

## **MS TEAMS - guide for Lazarski University students**

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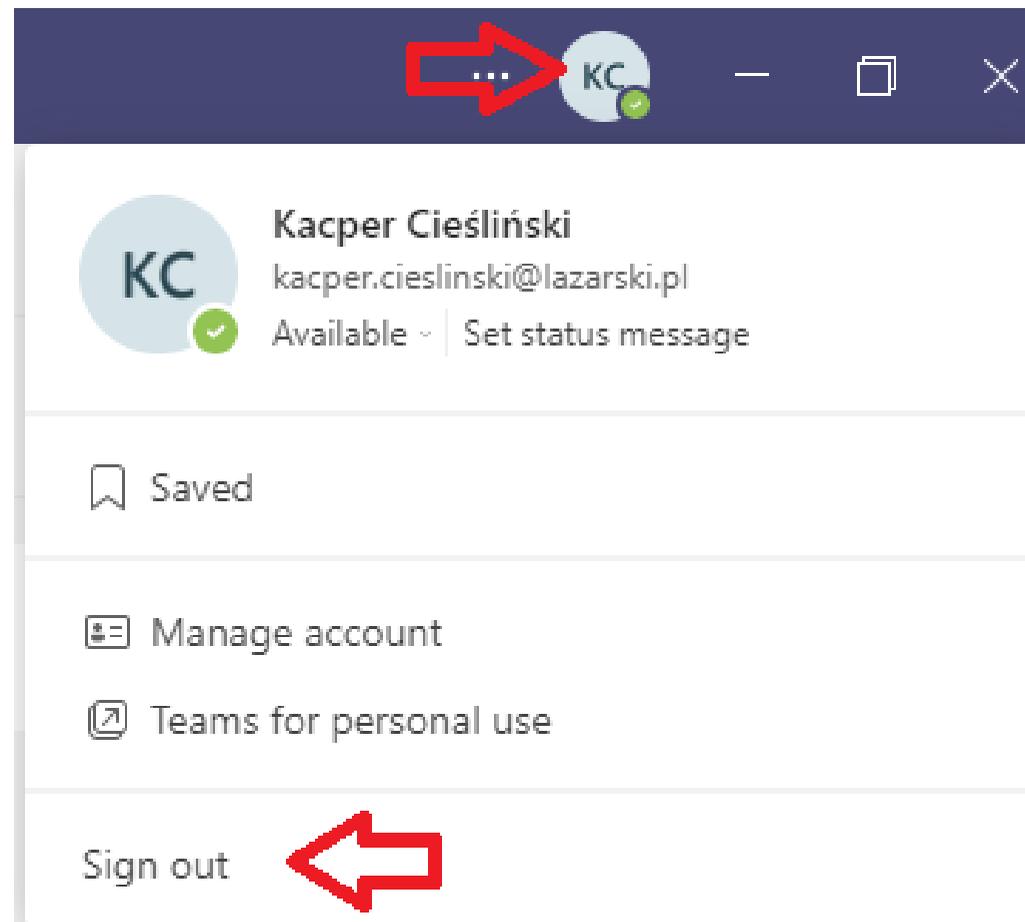


## SIGNING OUT – NO TEAMS VISIBLE

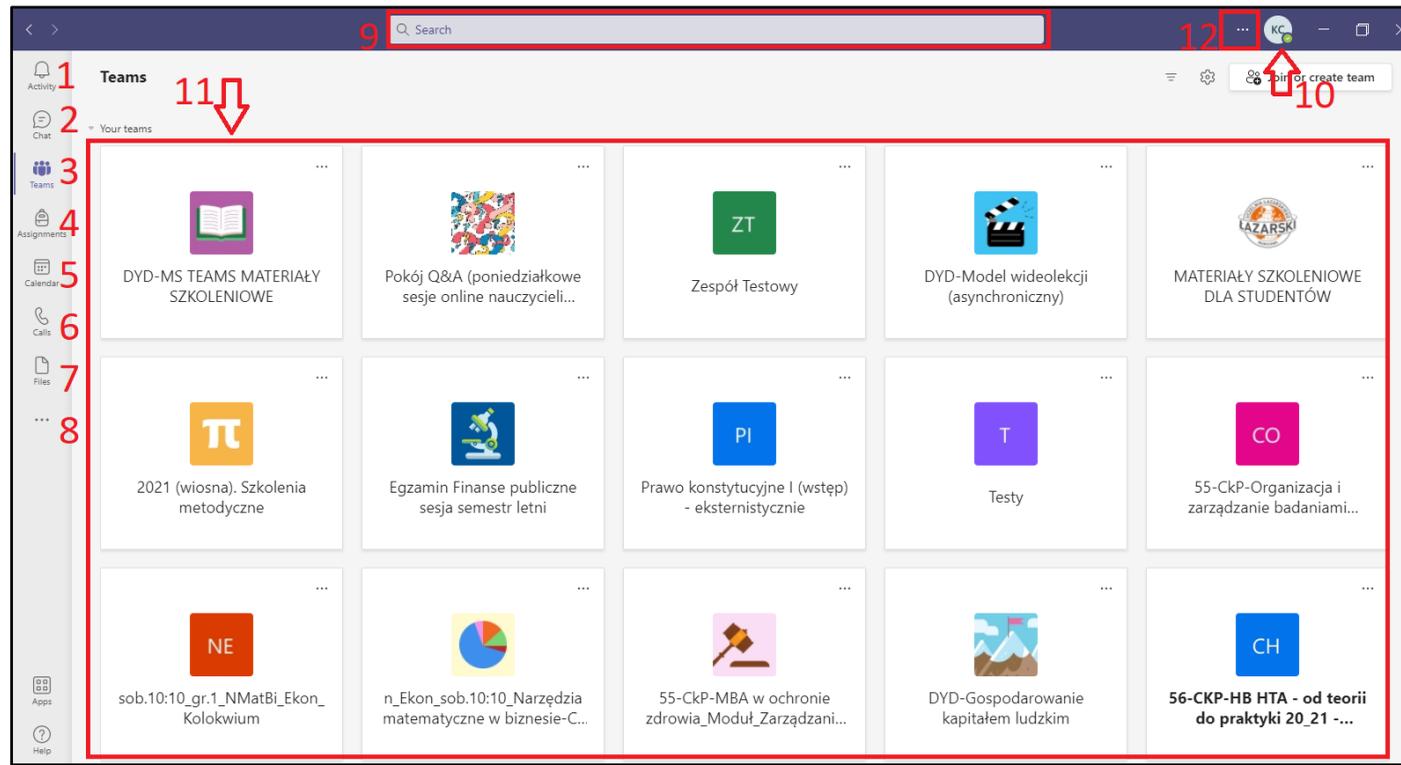
Sometimes you may find yourself automatically logged in to a different account and need to switch it to your Lazarski University profile.

First, click on your avatar icon in the top-right panel and select the „*Sign out*” option.

If the dialog window asking for your e-mail address does not appear, please close the application and rerun the software.



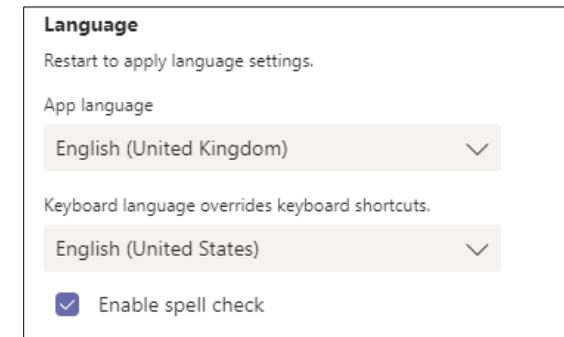
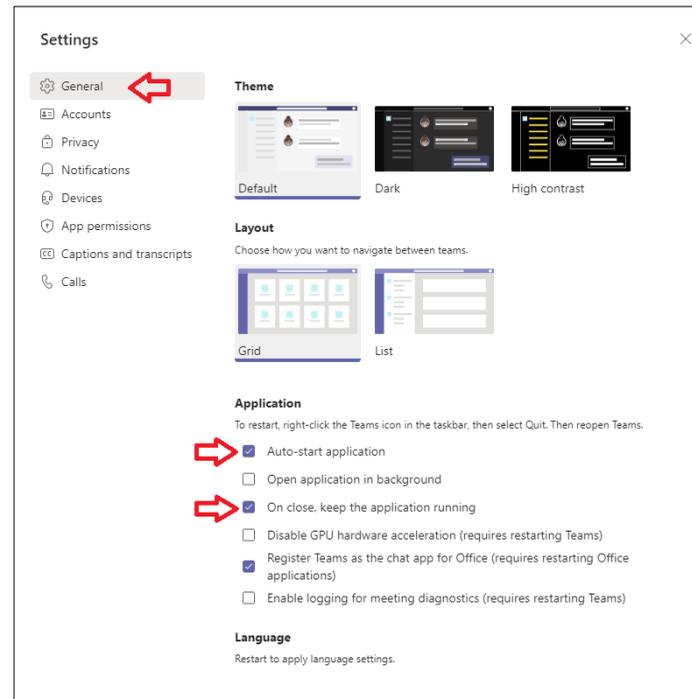
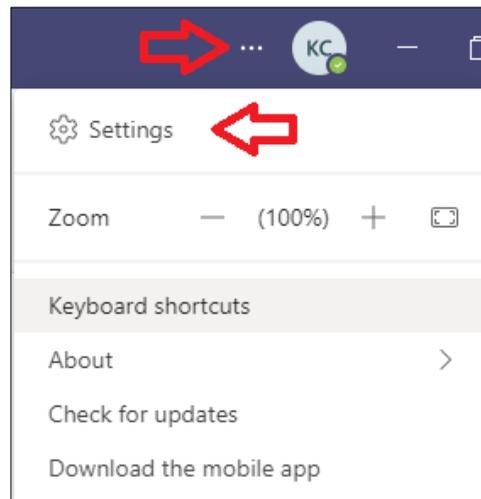
## AFTER LOGGING IN – MS TEAMS MAIN PANEL AND TEAM BROWSER



- 1 – 8 - MS Teams tool panel with different button icons for changing views (also during an ongoing *Meeting*): *Activity*, *Chat*, *Your Teams*, *Assignments*, *Calendar*, *Calls*, *Files*. The three dots at the bottom allow you to browse and select other applications that you can add to your MS Teams tool panel.
- 9 - - - Search window: is used to find specific Teams or individual persons
- 10 - - Here is your MS Teams Avatar with your initials and your selected picture. Once clicked on, you may customize your profile picture (“Change picture”), adjust the application („Settings”), view saved posts, adjust the zoom, check for updates and sign out.
- 11 - - Team icons you are a member of.
- 12 - - Additional settings

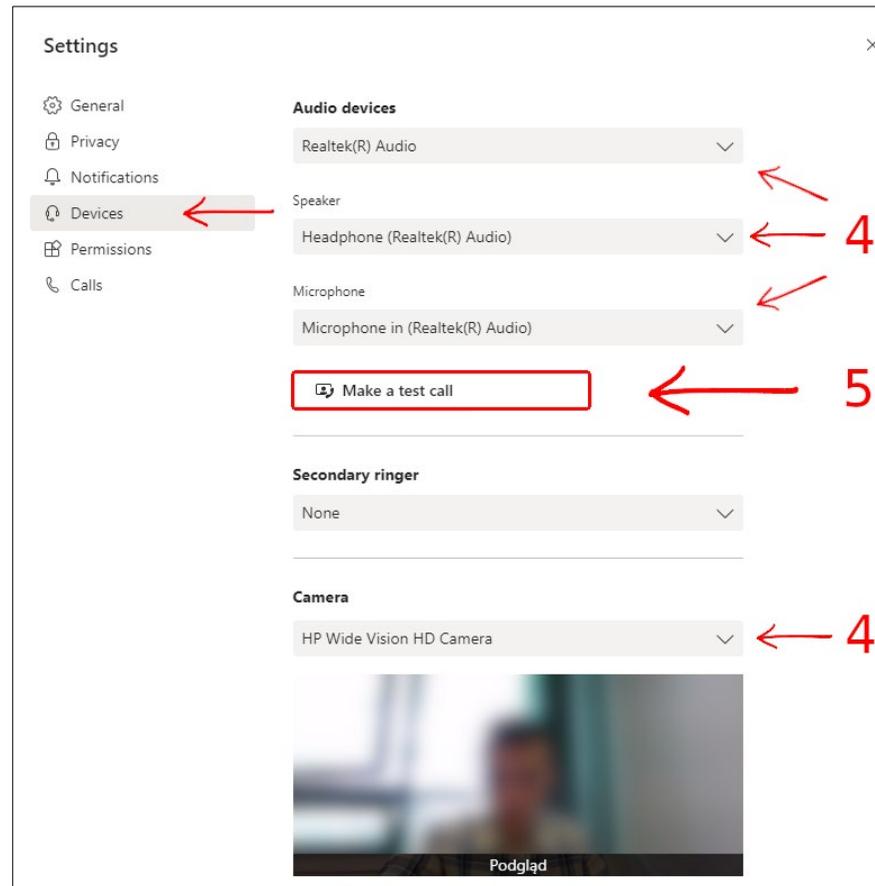
**Class Teams are set up prior to the meeting, according to the class.**

## SETTINGS ADJUSTMENT (OPTIONAL)



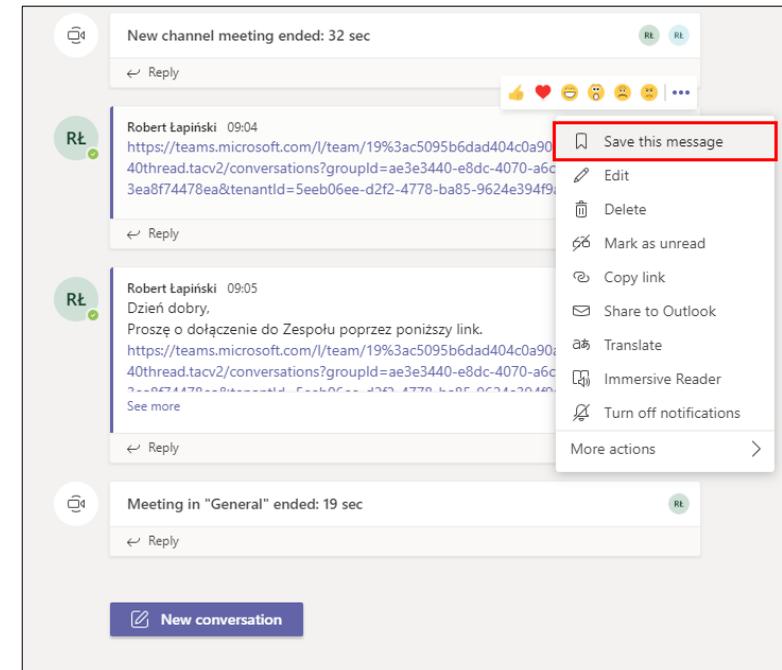
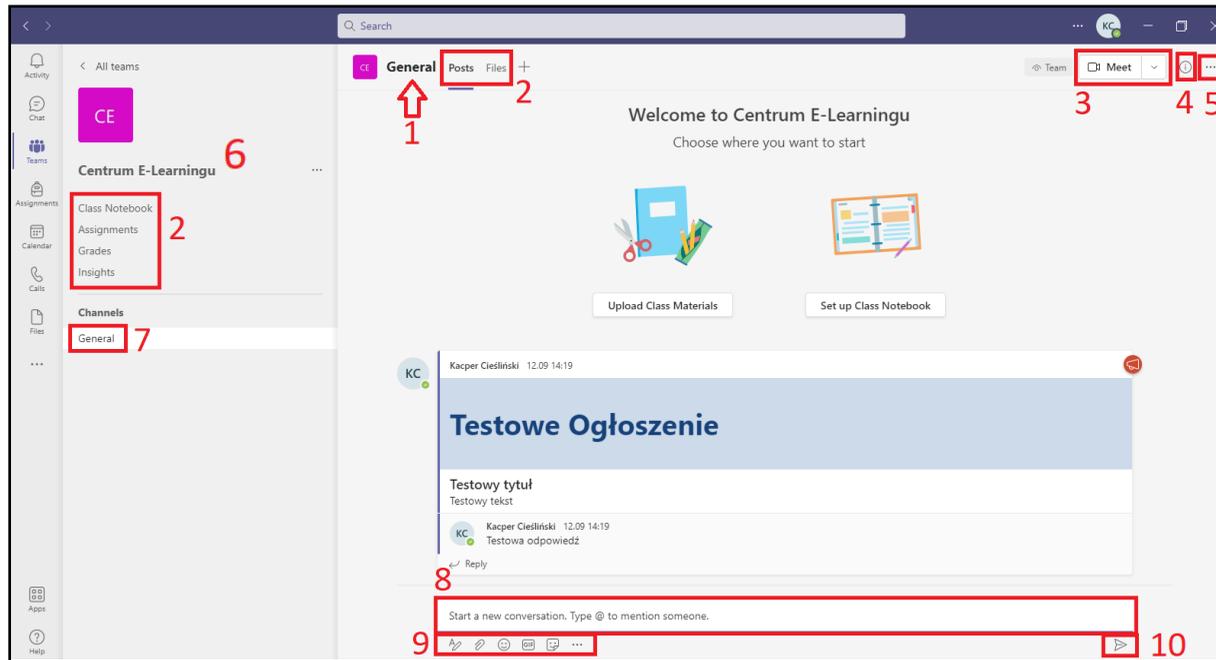
After clicking on three dots scroll down the menu and locate the “Settings” option. You may customize MS Teams in the “General” section – select the Theme (Default / Dark / High contrast) and Layout (Grid / List) that best suits you. The lower section of the “General” settings panel also allows you to adjust other features of the application. For example, enabling the “On close, keep the application running” option will keep MS Teams working in the background, even after closing the program window. Disabling the “Auto-start application” will prevent MS Teams from activating during system boot-up.

## TESTING HARDWARE FOR VOICE COMMUNICATION (TEST CALL)

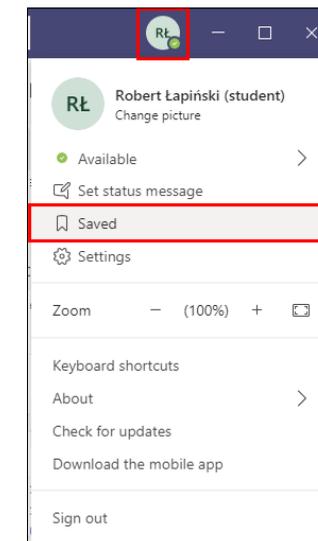


Your meetings will only be successful if your audio hardware is properly set up. We strongly advise using an external headset – with headphones and a microphone. To set up your audio hardware first click on your avatar icon and scroll down to the “Settings” option. Next, select the “Devices” tab – a list of option will be displayed. No. 1 – “Audio devices” / “Speaker” / Microphone – allows you to select your default PC Mic and Speakers, or your external devices. No. 2 – “Make a test call” – will let you record and listen to the sound your microphone. No. 3 – “Camera” – select “Integrated camera” to use the device built into your laptop or a different, external camera.

## TEAM WINDOW (POSTS)

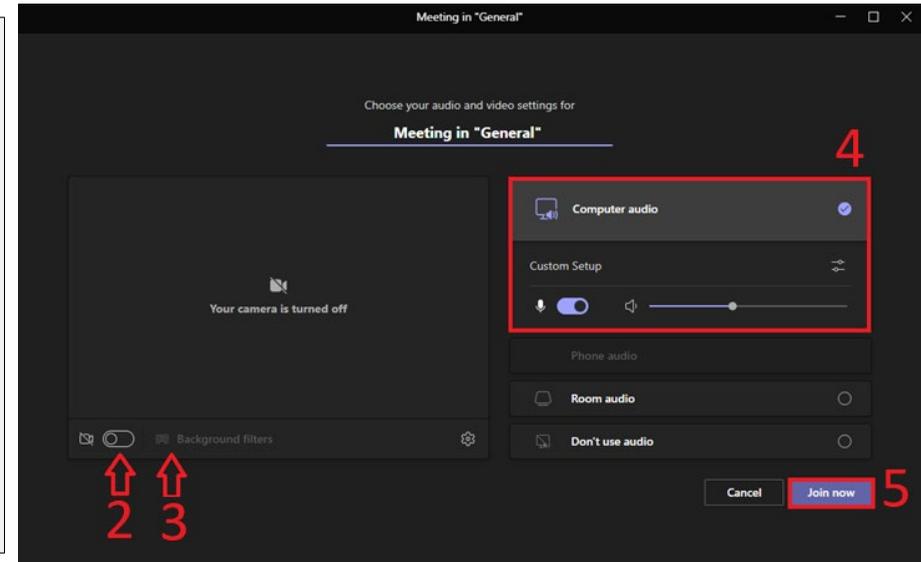
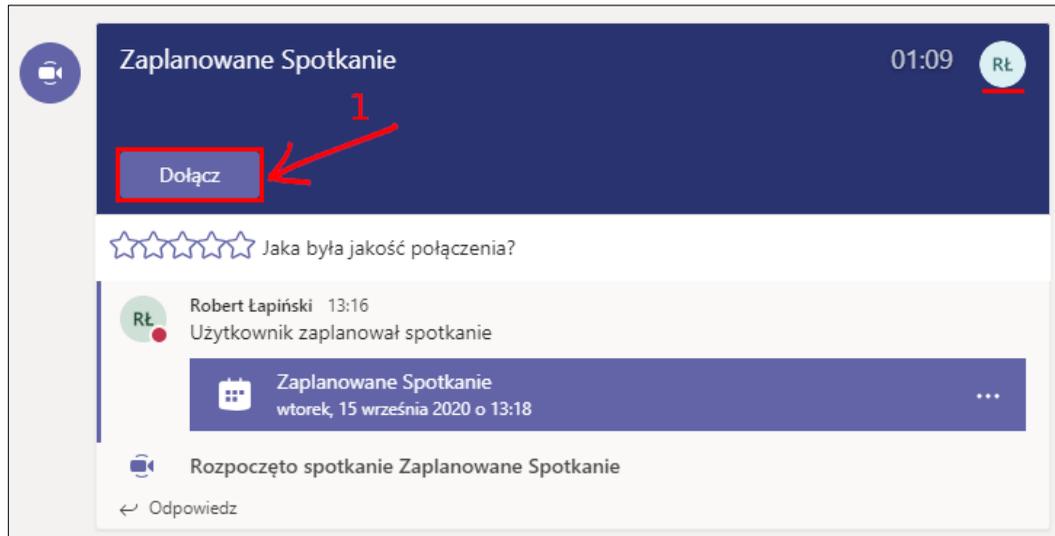


- 1 - - - *Channel name.*
- 2 - - - *Channel tabs – Posts / Files / Meeting Notes / Assignments*
- 3 - - - *Meeting start button.*
- 4 - - - *Channel information.*
- 5 - - - *More options.*
- 6 - - - *Team name.*
- 7 - - - *Team Channel section.*
- 8 - - - *Text window for posting messages on the message board.*
- 9 - - - *Text tools – change style / add attachment / other options.*
- 10 - - *Send message button.*



Important or useful messages posted on the *Team Message Board* may be saved and easily accessed later. Simply click on your avatar icon and select the „*Saved*” option from the menu.

## JOINING A MEETING

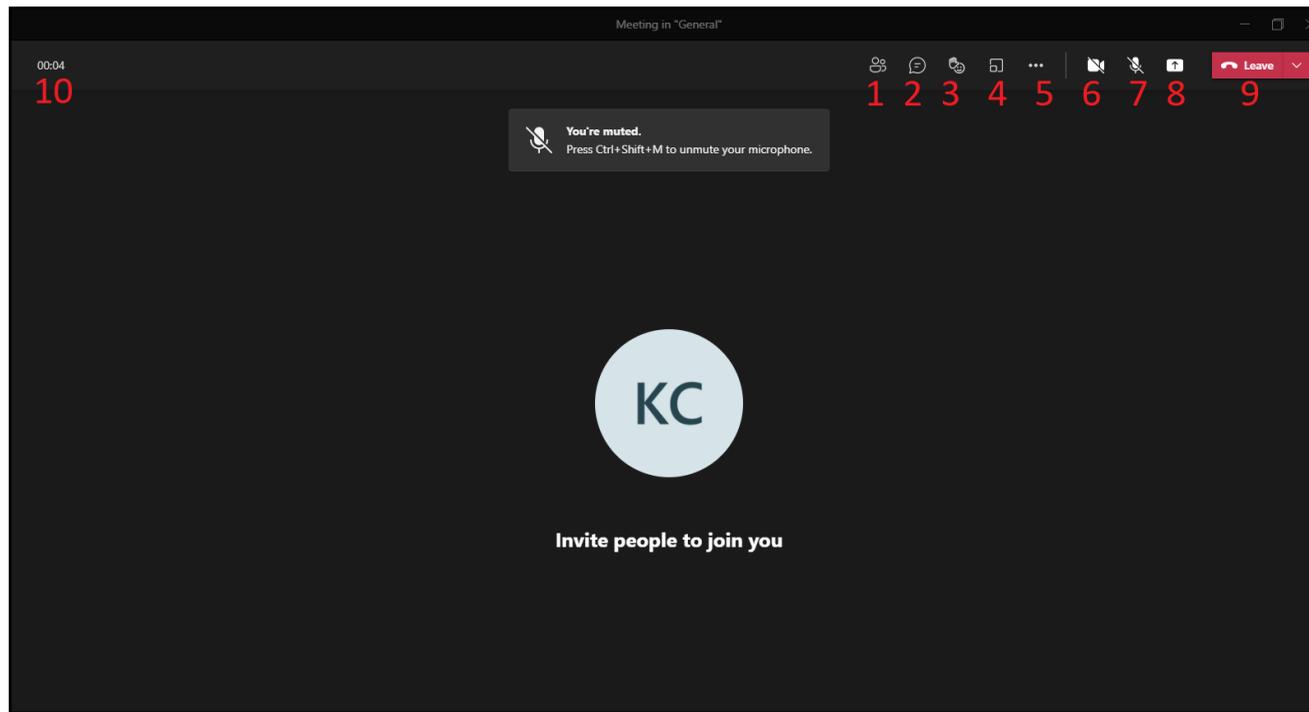


- 1 - - - Once your Lecturer starts a *Meeting*, a corresponding notification will be displayed on the *Team Message board*. Join the *Meeting* by clicking on the „*Join*” button .
- 2 - - - Enable / Disable your camera before joining a *Meeting*.
- 3 - - - Enable / Disable background filter.
- 4 - - - Enable / Disable your microphone before joining a *Meeting*.
- 5 - - - „*Join a Meeting*” button.

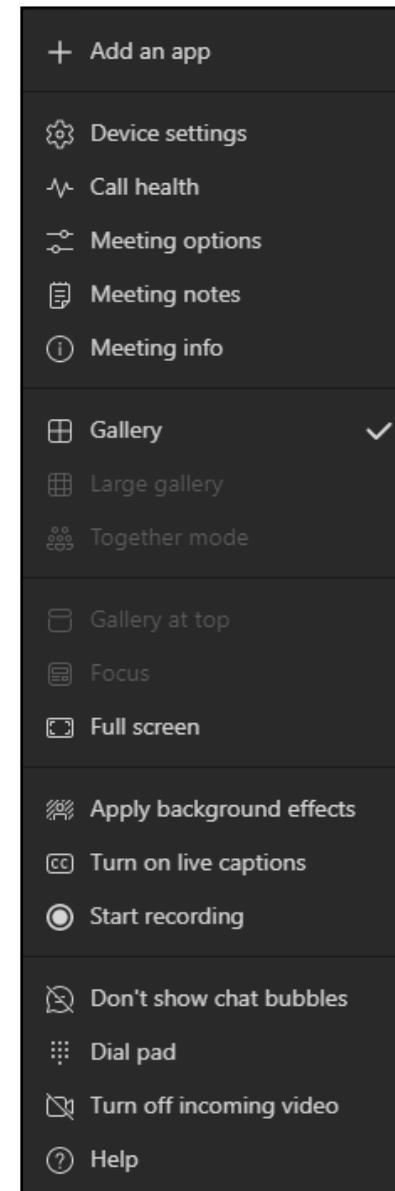


We kindly ask students not to use the „*Meet now*” function during a scheduled class, when the Lecturer has not created the specific *Meeting* yet.

## MEETING WINDOW

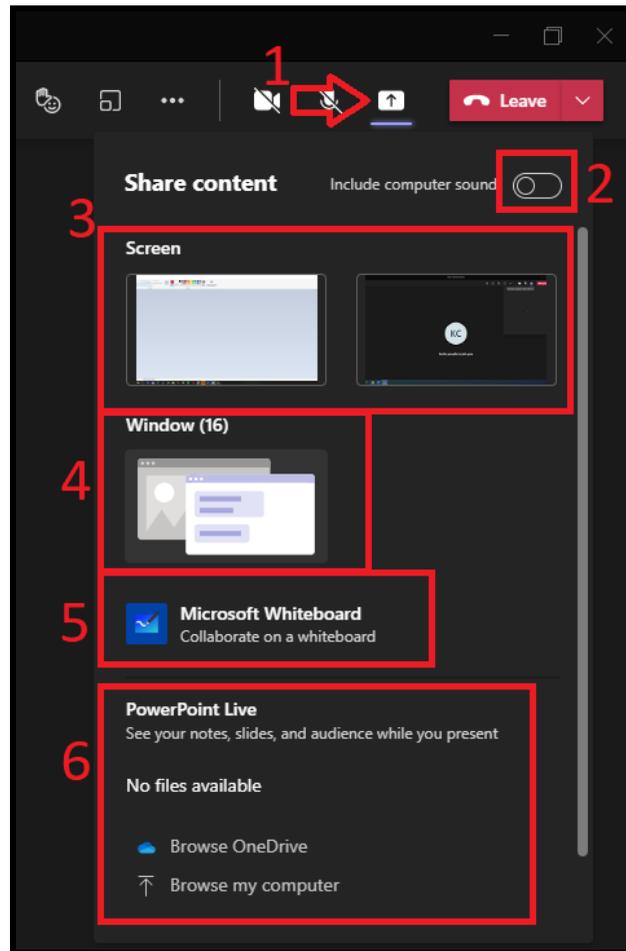


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- 1 - - - Button icons for changing different *MS Teams* function views.
- 10 - - *Meeting duration.*
- 6 - - - *Enable / disable webcam.*
- 7 - - - *Mute / unmute microphone.*
- 8 - - - *Access to the Share content panel - select your Desktop or an application running on your system to stream it to the Meeting (you need the permission of your Teacher to do so).*
- 5 - - - *More actions (i.a. Device settings / Switch to full-screen / Start and Stop recording / Background settings, etc.).*
- 3 - - - *Raise hand / lower hand.*
- 2 - - - *Show conversation.*
- 1 - - - *Show Meeting participants.*
- 9 - - *Leave Meeting.*
- 4 - - *Breakout rooms (available only for organizer of the meeting).*

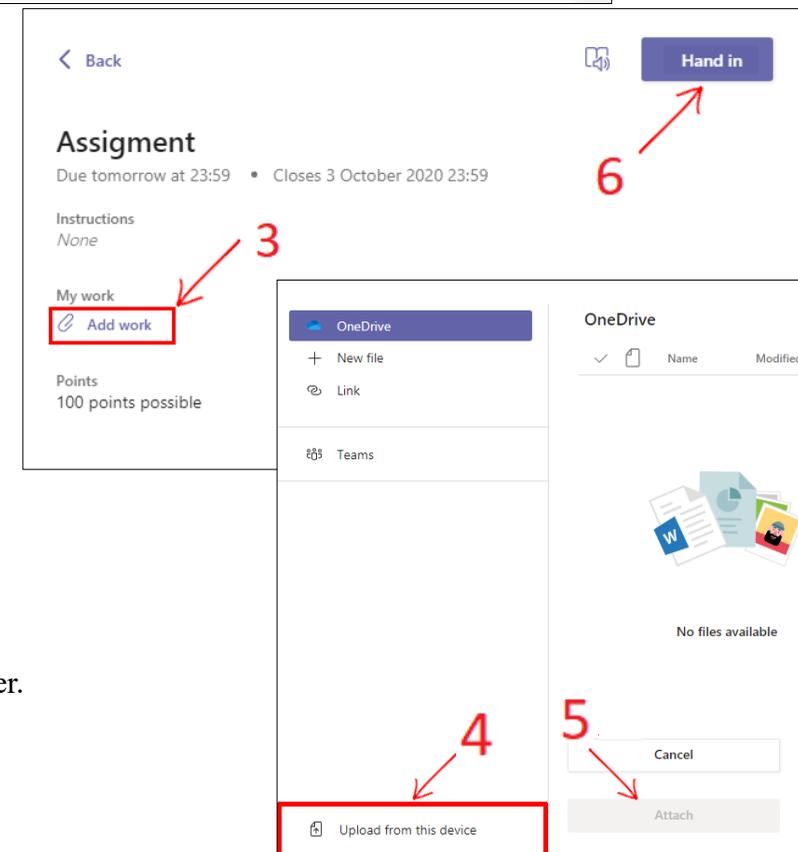
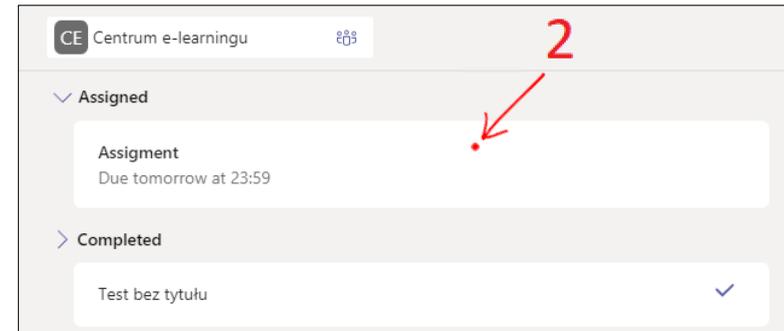
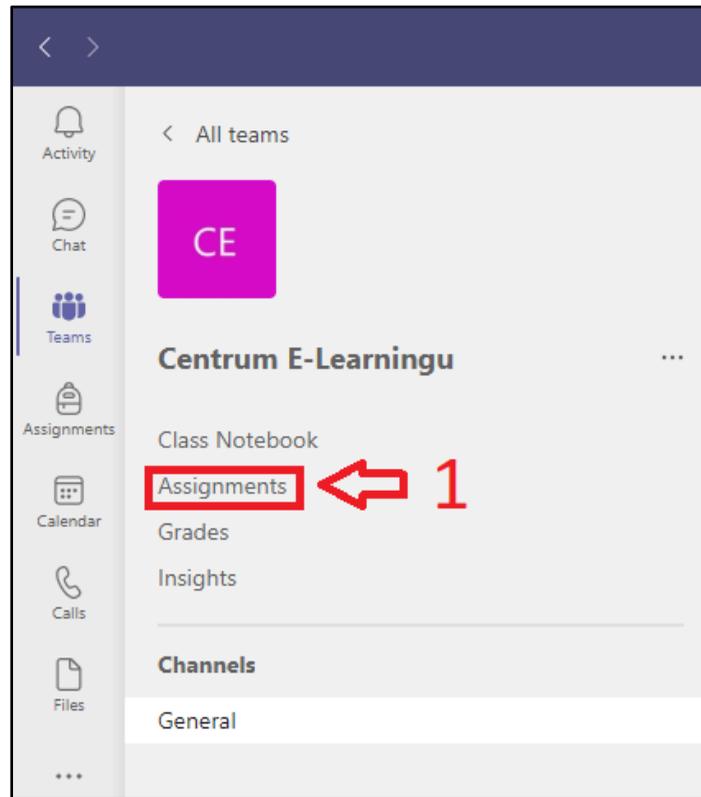
## SHARING YOUR SCREEN / SHARING OTHER APPLICATIONS



- 1 - - - Press the *Share content* button
- 2 - - - Optionally select *Include computer sound*, f.e. when we play a video with sound
- 3/4 - - Choose a *Screen* or a *Window* that we want to share to the meetings participants

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- 5 - - - WhiteBoard – app allowing you to *draw* (virtual board, which works like a traditional one).
  - 6 - - - Sharing a PowerPoint presentation

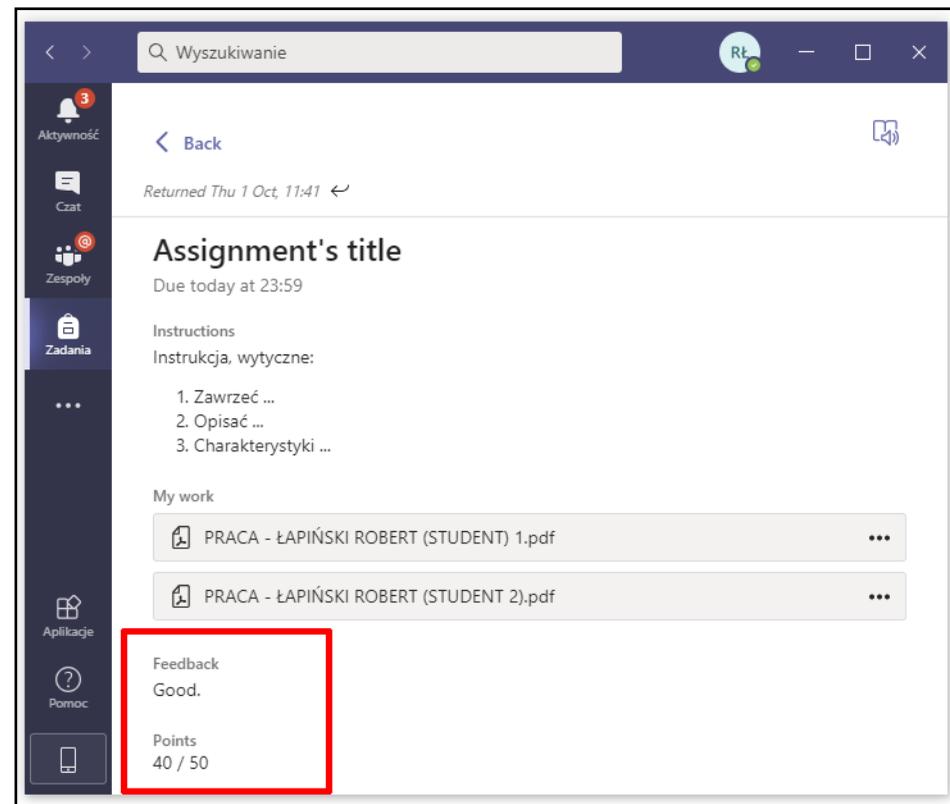
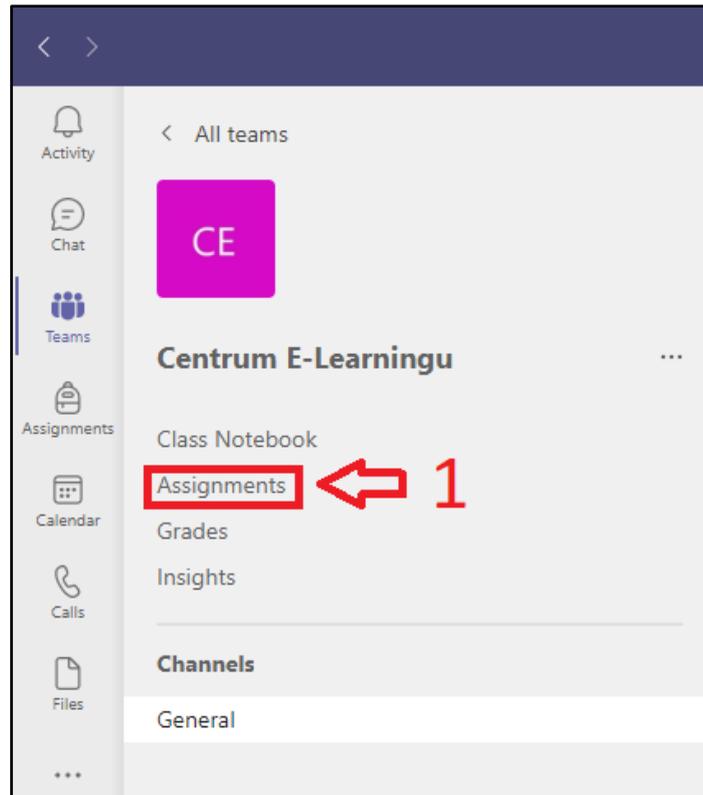
## ASSIGNMENT (PROGR ESS EVALUATION)



- 1 - - - Select the *Assignments* icon.
- 2 - - - Select the *Test/Assignment*
- 3 - - - Click on the „*Add work*” option.
- 4 - - - A new window will appear with the option of uploading files from your computer.
- 5, 6 - - „*Add work*” and „*Hand In*” buttons.

*You may update or replace uploaded files only until the Close date expires.*

## CHECKING SCORES AND REVIEWED WORK



## JOINING A TEAM VIA TEAM CODE (ADDITIONAL CLASSES)

