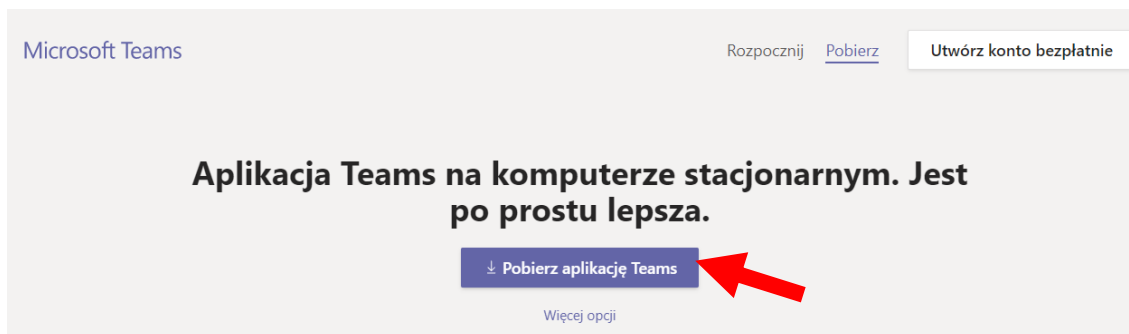


# Manual – Microsoft Teams for students

## Installing Teams

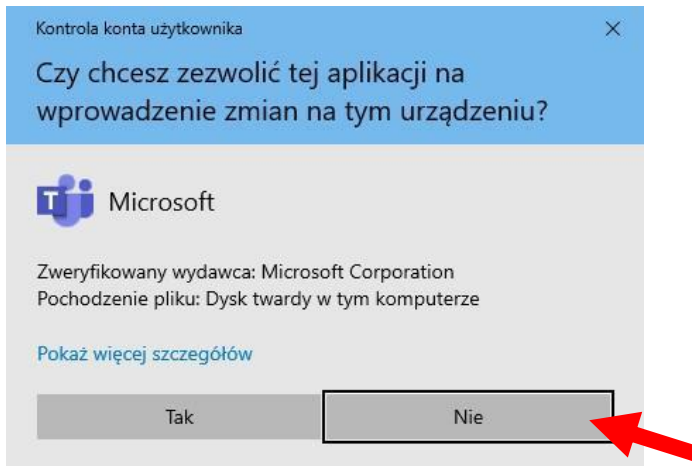
1. Enter <https://teams.microsoft.com/downloads>, and download the application 'Download Teams' ('Pobierz aplikację Teams')



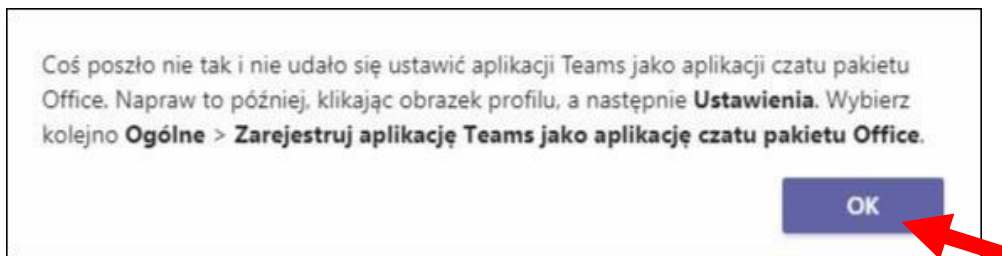
2. Run the downloaded file and wait for the automatic installation to complete.
3. When the app is installed, a log-in window will pop up. You can log in using the following login and password:
  - a. **login** – [NIU@student.ue.poznan.pl](mailto:NIU@student.ue.poznan.pl) Then click 'log in' ('Zaloguj się')
  - b. **Password** – your E-Deans Office password



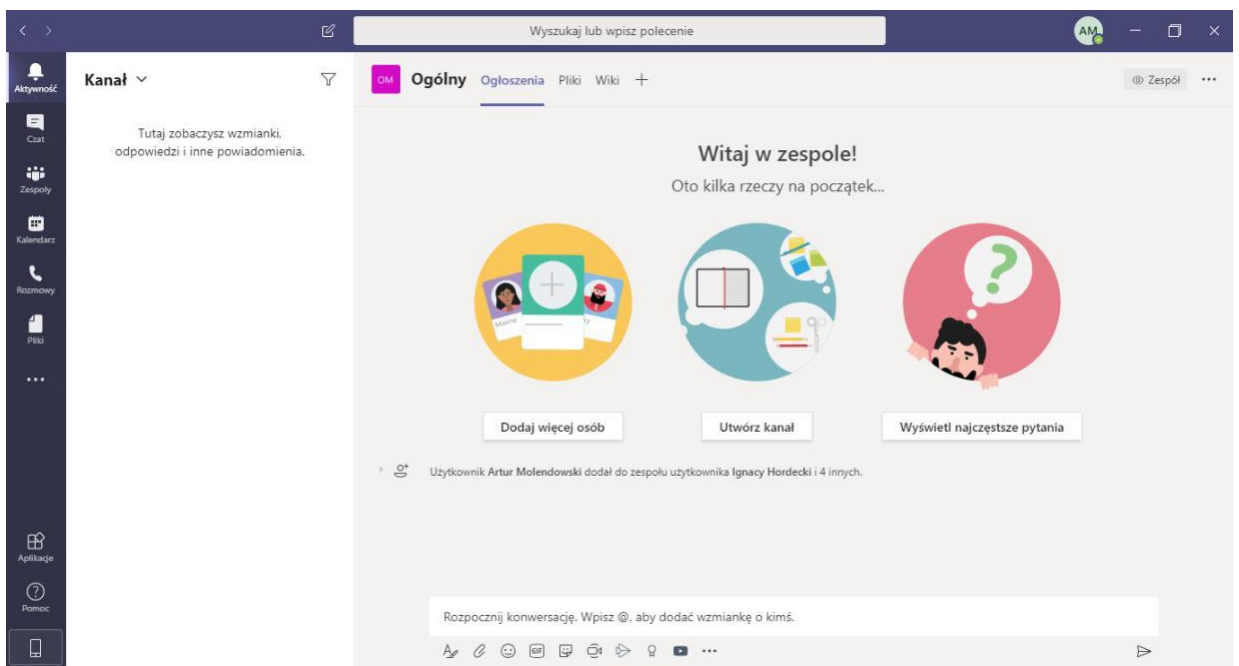
- In the next step you will be asked to allow the App to make changes on your computer. Click **'No'** ('Nie')



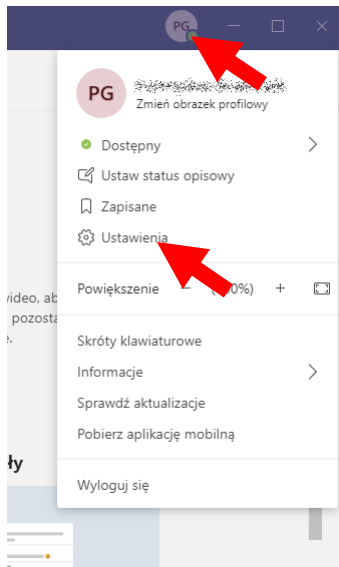
- The next window will pop up with a message, please confirm by clicking **'OK'**



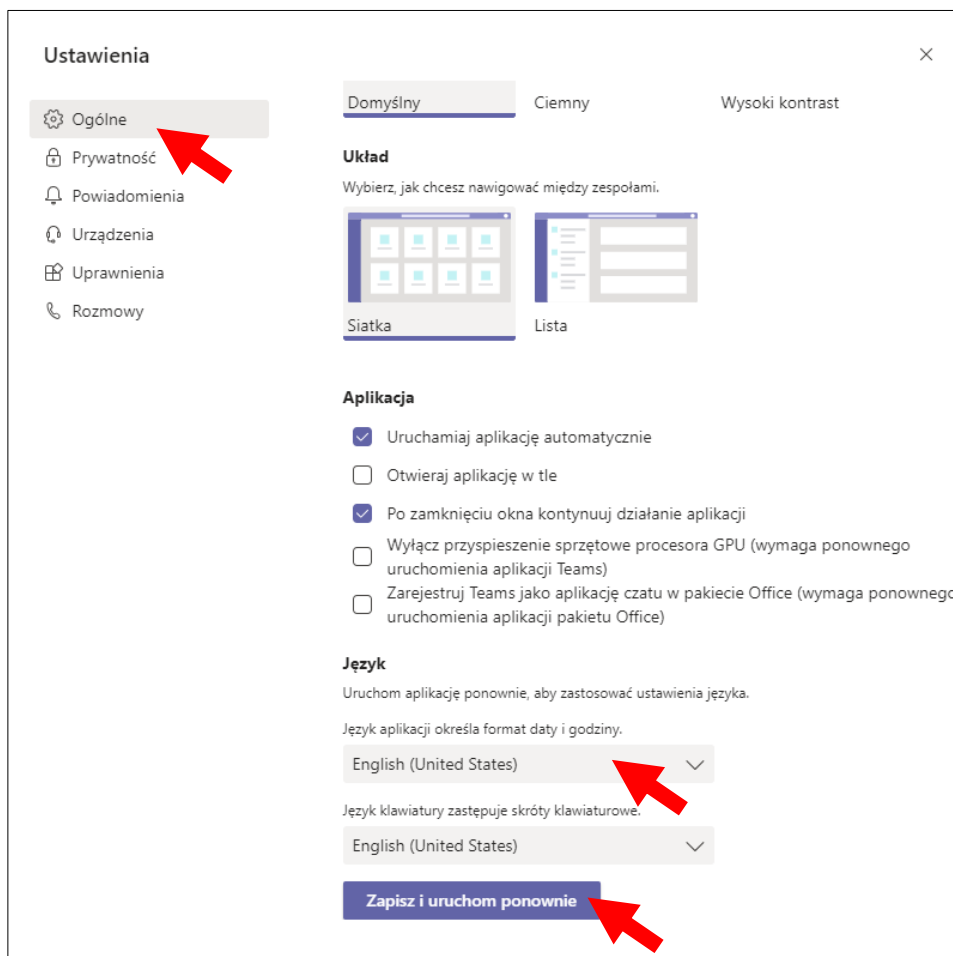
- Then you log in correctly and run the App, you will see the Microsoft Teams App window



7. If you want to change language settings, click your profile picture at the top of the app and select **'Settings'** ('Ustawienia')

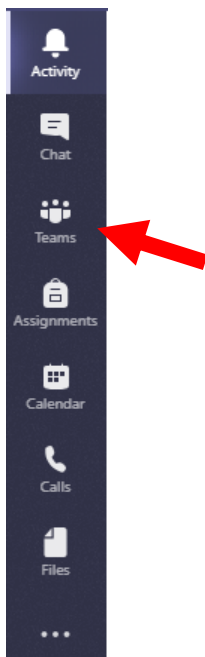


Then in settings window select **'General'** ('Ogólne') and - in the Language section – select preferred language. To confirm settings click **'Save and restart'** ('Zapisz i uruchom ponownie').

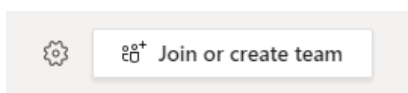


## Joining the Team via a code received from your teacher

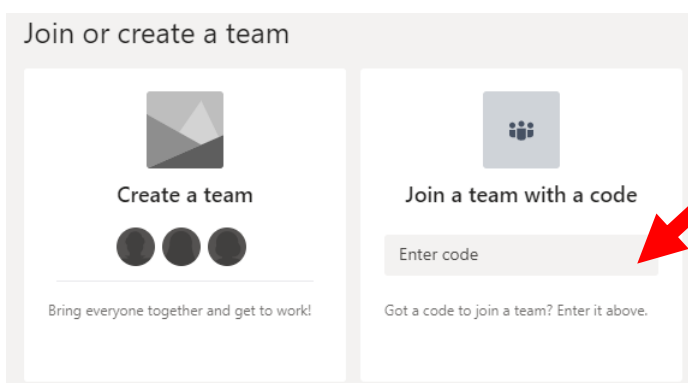
1. When using Microsoft Teams you can work in teams created by the teachers and use the shared materials. There are two ways in which you can join the teams:
  - a. The teacher adds students him/herself to the teams (your allocated teams will be in the tab **'Teams'**).
  - b. The teacher shares an access code with you and you need to input it to join the team.
2. In order to join a team using the access code you need to go to **'Teams'** in the side menu on the left side of the App window.



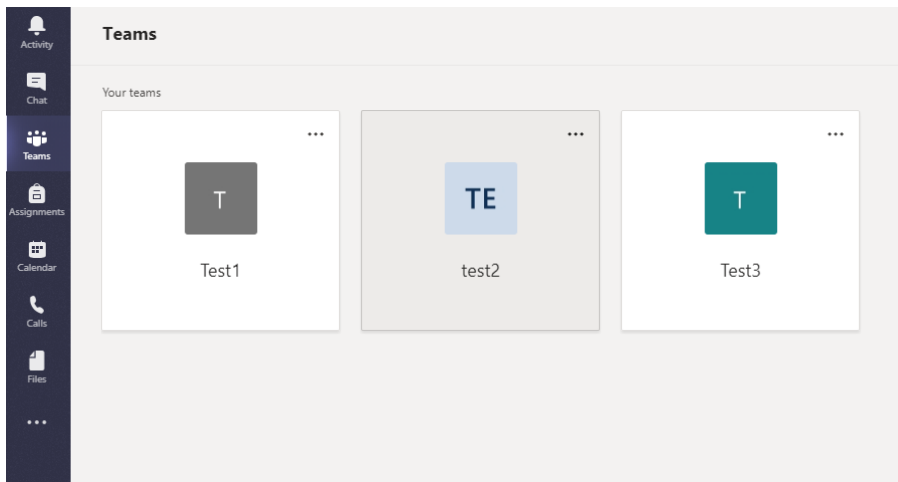
3. Click **'Join or create team'** on the top right side of the App window



4. In a new window choose option **'Join a team with a code'**. Type in the access code provided by the teacher and press **'Enter'**.



- If you provided the right code, a new window will pop up. It will consist of a chat and all the uploaded materials. You can go to the **Teams** tab again to see all teams available for you.



- From now on you can chat with other Team members, send files, share links and documents with them. You can also join an online video lesson conducted by the teacher.
- In the menu on the left, you can use **Help** tab to learn more about Teams and also watch short training videos.

