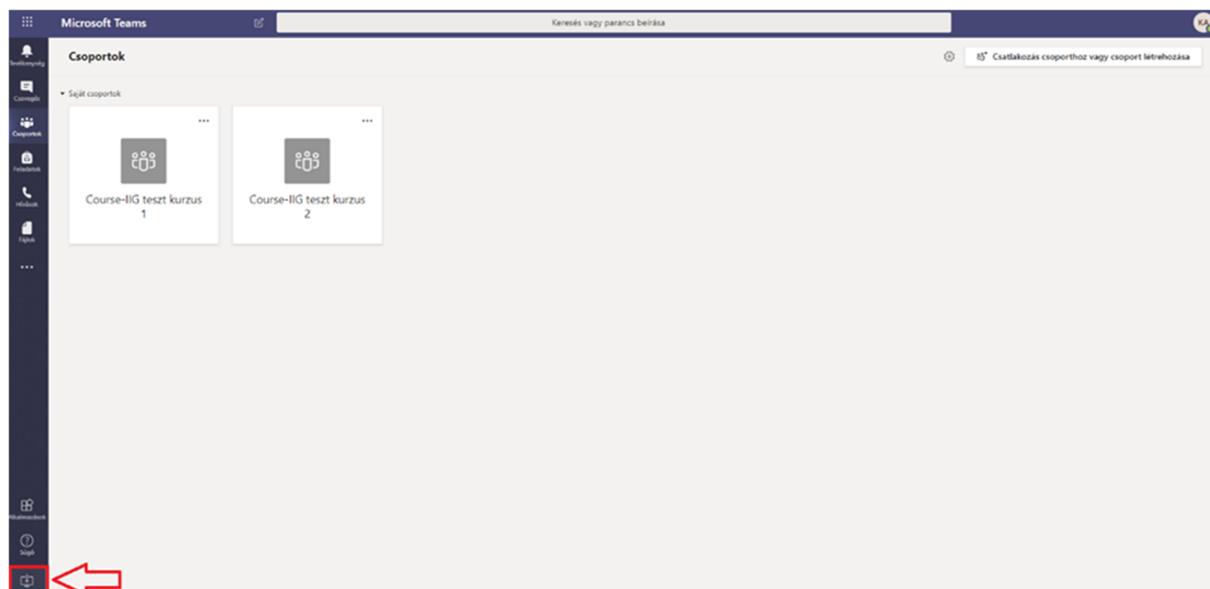




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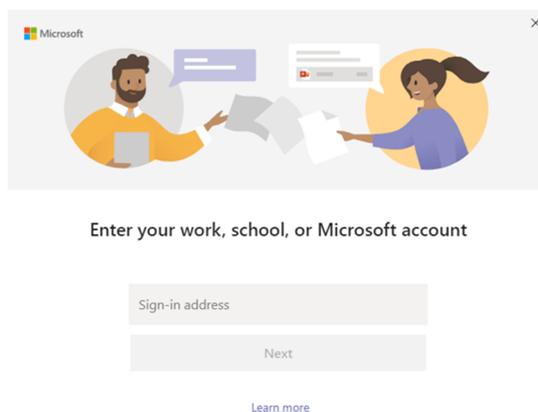
## Microsoft Teams Office 365 Description - For Teachers about the Courses

You will find the following page after logging in to Teams.



In order to reach full functionality (e.g.: screen sharing), please, download the Teams desktop application. This operation can be made with the button in the lower left corner.

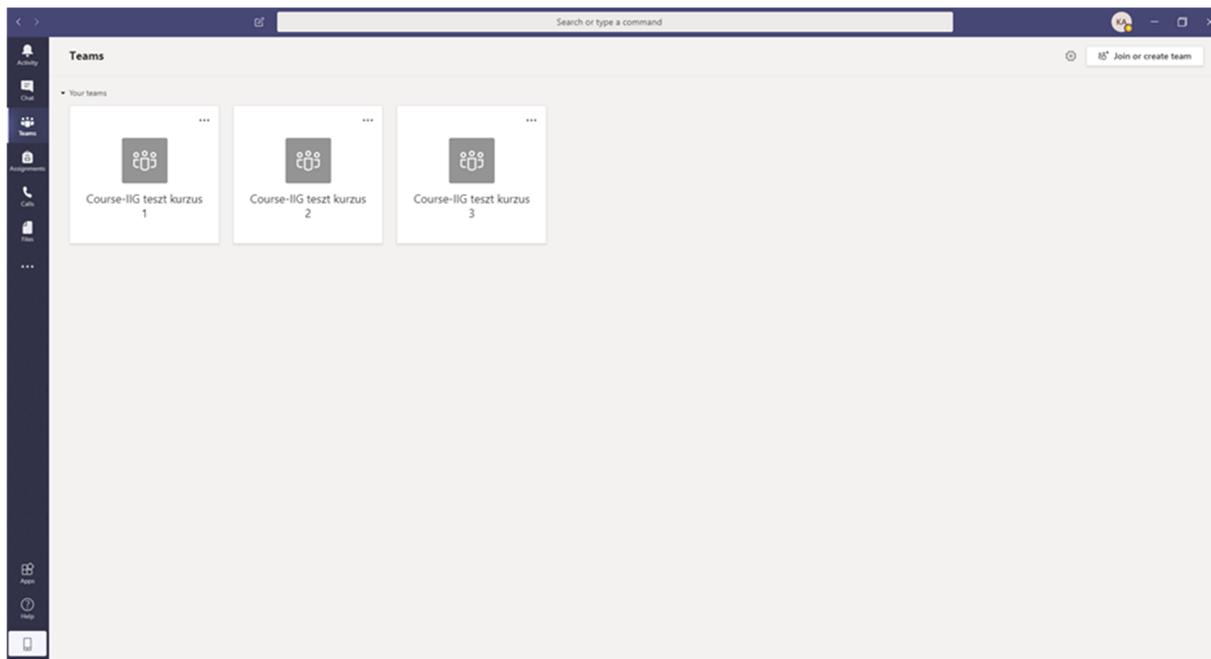
After installation, login to Teams application with your office365 ID.





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After logging in, and selecting Teams icon, the following page will appear.



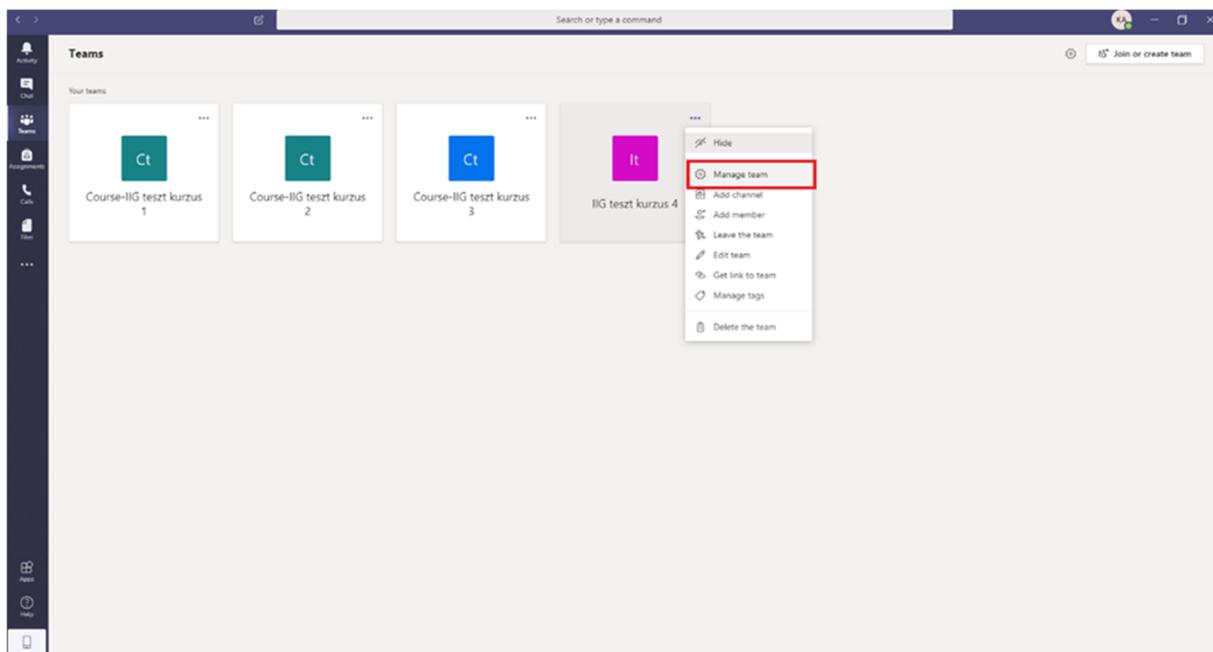
In case you have required Teams integration in NEPTUN, the groups of courses will be created.

- Please be patient about the slower process, since Teams is overloaded in all parts of Europe. Sooner or later a group will be created to all courses you required.
- Please, do NOT rename course groups!
- It is not possible to combine groups.
- In case some student would be missing from the course, please inform them to provide you with their IIG ID, otherwise they will not be able to login to office365 system.
- The system will add these missing users to the course, when they can be found (i.e.: users are created in office365)
- It can happen to find courses, in which none of the students are involved. This problem can occur due to overloading of Microsoft, but we will complement the course with the students as soon as possible. Until then please, be patient!

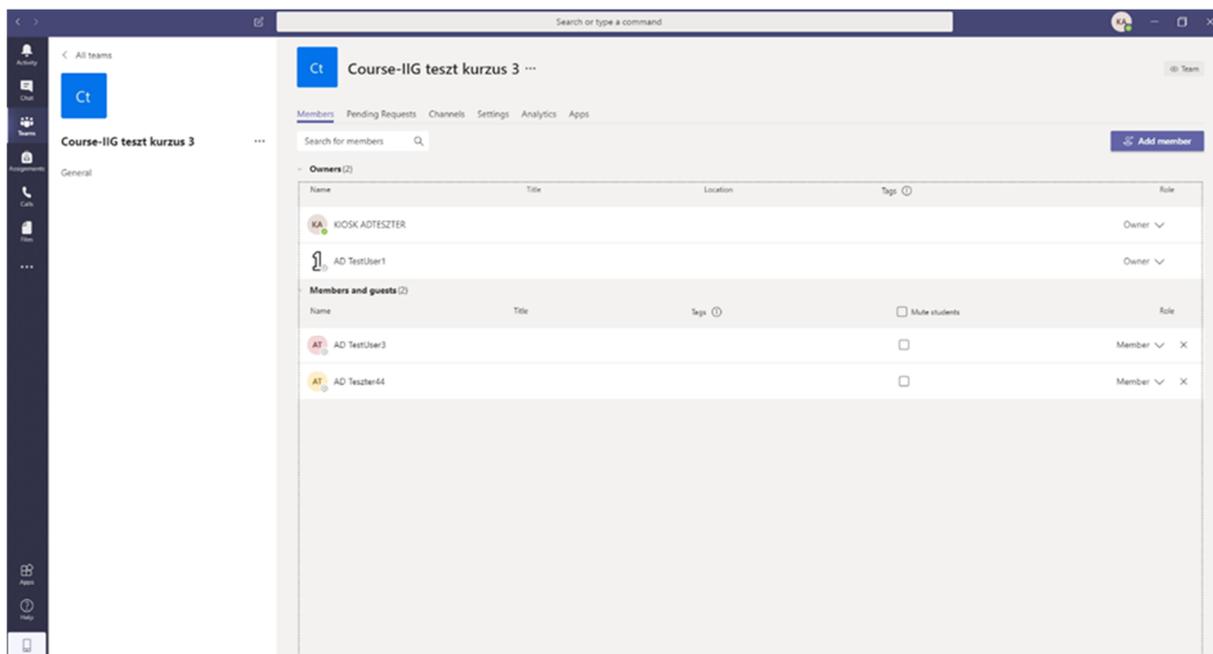


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If you would like to check the members of the group, please select „Manage team”. (right click on the group name):



You can find the owners (Teachers) and the members (Students) on the Members page.

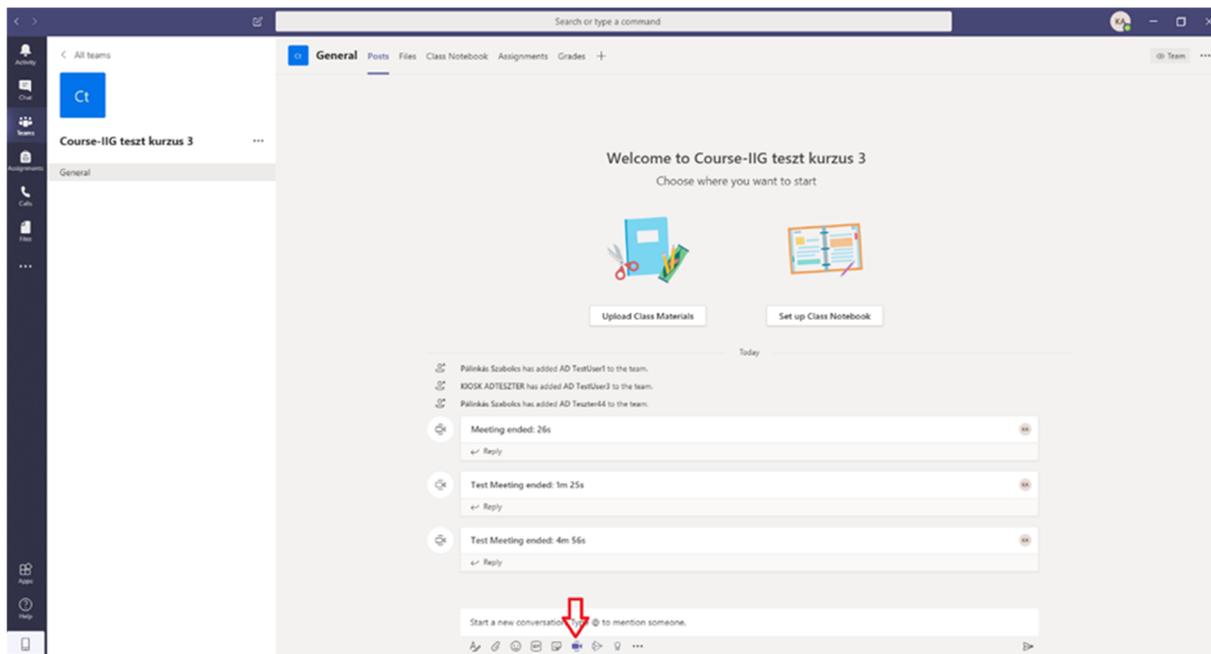


You can find out from here, which students are missing from the course, so which students you should ask to login to office 365. If it is necessary, you can also add group members manually. Please pay attention to give „Member” title to the students and not „Owner”.



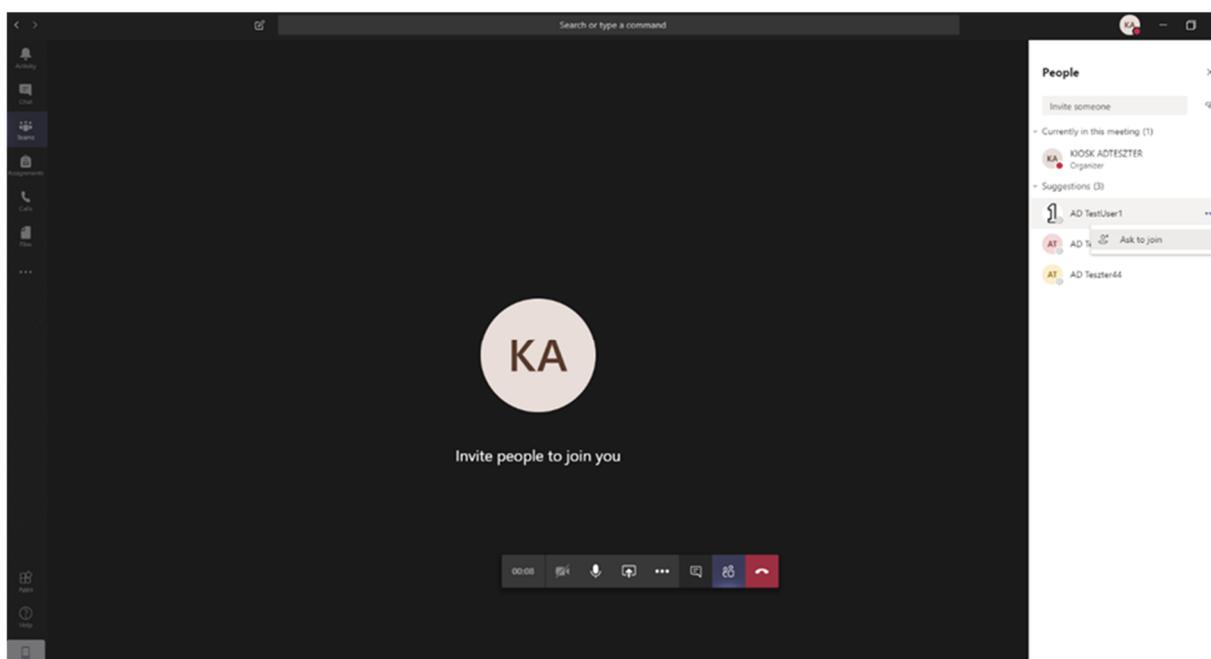
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If you would like to hold a Teams Meeting with the members of the course, please click on „Meet now” button on the bottom.



Then type the title of the meeting and it will start. Anyone among the group members can join the meeting.

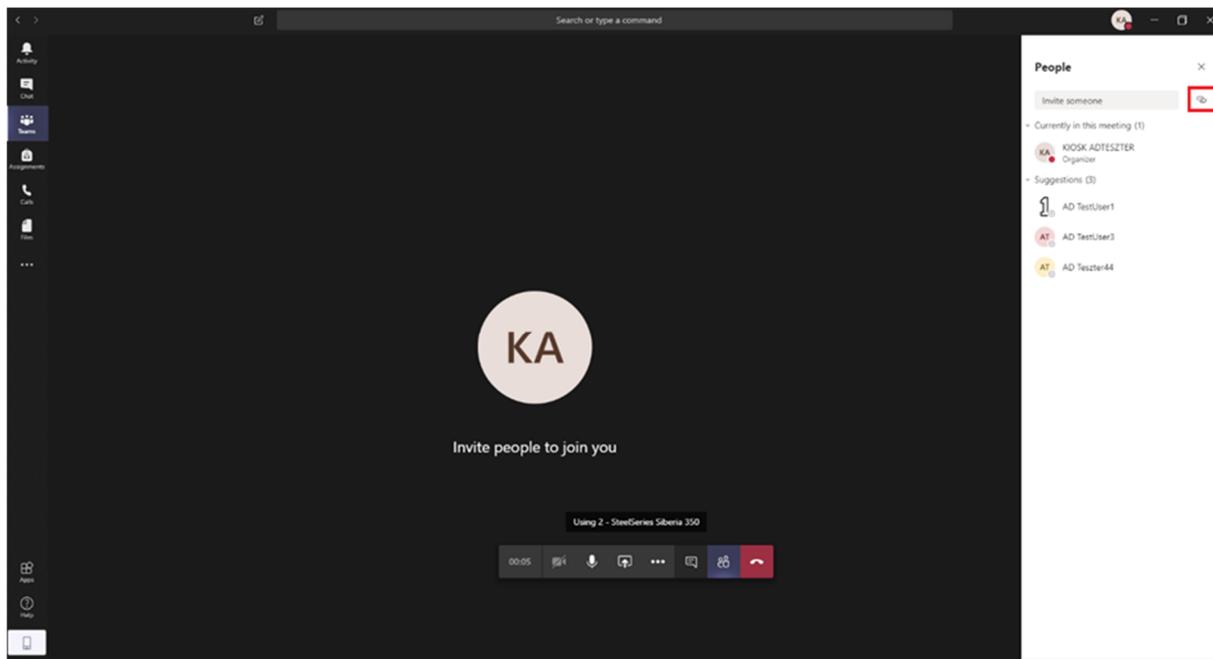
Click on the „Show participants”, and you can even invite the group members, or if necessary members of other groups.



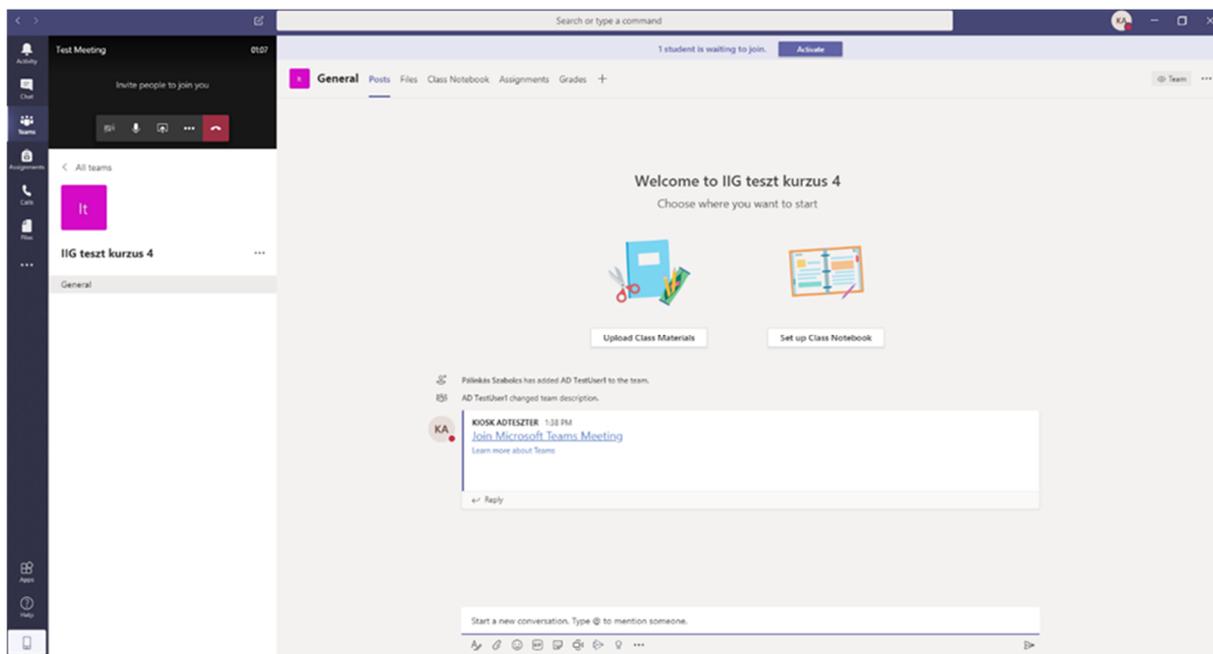


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If necessary, you can also share the link of the meeting with anyone.



In this case, the link of the meeting will be available on the clipboard, so you can send it even to the members of another group:

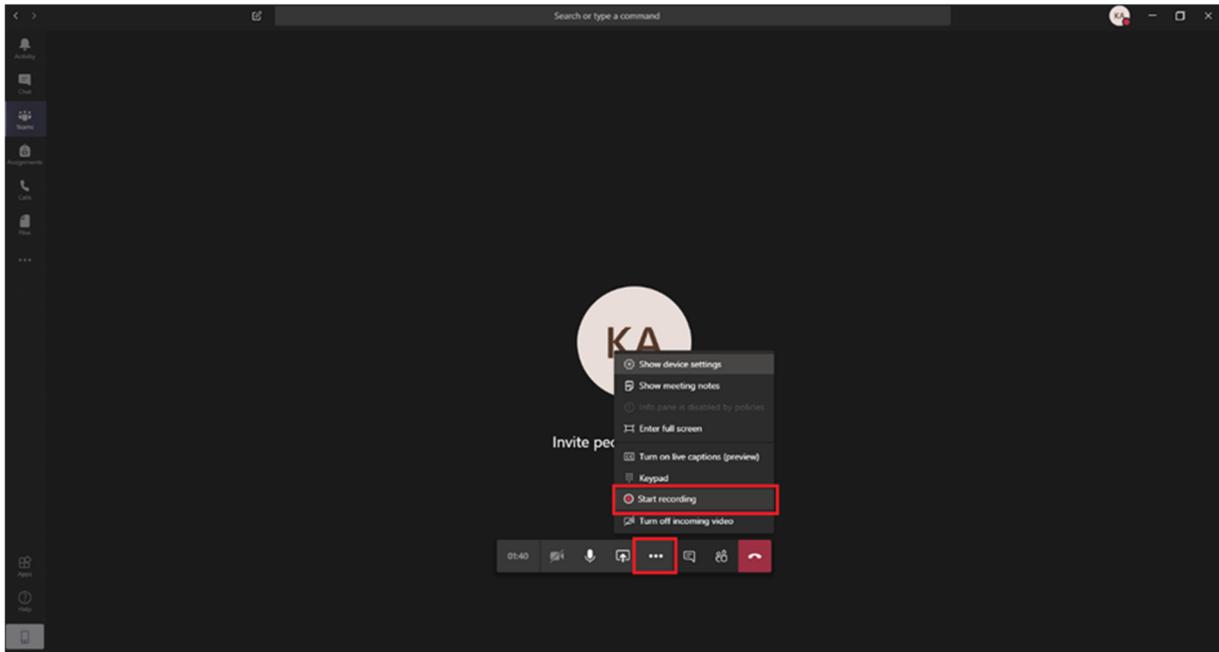




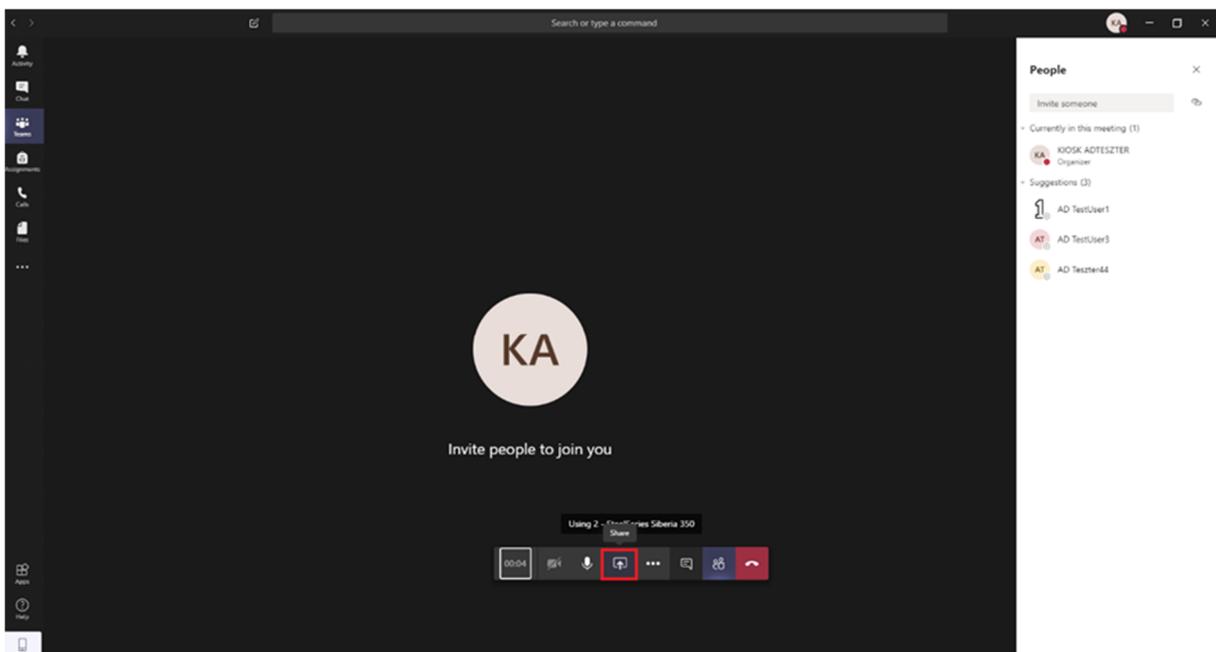
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Web: [iig.elte.hu](http://iig.elte.hu)

You can also record a meeting as a video, so that you can share it later, too.

This operation can be made in the meeting with „More actions” and then „Start recording” button:



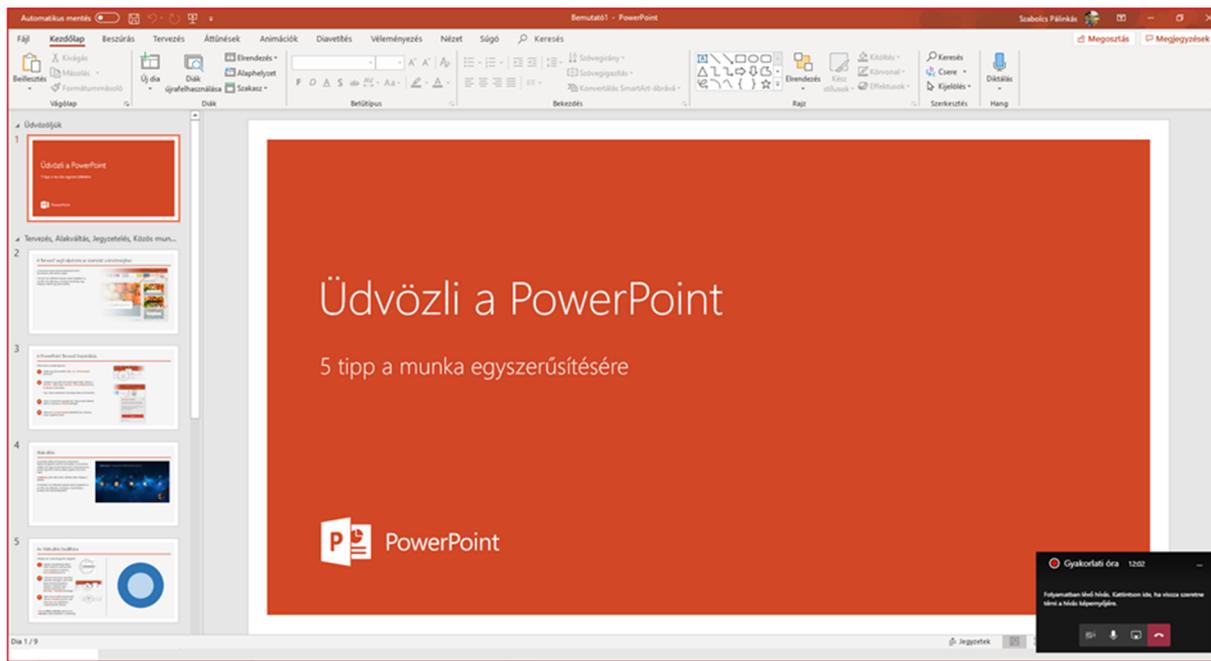
If you would like to share your screen, click on share button and then select which screen or application you would like to share or which application you would like to start:





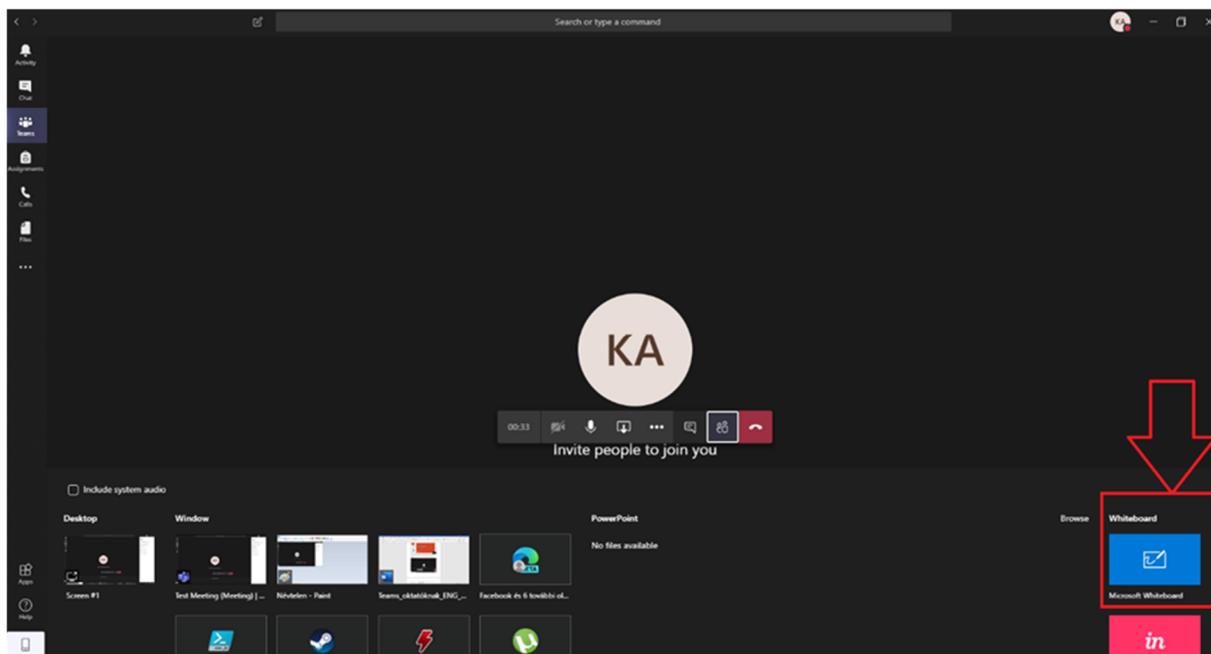
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In the following example you can find a PowerPoint document shared with the members of the meeting:



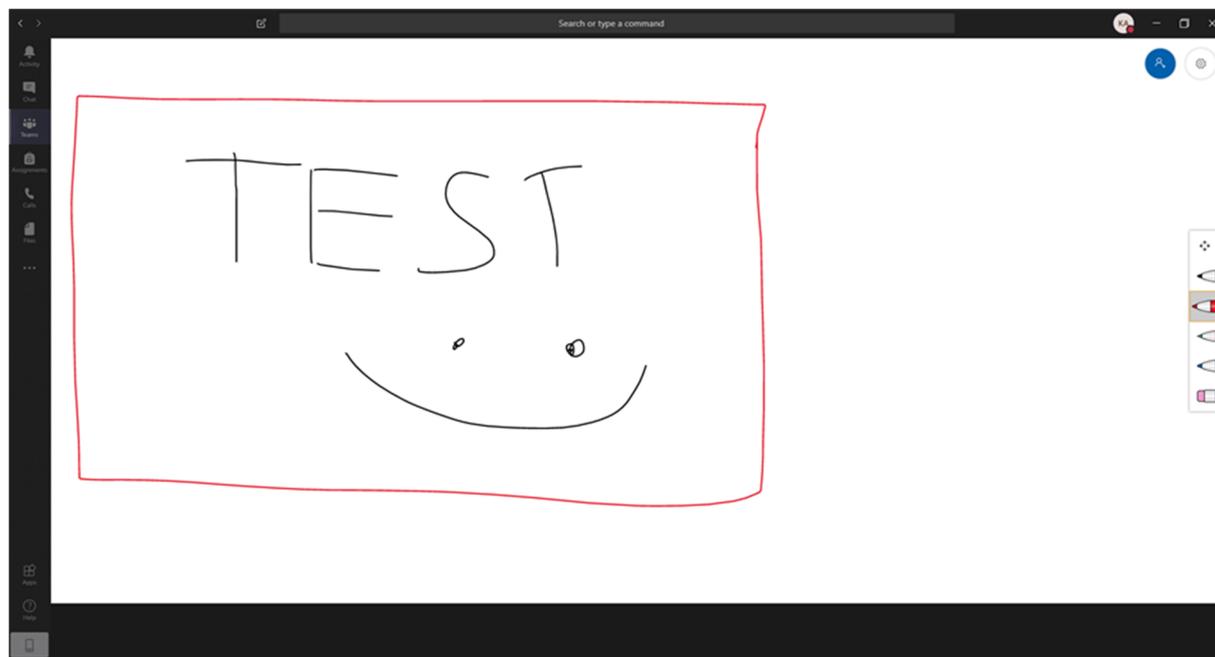
You can stop sharing with the button on the lower right corner.

You can also share a drawing board (service of Microsoft Whiteboard) and you can hold a lesson with the whiteboard.





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There are many, many more things to do with Teams, this is just an initial description to start distance learning. Learn about the opportunities of Microsoft together. 😊

If you have any questions or comments, please contact our IIG colleagues at [teams@elte.hu](mailto:teams@elte.hu) email address.

ELTE IIG team wish you successful use of Teams!