

Microsoft Teams Manual- Organization of classes in the SYNERGY project

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1. Starting the TEAMS application

1.1. We run the TEAMS application installed on the computer.

1.1.1. In Windows, click **Start**  and type **Teams** .

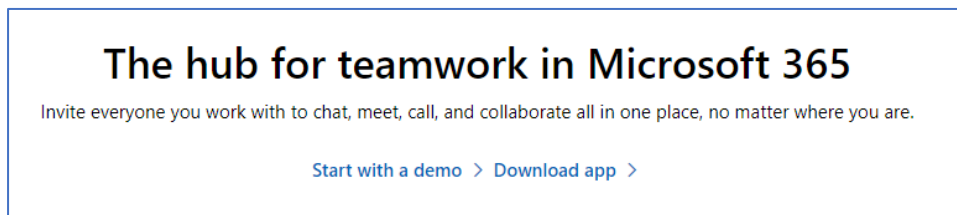
1.1.2. On your **Mac**, go to the Applications folder and click **Microsoft Teams**.

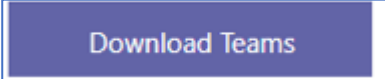
1.1.3. On your mobile device, tap the **Teams** icon.

1.2. If you do not have the TEAMS application installed on your computer, you can download it at:

<https://www.microsoft.com/en/microsoft-365/microsoft-teams/group-chat-software>

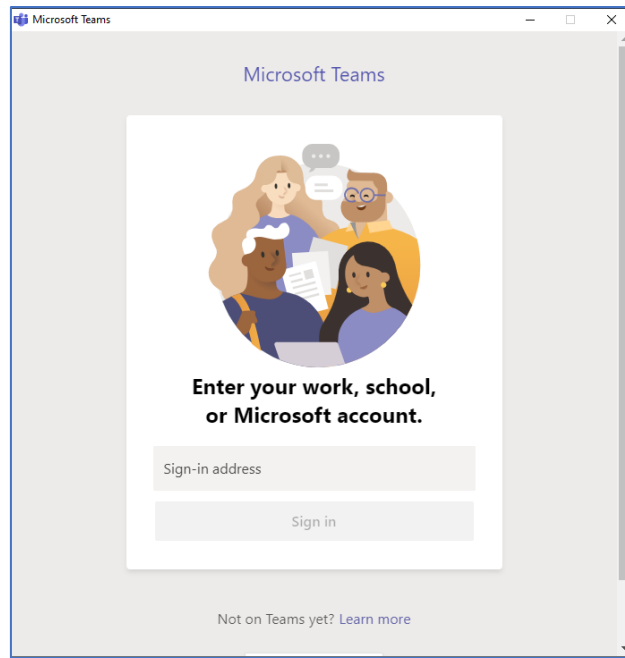
1.2.1. The page shows the following message:



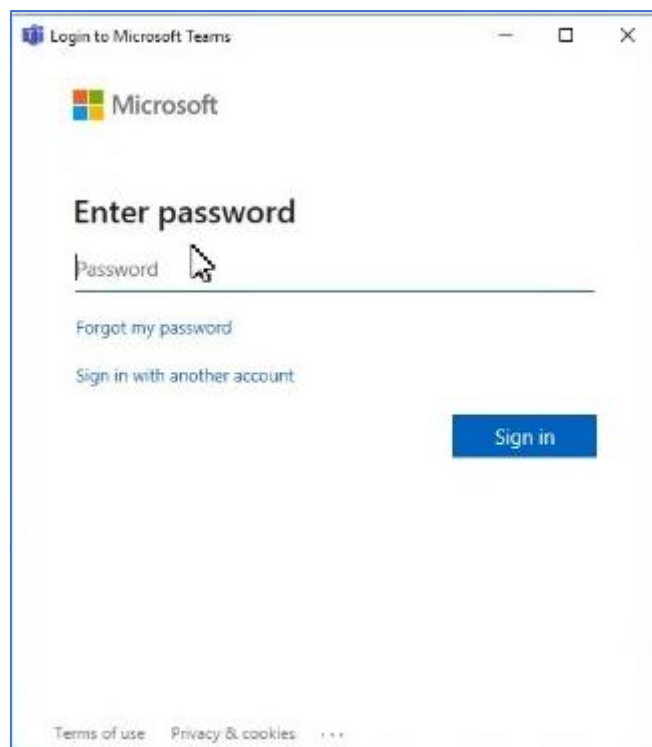
1.2.2. Click on **Download app** and then select  **Save and install**.

2. Logging into the TEAMS application

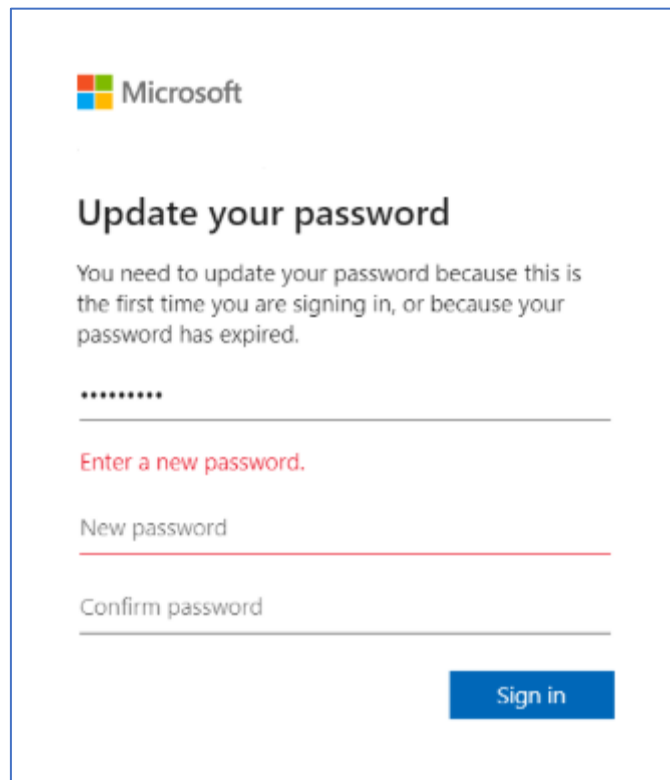
2.1. After starting the TEAMS application, the following message appears:



- 2.2. Log in using the username and password to the account received by e-mail by the SYNERGIA Project Team (if you are already logged in to another account, log out and log in to the account provided by the Project Team).



2.3. The first time you log in, you need to change the password:

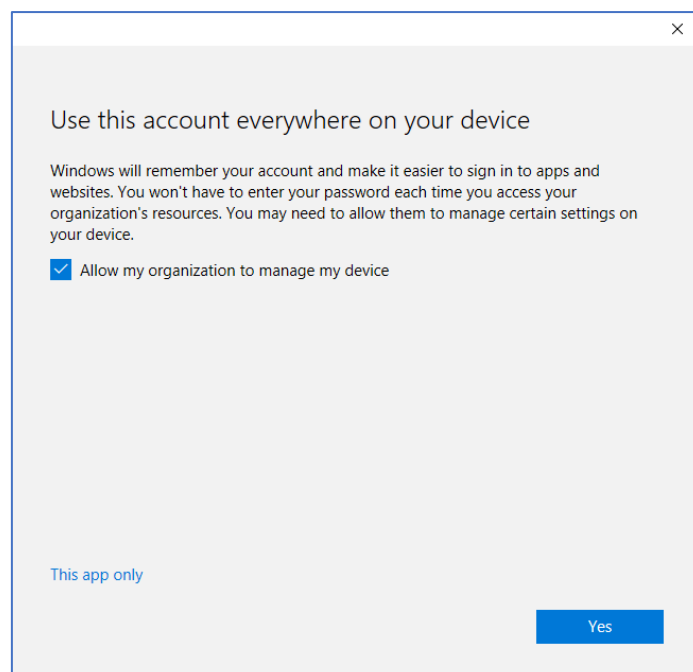


The screenshot shows a Microsoft login page with the following elements:

- Microsoft logo at the top left.
- Section header: "Update your password".
- Text: "You need to update your password because this is the first time you are signing in, or because your password has expired."
- A password field with a masked input (seven dots).
- Text: "Enter a new password." in red.
- A "New password" input field.
- A "Confirm password" input field.
- A blue "Sign in" button at the bottom right.

The password can not contain the user ID. Must be at least 8 characters and at least 3 of the following character types: uppercase, lowercase, numbers, and symbols.

2.4. After successful logging in, the following message appears:

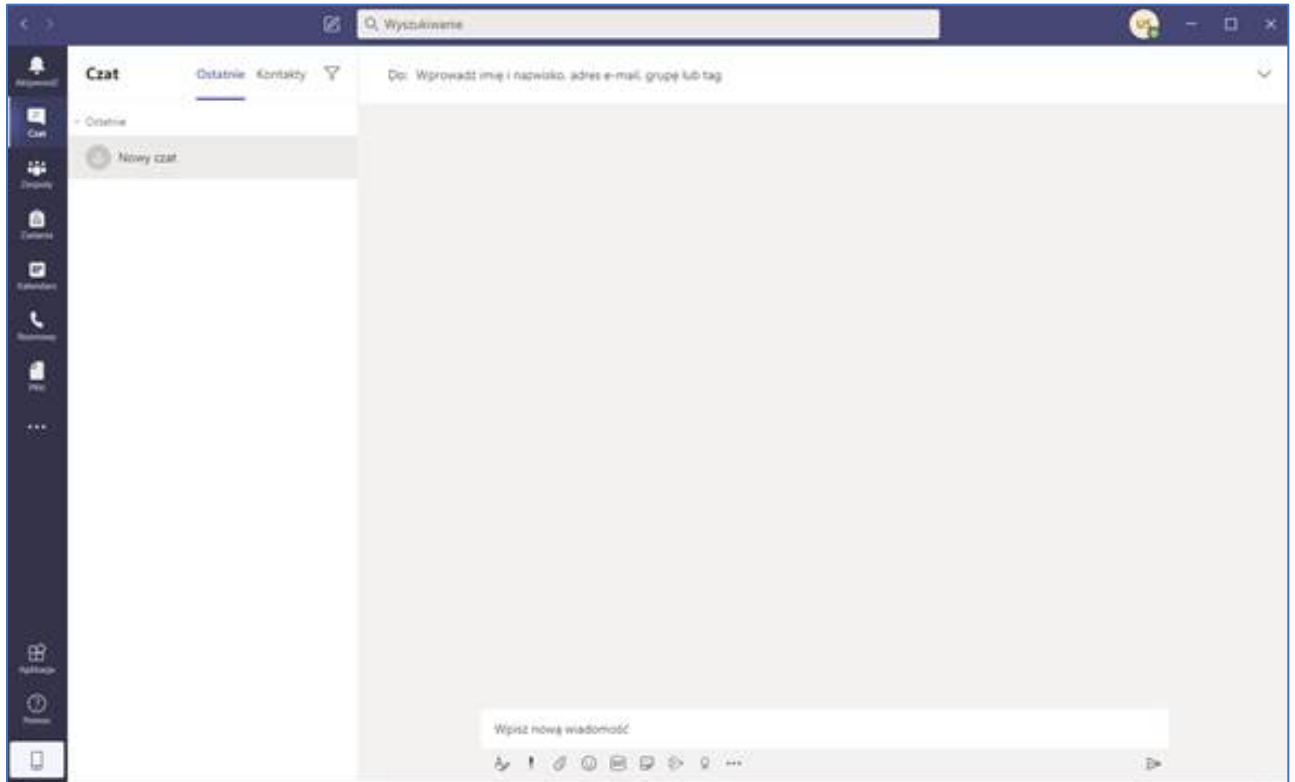


The screenshot shows a Windows notification dialog box with the following elements:

- Close button (X) in the top right corner.
- Section header: "Use this account everywhere on your device".
- Text: "Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device."
- A checked checkbox: "Allow my organization to manage my device".
- Text: "This app only" in blue at the bottom left.
- A blue "Yes" button at the bottom right.

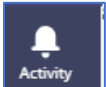

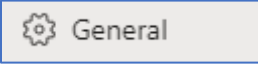
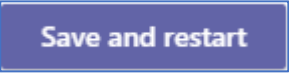
If you want our system to remember your login and password, select **Allow my organization to manage my device** and click **YES**.

2.5. After correctly entering the login data, the TEAMS application window starts.

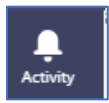


3. Language system settings in TEAMS

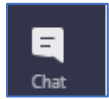
During classes, the application should have system settings in English, eg English (United States).

Click the **Activity** icon  on the left side of the application, then select **Settings**  **General**  and go to the **App language** section, select **ENGLISH** from the drop down list, click .


4. Available functional bands



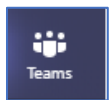
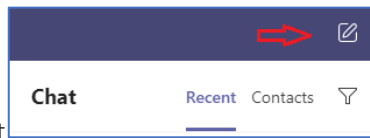
In tab **Activity** there are available all application activities.



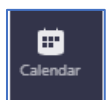
In tab **Chat** there are available individual and groups chats.

Individual and group chat start in the same way – by selecting **New chat**  at the top of

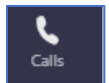
the chat list



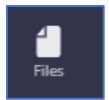
In the tab **Teams** there are only displayed teams for which you are team member.



In the tab **Calendar** there is visible information about planned classes.



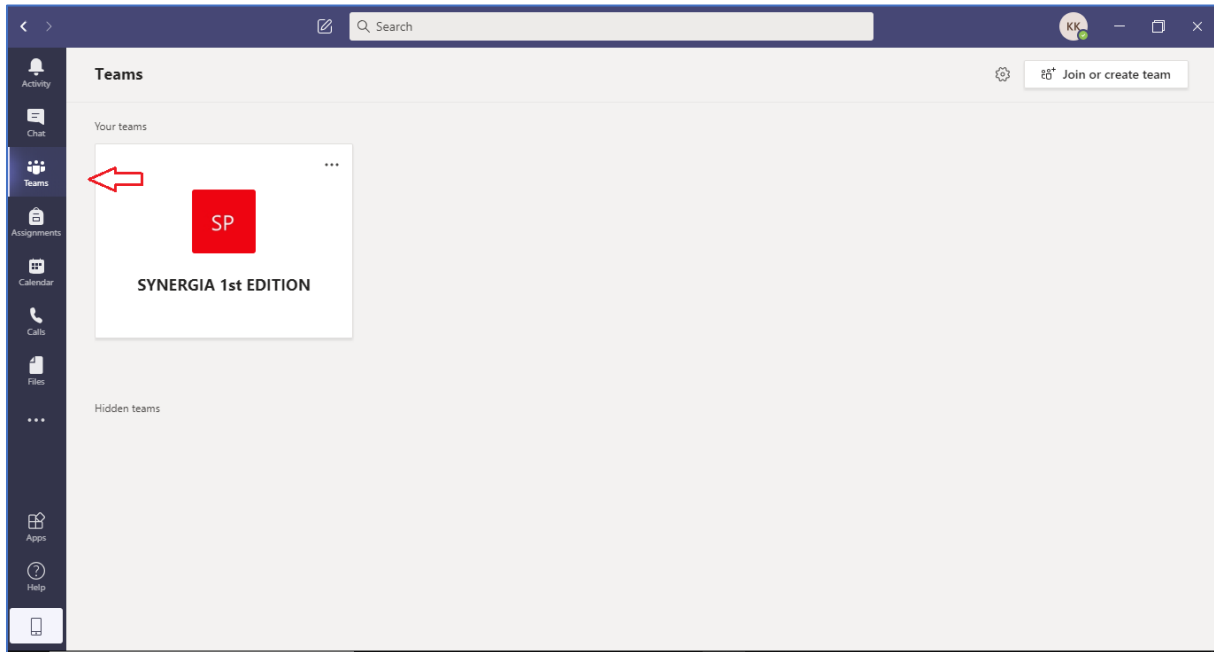
In the tab **Calls** you can launch voice call.



In the tab **Files** there are available all materials which were added to application.

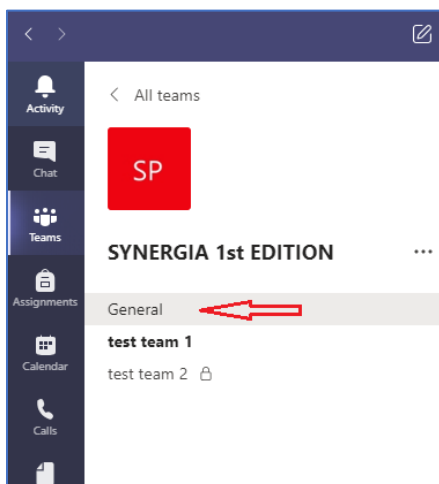
5. Choosing a team and channel

5.1. Click the **Teams** icon and select team.



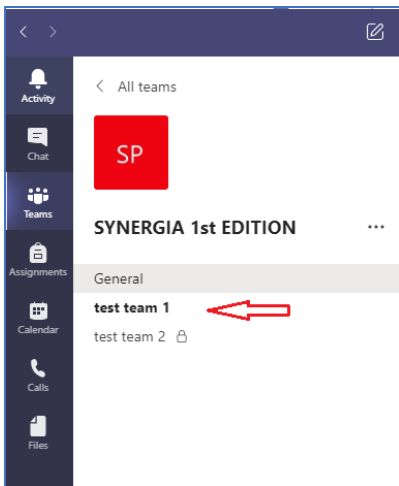
5.2. Channel **GENERAL**

Communication between the lecturer and the participants takes place on this channel.



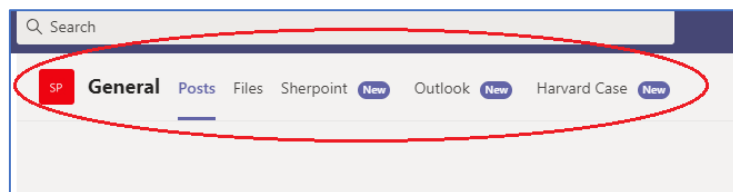
5.3. Channel **Test teams 1 (Teamwork)**

Each participant will be assigned to their Teamwork.

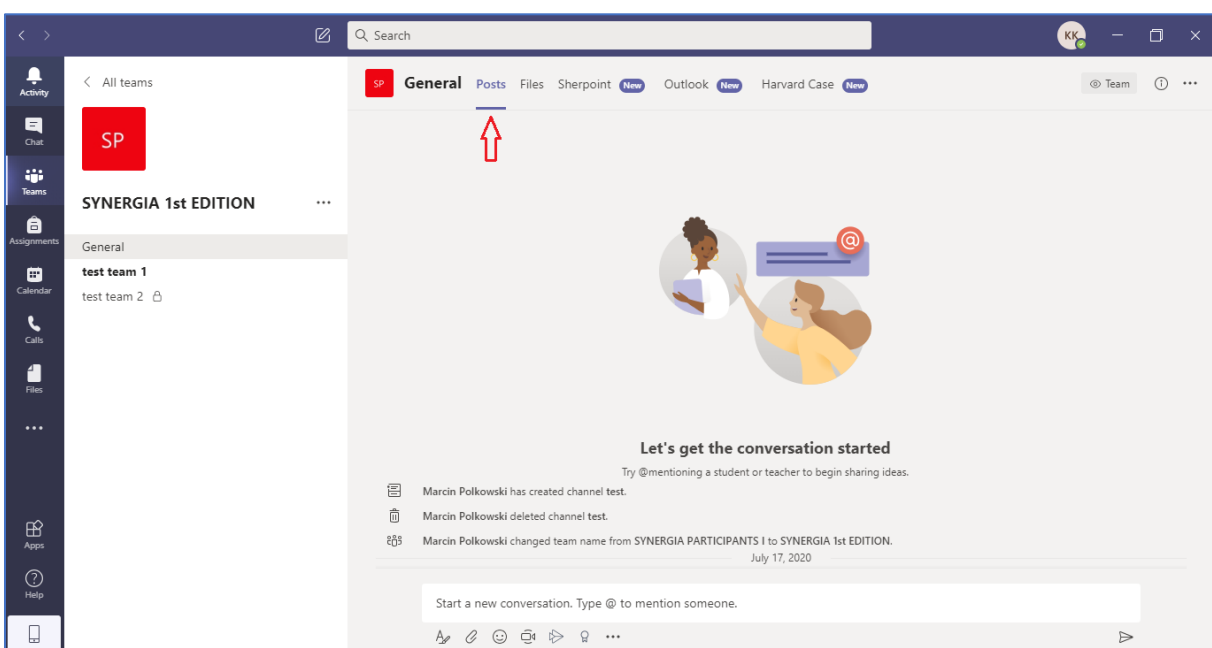


5.4. Select a channel to view **Conversation**, **Files** and other tabs.

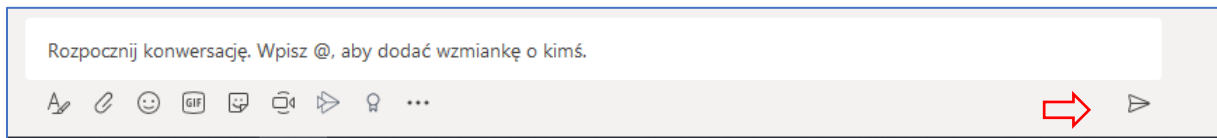
6. Cards available



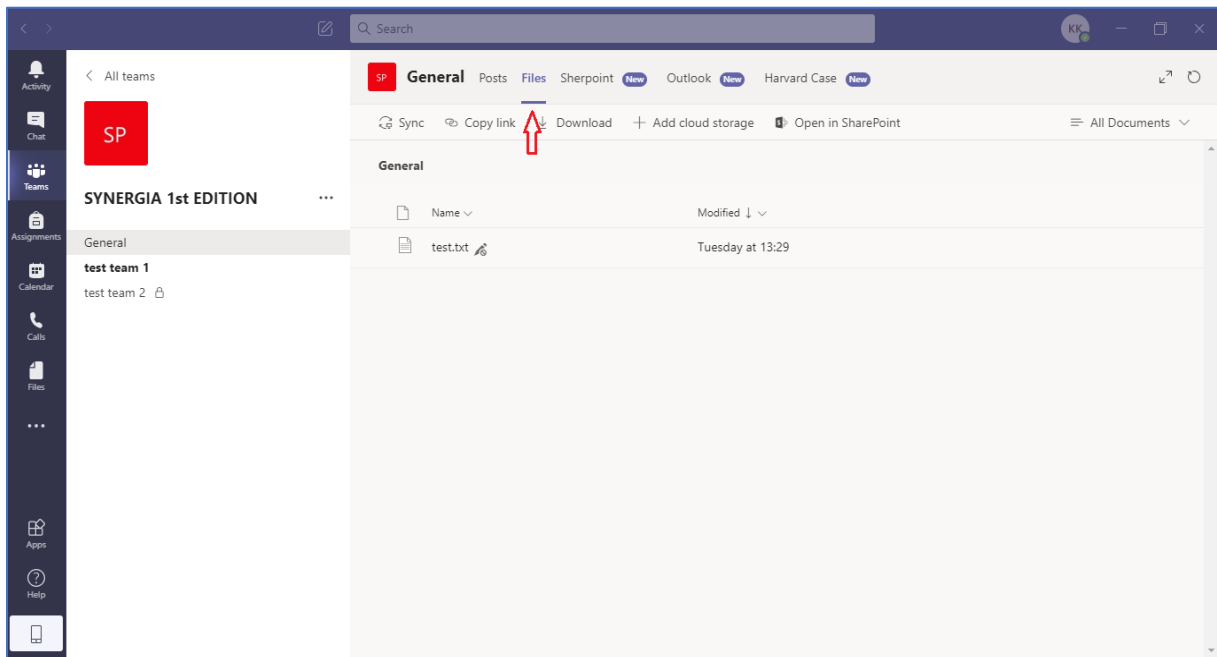
6.1. The tab **Posts** participate in the conversation.



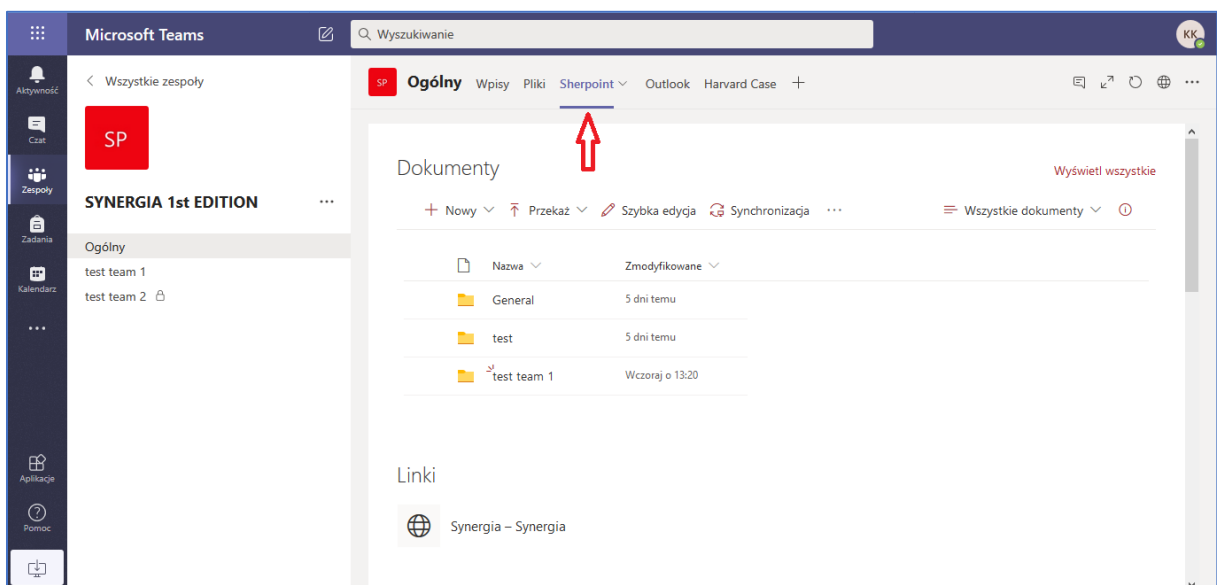
Write your message, and then click **Send**.



6.2. The tab **Files** contains a collection of documents uploaded in the conversation.

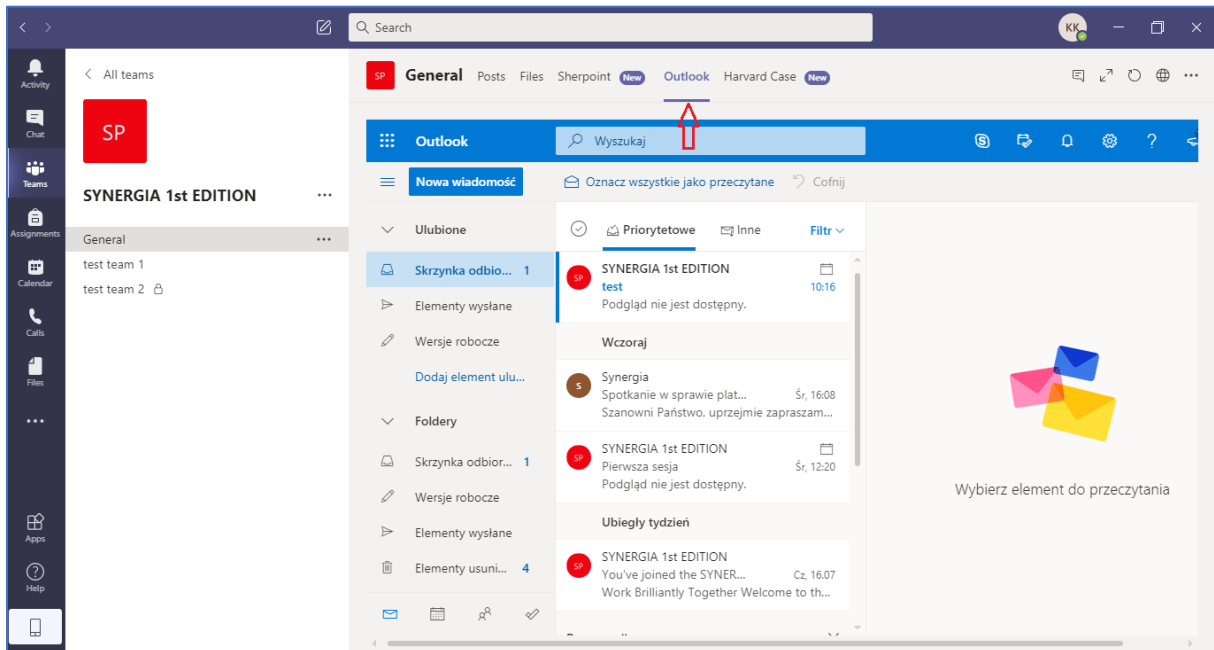


6.3. The tab **Sharepoint** - there are all training materials and the convention plan posted here.



Before each conference, you should read the didactic materials prepared by our lecturers.

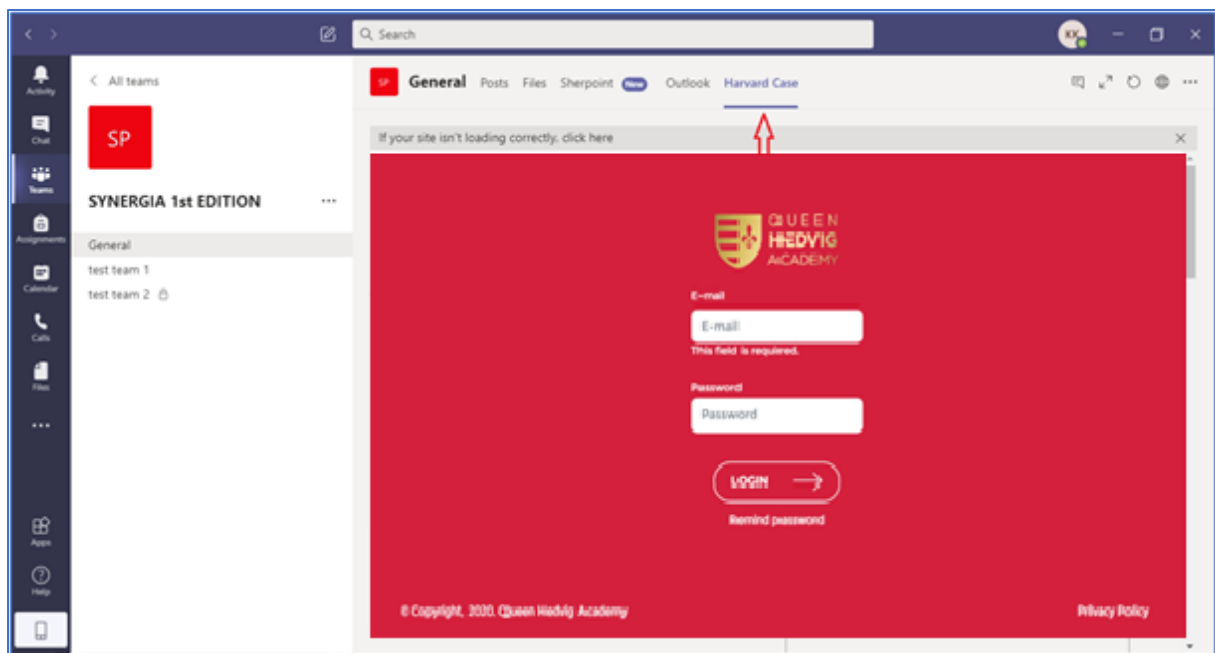
6.4. The tab **Outlook** contains project messages from the project team.



6.5. The tab **Harvard Case** contains a link to case studies.

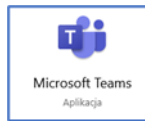
Before each conference, you should read the didactic materials prepared by our lecturers.

Logging in to the didactic materials is described in point 7.

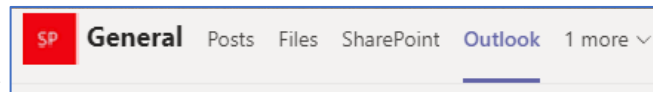


7. Access to teaching materials - Harvard Case

7.1. Account activation from teaching materials – Harvard Case



7.1.1. Log in to the TEAMS application



7.1.2. Go to the tab OUTLOOK

7.1.3. In your inbox you will find the link to activate your account sent from the QUEEN HEDVIC ACADEMY address.

Click here to login ([link](#)) and set your profile.

7.1.4. Click on the link that will take you to the login page in your browser.

7.1.5. Complete the required data and consent

SAVE CHANGES →

and click save

7.1.6. Then the login window will appear.

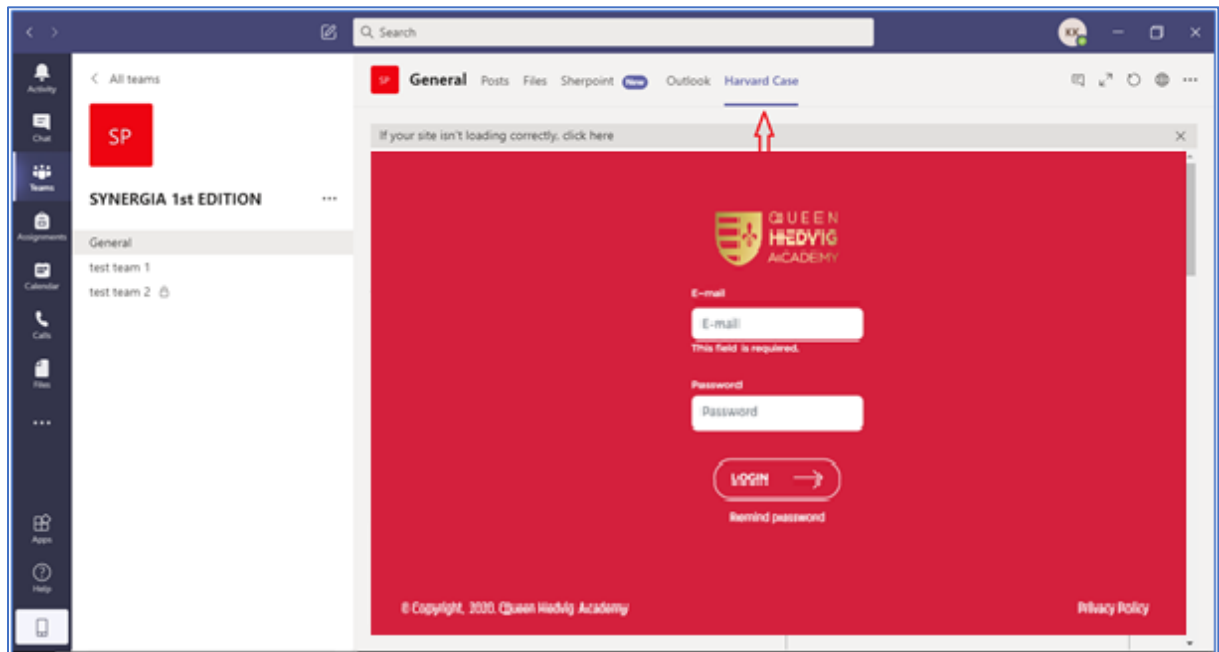
7.1.7. Enter your email and password.

7.1.8. **Write down the password in a place accessible to you.**

7.1.9. Click log in.

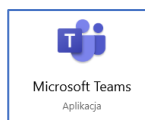
7.1.10. After activating the account for teaching materials, go to the TEAMS application.

All teaching materials will always be available in Teams in the tab Harvard Case.

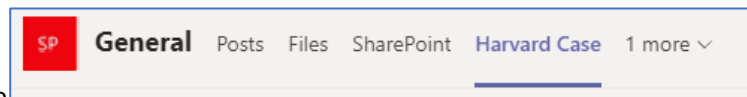


7.2. Re-login to teaching materials - Harvard Case

7.2.1. Enter the TEAMS app.



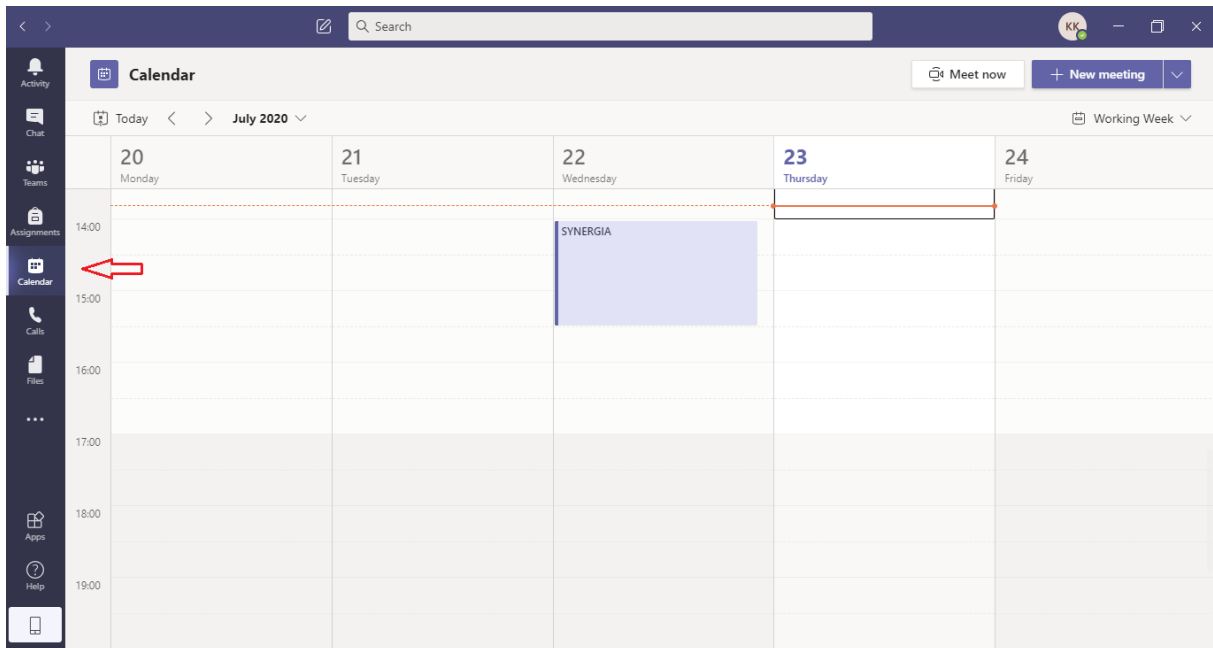
7.2.2. Click on the tab: Harvard Case



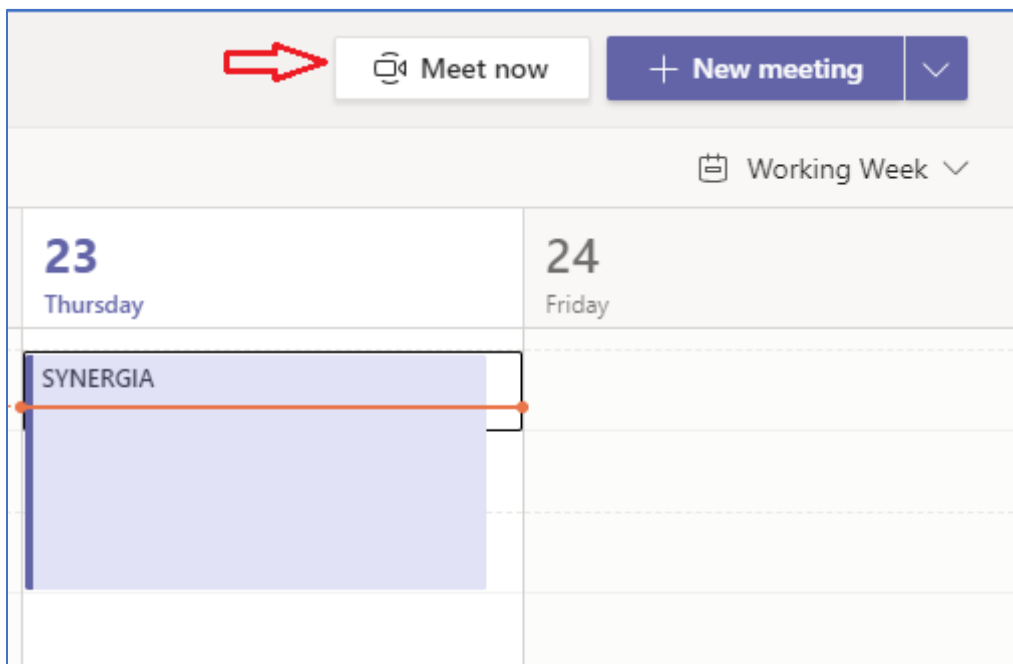
7.2.3. **Warning! If the system did not automatically log you in to the platform with Harvard Case materials - enter the login details for Harvard Case that you generated and saved in a place available to you when you first log in to the Queen Hedvig Academy platform.**

8. Join a structured meeting or class online

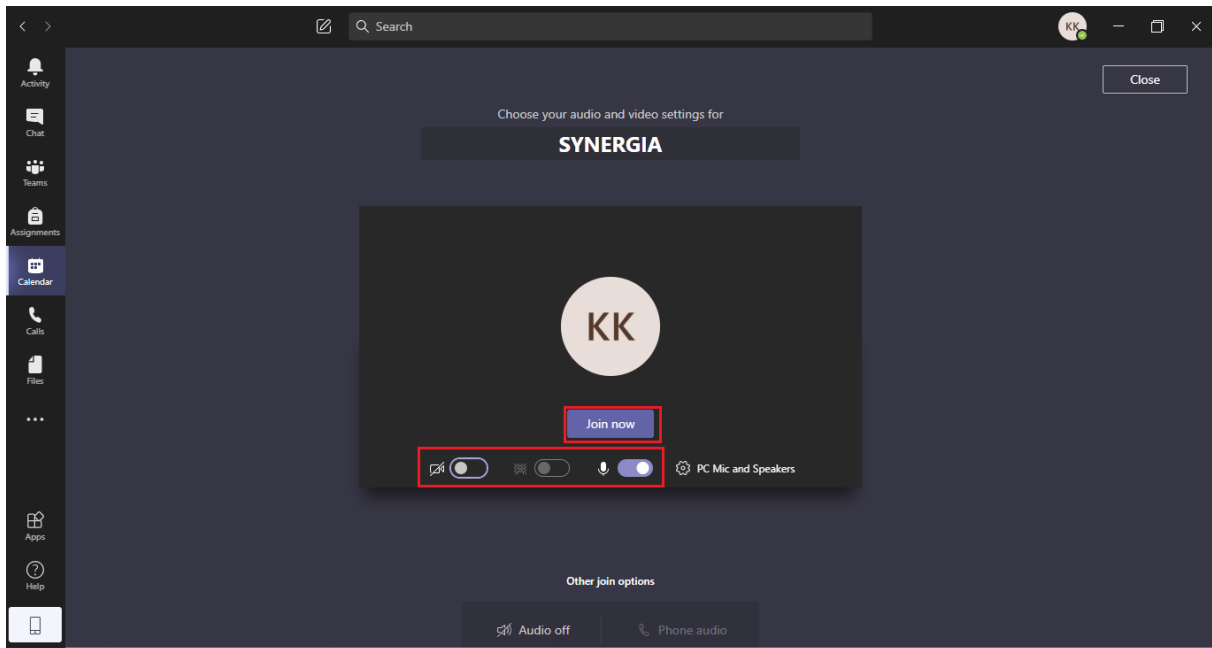
The added activities are visible in the **Calendar**.



Join the classes by selecting the previously set meeting date in the calendar.



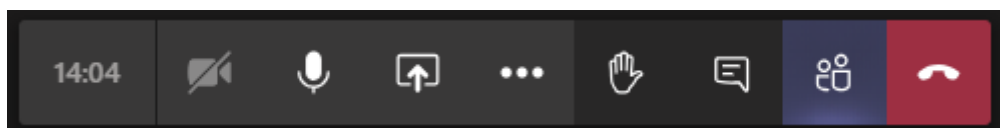
If the meeting of classes has already started, the **Meet now** button is visible in the calendar during the meeting, which immediately redirects you to the window with the settings for joining the meeting.




Remember to set up the camera.  and microphone .

The camera should be turned on, and the microphone should be turned off during classes, and then turned on when asking questions - at the teacher's request

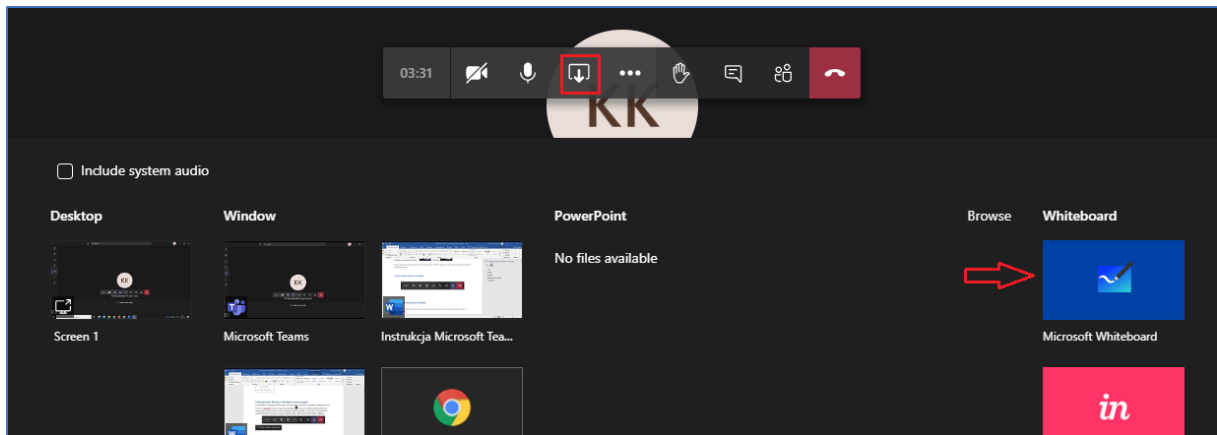
9. Access bar during the meeting



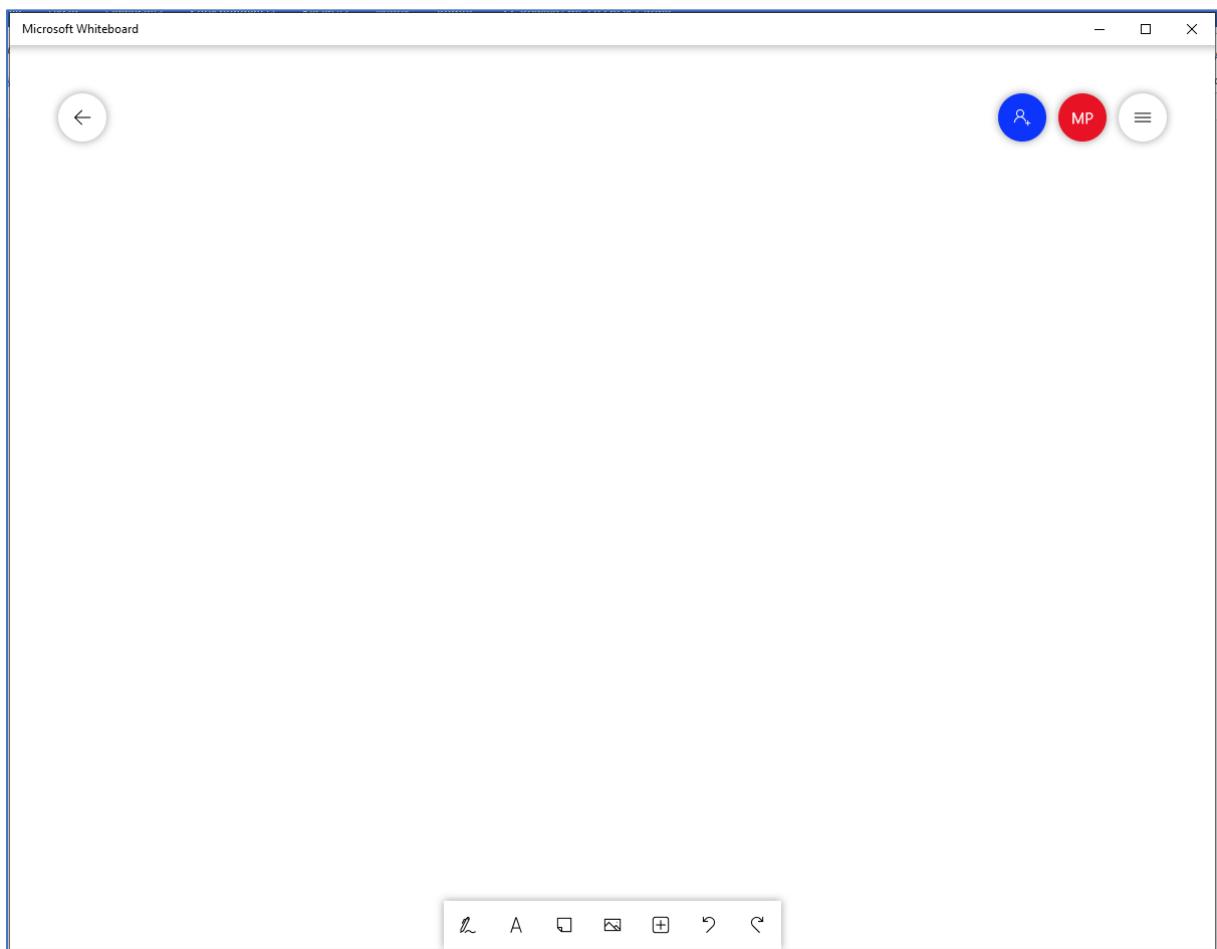
To share your screen in a meeting, select **Share**  in meeting controls. You can present your entire desktop, window, PowerPoint/Word file, or whiteboard.

9.1. Using the board

Microsoft Teams allows you to use the built-in "Whiteboard".



After starting, we see the table below:




When setting up a meeting, each meeting gets its own board.

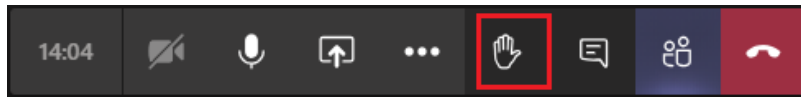
People who attend the meeting have access to this board after the meeting ends (you can share this board with other people in your organization). The board keeps the boards of the given meeting, we can come back to it.

9.2. Raising your hand during a meeting

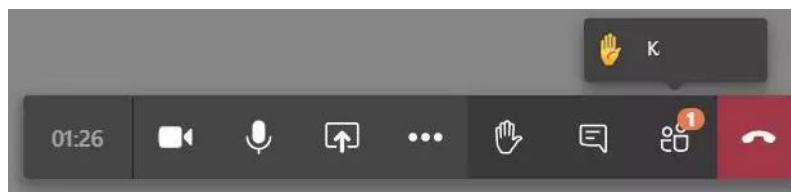
The **Hand** icon allows you to signal your willingness to speak during classes.



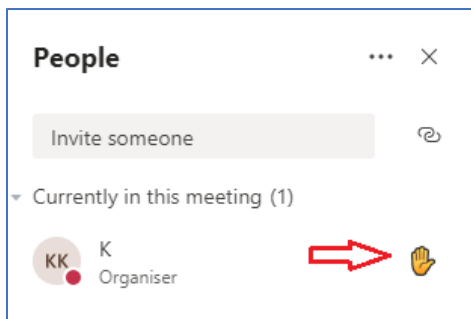
During a meeting, select  on the control bar. This will place a yellow hand icon in the video feed to let the lecturer and other participants know you want to say something.



Message about the participant who raised his hand.



After clicking on the **People** icon, you can see a yellow hand icon.

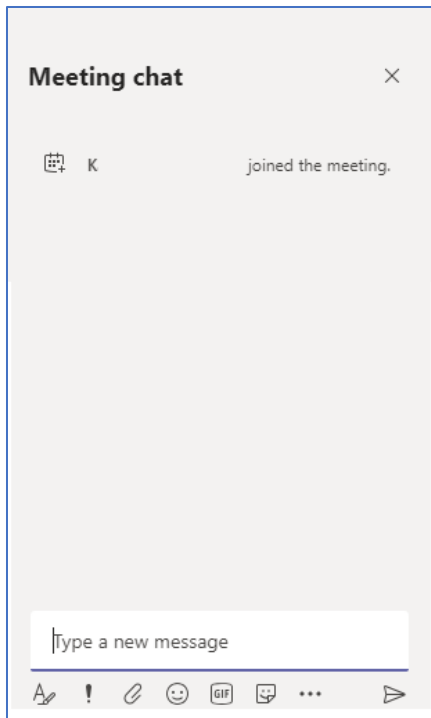


9.3. The Chat icon



During the meeting, it is possible to communicate via chat.

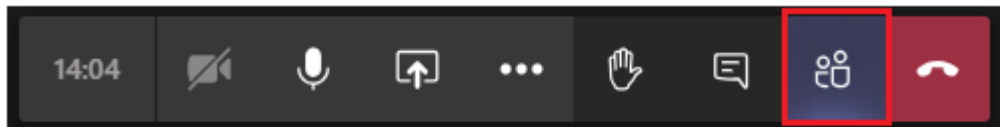
After **clicking on the Chat** icon, a panel will appear:



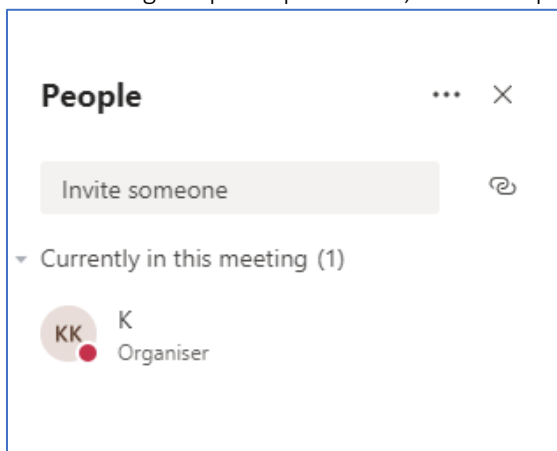
Then enter your message and click **Send** .

Information / links from lecturers will also be sent here.

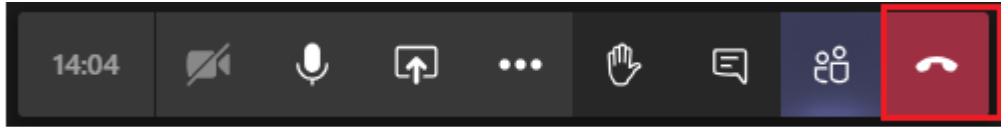
9.4. The People icon



After clicking the participants icon, the list of people participating in the meeting appears.



9.5. The Phone icon



To end the meeting, click the **Phone** icon.