

MICROSOFT 365 – TEAMS

INSTRUCTION

Lectures are conducted using the Teams application available in the Microsoft 365 service. **The recommended browser is Google Chrome, which is compatible with the Teams application.** To participate in the lectures, you need a computer equipment (laptop or desktop computer) with a working microphone and a camera. The student is obliged to check the if the microphone and camera work properly before the lecture. It is the student's responsibility to join the lectures with properly functioning computer equipment. Lectures are conducted in teams. Students are added to the team. The lecturer can add students to the team or the lecturer can send the team access code on Teams for example by e-mail.

1. Start up a desktop computer with a connected and installed camera and microphone, or start a laptop (laptops usually have a built-in microphone and a camera).
2. Connect to the Internet.
3. Launch the Google Chrome browser and enter the link: <https://www.office.com/> (1)
4. Click „Sign in” (2)
5. Log in using the data provided by the University (logins and passwords will be sent to students by IT specialists via e-mail)

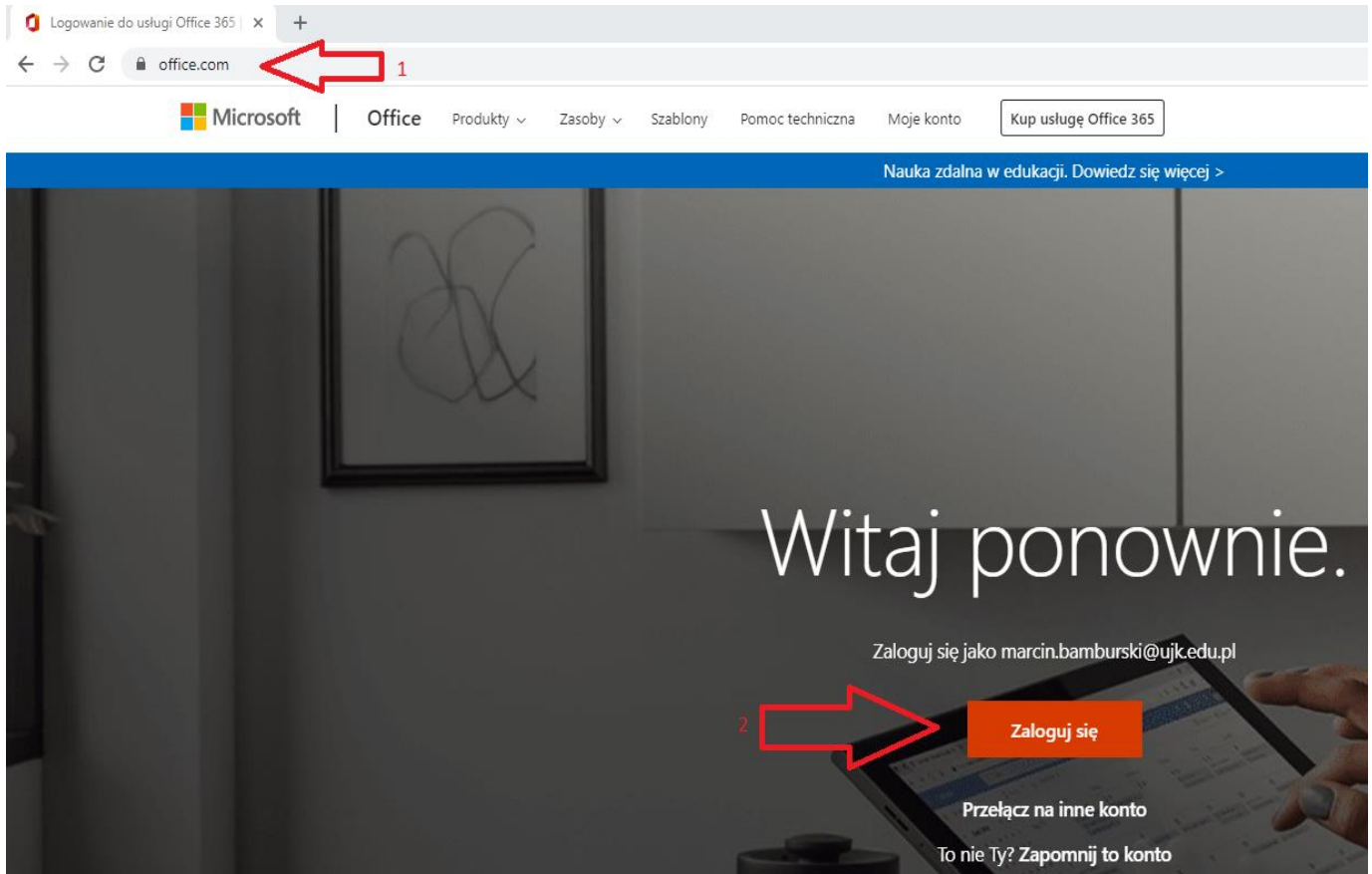
Login: s12345@ujk.edu.pl, where 12345 is the student's ID number

One-time password: create your own password - it must consist of min. 8 characters, small letter, capital letter, number, special character, e.g. !? #

To reset your password, please contact IT specialists using the e-mail address: cmit@ujk.edu.pl

IMPORTANT !!!

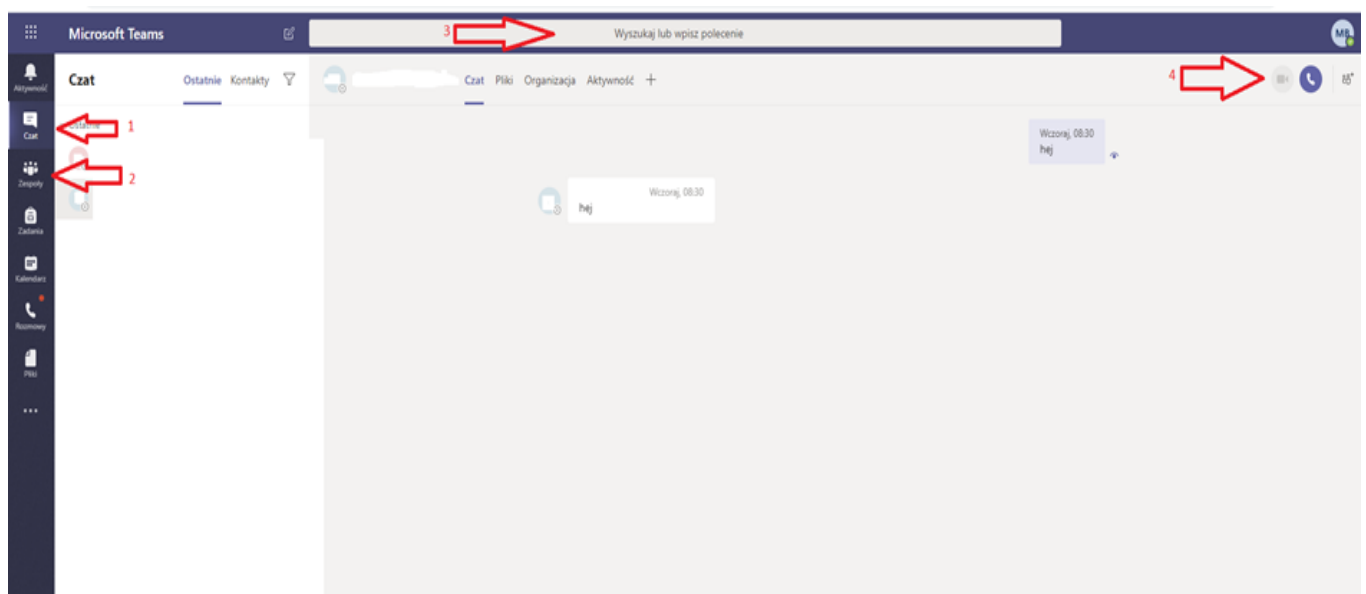
Please do not remember passwords in your web browser and keep them in a safe place.



4. After signing in on the first screen of Office365, select Teams. Initialization will take place. Please wait for a while.

5. Teams home screen:

- Chat (text messenger) (1)
- Teams - you can create teams or see and join an existing team (2)
- User search (you can find a lecturer or student by entering your full name (3)
- Icons for videoconference and voice chat (4)

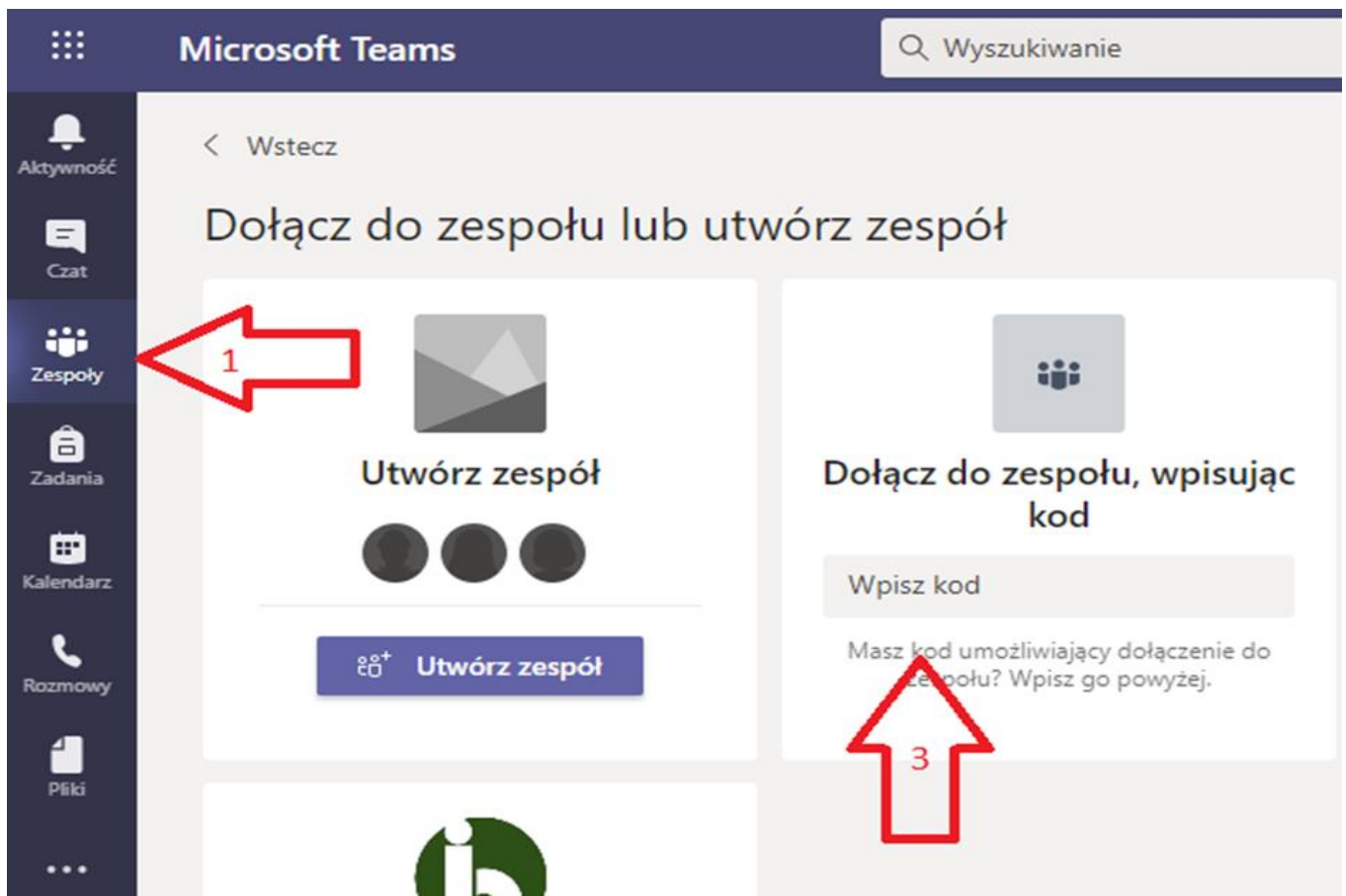


6. Joining the team

The student can be added to the team by the lecturer or can receive a team access code.

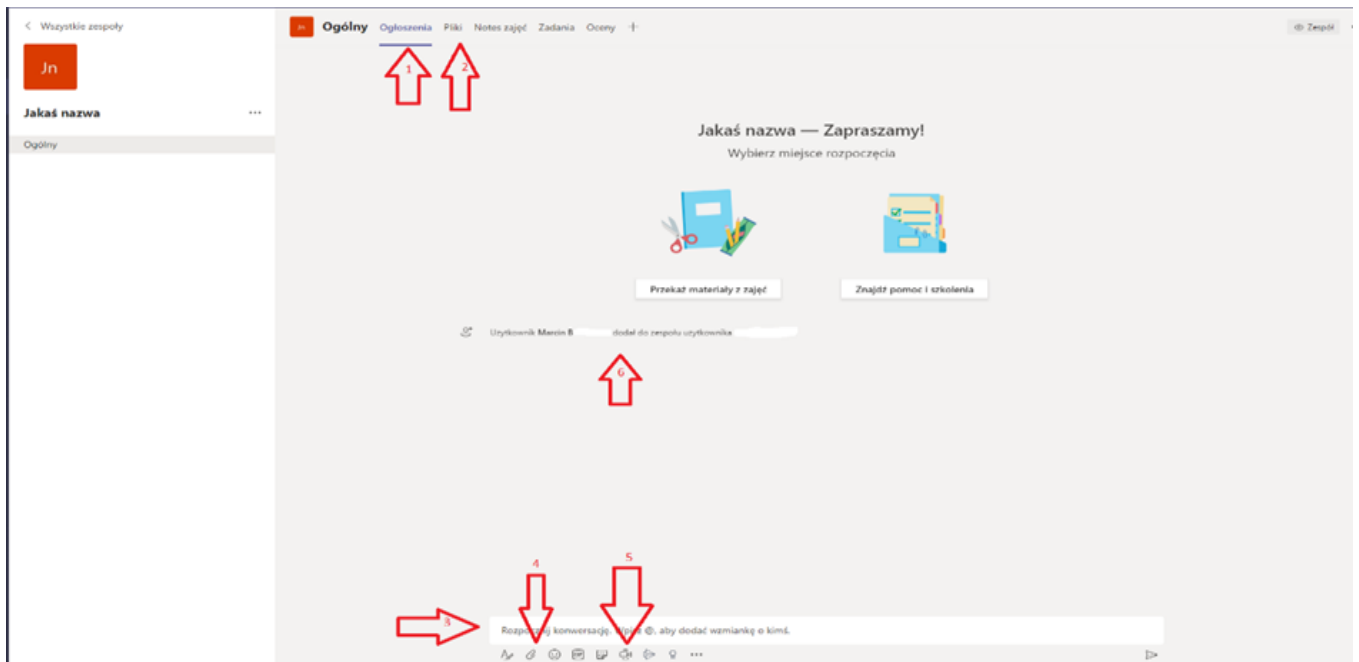
If the student obtains an access code from the lecturer, s/he should do the following:

- select "Teams" (1) from the side menu
- "Join a team or create a new team" (2) in the upper right corner.
- select join the team by entering the code (3) and enter the appropriate team code.



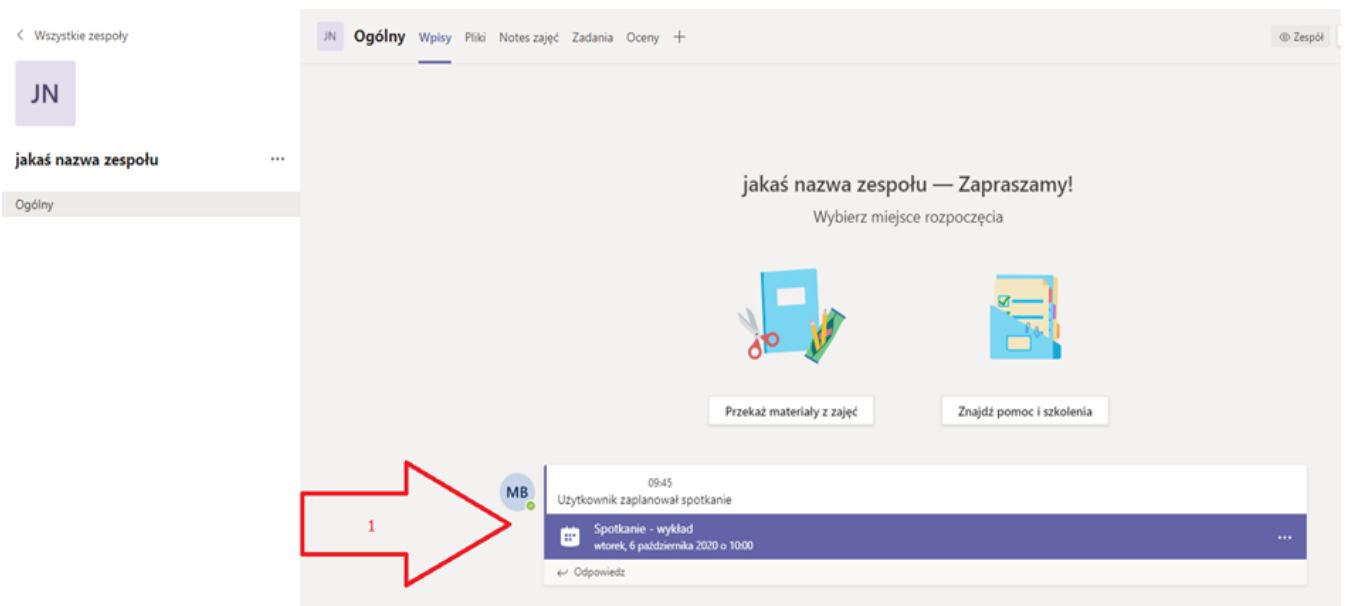
7. The home screen contains the following elements:

- Entries/ Announcements (here you can send text messages, the so-called Chat) (1)
- Files (you can add files, e.g. some teaching materials, they will be available within the team) (2)
- Start a conversation - in this field you can write a message visible to the whole team (3)
- Webcam - starting a videoconference (5)
- list of users added to the team (6)



8. Joining an ongoing lecture.

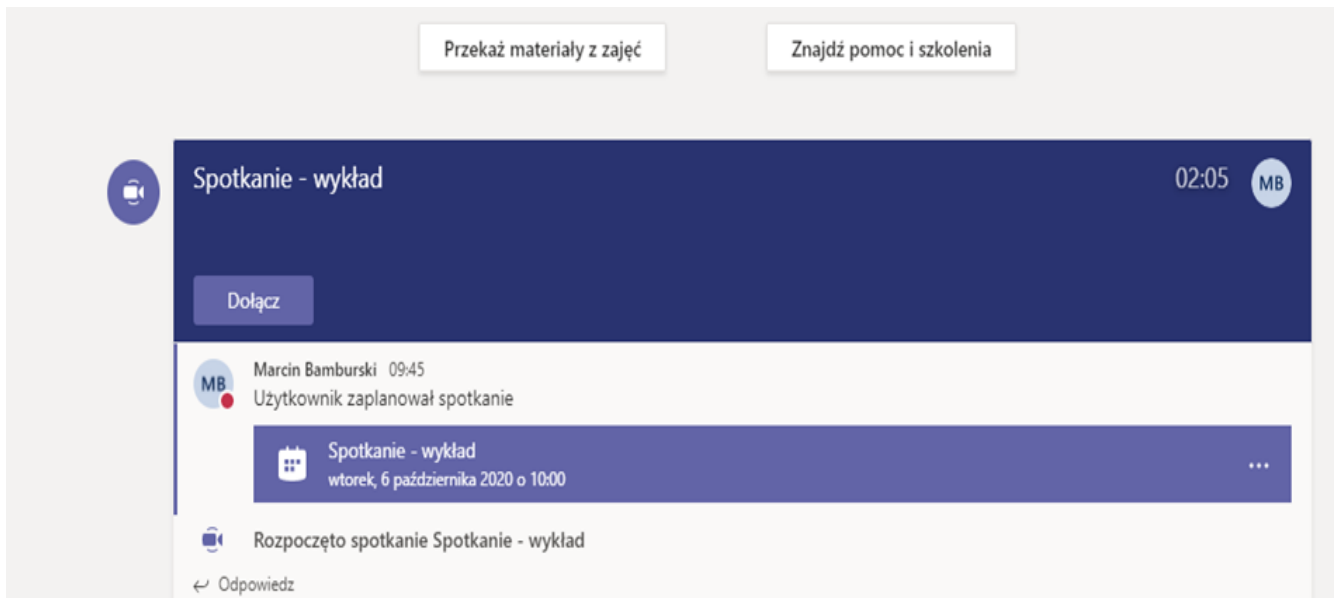
The lecturer can schedule the meeting and the scheduled meeting will be available in the team view (1)



To join the meeting, click on the meeting (1) and select „Join”.

During videoconference, users can turn the microphone and cameras on and off. It is recommended that after joining a videoconference you mute the microphone and turn off the camera and wait for the lecturer to start giving a lecture. Muting the microphones and turning off the cameras improves the quality of your lectures.

If a student wants to join a team in which other participants are already joined, in Teams it will be marked as "Meeting in progress" and You should also select "Join"



9. Videoconference

CONNECTION MENU:

Time counter (1), turning on the camera (2), muting the microphone (3), sharing the computer screen (4), list of participants (5), end the conference (6).

