MS TEAMS - guide for Lazarski University students

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INSTALLATION & LOGGING IN – MS TEAMS

- 1 --- If MS Teams is already installed on your computer, run the program and proceed directly to section 3. If you don't have MS Teams, download the install wizard from the link: <u>https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app (click here)</u>
- 2 --- Use Windows Explorer to locate the "*Download*" folder on your computer. Find and run the *Teams_windows_x64.exe* installer the program will automatically setup MS Teams. If you already have MS Teams installed, the program will activate itself shortly afterwards.



- 3 --- When the welcome screen pops up, please input your Lazarski University e-mail and select the "Log in" button. You will then be asked to input your password.
 - → Use the same login and password you use to access your student e-mail. lazarski.pl/en/student-e-mail/ ← →The initial password is temporary – you must change it during the first session and memorize it for later use! ← If you happen to forget your password please contact the *Centre of E-Learning*: (cel@lazarski.edu.pl, 22 543 55 17) → and provide your Student Album Number. ←

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.

Kc Kacper Cieśliński kacper.cieslinski@lazarski.pl Available - Set status message
□ Saved
Manage account Image account Image account is a second
Sign out

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)

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🔒 Privacy	Realtek(R) Audio	\sim
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Q Devices 🔶	Speaker	
	Headphone (Realtek(R) Audio)	~ - 4
& Calls	Microphone	K
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	Make a test call Secondary ringer	← 5
	None	\checkmark
	Camera	
	HP Wide Vision HD Camera	~ - 4
	Podgląd	

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)

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Addity < All teams General Posts Files +			← Reply	▲ ♥ ⊖ ⊜ ⊜ ■	
CE CE Welcome Centrum E-Learningu 6	se where you want to start	RŁ	Robert Łapiński 09:04 https://teams.microsoft.com/l/team/19%3ac 40thread.tacv2/conversations?groupId=ae3 3ea8f74478ea&tenantId=5eeb06ee-d2f2-47	:5095b6dad404c0a90 口 Save this mess e3440-e8dc-4070-a6c ノ Edit 778-ba85-9624e394f9; 前 Delete	age
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EB Approx Mappin Start a new conversation. Type @ to mention someon P P © Heip P ©	× 10	ŷ	Meeting in "General" ended: 19 sec ← Reply New conversation	R	
1 <i>Channel</i> name.					
2 Channel tabs – Posts / Files / Meeting N	otes / Assignments		RŁ Rober	t Łapiński (student)	
3 Meeting start button.			 Available 	>	
4 Channel information.			더 Set status m	essage	
5 More options.			☐ Saved		
6 <i>Team name</i> .			Zoom -	- (100%) +	
7 Team Channel section.			Keyboard shortd	uts	
8 Text window for posting messages on th	About Check for updat) ies			
9 Text tools change style / add attaching	Download the n	nobile app			
10 Send message button.			Sign out		

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

JOINING A MEETING

			Meeting in	"General"	- 🗆 ×
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- 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



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

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

ASSIGNMENT (PROGR ESS EVALUATION)

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Q. Activity	< All teams
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Teams	Centrum E-Learningu ····
Assignments	Class Notebook
Calendar	Assignments Grades
S Calls	Insights
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Files	General

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		My work Add work Points 100 points possi	ble	OneDrive New file Link	One	Drive
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ur	computer.		ť	Upload from this device	5	Cancel J Attach

2

- 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)

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Czat	▼ Your teams		\uparrow
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Kalendarz	Centrum e-learningu		
Rozmowy			
1 Pliki			

