microsoft 365 users and experts throughout the world with an ability to network, learn, and connect.

The community, supported by Microsoft, leverages a Microsoft 365 tenant, featuring Microsoft Teams, to facilitate networking and learning opportunities. Microsoft will provide each member with a Microsoft 365 E5 license ensuring that everyone can fully participate in community activities and events.

Microsoft 365 community leaders from around the world are volunteering to organize and plan community activities and events. The virtual community begins with a series of promotional kick-off parties to celebrate the community's launch. Following the launch parties, the community will feature monthly virtual meetings with speakers throughout the world. The meetings will occur in multiple time zones and, in some cases, feature localized content and speakers.

The community hopes to provide a virtual location for networking, learning, and fun! Please register to be a member of the Microsoft 365 Virtual Community. We look forward to seeing you at our upcoming activities and events.

CONFERENCE BEST PRACTICES

1. Ensure you have a stable internet connection
2. Ensure you have downloaded [Microsoft Teams](#) or are prepared to join the party events from a browser-based Teams instance.
 - Use a media-source extension (MSE)-enabled web browsers like Chrome, Firefox, or Edge.
 - Safari is not currently supported.
3. If you are in one of the music meetings, mute your microphone to avoid any distracting background noise.
4. Use your webcam – turn on video during meetings to provide a personal connection with other attendees.
 - Be mindful of your surroundings. Make sure your background is well-lit, but not too bright.
5. **Teams Tip:** Enable the ‘background blur’ option to reduce the amount of visual noise surrounding you by clicking on the **Ellipsis** icon from the meeting options and choose Blur My Background. *For an added touch, choose one of the custom background images, or add your own image to add your own flair.*

HOW TO ENTER THE PARTY

This party is hosted in Microsoft Teams and uses Channel Meetings for the events. There are three ways to join the meetings, attend the party, and enjoy the events.

- [Microsoft 365 Global Virtual Community Team](#)
- [Launch Party Website](#)
- [Virtual Lobby](#)

MICROSOFT 365 GLOBAL VIRTUAL COMMUNITY TEAM

REQUIRES MEMBERSHIP IN THE M365 GLOBAL VIRTUAL COMMUNITY

If you are a member of the Microsoft 365 Virtual Community, then you received an email from Microsoft Teams noreply@email.teams.microsoft.com, notifying you that you’ve been added to the group, see image below for an example of the email sent. Reference the instructions below to sign in to Microsoft Teams and join the party.



MICROSOFT TEAMS CLIENT

1. Sign in to the Microsoft Community tenant when logging into the Microsoft Teams.
 - a. If you are currently signed into Microsoft Teams with a work or personal account, **SIGN OUT**.
 - b. Sign into Microsoft Teams using the Microsoft Community email address. This address has the following domain, **@msftcommunity.com**.
2. Find the Team named M365 Global Virtual Community.
3. Click on the channel of the event you would like to enter.
4. On the Posts tab, you will find a meeting post, click on the post, and click on the Join button to enter the event.

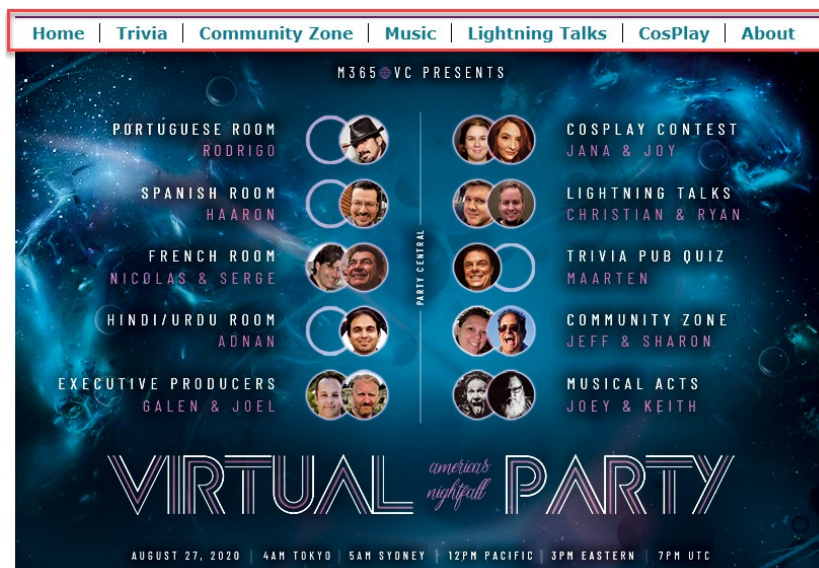
MICROSOFT TEAMS WEB CLIENT

1. Navigate to <https://teams.microsoft.com>
2. Sign in with the Microsoft Community email address. This address has the following domain, @msftcommunity.com.
3. Find the Team named M365 Global Virtual Community.
4. Click on the channel of the event you would like to enter.
5. On the Posts tab, you will find a meeting post, click on the post, and click on the Join button to enter the event.

LAUNCH PARTY WEBSITE

DOES NOT REQUIRE MEMBERSHIP IN THE M365 GLOBAL VIRTUAL COMMUNITY

1. Navigate to www.m365vc.com
2. Click on the event in the Site Navigation that you would like to enter
3. Click on the Join link on the page



VIRTUAL LOBBY

REQUIRES MEMBERSHIP IN THE M365 GLOBAL VIRTUAL COMMUNITY

1. Navigate to <https://teams.microsoft.com>

2. Sign in with the Microsoft Community email address. This address has the following domain, @msftcommunity.com.
3. Find the Team named M365 Global Virtual Community.
4. Click on the General Channel > M365VC Launch Party Tab

REGISTER TO BE A MEMBER OF THE M365 GLOBAL VIRTUAL COMMUNITY

1. [Submit the M365 Global Virtual Community Registration Form](#)
2. Upon receiving the email notification from Microsoft, proceed to follow the instructions in the email and join the community tenant.

EVENT PARTICIPATION

The events are running in Microsoft Teams meetings except for the Virtual Reality Community Zone. See below for event-specific instructions and best practices.

VR COMMUNITY ZONE

As part of the Microsoft 365 Global Virtual Community Launch Party, we are offering a Community Zone in Virtual Reality. In the community zone, we have a viewing area for Lightning Talks, along with areas for socializing and playing games. The community is hosted in [AltspaceVR](#). AltspaceVR offers virtual reality interaction along with a 2D non-VR mode.



To participate, you need to install one of the applications for your device or desired connection method. <https://altvr.com/get-altspacevr/>

Sign up and create an account if you have not already done so, https://account.altvr.com/users/sign_up.

When the time comes, join the fun at [Community Zone By Clicking On This Link](#) (Link only works if the AltspaceVR app is installed).

COSPLAY

Are you interested in joining the Microsoft 365 Virtual Cosplay room but aren't sure about dressing up? No worries! The cosplay room is a place to meet, talk about your favorite sci-fi movies and characters, and have fun. **Costumes are optional!**

Do you want to dress up but don't have a huge budget? It's about fun and creativity, not a bank-breaking wardrobe and makeup.

We're not looking for Hollywood's best; we're looking for imagination and creativity. You can even use a virtual avatar with a cool backstory!

Or, just come to the Cosplay room to discuss, hang out, meet and greet with your fellow IT sci-fi and adventure fans.

COSPLAY RULES

- No culturally offensive language or themes
- No graphically violent (gore) imagery or costumes
- Keep it covered - no nudity or pretend nudity (remember, this is family-friendly)
- No "real" or life-like weapons - keep it fun
- This is not the place for 3rd party tool advertising.

LAUNCH PARTY CODE OF CONDUCT

The following code of conduct outlines our expectations of the behaviors we consider unacceptable.

- Personal insults, threats, attacks, harassment, stalking, abuse, slurs, profanity, sexual remarks or innuendos, or physical violence directed against another person particularly those related to gender, sexual orientation, race, religion, or disability or otherwise discriminatory jokes and language
- Inappropriate physical contact or unwelcome sexual attention, including sexualized comments or jokes, inappropriate touching, groping, or unwelcome sexual advances
- Posting or displaying sexually explicit or violent material.
- Deliberate intimidation, stalking or following (online or in-person).
- Advocating for or encouraging any of the above behavior.
- Sustained disruption of conference events, including talks and presentations

Anyone asked to stop unacceptable behavior is expected to comply immediately. If an attendee, speaker, producer, sponsor, or conference organizer engages in unacceptable behavior, the conference organizers will take any action they deem appropriate, including expulsion from the launch party, event, speaking session, etc. This includes all spaces related to the conference, virtual and physical.

If you are subject to or witness unacceptable behavior, please notify the conference organizers at [m365vc Support](#).

FAQ

Q: What steps should I take before the event?

A: If you have not already, download *Microsoft Teams* to your device.

Q: Who do I contact if I am not able to login to Microsoft Teams?

A: Please reach out directly to the community organizers at [m365vc Support](#), and we will triage your issue for support to resolve it.

Q: Where can I find more information about what I can do in Teams as a guest?

A: The guest experience does have some limitations. For more information, please refer to this [document](#) for additional details.

DISCLAIMER

Anyone turning on video or audio may be recorded or captured in video or audio that is available for viewing in the Microsoft 365 Global Virtual Community tenant and Microsoft 365 Virtual Marathon YouTube channel.