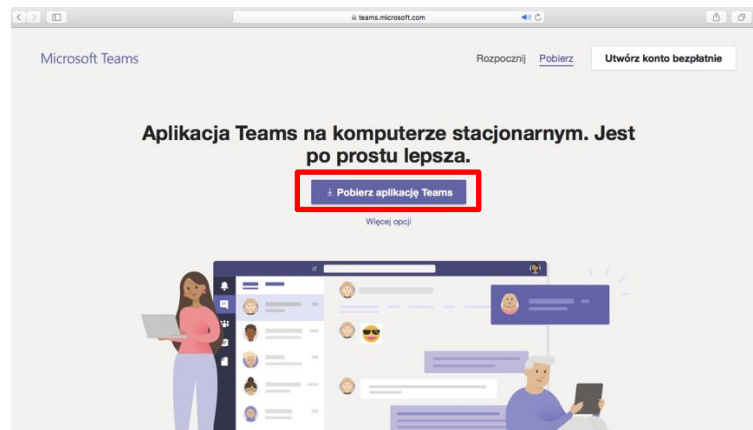


# MS Teams application for lecturers and trainers

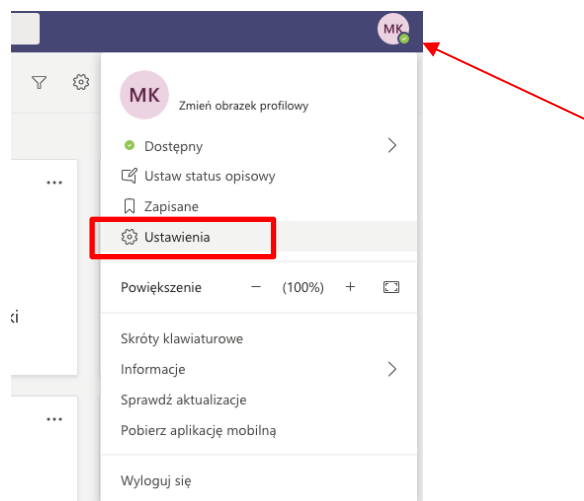
## 1. Downloading and installing the application

In order to download the application, follow these steps:

1. Go to: <https://teams.microsoft.com/downloads> and click the purple field in the middle „Download Teams or Pobierz aplikację Teams”.



2. When the application is downloaded, please install it.
3. Open the installed application and log in to your account using the e-mail address in the domain: [ue.wroc.pl](http://ue.wroc.pl) and the password assigned to this account (for example in mail: john.smith-sp@ue.wroc.pl, login is: john.smith-sp)
4. Change the language of the application. Click on the initials icon (upper, right corner) and then select „Settings or Ustawienia”, then click on „Language - Język” and choose „English” from the list. Click the icon in the middle „Save and restart or Zapisz i uruchom ponownie”. The application will restart.

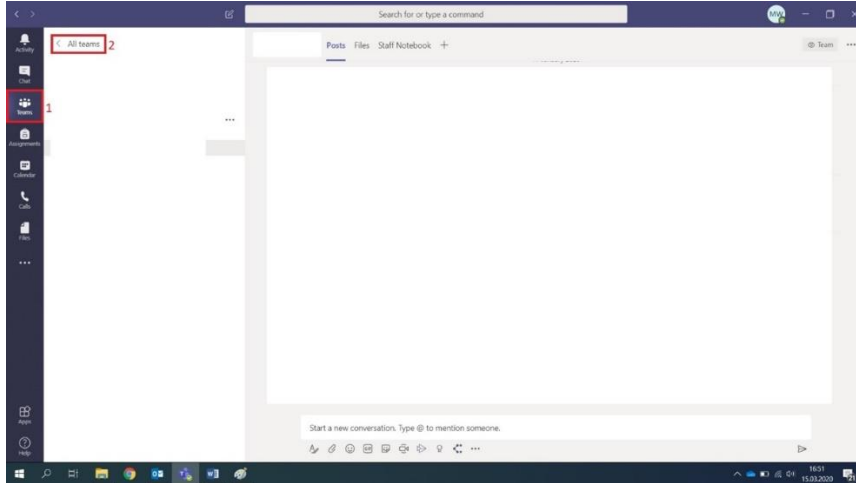


## 2. Creating a team in the application

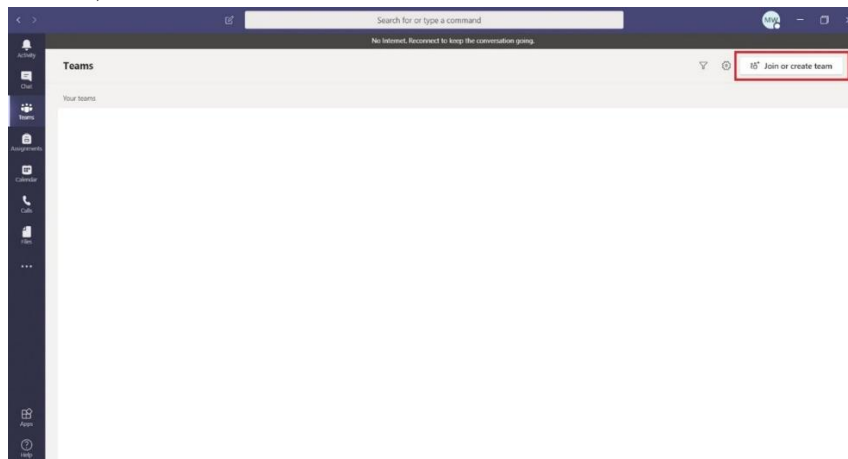
Before creating a team, please check that the team hasn't been created by the coordinator of the classes.

In order to create a team, follow these steps:

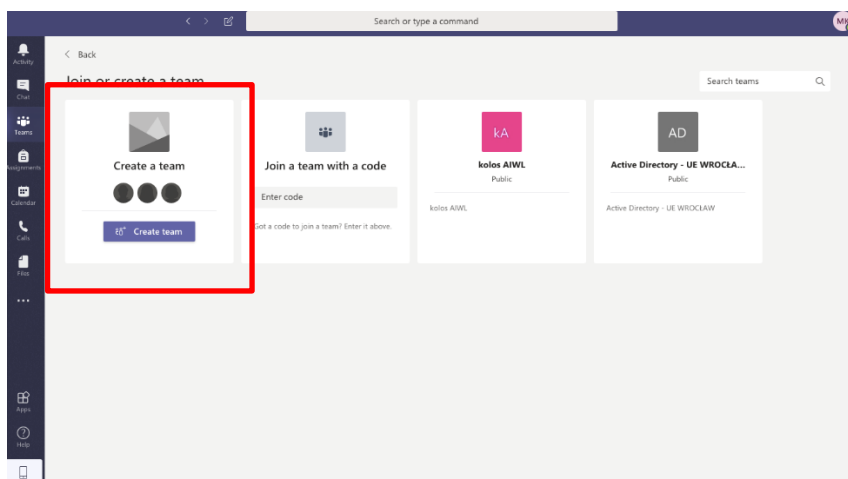
1. Click on the “Teams” icon on the left side of the application.



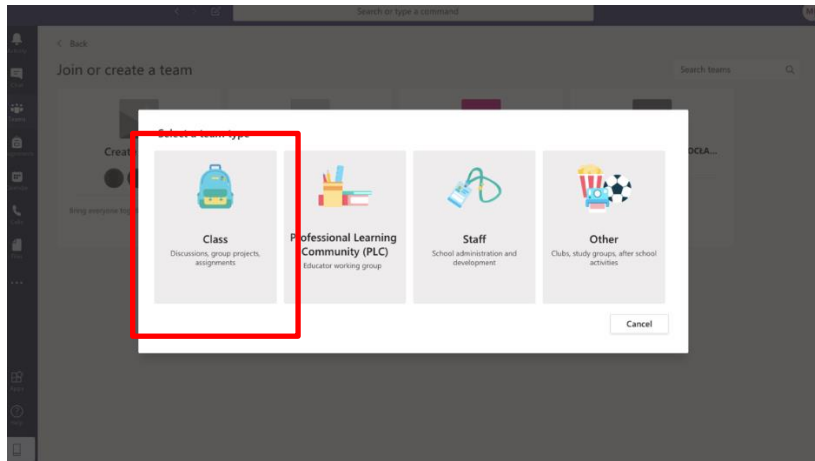
2. If you want to create a new team, click on „Join or create a team” (right, upper corner).



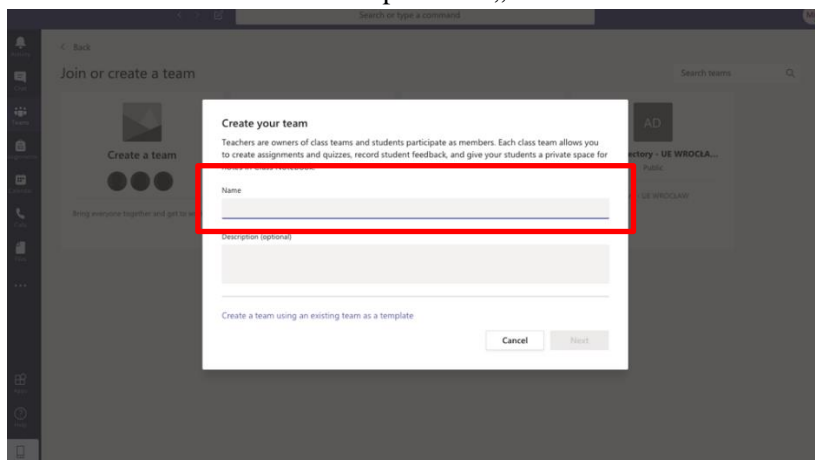
3. Choose a „Create a team” field (first option from the left side).



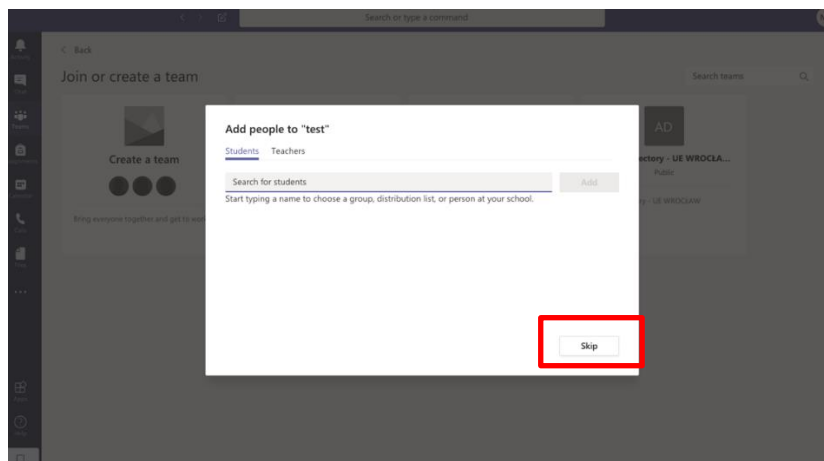
4. Select a team type: choose “class” option (the first from the left side).



5. Type in the name of the team and the press the „next” button.



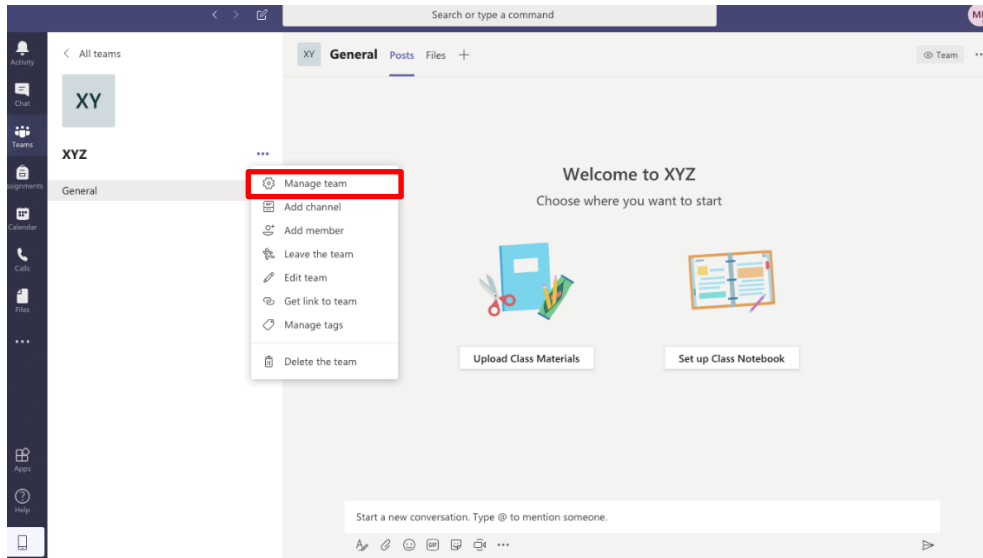
6. In this step the option of adding students and teachers will appear. Click „Skip” button. The instruction of adding students to the group using a code **is below**.



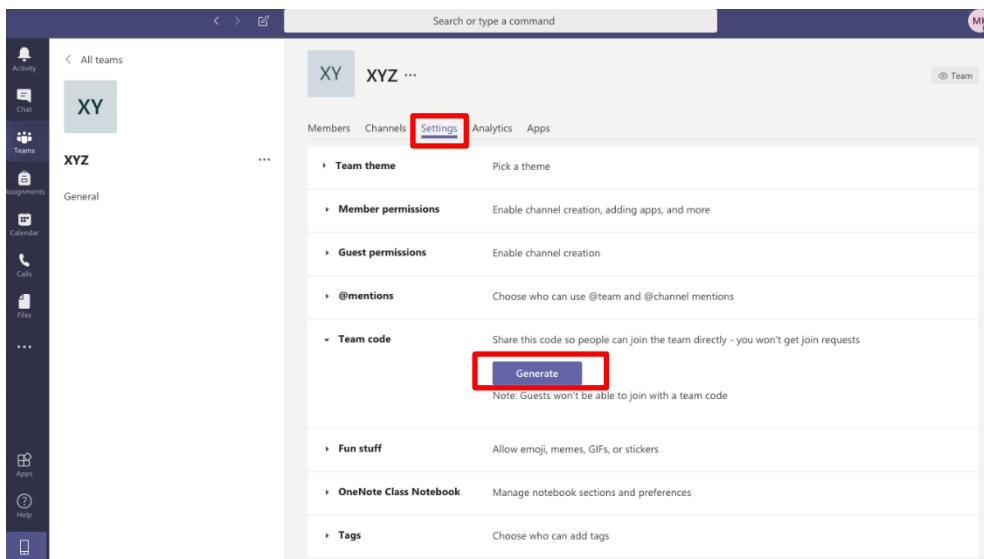
### 3. Adding students to the team

In order to add students to the team create a code, to do so, follow these steps :

1. Click on the three horizontal dots located next to its name, then select "Manage team" from the list and select the "Settings" option.



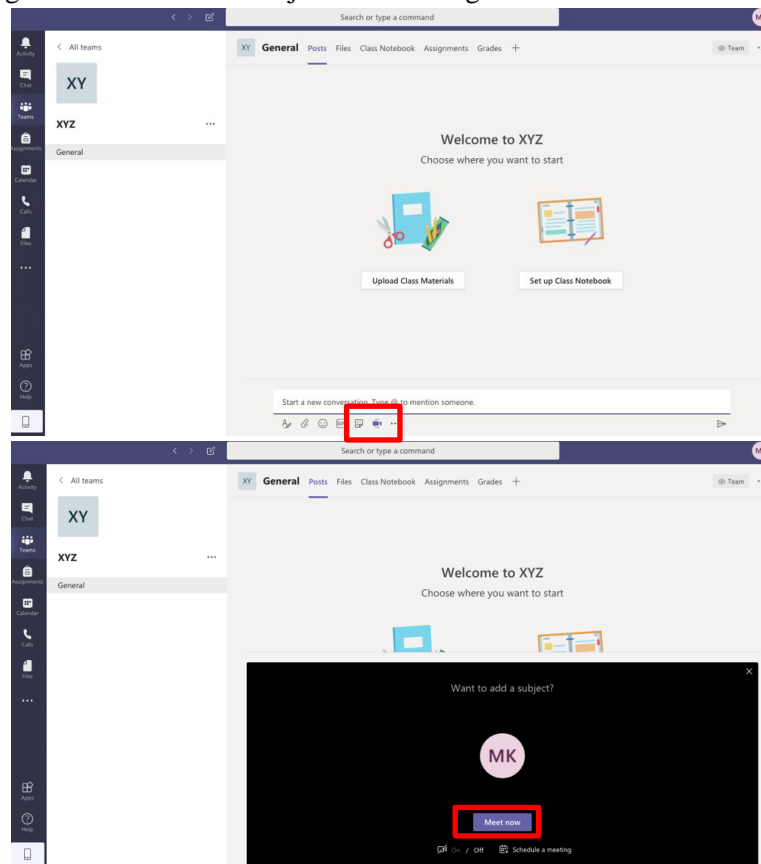
2. Choose option „Team code” (screen) and then „Generate” (screen).



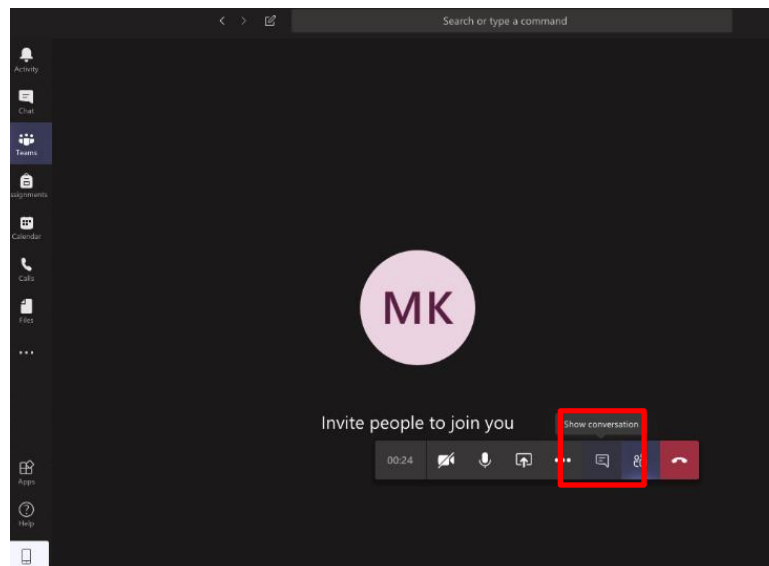
3. You should copy the given code and pass it on to the students, so that they can join to the team.

## 4. Video / audio connection

1. On the bottom of the team window click on the video camera symbol and then “Meet now”. There will appear a question: want to add a subject? Ignore it. Click “Meet now” once again. Then students can join the meeting.



2. At the beginning of the call, ask students to mute their microphones and cameras.
3. Inform students about the possibility of asking questions during the lecture via chat option. You can also plan a time for question's session during which students can turn on the microphones to ask ones.
4. We advise you to follow the chat conversations during the lecture not to ignore arising questions and also to make sure there are no technical issues (for example someone cannot hear you). Click "Show conversation" icon (bottom of the window).

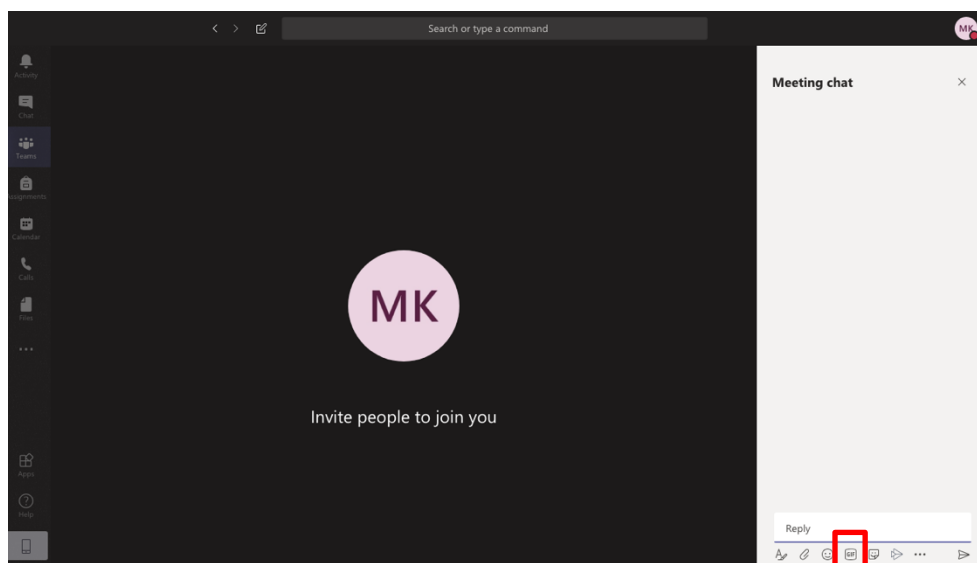


5. If you want to show a presentation to the students click “Share” and attach the presentation by selecting the option „Browse” and then „Upload from my computer” or share your desktop or window.
6. In case of technical issues end up the meeting and then start it once again.
7. At the end of the classes, please remind all students to finish the meeting by clicking on the red earphone symbol, so that the meeting will be finished in the application.

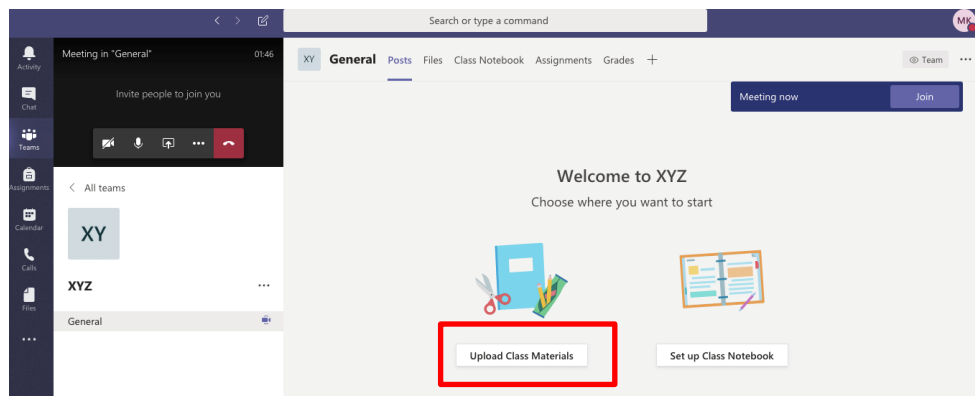
## 5. Adding materials to classes

You can add materials in two possible ways:

1. Click on “Show conversation” icon so that the chat window will appear, then click on paperclip symbol (bottom of the chat window) and attach a file.



2. Enter the team by clicking the „Teams” icon on the left and then choose the option “Upload class materials”.

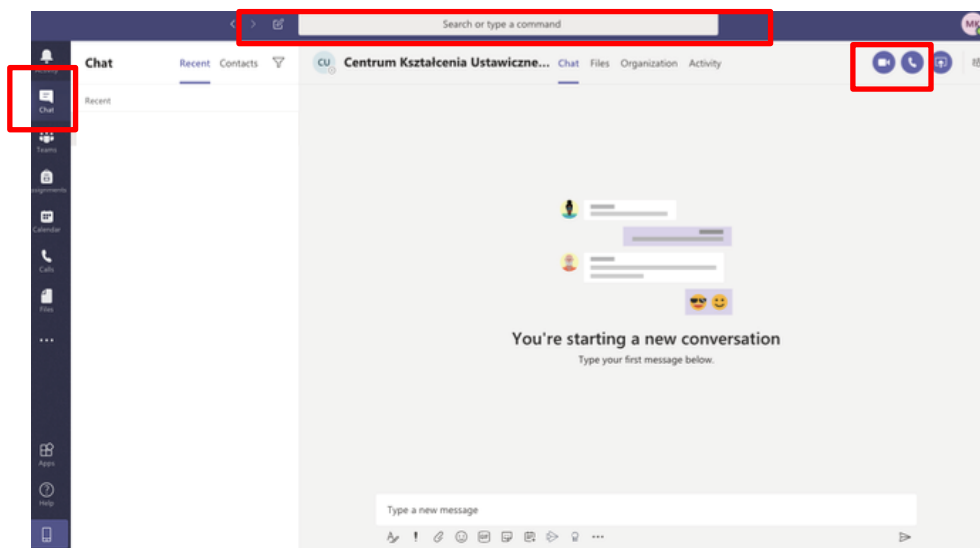


## 6. Video and audio call with one person

In order to make a video or audio connection in the MS Teams application, you must follow these steps:

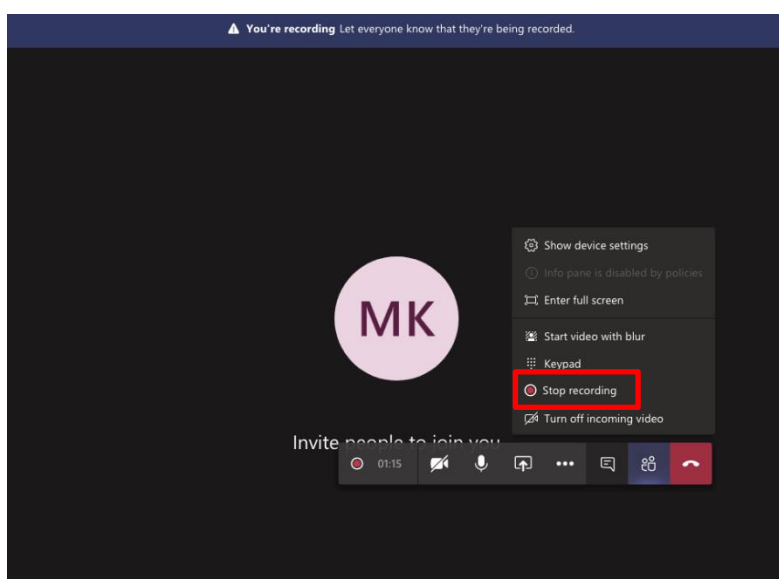
1. Click the „chat” icon on the left side
2. If you don't see a person that you want to contact with, use a search option (the „Search or type command” field).
3. Depending on whether you want to have a video or audio connection, select the appropriate option by clicking on camera or earphone icon (the upper, right corner).

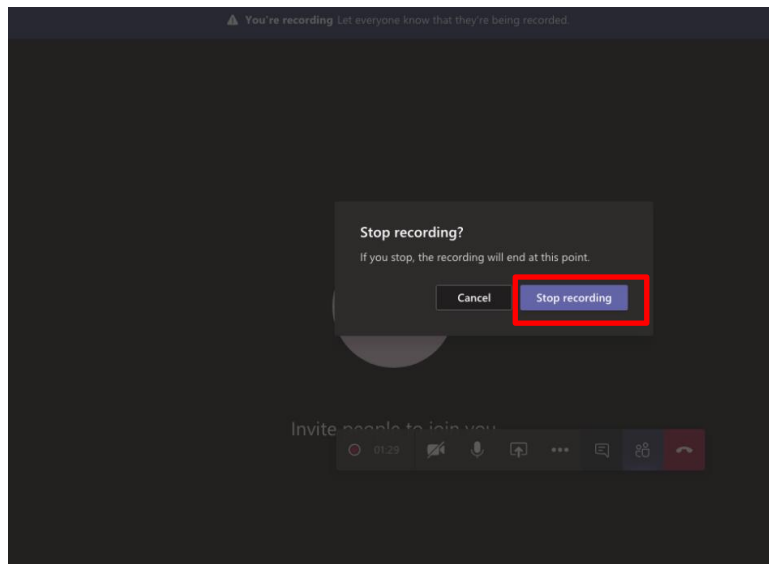
The steps are marked on the picture.



## 7. Stop recording

The option of turning on the recording is available for students too. If it happens that one of the students starts recording (the notification will appear). You can turn the recording off by clicking on the three dots and then selecting "stop recording" command.





**More information about the Teams application:**

1. Part I – Introduction <https://www.youtube.com/watch?v=YjPamVsQHjo&t=4s>
2. Part II – Creating a new team <https://www.youtube.com/watch?v=O7fvQo0GqIo&t=2s>

The instruction remains current on 17th of March 2020.

If you have any questions, do not hesitate to contact us by sending an e-mail:

[magdalena.wernecka-koscielna@ue.wroc.pl](mailto:magdalena.wernecka-koscielna@ue.wroc.pl). We will respond asap.