

Introduction to the TEAMS Manual for lecturers

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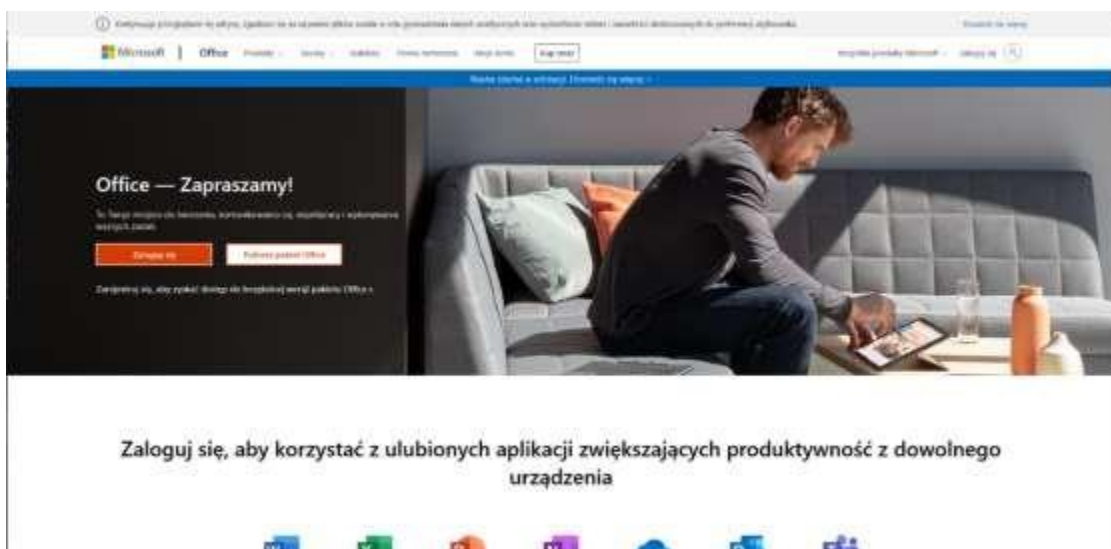
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Logging in

You must log in to your account via <https://www.office.com/>

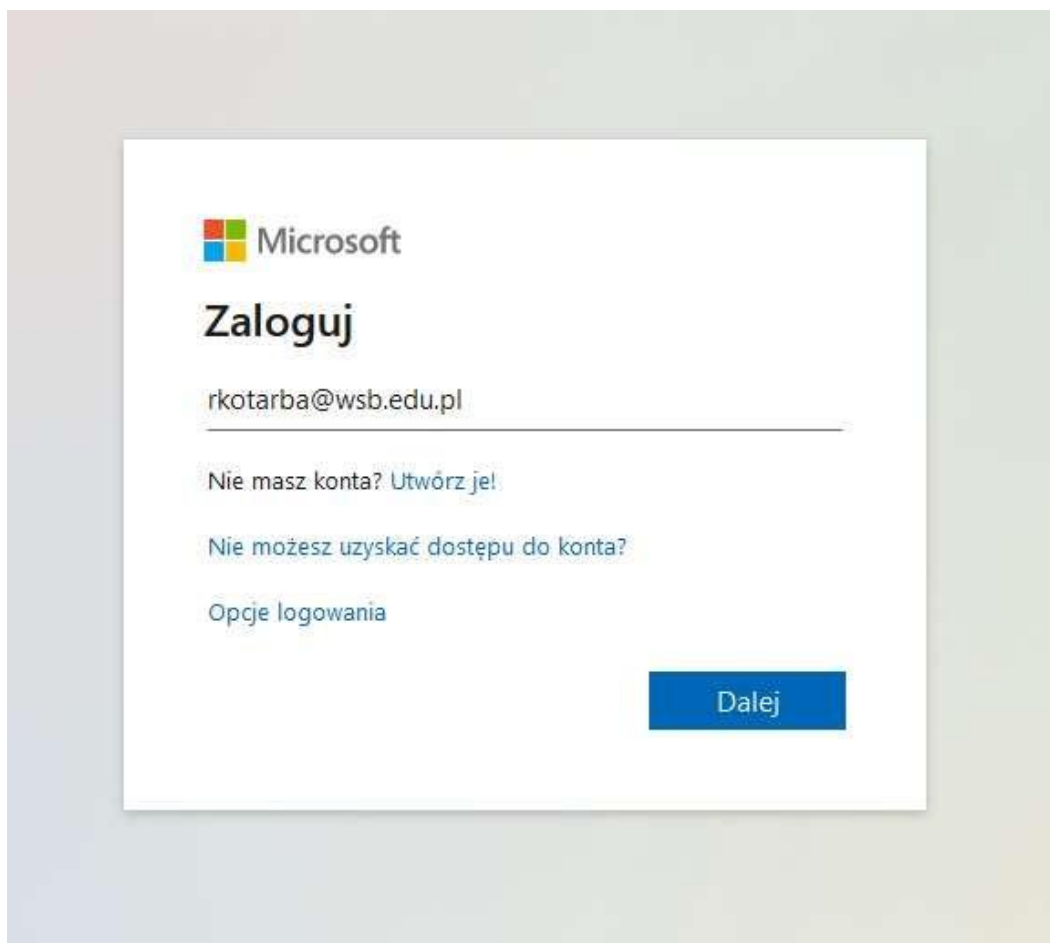
Remember to use your WSB University account (name@wsb.edu.pl) . If you do not have it, you must contact WSB IT Department and request one.

We suggest using Windows 10 to use the platform. Older operational systems can cause application errors and instability.



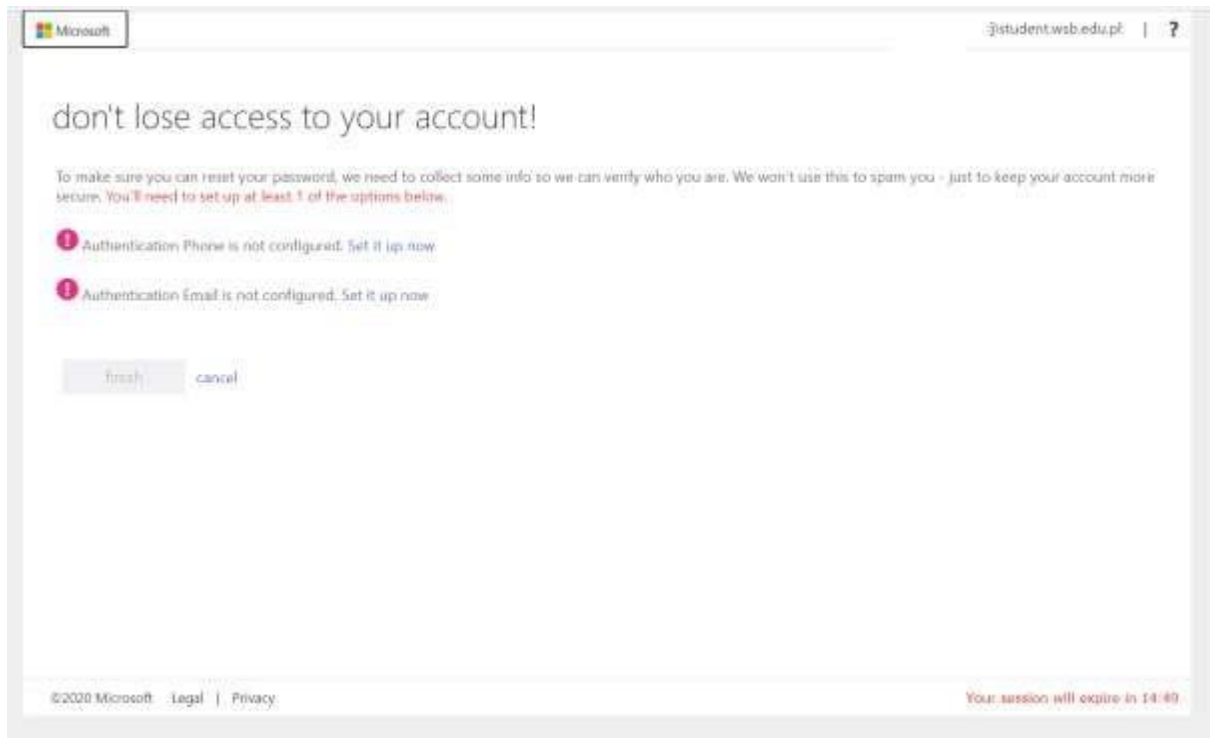
Picture nb 1. Office365 start-up screen.

Click the log in button, then a window will appear in which you must enter the login to the AWSB mail, which is also the login to the TEAMS. Please do **not use @online.wsb.edu.pl** accounts for organizational reasons, these accounts will be **expired** soon.



Picture nb 2. Login to your account.

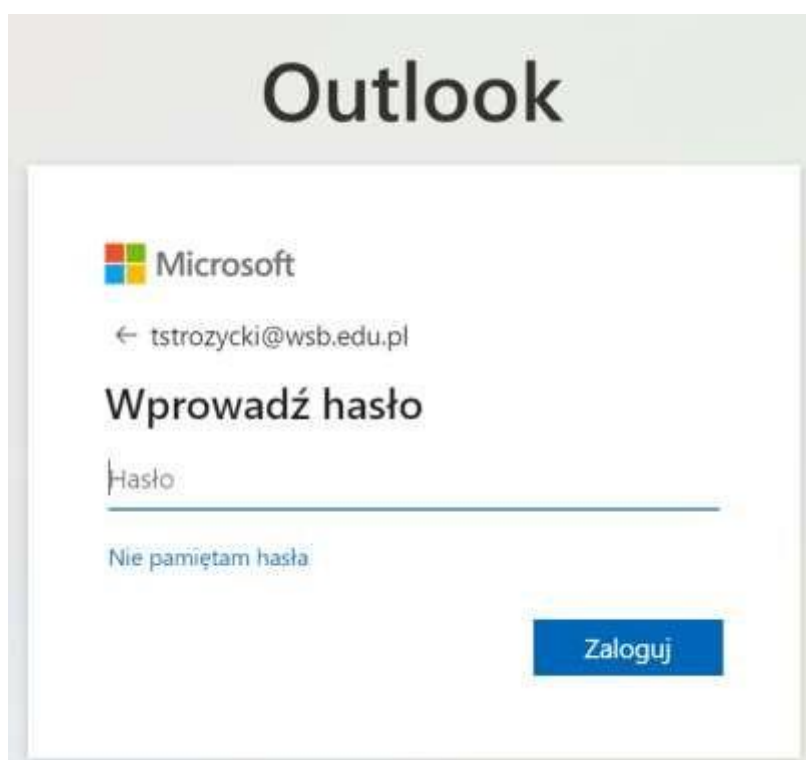
Then click the next button. After logging in, a window will pop up with the configuration of the account recovery method, choose one of the methods and rewrite the SMS code or click the link that will be sent to an alternative email address.



Picture nb 3. Configuring account recovery options.

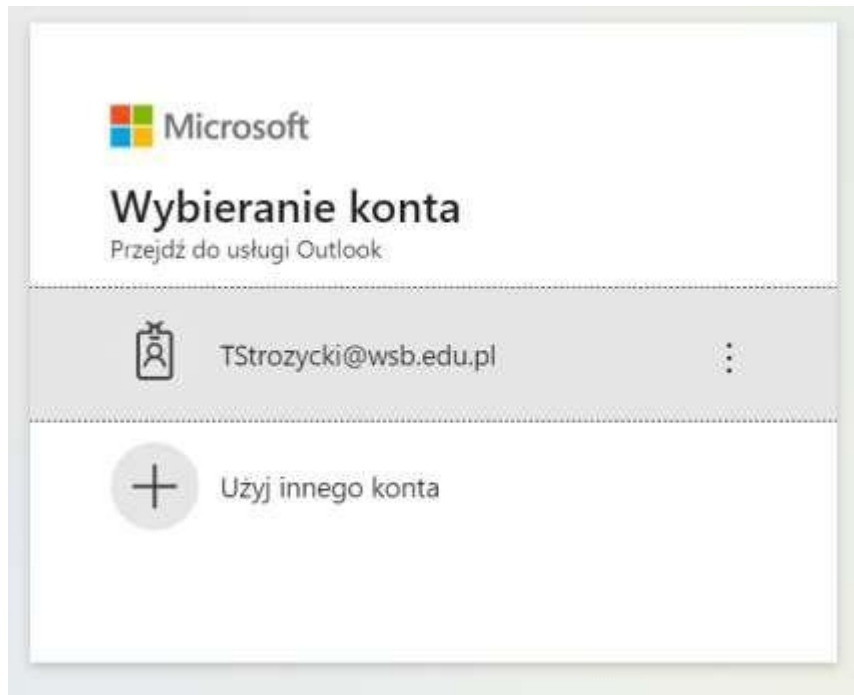
Important information: If you previously used an online account to conduct classes, please log out of it and log in to the account without the "online" extension.

First, click the left arrow next to our email address.



Picture nb 4. Logging in to another account.

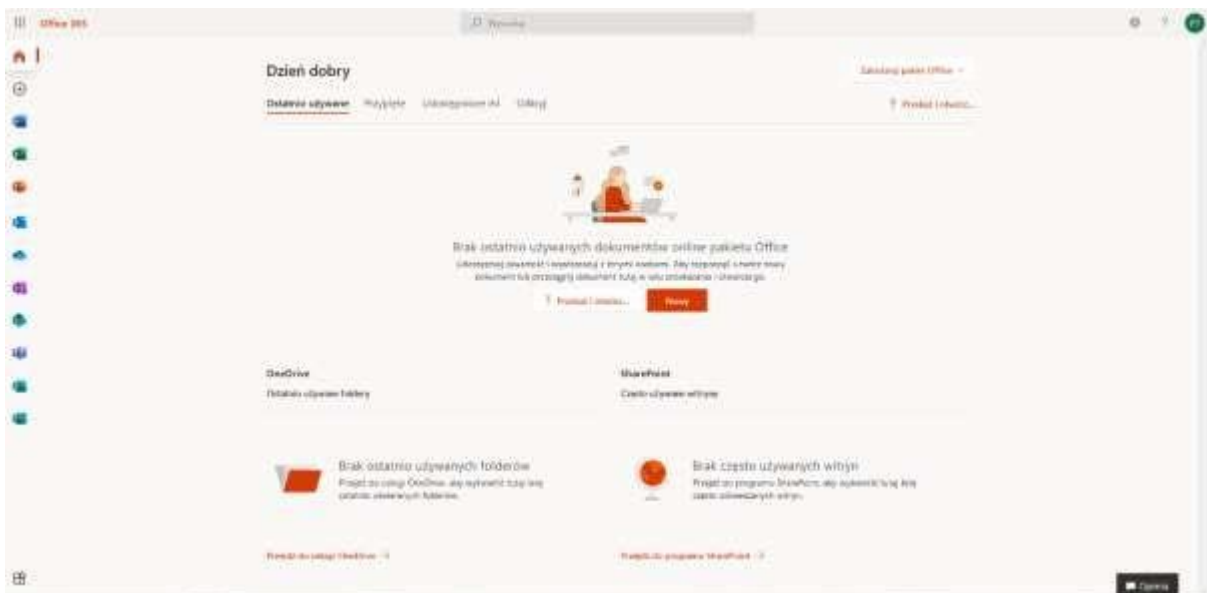
Then select "Use a different account". Class groups will not be assigned to "online" accounts, so you will not be able to use them to conduct classes. You can use the menu marked with the "three dots" symbol next to the account name to erase it completely from memory and in order to facilitate subsequent logins. To do this, click on the three dots next to the account and select "Forget".



Picture nb 5. Removing an account from the login menu.

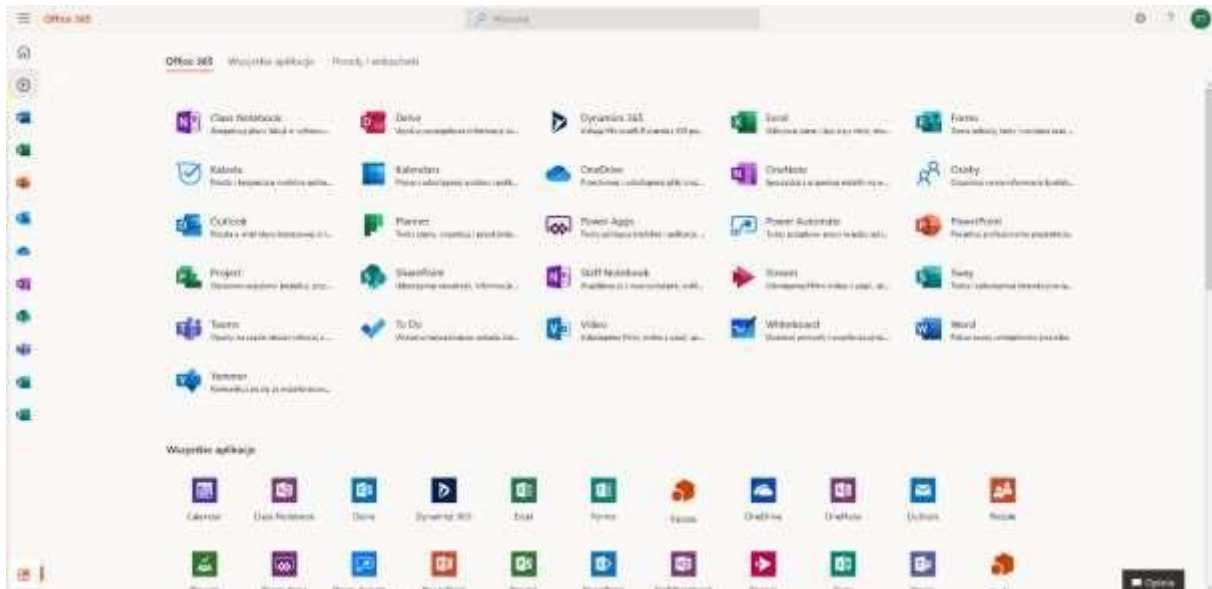
Application desktop

After logging in, you can see the desktop of the entire Office suite, presented below. On the left side there is a menu



Picture nb 6. Office365 application desktop.

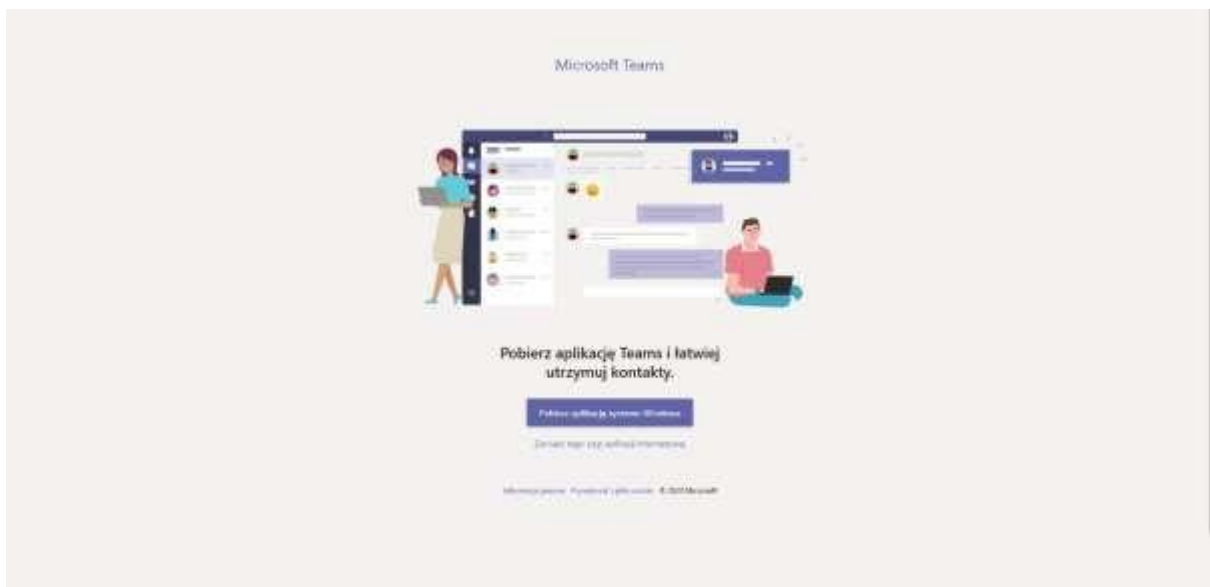
Click the button in the lower left corner. All applications are shown there.



Picture nb 7. Application selection menu.

Choose the Teams application. Then you can choose how you want to use the application.

The recommended form of using MS Teams is to download the application and install it on your computer. It is also possible to use the browser version, but it is not a stable solution and may cause unexpected errors and disconnections during the class.



Picture nb 8. Logging to TEAMS.

After logging in, the TEAMS application desktop is visible. In the "Teams" menu there are student study groups. In the case of combined classes, one tile is displayed and all students from all faculties (groups) included in the combined group are assigned to it.



Picture nb 9. Teams view

Conducting classes

To start classes, select the appropriate tile, according to your schedule on the "Virtual University"



Picture nb 10. Starting classes.

Important note: To make the tile with the classes visible to students, click the button "Activate" at the top of the window. This operation should be done once for the first time you use the tile, **without it students will not see the team and will not be able to join the class.**

Video chat

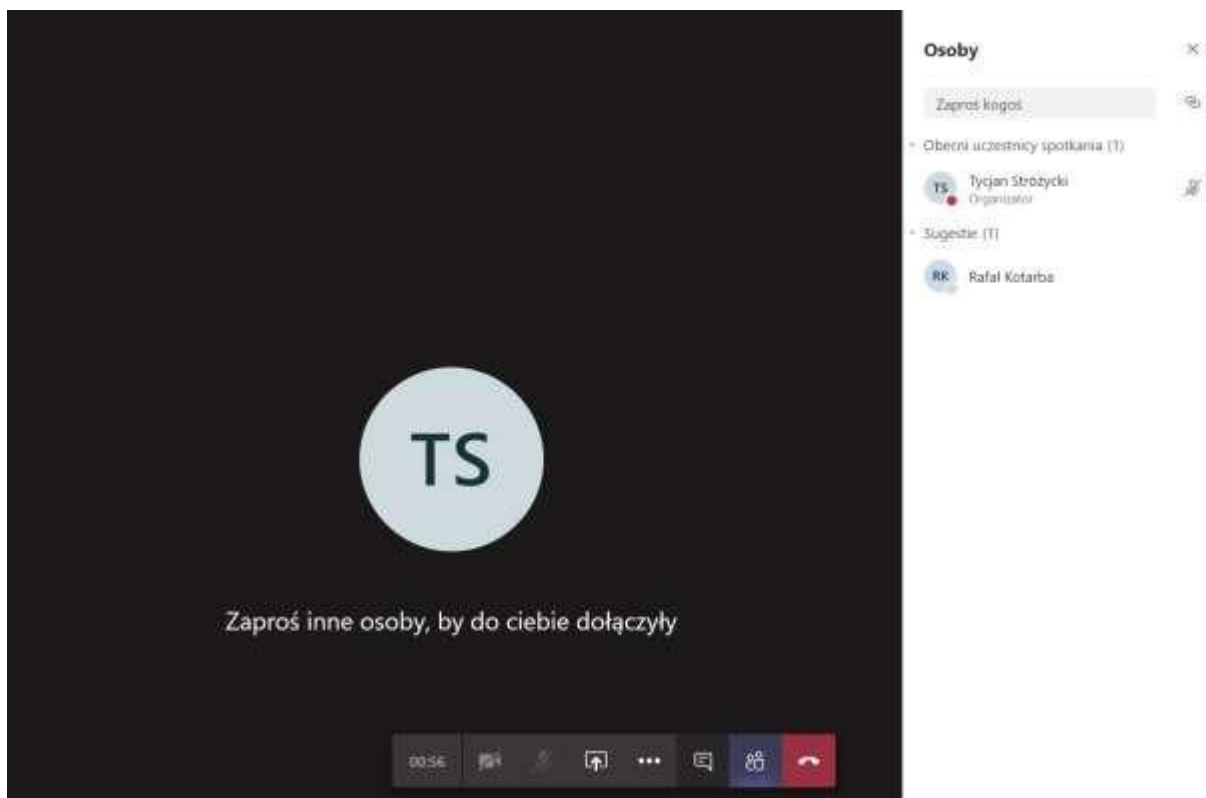
Using the camera symbol, you can create video conferences in which the interlocutors can see and hear each other if they have a camera and a microphone in the device they use. The video chat is not saved by default, so you cannot play it later. After clicking the camera icon, the video meeting setup screen will appear as below.



Picture nb 11. Video chat.

You can schedule a meeting for a specific time or start it right away and wait for participants to join. You can also invite participants using the menu on the right, and they will receive an email notification of the meeting.

Important information: If the meeting is started by "join immediately" option, by default, students will have rights equal to those of the meeting organizer. For this reason, we recommend scheduling a meeting in the calendar in advance and checking the option that only the teacher can present the content. **This will allow you to keep full control of the activities.**



Picture nb 12. Inviting video chat participants.

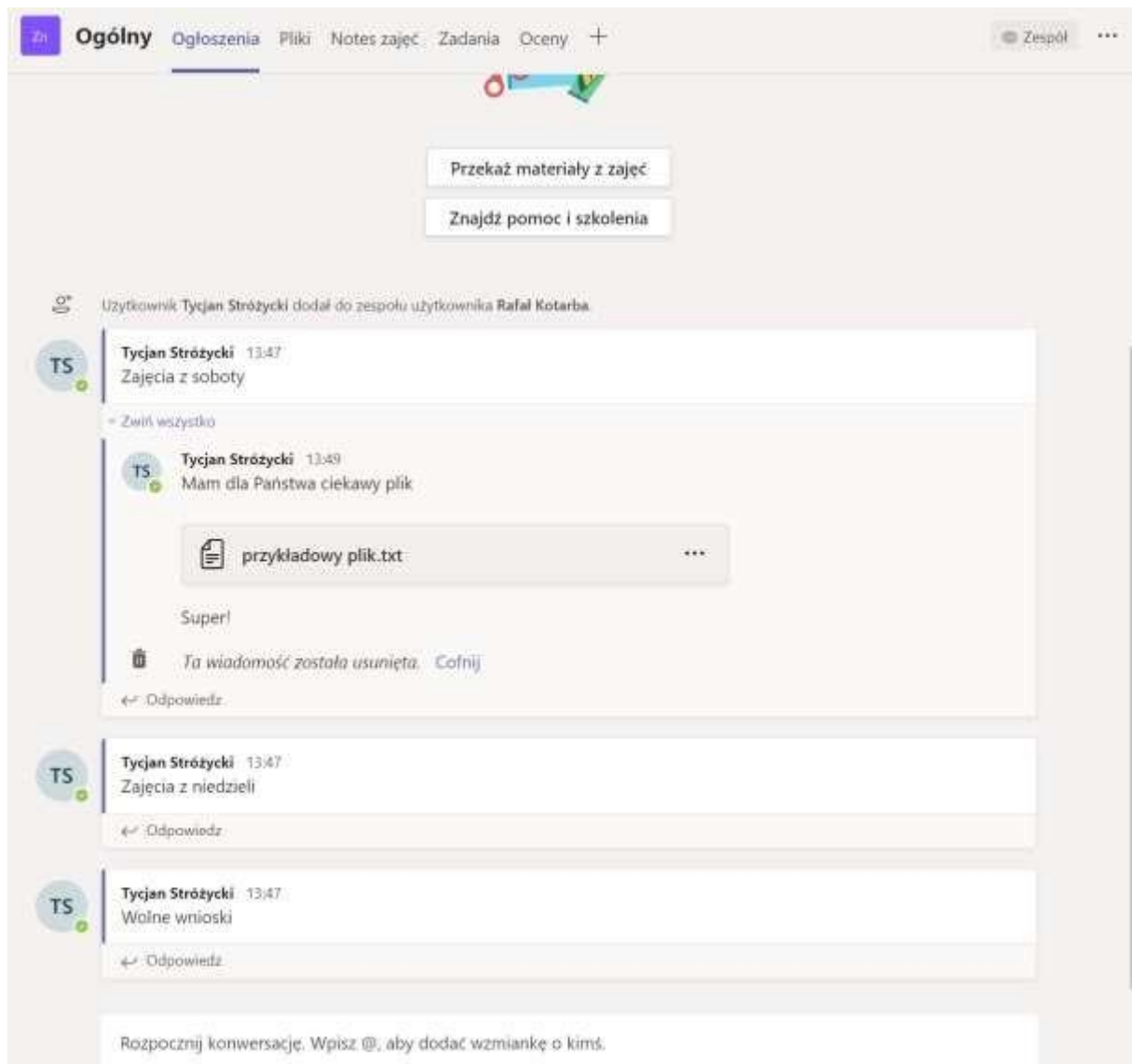
You can also share a desktop view of your computer or a preview of specific application with participants in a video meeting

User management

Team members can be added or removed at any time by going to the "Teams" window. All teams the user belongs to will be displayed in this window.

Organization of work in the application

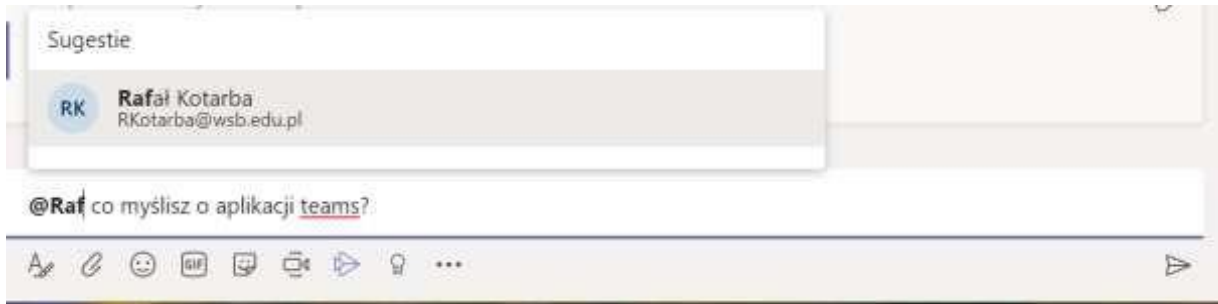
In the main application window, conversations can be divided thematically, the most convenient way is to use option "Reply" in individual conversations to refer to the threads in that conversation. Files shared during conversation are visible to all users after clicking the "Files" menu in the upper part of the window. Older conversations can be collapsed using the "Collapse All" option to improve the readability of the screen.



Picture nb 13. Sample application usage.

Using the application

To start a conversation, enter its subject and press "enter", you can directly address other participants using the @ sign.



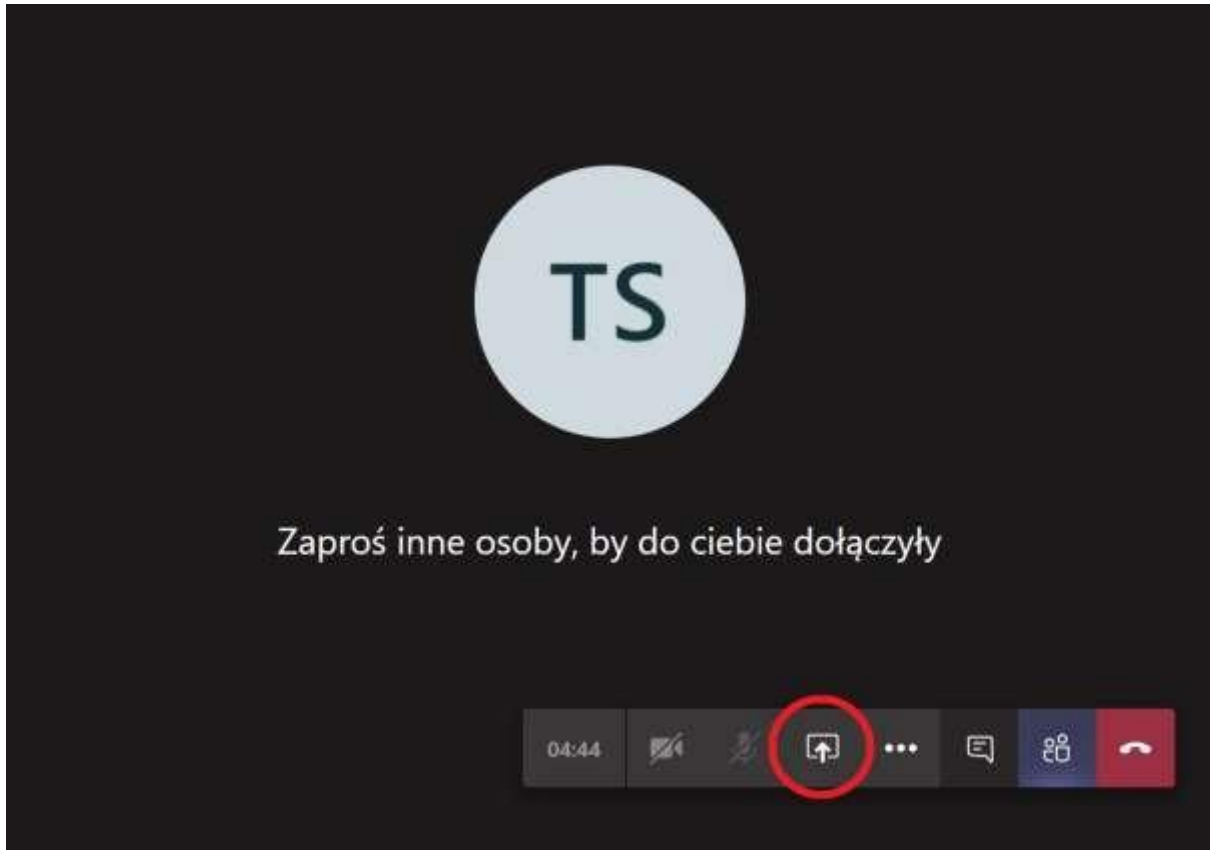
Picture nb 14. Sample application usage 2.

Below the "answer" window there are buttons, they are:

1. Letter A - a button for text formatting, you can colour words, change the font size, bold, underline subtitles, etc.
2. Paper clip symbol - a button for adding an attachment, all attachments from all conversations within the team are visible in the top menu "Files".
3. Emoticon symbol - a button for adding emoticons.
4. GIF - a button for adding animated pictures to your post.
5. Sticker - a button for adding simple graphics to a statement.
6. Camera symbol - a button for creating a video chat meeting.

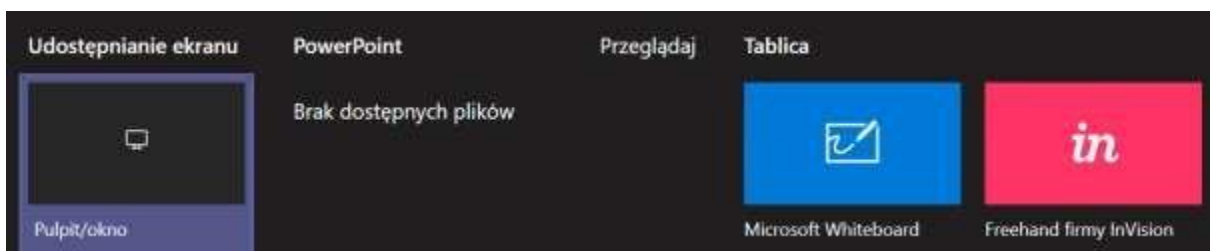
Sharing your personal computer screen and whiteboard function

After creating a video chat, you can share a view of your computer's desktop or of any running application with participants. To do this, on the chat window, select the icon marked with a red circle below.



Picture nb 15. Share a desktop view or another application.

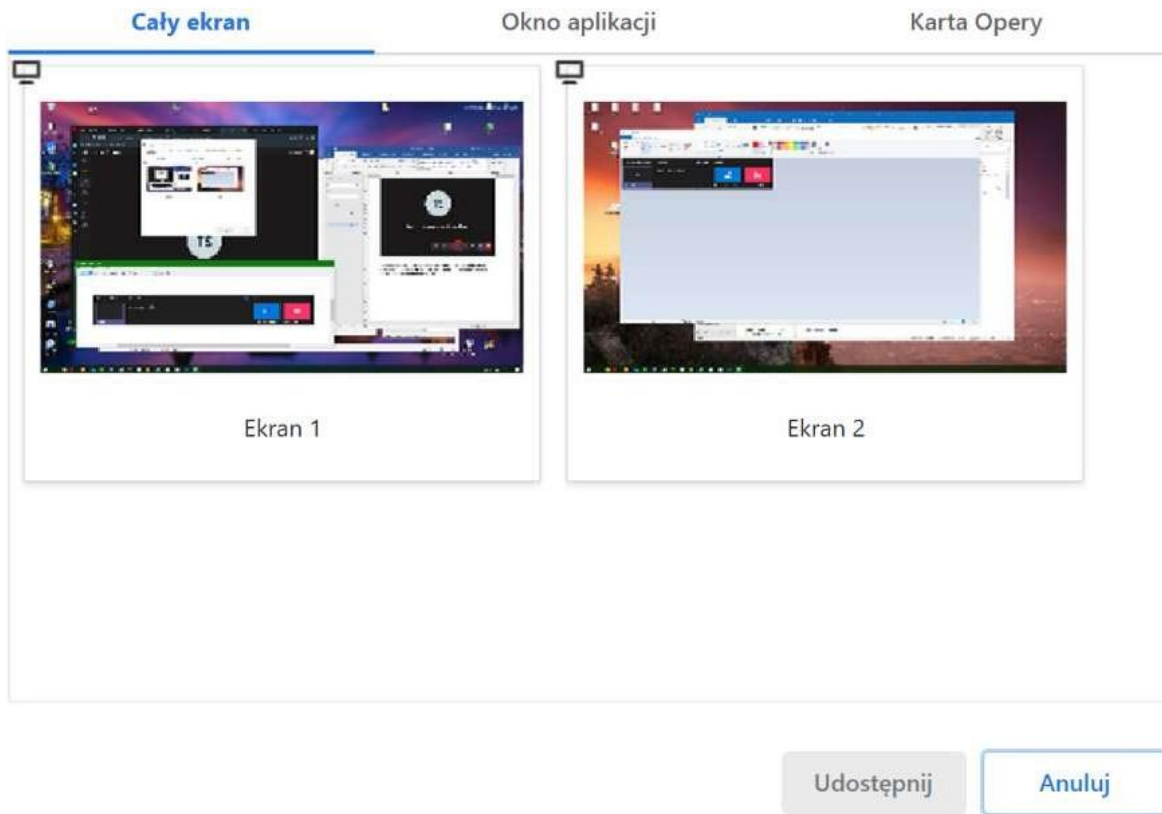
The next step is to choose what is to be shared, the desktop / window option allows you to share the desktop or a specific application.



Picture nb 16. Sharing a desktop view or another application 2.

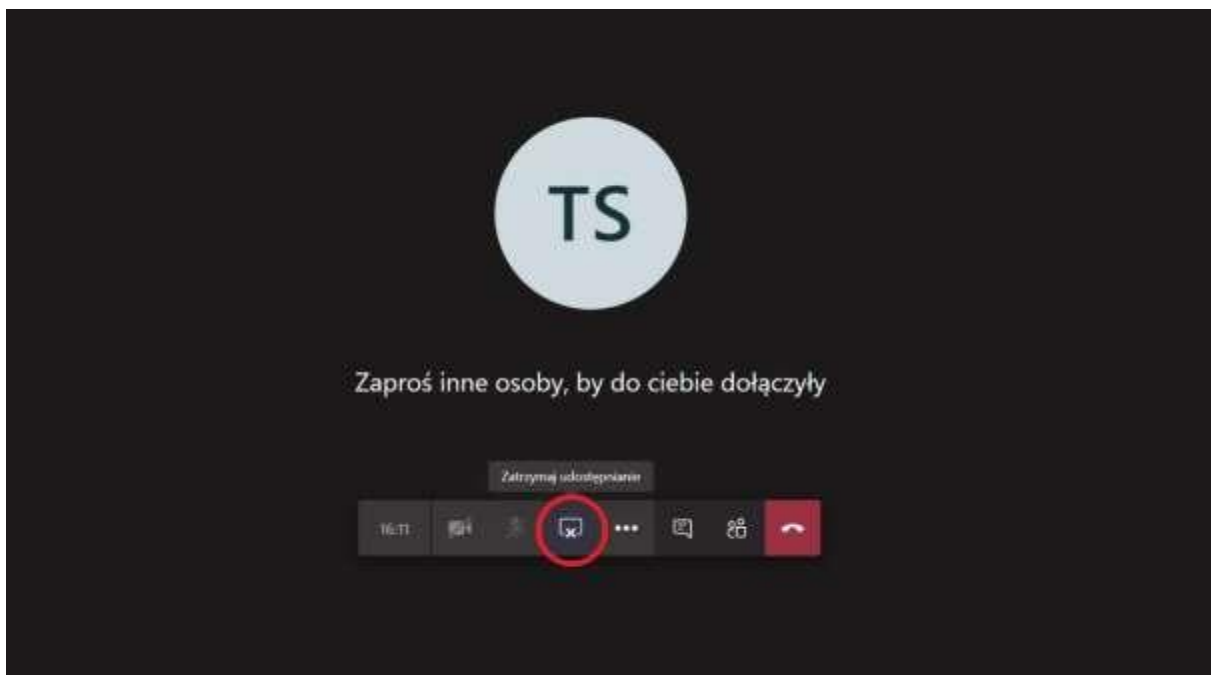
After selecting this option, a menu will be displayed in which you must choose what is to be shared.

- Full Screen tab - share the entire computer screen
- Application window - selection of one specific application, for example PowerPoint presentation
- Tab - sharing the selected browser tab.



Picture nb 17. Sharing a desktop view or another application 3.

To disable sharing, select from the menu the "screen with a cross" icon described as stop sharing. It has been marked in the screen below with a red circle.



Picture nb 18. Turning off sharing.