

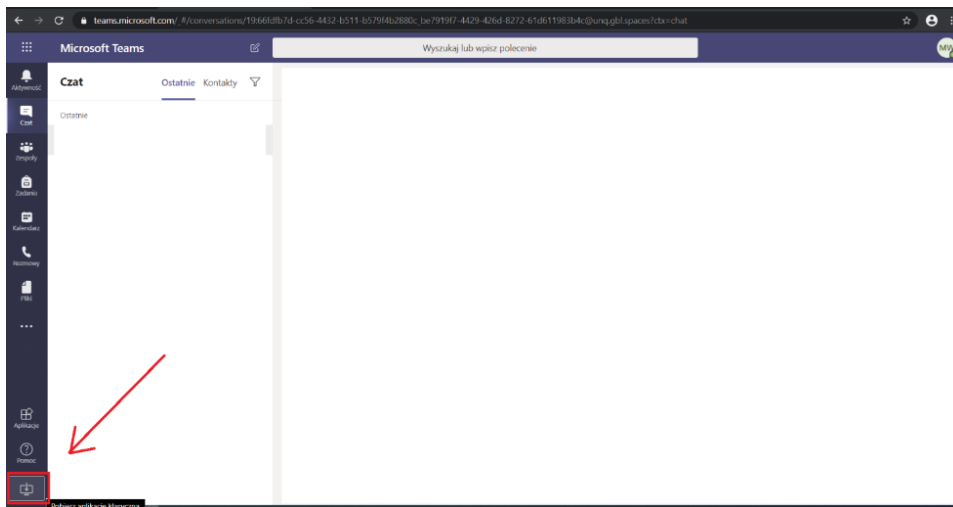
MS Teams application

Instruction for students

1. Downloading and installing the application

In order to download the application, do the following:

1. Go to: <http://www.poczta.ue.wroc.pl/> and log in to your account using the username (index_number) and the password.
2. Select "Teams" icon, if it is not visible, click on the "All applications" icon and then click on the "Teams" icon.
3. In the "Teams" application click the icon that looks like a desktop with the arrow (the bottom left corner of the page).



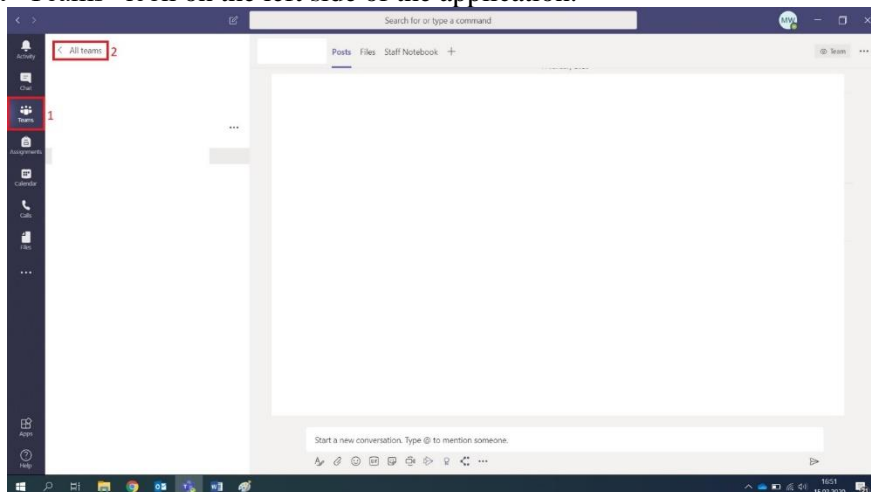
4. When the application is downloaded, please install it.
5. Open the installed application and log in to your account in the domain: index_number@student.ue.wroc.pl and the same password you have used in the first step.
6. Change the language of the application

Go to „Ustawienia” button, then click on „Język” and choose „English” from the list. Click the icon in the middle „Zapisz i uruchom ponownie”. The application will restart.

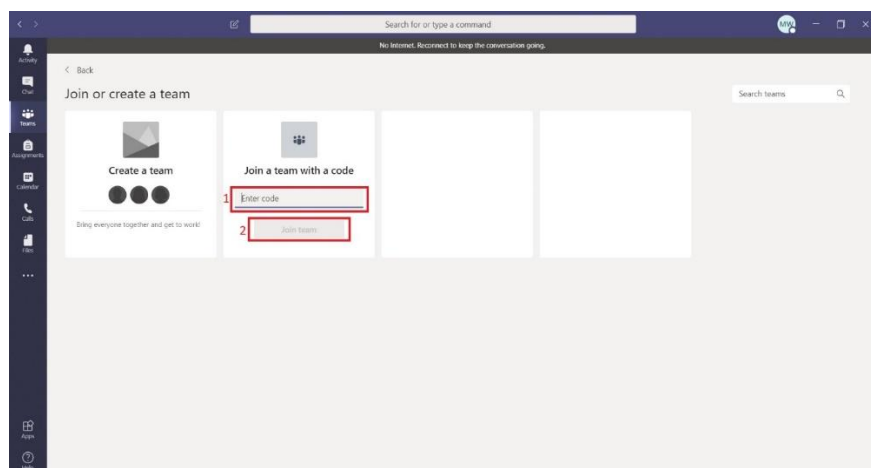
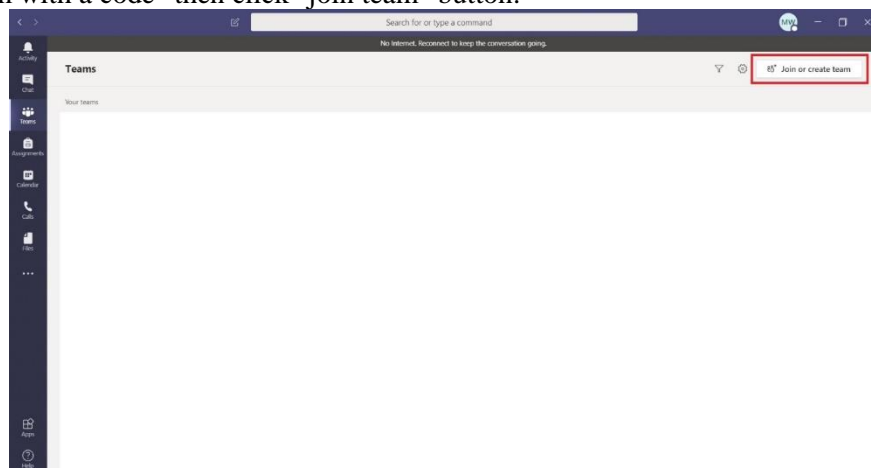
2. Joining a team using a code

In order to join a team using the given code, do the following:

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



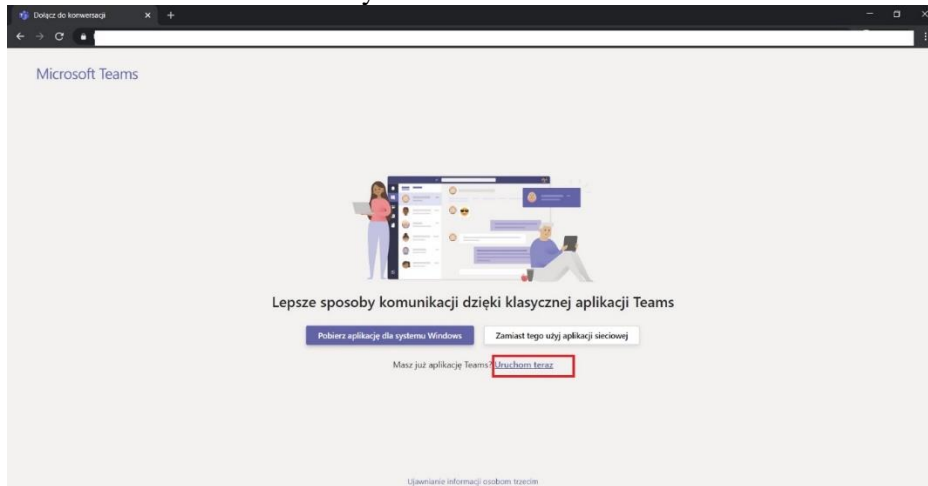
2. If you are added to the team, you will have this team already opened. If you are not added to any team yet, paste the copied code (that you have received from the teacher) in the field “join a team with a code” then click “join team” button.



3. Joining a team using a link

In order to join a team using the link, do the following:

1. Click the link that has been sent by e-mail from the teacher and after that “Uruchom teraz”.

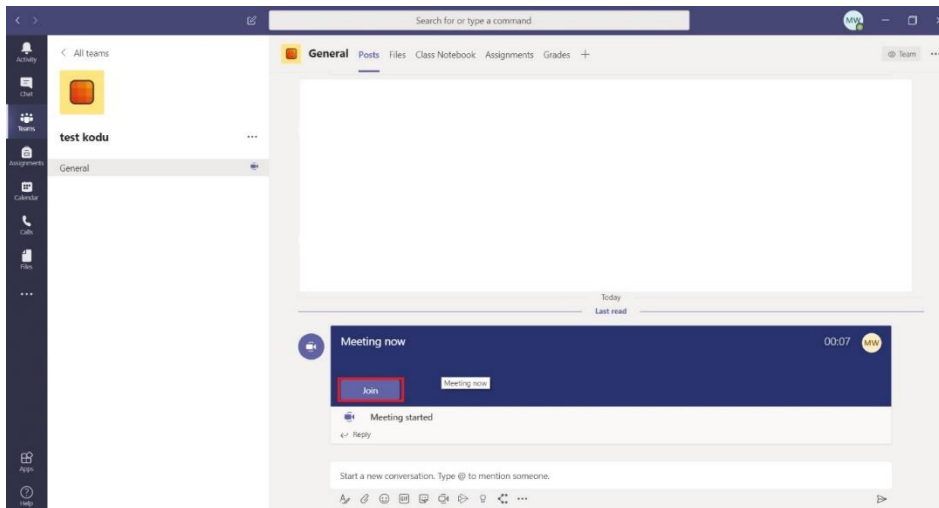


2. Then click “join”. The teacher accepts your request and you are added to the team.

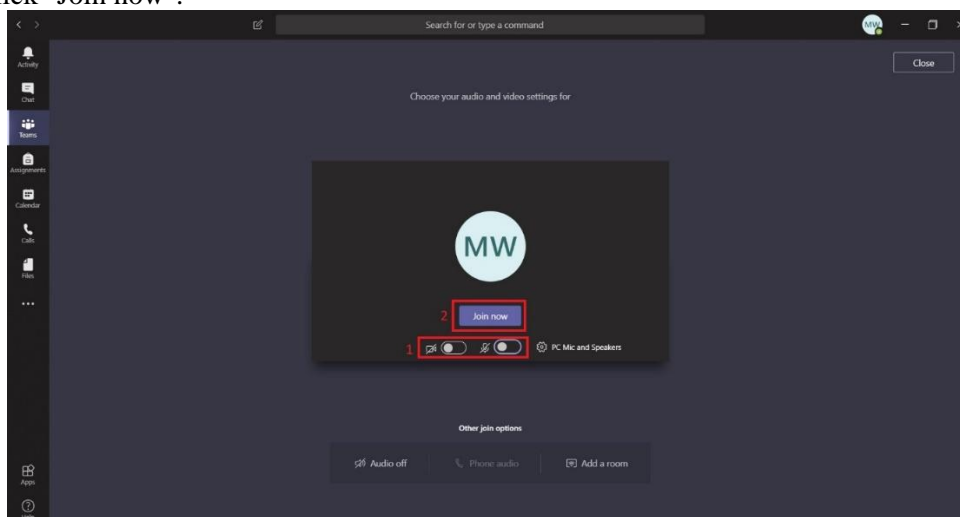
4. Join the meeting

1. Using a team you are a member of.

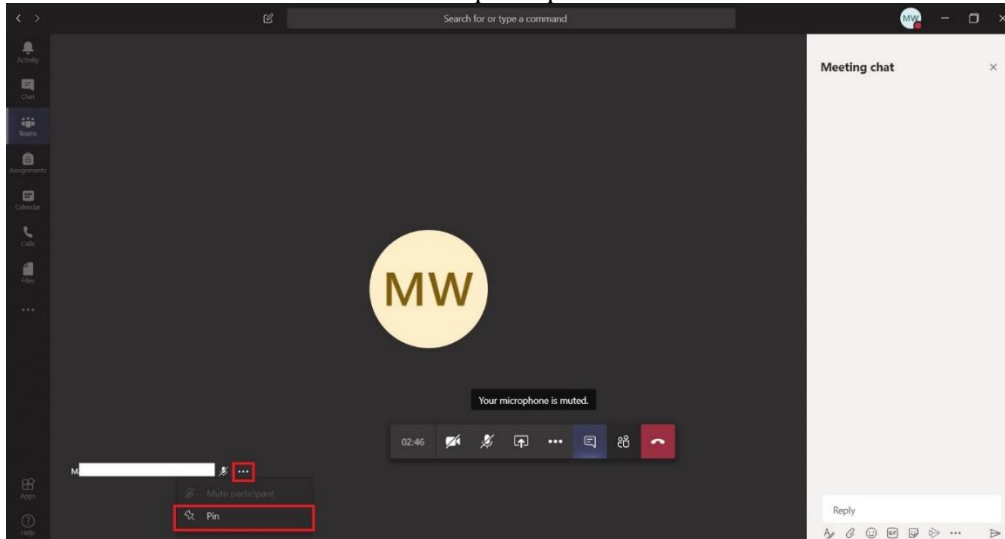
1. When the teacher connects online, click the button "Join".



3. The connection window will appear. Firstly, turn off the microphone and camera and then click "Join now".



4. In order to make the view better click the „three dots” symbol which is located next to the name of the teacher and then click "pin" option.



5. Please, remember to hang up after the classes are finished by clicking the „red receiver” icon.

The instruction remains current on the 15th of March 2020.

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

magdalena.wernecka-koscielna@ue.wroc.pl We will respond asap.