

Basic settings of Microsoft Teams

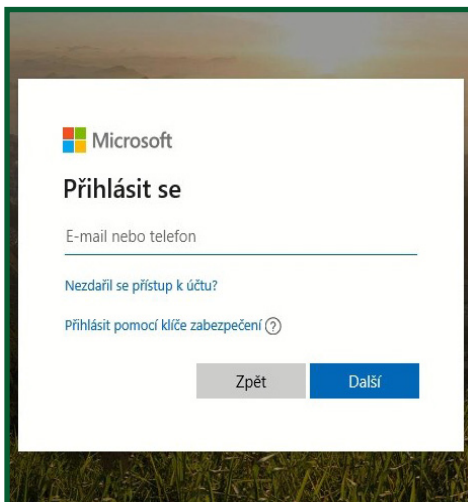
for remote teaching up to 300 participants

Centrum
AV
podpory



1

Log in to Teams at:
<https://www.office.com>



i

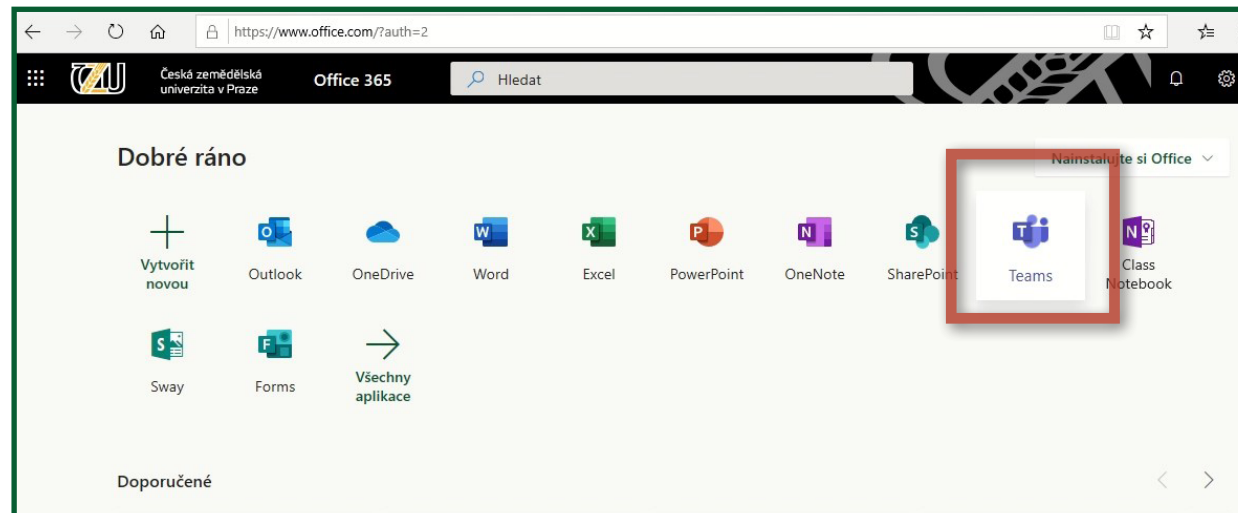
Login with
your username
and password,
same as for
other university
systems.

2

Choose application **Teams**.

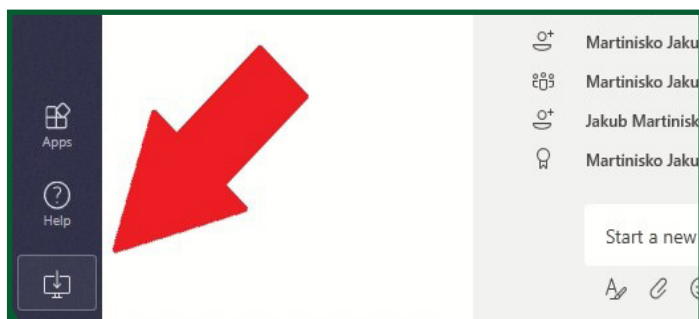
3

After clicking the **Teams**
web application starts.



4

Download desktop version of
Teams and install.

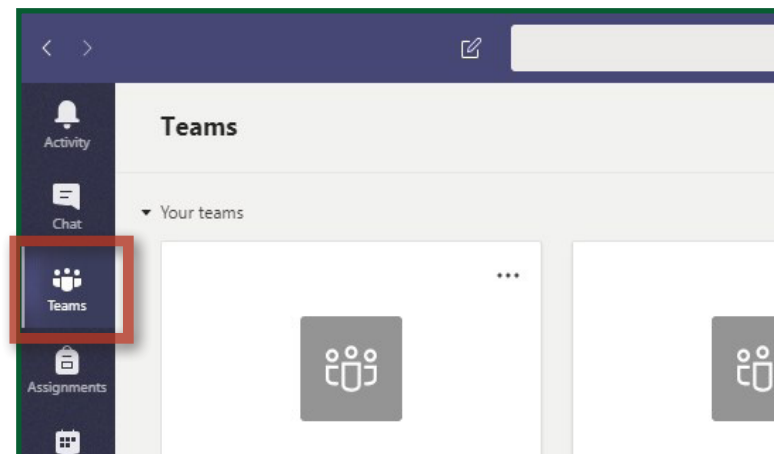


i

The link for downloading
is at the bottom left corner.

5

After the install, run the application and choose
Teams in the menu on the left.



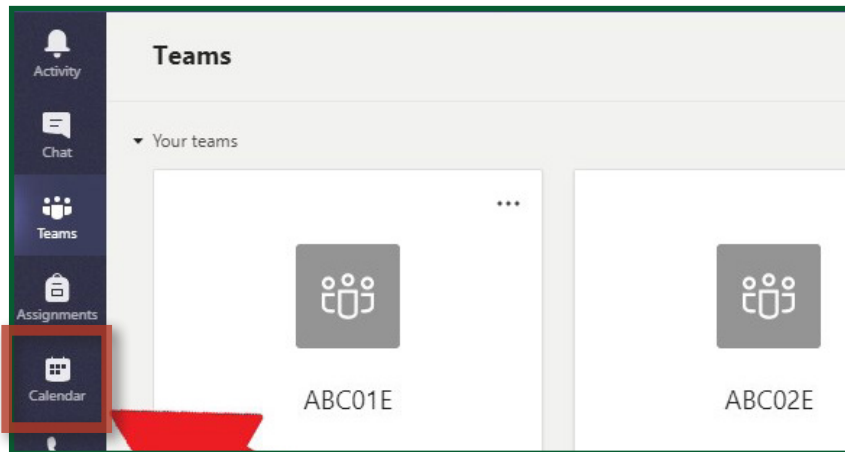
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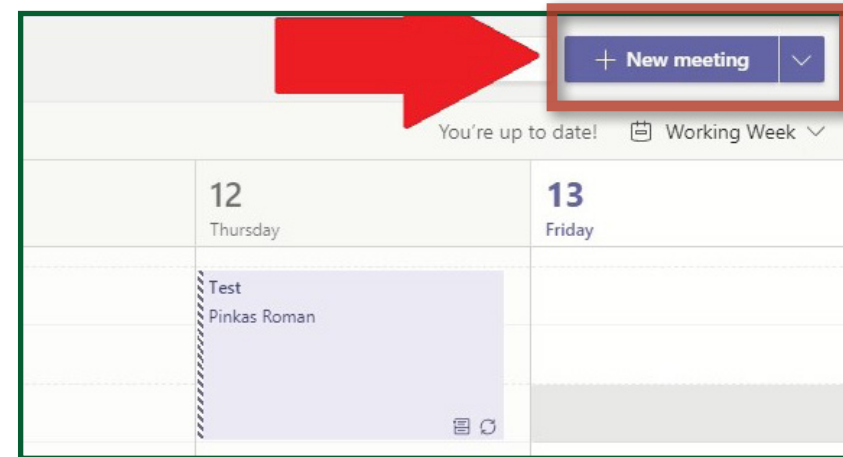
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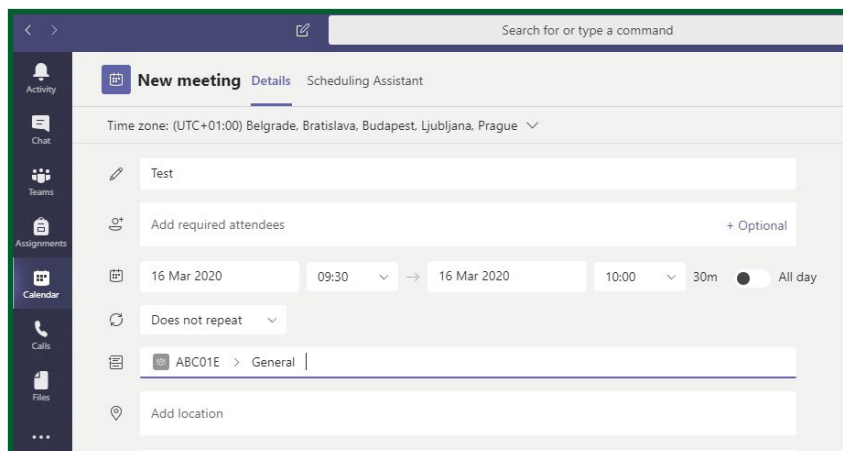
6 For scheduling lectures, choose the **Calendar** in the menu.



7 Choose **New meeting**.

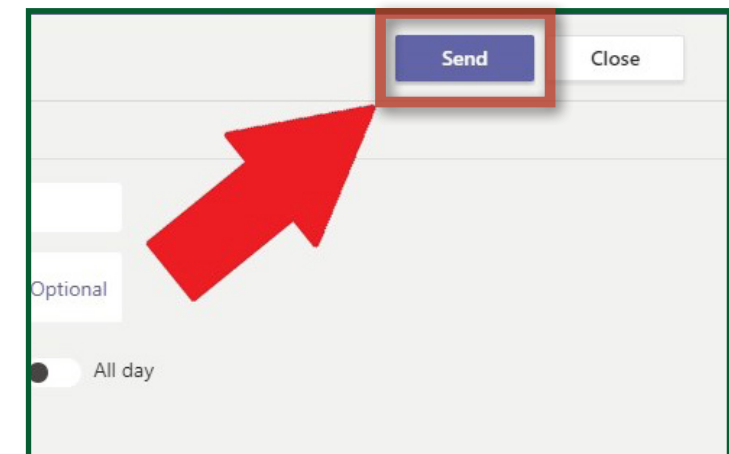


8 Name the meeting, choose start and duration of the lecture, eventually its repetition.



i In the field **Add channel** choose the course, corresponding to the lecture. Click on the *course name* and select **General** from the list.

9 Click **Send**. At this moment all the course participants will receive a notification about the scheduled lecture.



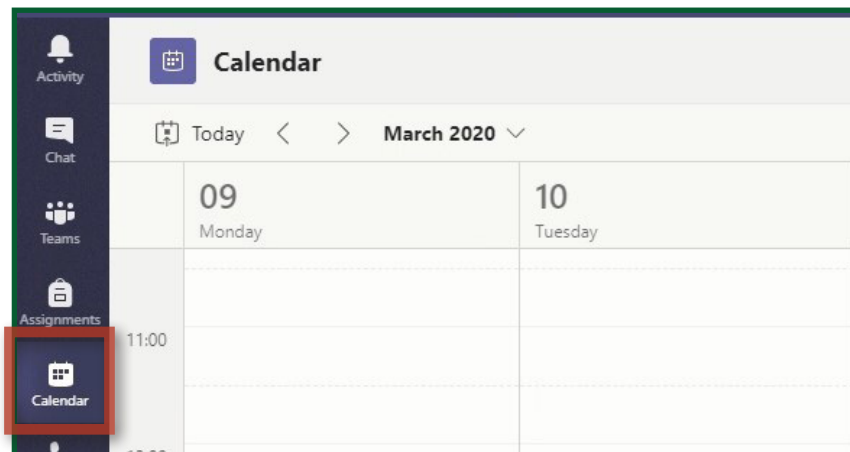
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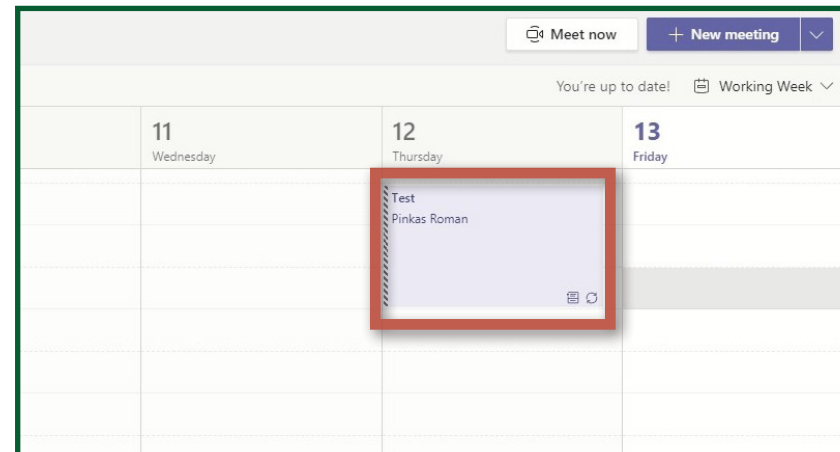
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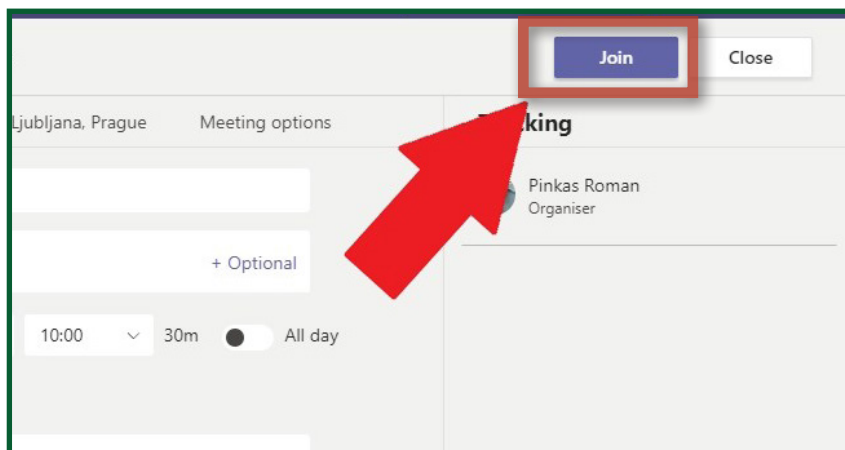
10 To start the lecture choose the **Calendar** on the left.



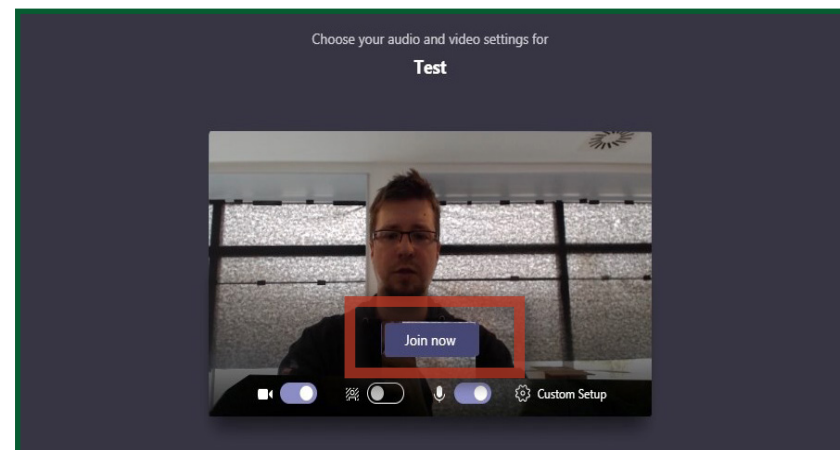
11 Now choose the scheduled meeting (lecture) and doubleclick to open it.



12 Click on the button **Join**.



13 Now you can adjust your camera and begin the lecture by clicking on **Join now**.



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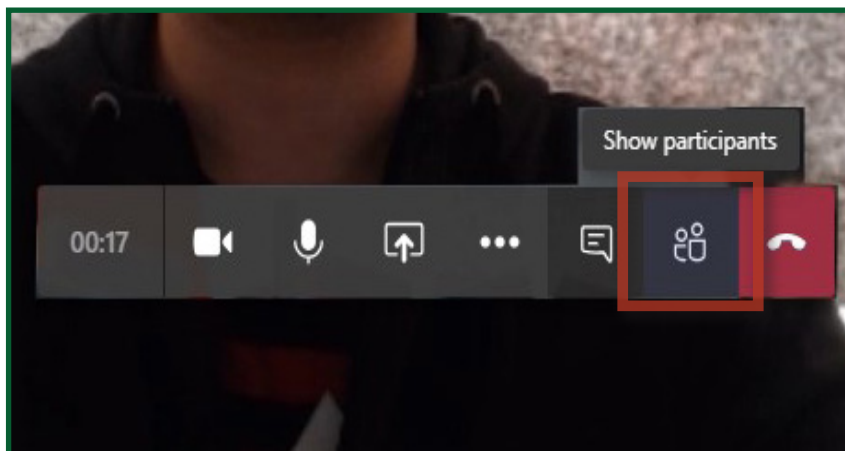
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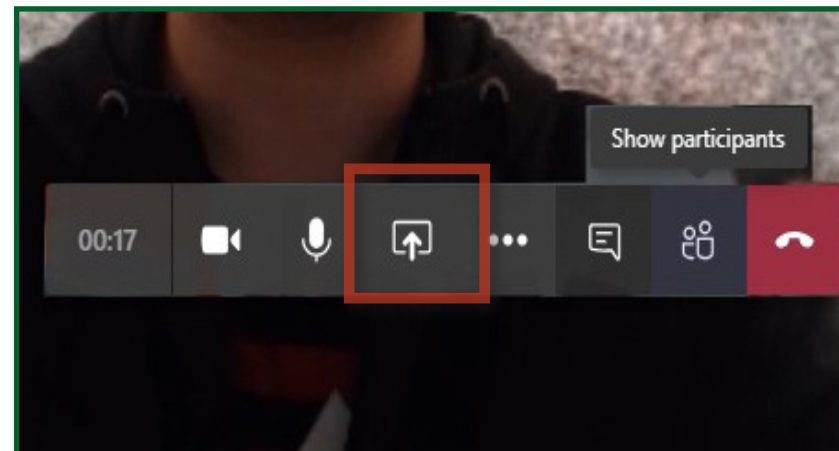
14

The list of participants is under the blue icon. The red icon (hang up) terminates the lecture.



15

Now open your presentation on your laptop, then switch back to MS Teams and click **Share**.



16

Choose the file with your presentation (in this case PowerPoint) and now you can start teaching.

