

IZMIR INSTITUTE OF TECHNOLOGY
Distance Education Application and Research Center

MICROSOFT TEAMS

STUDENT USER

MANUAL

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1 - ABOUT MICROSOFT TEAMS

Microsoft Teams is a digital platform developed as part of the Microsoft 365 suite. It was designed to facilitate effective communication and collaboration between teams in both educational institutions and the business world. Live classes at our university are held on this platform.

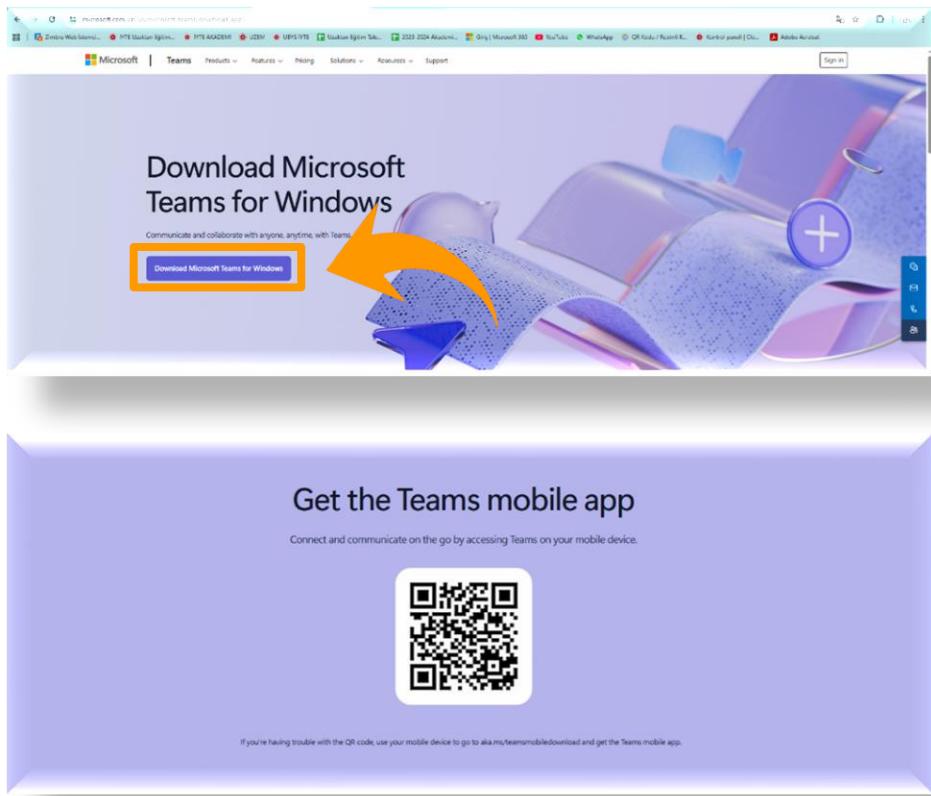
What can be done with Microsoft Teams?

- Chat and Messaging: You can instant message and create personal and group chats.
- Creating Channels: You can create dedicated channels based on projects or topics and hold regular discussions in these channels.
- Participation in Meetings: You can attend online classes, seminars and academic meetings and interact with faculty members.
- File Sharing and Collaboration: You can instantly share materials such as lecture notes, projects, and assignments.
- Notifications: You can receive reminder notifications before the meeting.

2 – LOGIN TO MICROSOFT TEAMS APPLICATION

You can click this link <https://www.microsoft.com/en-us/microsoft-teams/download-app> to download the Microsoft Teams application to your computer.

After clicking the link, you can download the app to your computer by clicking the "**Download Teams**" button in the orange box in the image below. To download it to your mobile device, you can scan the QR code at the bottom of the same page.



3 - CREATING A MICROSOFT TEAMS OFFICE 365 ACCOUNT

You can create your ogr365.iyte.edu.tr address by logging in with your İYTE email address and password from the link below.

<https://office365account.iyte.edu.tr/>



Office 365 User Account Help Page

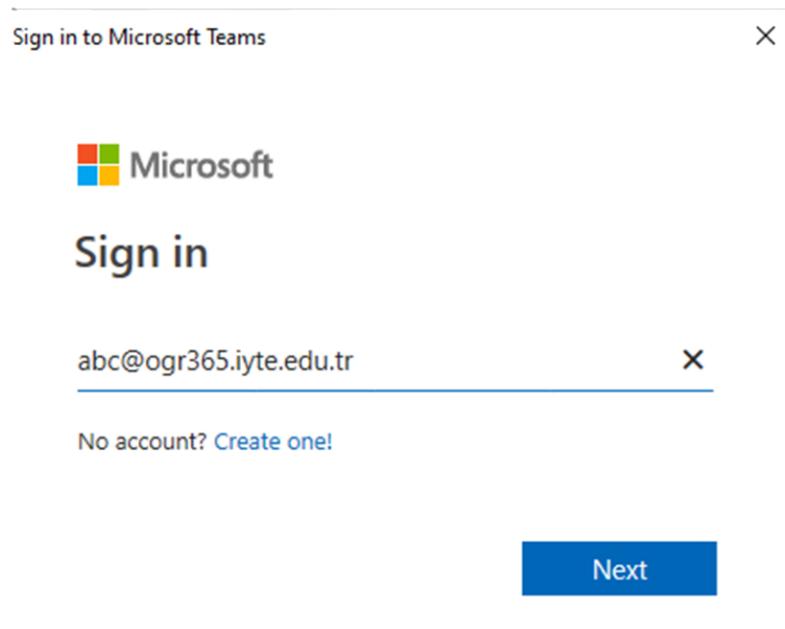
Your iyte email address

Your iyte email password

ENTRANCE

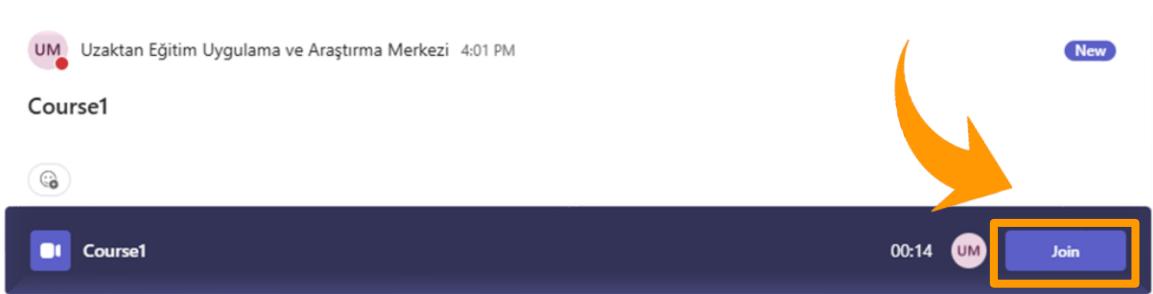
4 - MICROSOFT TEAMS APPLICATION

You can sign with your **adress@ogr365.iyte.edu.tr**.

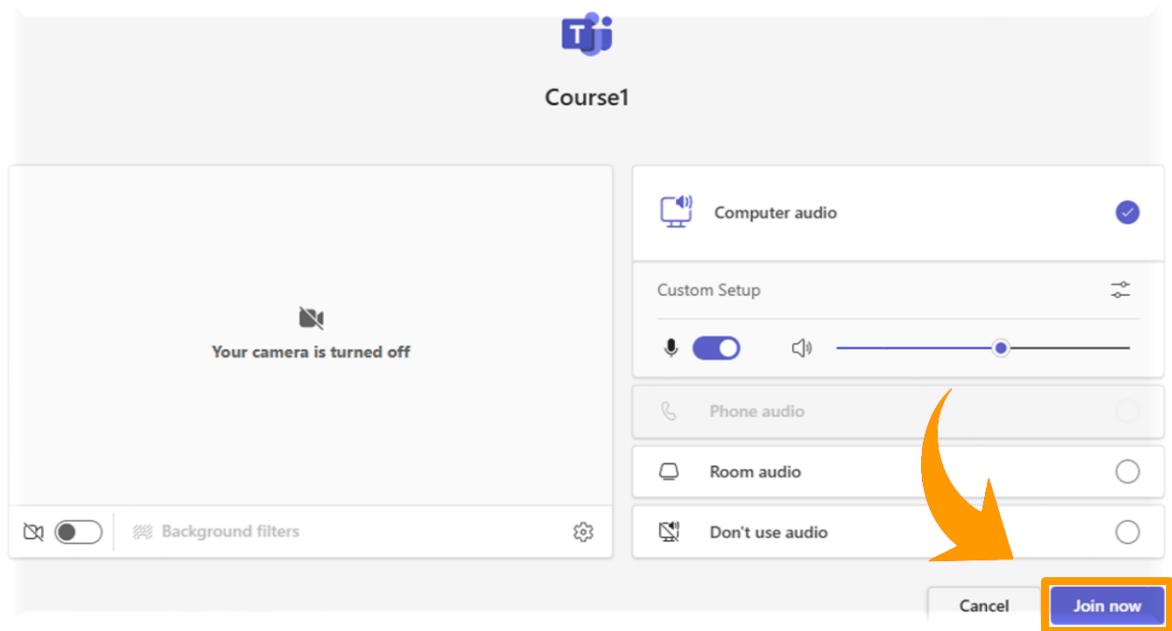


Access to Live Lessons;

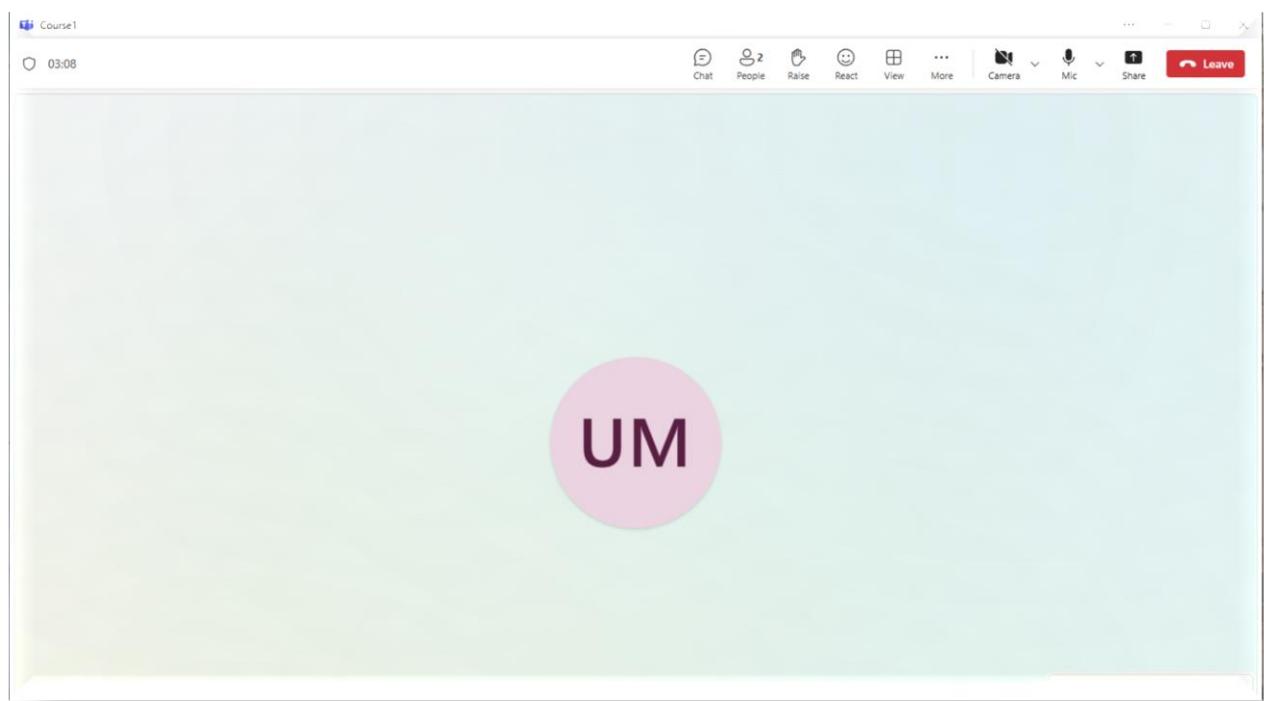
To enter the course, click the "Join" button on the team page of the relevant course and the screen below will open.



Before joining the meeting/lecture, the screen below opens. After adjusting your camera and microphone settings, you can join the course by clicking the **"Join Now"** button.



After participating in the course, the screen below opens.





After logging into the live lesson in the Microsoft Teams application, in the top menu;

- By clicking on the chat button, you can message the instructor and the students attending the course.
- By clicking the People button, you can view the people who attended the course.
- By clicking on the "Raise" button, you can make the reflection of the sign appear to ask the lecturer to speak or ask a question.
- By clicking on the react button, you can select an emoji to share your thoughts on the subject.
- You can select settings for the screen view by clicking the View button. (You can adjust/select the layout of the screen sharing area, camera view area, chat area, etc.)
- After clicking the All button, you can make sound-related settings by clicking the "**Sound Settings**" button in the window that opens.
- You can exit the meeting/course by clicking the Leave button.