

Instructions for using MS Teams (written on short notice) by the Computer Lab at FES 😊

Microsoft Teams allows you to use a chat, connect by video, share your Desktop, share documents such those from Power Point and Word, and also has a whiteboard option that allows for drawing.

The application is available to teachers and students, and we can use it by:

- downloading the application onto a laptop,
- logging in to "MS TEAMS" through the browser of your choice,
- downloading the mobile app (from Google Play or the App Store) - it is a more limited version, though it does not require having a computer.

The MS Teams platform was configured by the FES Computer Lab (PI WNE), and it is fully managed by us.

According to Microsoft, the "MS TEAMS" application should easily be able to handle 2,000 simultaneous users. Of course, at a time when everyone (at companies and institutions) is transitioning to remote work, this may change.

Currently, we at the FES Computer Lab are getting to know the TEAMS software ourselves -- we started learning to use it yesterday and the present situation has led us to write the instructions below.

If you know Microsoft Teams better, please send your instructions to us so that we can send them to others and present the capabilities of this software in the most convenient/optimal form.

I. CREATING AN ACCOUNT

- 1) In the coming days, all academic employees at FES UW will receive a Microsoft account, which will be managed from the FES UW console by the FES Computer Lab (which is why they will have the domain extension ...@office.wne.uw.edu.pl). A message will be sent to your Faculty email address. The email will have the following subject line: **Informacje o koncie dla nowych lub zmodyfikowanych użytkowników (Information about an account for new or modified users)**.
- 2) The email will contain a login and a temporary password. After you log in for the first time, the system will require a change of password, as shown below:



Microsoft

tjeruzalski@office.wne.uw.edu.pl

Zaktualizuj hasło

Musisz zaktualizować hasło, ponieważ logujesz się pierwszy raz lub Twoje hasło wygasło.

Bieżące hasło

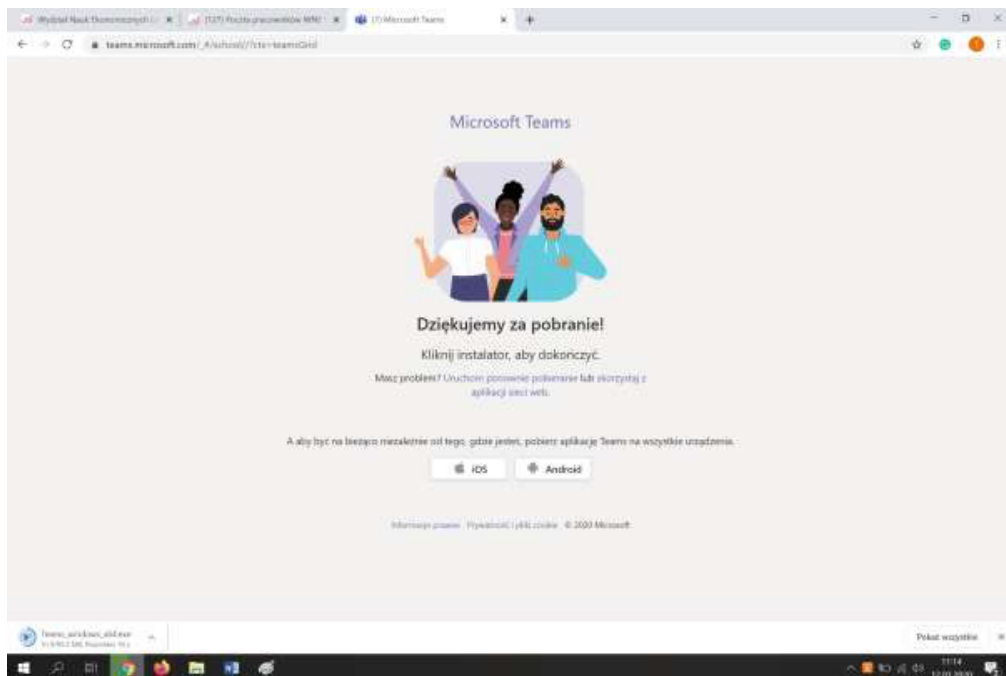
Nowe hasło

Potwierdź hasło

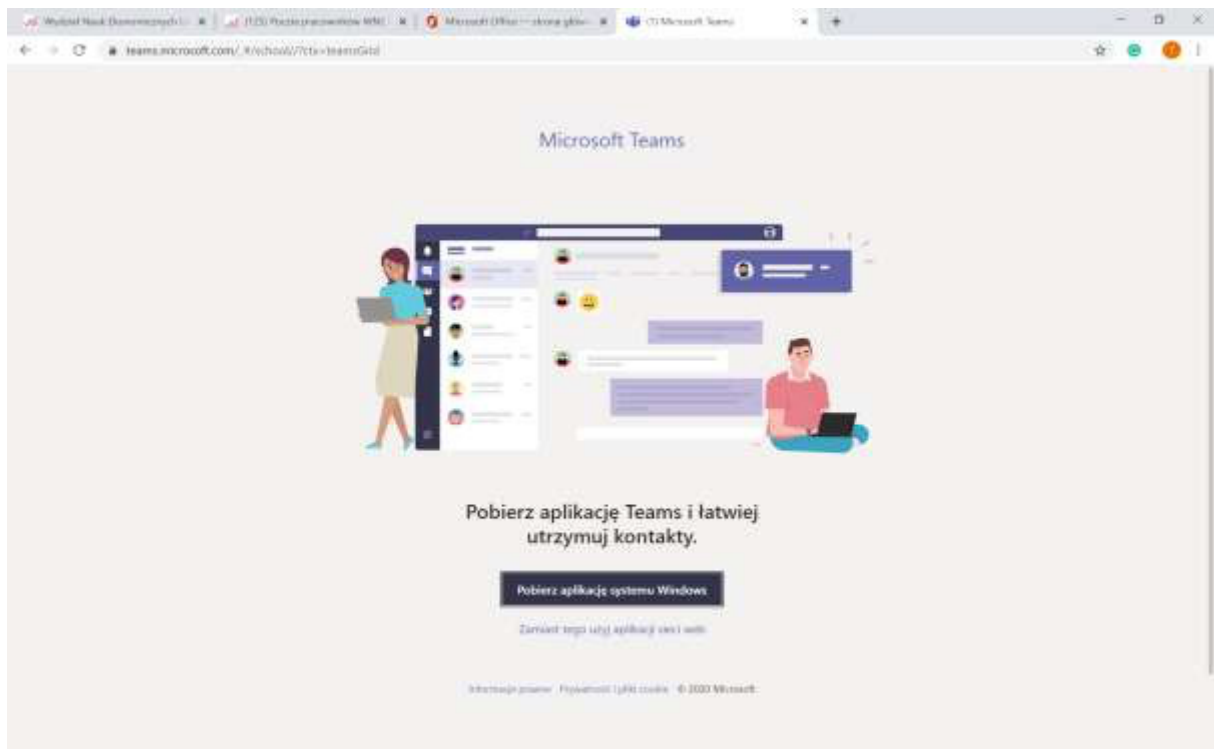
- 3) After logging in, you can choose if you want to **download and use the Windows system application (recommended) for MS Teams**, or if you want to use the web-based application.

Please note: If you forget your password, you should send a request for a new password to: licencje@office.wne.uw.edu.pl.

- 4) After clicking on "Download", you will see the following dialog window.

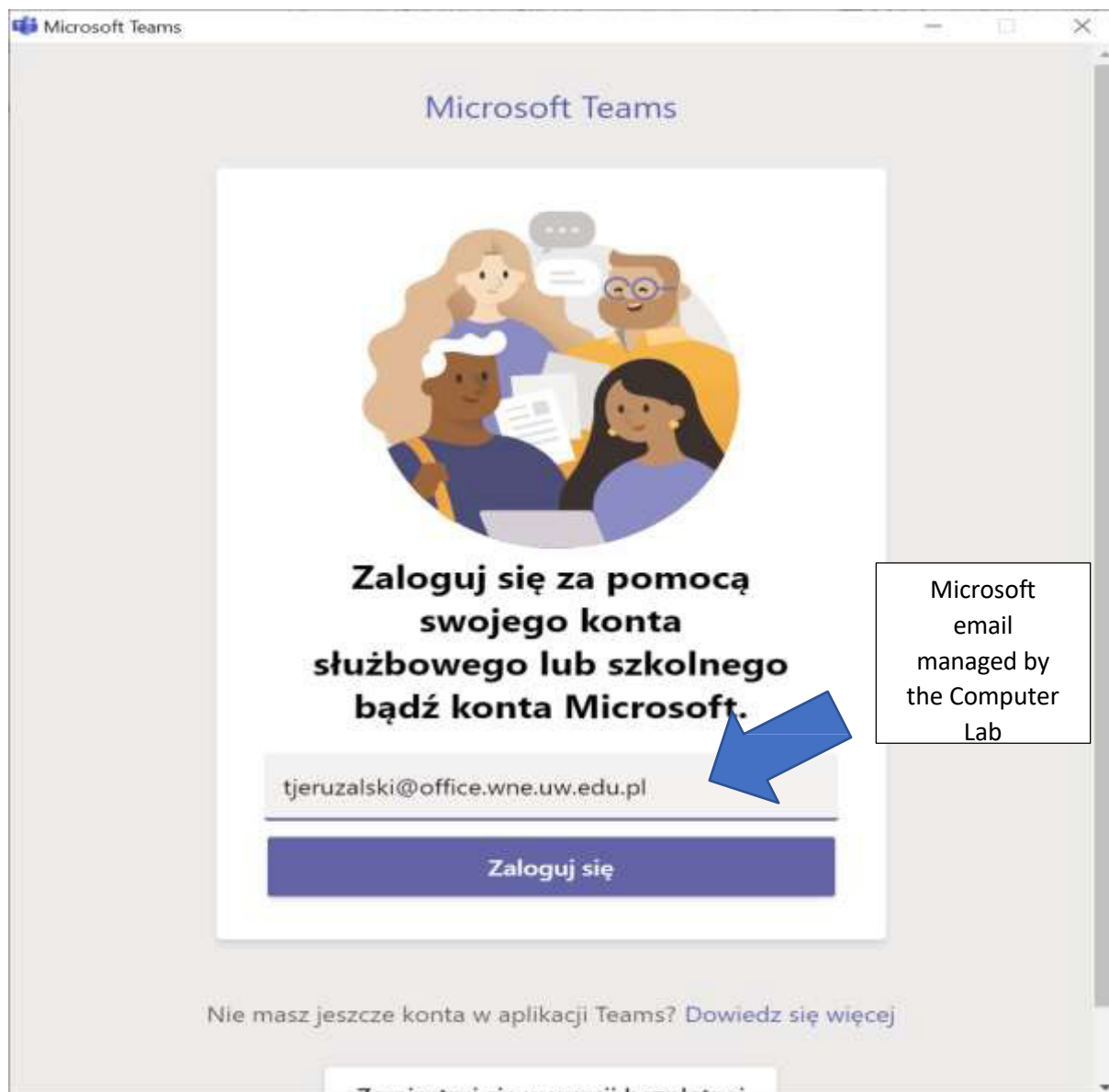


- 5) Choose the "Download Windows system application" as shown below.



6) Install the Teams application.

7) Log in to the installed application or web version, using the Microsoft as shown below (your login will be in the email mentioned above in point 1).



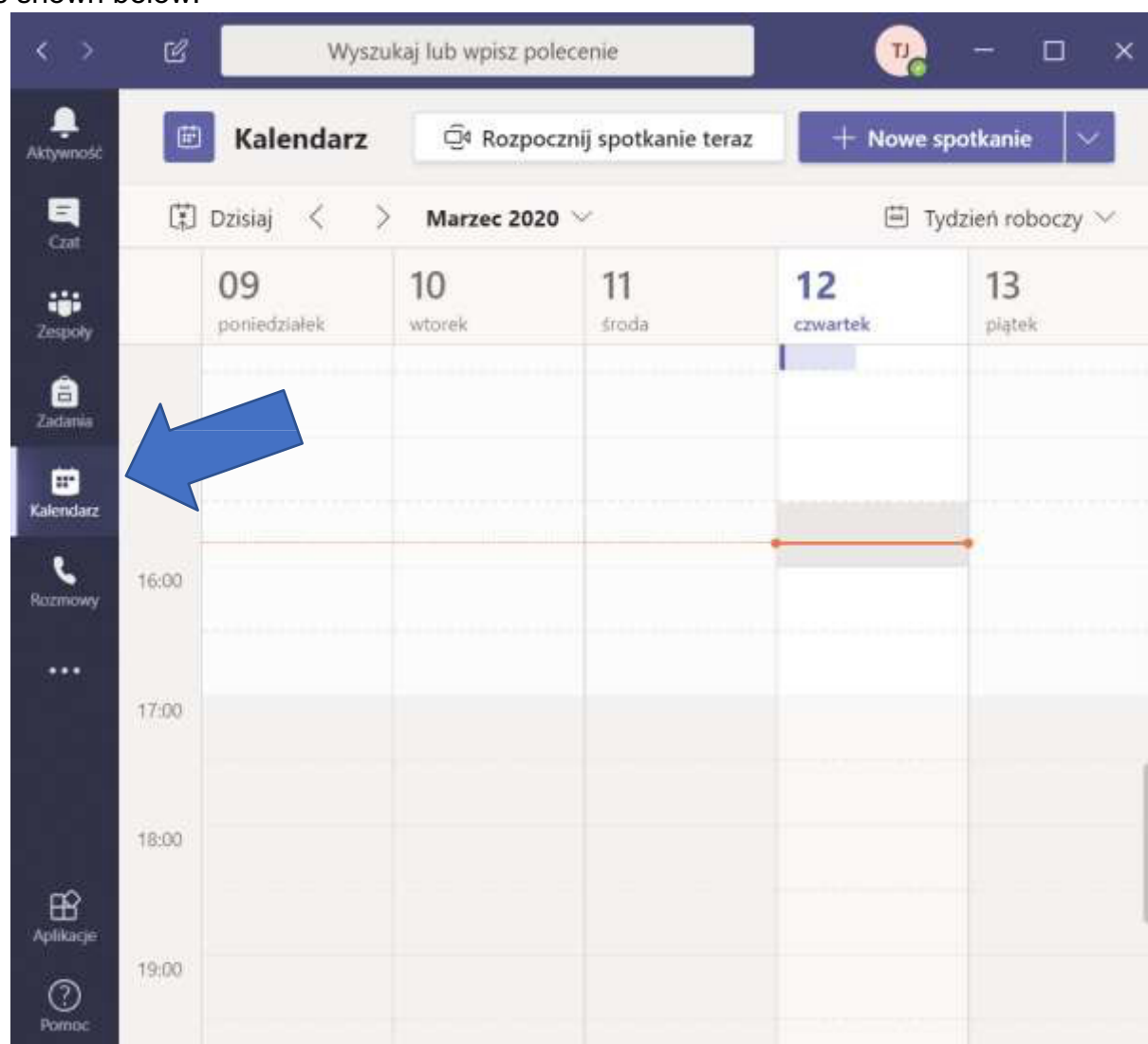
Microsoft
email
managed by
the Computer
Lab

Please note: If you forget your password, you should send a request for a new password to: licencje@office.wne.uw.edu.pl.

II. Organising a meeting with students

Note: MS Teams has different options for meetings. One type is shown below, based on a calendar. We are still testing other capabilities.

- 1) After starting the MS Teams application, choose the "Calendar" from the left side of the screen, as shown below.



- 2) Click on the date and hour you are interested in (note: you can later modify the date and hour, if necessary).
- 3) Enter at least the following information: course title, starting/ending date/hours, and invite **YOURSELF** to the meeting (by sending an email through the WNE domain, for example tjeruzalski@wne.uw.edu.pl). See the screenshot below.

Note: We send an invitation to ourselves by entering the **WNE domain email** (not the one from Microsoft). This is one of the possible ways (the simplest); another is by creating a room and in the field "Add channel" („Dodaj kanał”) choosing the created room. We chose the simpler option: we first invite ourselves by entering the email address from the WNE domain so that later we can send the link obtained from the WNE domain email to our entire group of students, via USOSmail.

Wyszukaj lub wpisz polecenie

Nowe spotkanie... Szczegółowe informacje 1 więcej Wyślij Zamknij

Strefa czasowa: (UTC+01:00) Sarajewo, Skopje, Warszawa, Zagrzeb

Wykład z Baz Danych

tjeruzalski@w... x

12.03.2020 15:00

12.03.2020 16:30 1 godz. 30 min Cały dzień

Sugerowane: 16:00–17:30 16:30–18:00 17:00–18:30

Nie powtarza się

Dodaj kanał

Dodaj lokalizację

B I U S | V A AA Akapit ...

4) Choose "Wyślij" ("Send") as shown below:

Wyszukaj lub wpisz polecenie

Nowe spotkanie... Szczegółowe informacje 1 więcej Wyślij Zamknij

Strefa czasowa: (UTC+01:00) Sarajewo, Skopje, Warszawa, Zagrzeb

Wykład z Baz Danych

tjeruzalski@w... x + Opcjonalni

12.03.2020 15:00

12.03.2020 16:30 1 godz. 30 min Cały dzień

Sugerowane: 16:00–17:30 16:30–18:00 17:00–18:30

Nie powtarza się

Dodaj kanał

Dodaj lokalizację

B I U S | V A AA Akapit ...

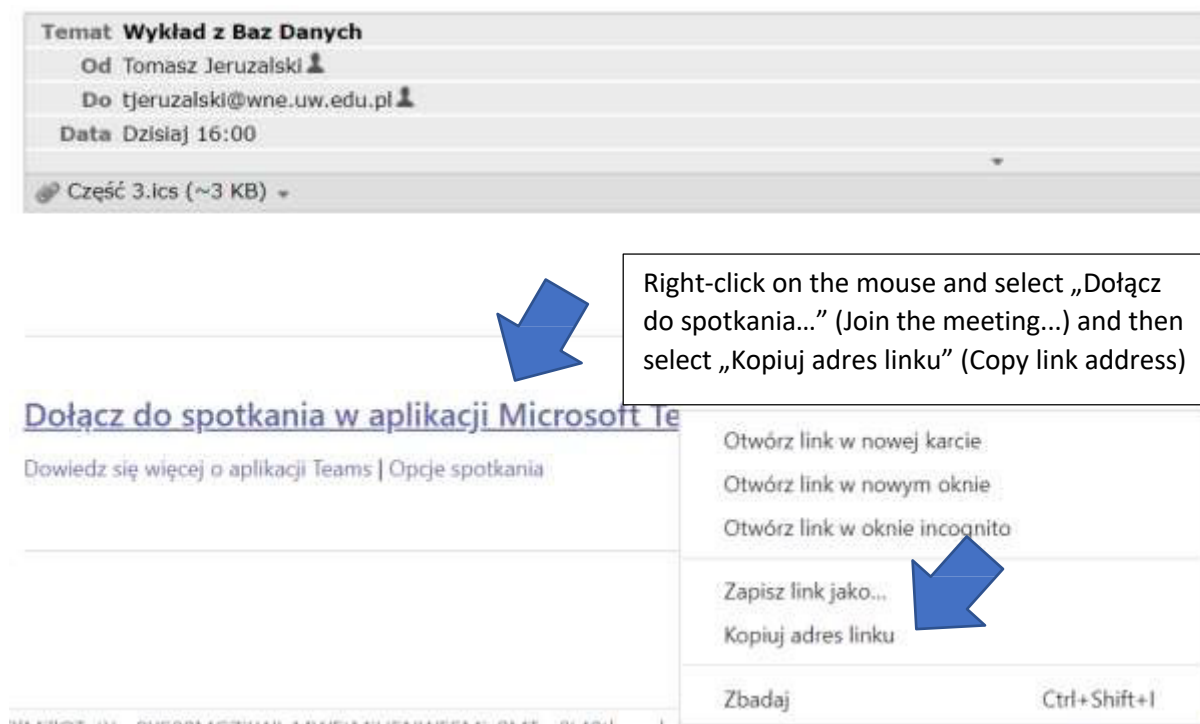
5) Our meeting is saved in the MS Teams calendar.

Please note: Sometimes it is necessary to wait (up to a few minutes) for the invitation to reach your WNE email inbox.

6) Open your WNE-domain email account.

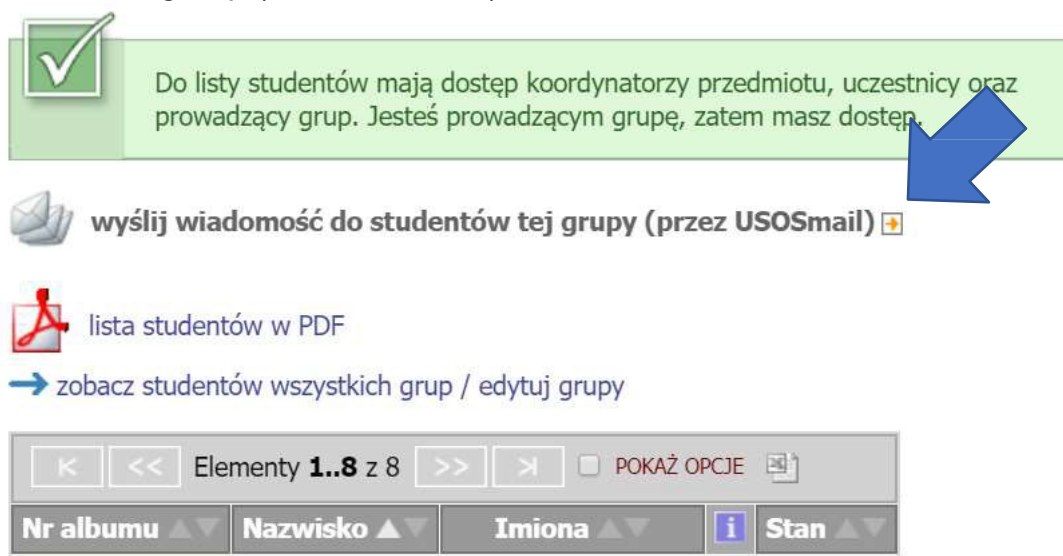
7) Open the email with the invitation to the meeting

8) Copy the link address from the invitation as shown below.

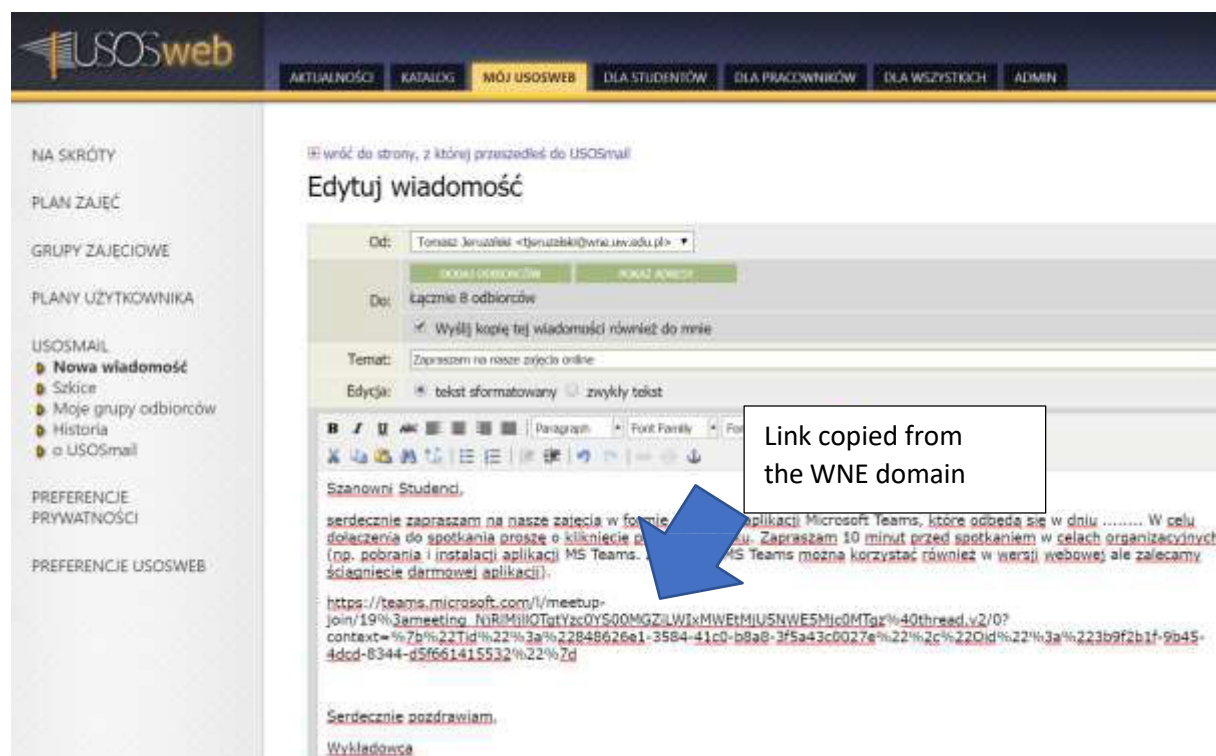


9) Log in to the **USOS system**. Select the group of students that you want to meet.

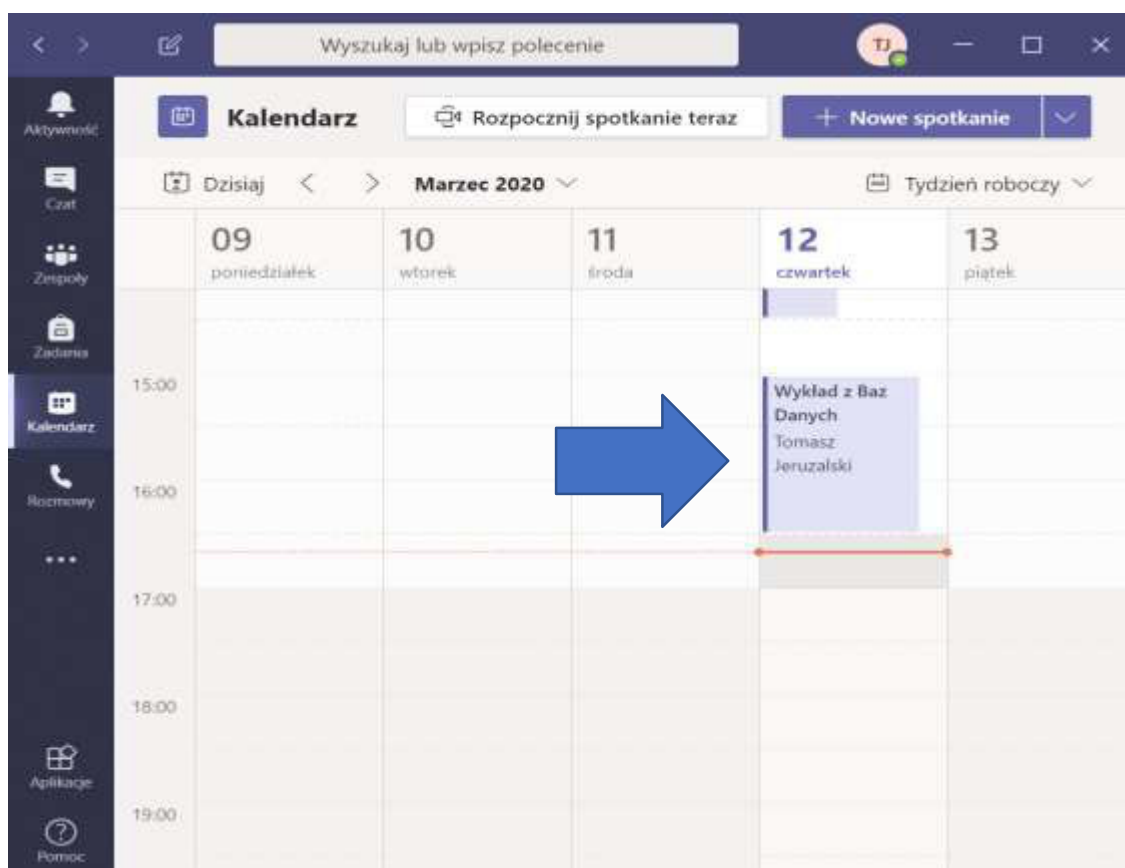
10) Select „wyślij wiadomość do studentów tej grupy (przez USOSmail)” ("Send a message to the students from this group (via USOSmail)"):



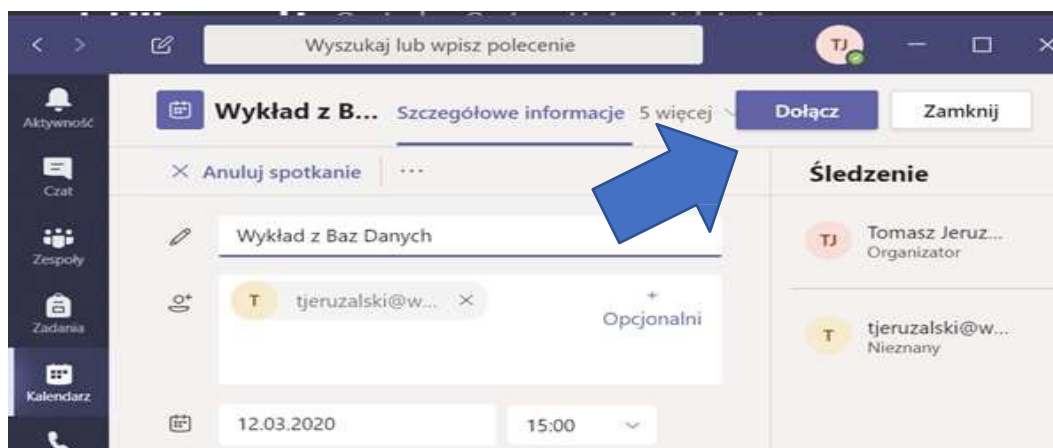
- 11) Paste the link into USOS which you copied from the message received through your WNE domain email account, as shown here:



- 12) This way, the students from the group will receive the link to the online meeting.
- 13) Teachers should then start the meeting at the scheduled time, by clicking on the MS Teams meeting link, like this:

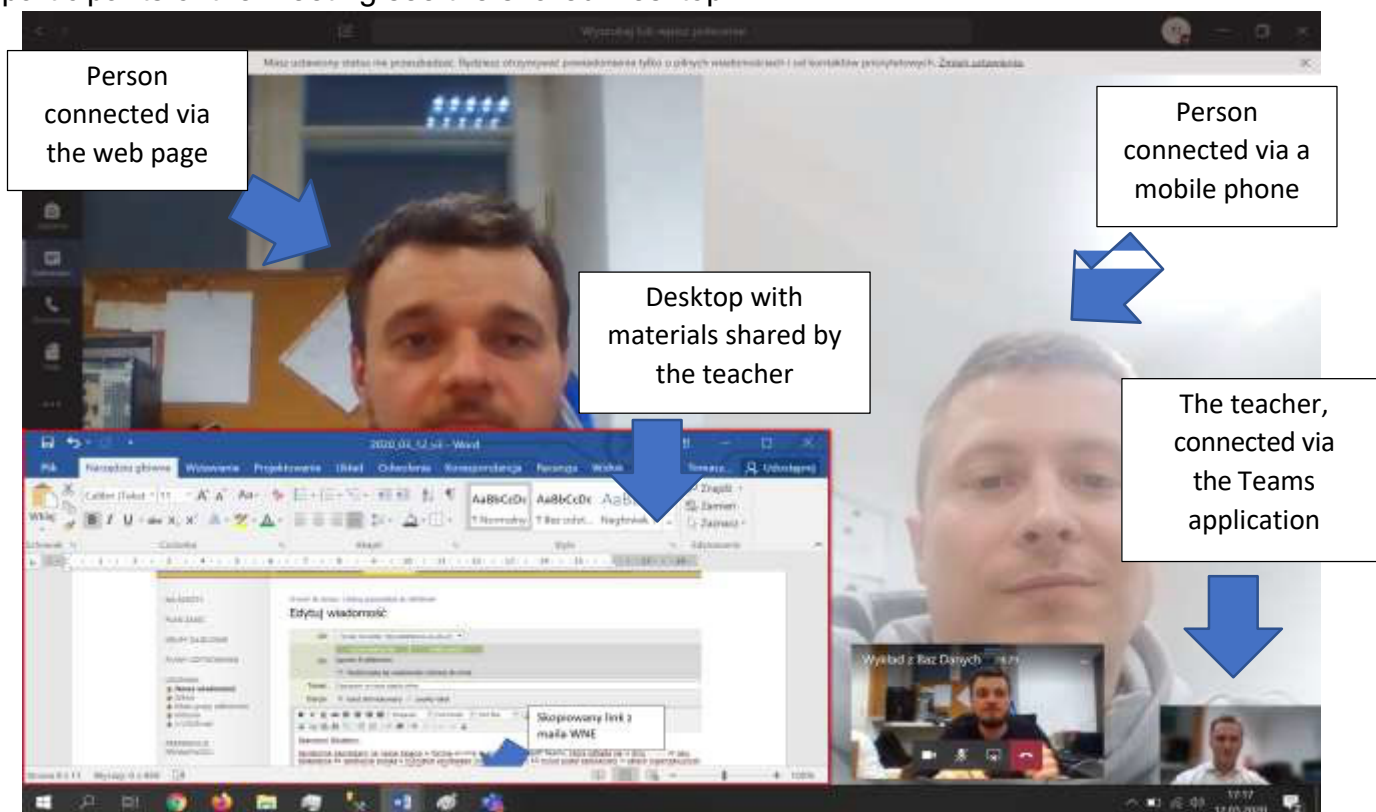


14) Then, click on "Dołącz" ("Join") like this:



15) You can also click on the link from the WNE-domain email or copy the link address into your internet browser.

16) The screenshot below shows how a meeting in MS Teams looks, in which there are a few people and a Desktop shared by the teacher. This is from the teacher's perspective. The other participants of the meeting see the shared Desktop.



NOTE 1: The MS Teams that we make available may perform differently on the students' mobile phones and computers; they might have older browsers that do not support it

NOTE 2: In case of questions, please contact the Computer Lab directly by sending a message to licencje@office.wne.uw.edu.pl