

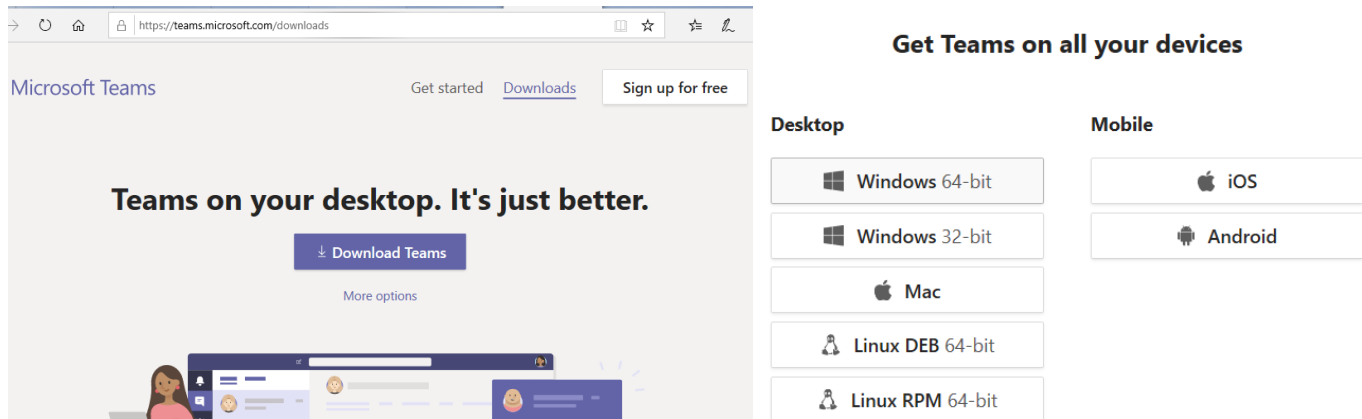
Teams. Short instructions for students

To start with, you may take a look at a short introduction about Teams program:

<https://teamsdemo.office.com/>

Please download **Teams** app:

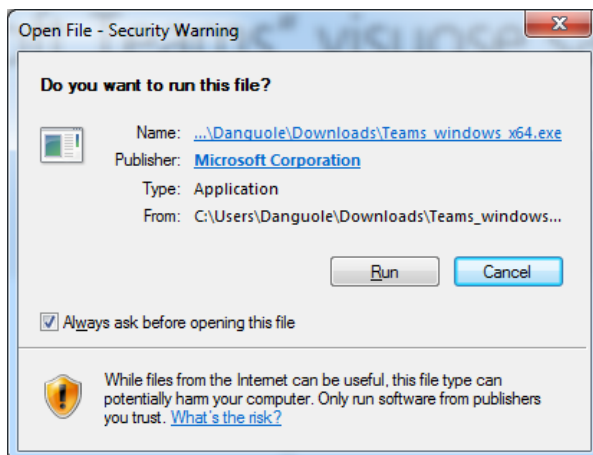
<https://teams.microsoft.com/downloads>



Please choose necessary option – for computer (**Desktop**) or for mobile phone (**Mobile**).

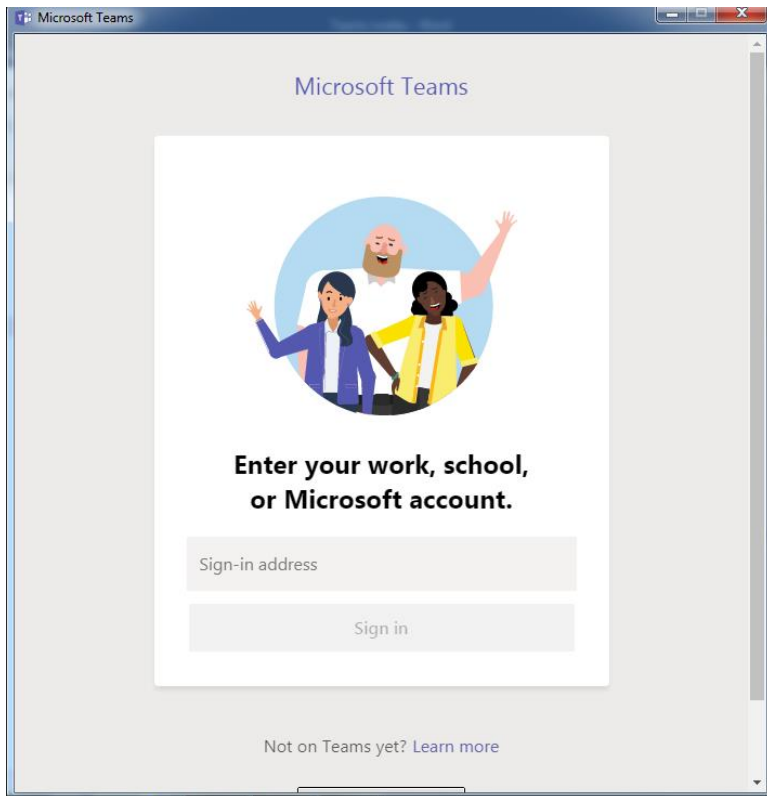
You can install Teams in many devices, as many as you need. You can have **Teams app** in your computer, mobile phone, tablet. There are no limitations.

During installation process you may get screen:



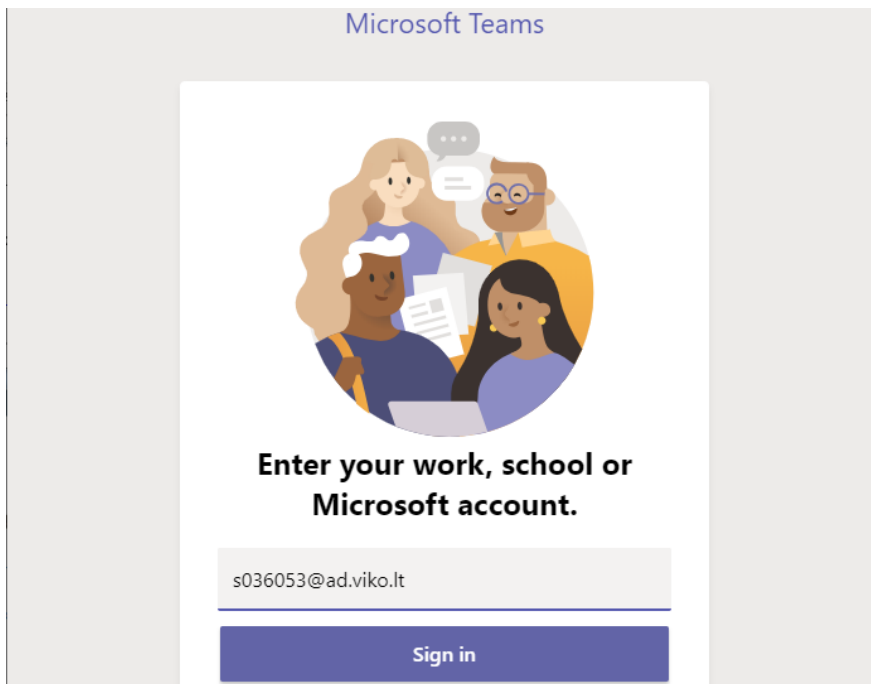
Click – **Run**.

After installation you will get a screen:



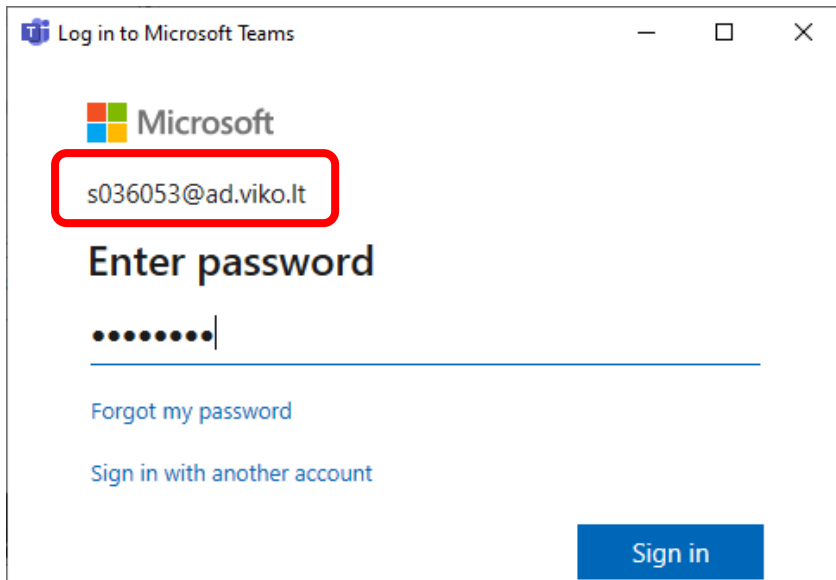
Field – **Sign-in-address** – please enter your login to Office 365: s012345@ad.viko.lt.

Please pay attention, you have to enter **NOT** your e-mail address: name.surname@stud.viko.lt (**it is incorrect**), but s012345@ad.viko.lt (last two letters – **LT** – only lower case).



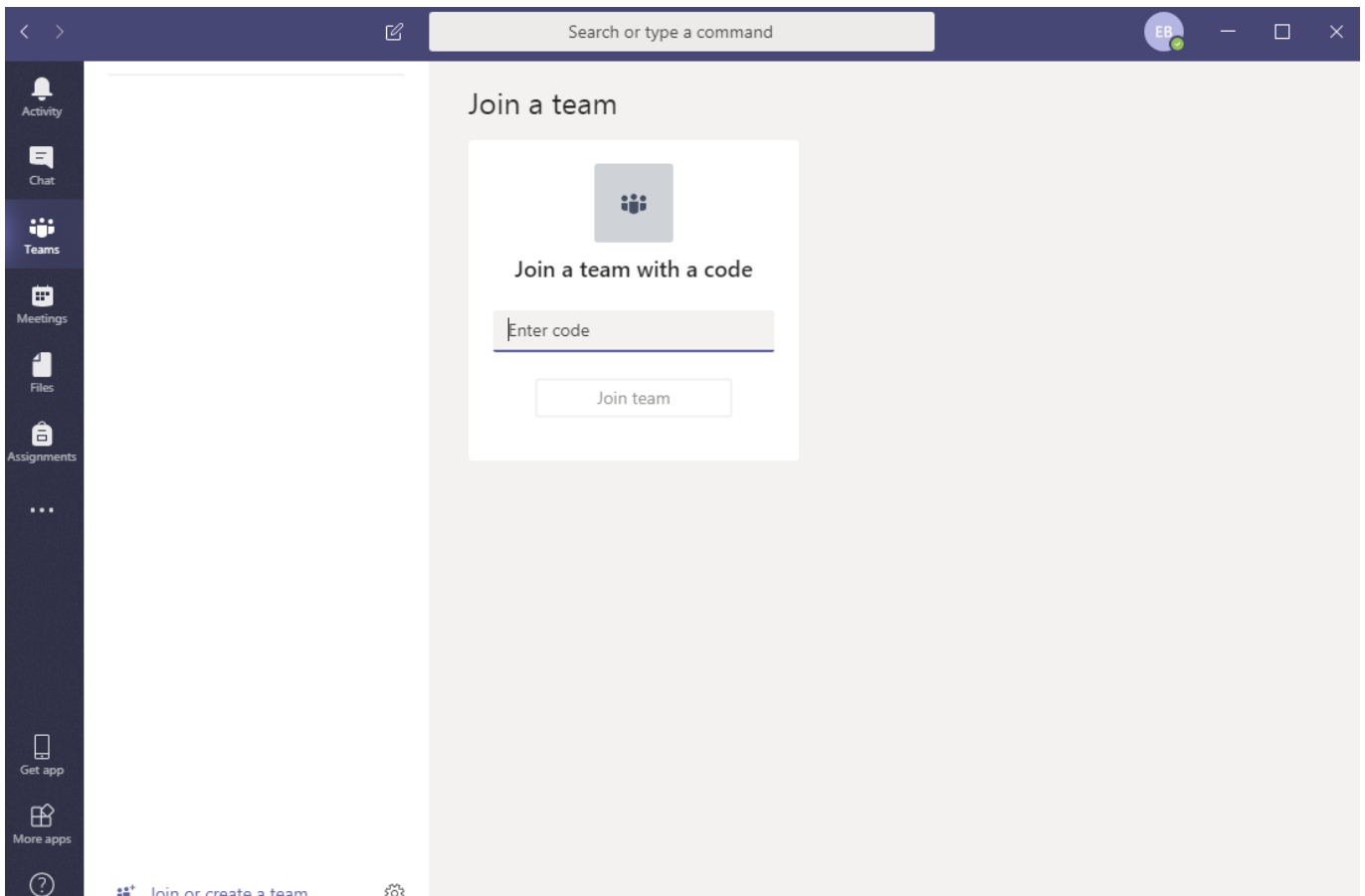
Click – **Sign in**.

Then you will be asked to enter the password:



After entering password –click – **Sign in**.

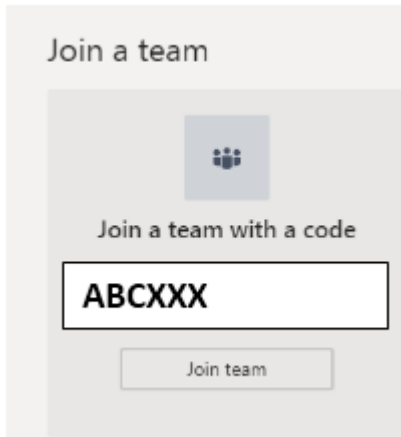
You will get a window:



At the beginning – your screen is empty.

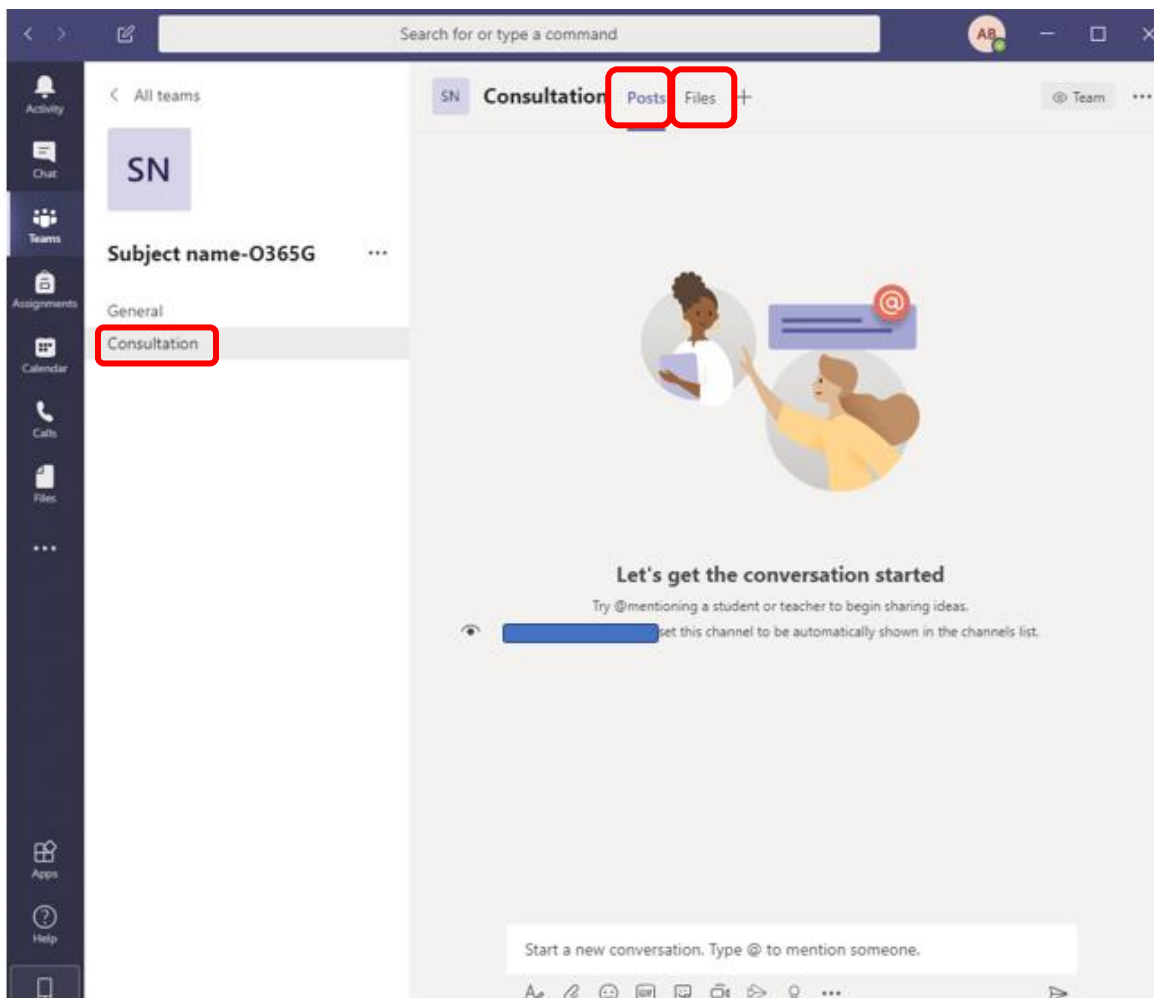
Lecturers will give you **the code to join the Team** or they may join you themselves – then you will receive a letter that have been added to the Team. Then on the left you will see list of Teams which you can join.

In order to join the team with the given code: for example, **ABCXXX** (for every different team – codes will be different). After entering code - click – **Join team**.



Then you will see the Team name, it may be, for example, **subject name** or something else.

Choose necessary Channel, for example – **Consultation** (or something else, it depends, what teacher creates) – teachers can create many channels with different names. There you can communicate, write, talk, meet during the lecture.



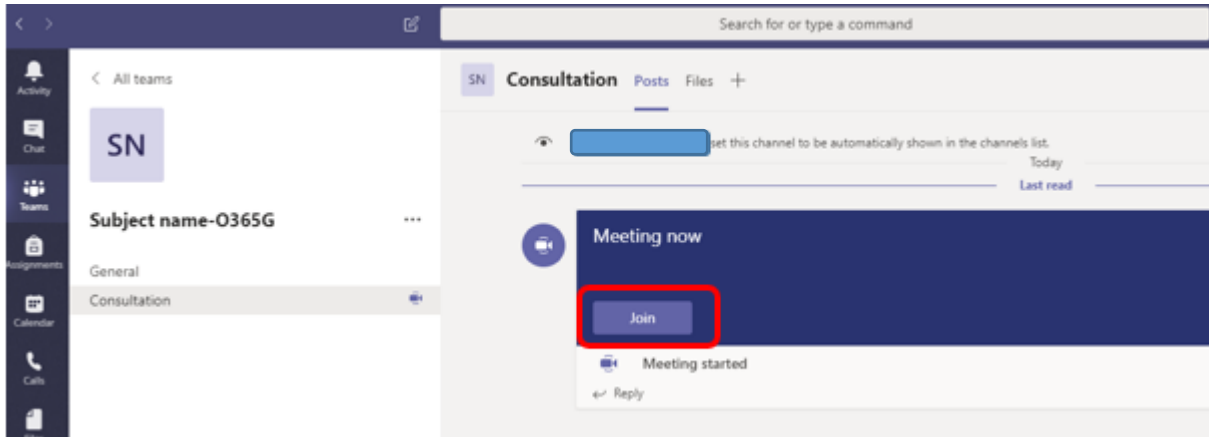
You will see – **Posts** – any time when you join the team.

Files – there you can find files if teacher upload something.

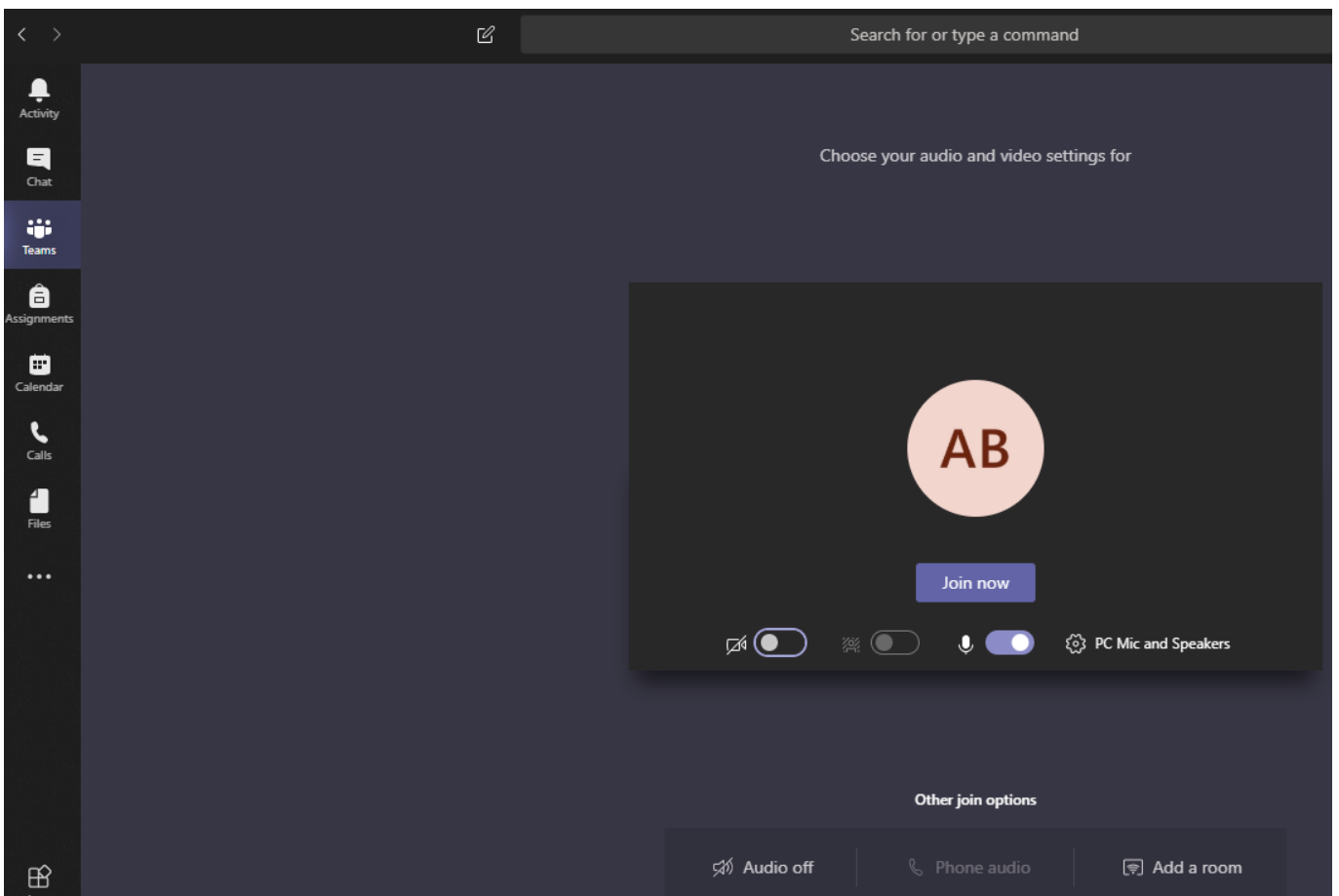
Channel – **Conversation** – you can communicate with teacher, with each other.

Teacher will inform you at what time the lecture will start. Then you will see a message –Meeting now. You can join the meeting when you click button – **Join** (you will not see this message if a teacher has not started a meeting so far).

You have to wait while the teacher starts the meeting.



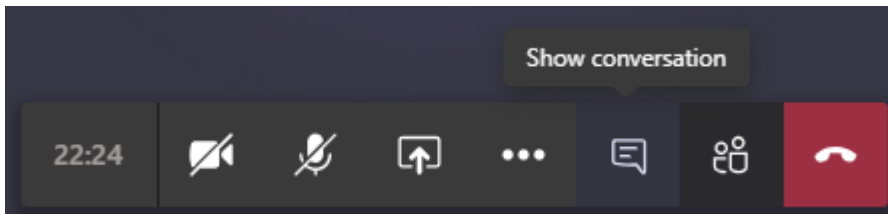
When you click – **Join** – the screen appears:




You can choose – to switch camera or microphone on or off. Later you will be able to change if you wish.

Then you have to click – **Join now**.

When you just listening lecture – it is better to switch of microphone. When you want to talk – you switch on microphone.



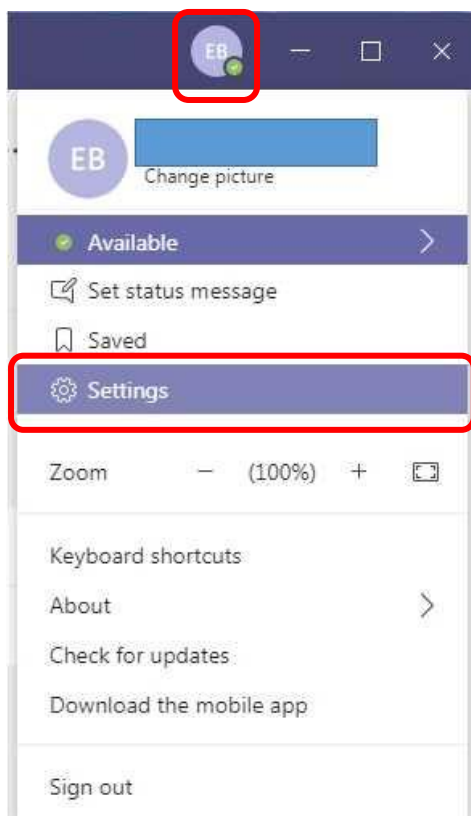
You can open conversation panel and write something if you don't have a microphone and can't talk.

When you finish the meeting – you can click- Hang up. 

After the installation – you will see icon on your desktop: . Open Teams with icon from your desktop.

You can change your settings in Teams. Right upper corner you have to click on your initials and choose –

Settings:



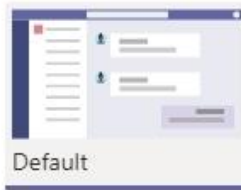
Auto-start application – you may deselect if you don't need that the app would start every time when switch computer on.

Settings

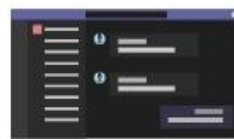


- General
- Privacy
- Notifications
- Devices

Theme



Default



Dark



High contrast

Application

- Auto-start application
- Open application in background
- On close, keep the application running
- Register Teams as the chat app for Office (requires restarting Office applications)

Language

Restart application to apply language settings.

App language determines the date and time format.

English (United States)

Keyboard language overrides keyboard shortcuts.

English (United States)