

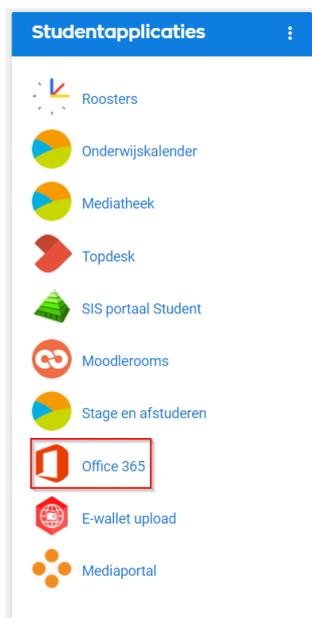
## Instruction MS Teams – The basics

Within our university we use Microsoft Teams, because many of your lectures and appointments will take place online. With Teams you can (video) call online and collaborate with your fellow students. Here you will learn how to find and use the Teams application, for example to follow an online lecture.

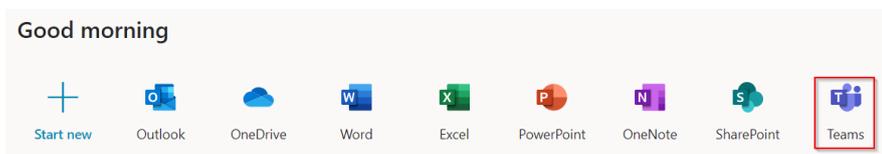
### Where can I find the Teams application?

You can use Microsoft Teams through the web application or the desktop application. Below you can read how to find and open the web application, and how to download and install the desktop application on your laptop / PC.

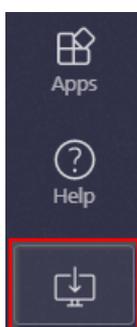
- Log in on [MyHVHL](#) and in the Student Applications widget, click Office 365.



- After you log in here, you will enter your Office 365 environment. In the screen below, click on Teams.



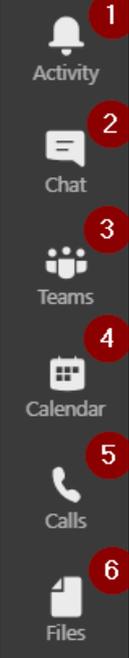
- The Microsoft Teams web application now opens. You can use this web variant of the Teams application, or download and install the desktop application.
- Do you want to download the desktop application? In the Teams web application, click the download icon at the bottom left of your screen to download and install the application on your PC / laptop.



You can also install the Microsoft Teams app on your smartphone from the App Store (iOS) or Play Store (Android) if you find it more useful.

### **Navigate within the Teams application**

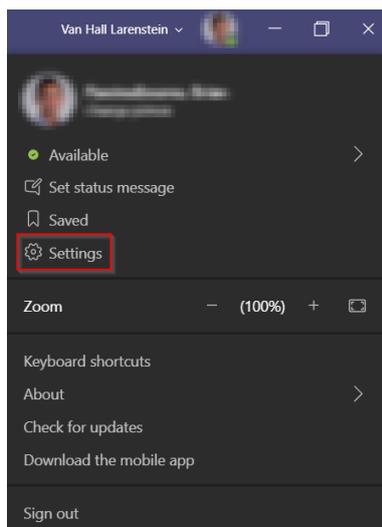
When you open the Teams web application or desktop application on your PC / laptop, there is a menu on the left with a number of options.



The image shows a vertical navigation menu on the left side of the Microsoft Teams application. The menu items are: Activity (with a bell icon), Chat (with a speech bubble icon), Teams (with a group of people icon), Calendar (with a calendar icon), Calls (with a telephone handset icon), and Files (with a document icon). Each item is numbered in a red circle: 1 for Activity, 2 for Chat, 3 for Teams, 4 for Calendar, 5 for Calls, and 6 for Files.

1. Activity: here you can see all your recent activities, such as missed calls or chats.
2. Chat: this button lists all your conversations.
3. Teams: here you will find a 'tile' of every Team of which you are a member, for example your education or one of your modules.
4. Calendar: in this agenda you can find all your Teams appointments. By clicking on an appointment, you can easily participate in a Teams meeting. The Calendar is synchronized with your Outlook agenda.
5. Calls: here you see all your contacts, your conversation history and voicemails.
6. Files: at Files you will find all documents from your Teams groups, but also from your own OneDrive.

At the top right of the Teams application, you can view and adjust a number of settings. By clicking on your profile (photo) and then Settings, you can set the theme, layout, language and preferences for notifications within your Teams application.



## Participate in a Teams meeting

Your online lectures and appointments take place via Teams. Your teacher will share the link of the Teams meeting with you beforehand, for example via Moodlerooms or via your HVHL email. Here you can see how you go to your Teams meeting.

### **Participation via a shared Teams link**

- Your teacher has shared a Teams link with you, for example via Moodlerooms or by email. Click on the appointment link; it looks like the example below.

## Join Microsoft Teams Meeting

- You are now being redirected to your internet browser. When you have downloaded the desktop application, click Open Microsoft Teams.

Open Microsoft Teams?

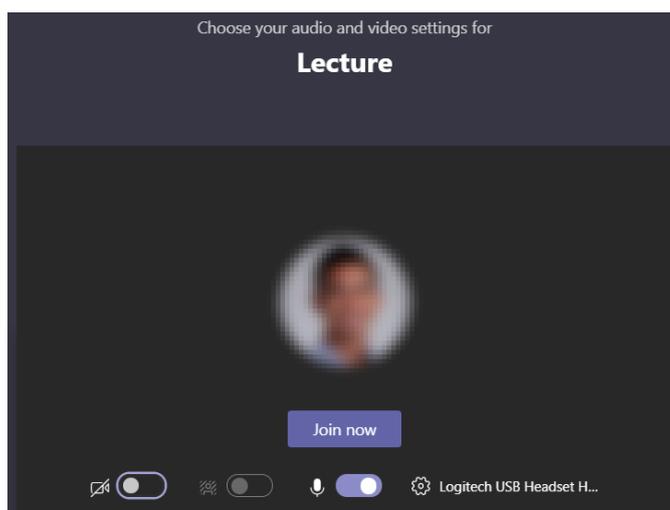
https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams

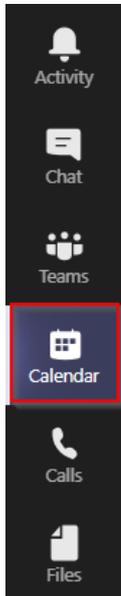
Cancel

- You will be redirected to your Teams application. Before you definitively go to the Teams meeting, you can, for example, choose the desired audio or video device and switch your camera and microphone on or off. By clicking on Join now you will go to the Teams meeting.

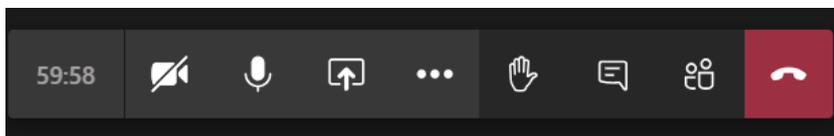


### Participation via agenda item

- If your teacher has shared the Teams meeting with you as a calendar item (via the Outlook calendar or Teams calendar), you can find it in your own Calendar in your Teams application. Open your Calendar, click on the appointment and then on the appointment link. You will then immediately enter the screen above; you can participate in the meeting via Join now.



- You are now a participant in the Teams meeting. At the bottom of your screen you will see a number of functionalities, including to turn your video and audio on or off, to raise your hand if you have a question or to post a message in the chat of the meeting.



**Note:** during the Teams meeting, keep to the agreements that your teacher makes with you and your fellow students, for example about the use of camera, audio and chat!