

Instructions for e-learning with Microsoft Teams for teachers

You can either start MS Teams via your browser or download the desktop version.

Please note that MS Teams is optimized for the browser "Google Chrome" and may not work in other browsers. If you use another browser, please download the desktop version!

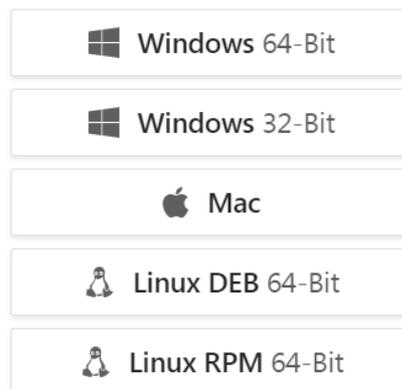
For the download open the page

<https://teams.microsoft.com/downloads>

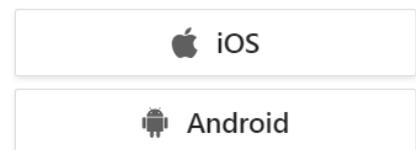
At the bottom of the page you will find the downloads for all devices

Click on the installation file, teams will now be downloaded. Run the file to start the installation.

Desktop

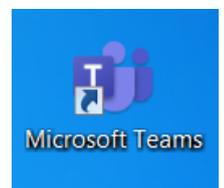


Mobil



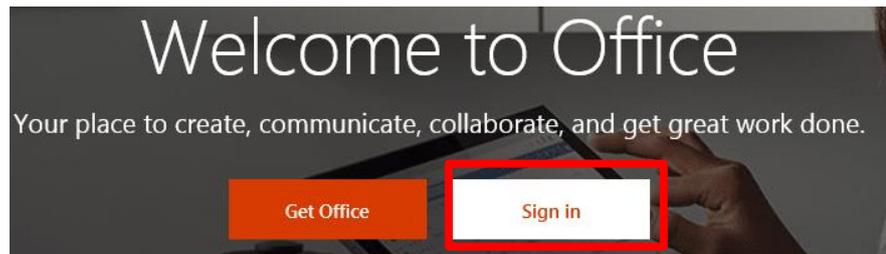
Once MS Teams is installed, you will see this icon on your desktop.

Double click on the icon to start teams (teams will be opened automatically during the first installation). Please continue with the registration (step 2).



Note: For an online presentation you need at least a microphone (laptop internal or headset), if you want to be seen, you also need a webcam.

- 1) Open your browser and go to <https://www.office.com/> and click on **Sign in**. (This point does not apply to desktop versions)



- 2) Enter your **e-mail address** (firstname.lastname@mail.sfu.ac.at) and click **Next**.



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

- 3) Enter your password and click **Sign In**. (You received your password in a separate E-Mail)



Enter password

[Forgotten my password](#)

Sign in

4)

- 5) When you log in for the first time, this window appears, click on **Weiter** (Next). *(Sorry for the german Screenshot, I could not reproduce this with the english version. Translated it says: Further Information is needed)*



Weitere Informationen erforderlich

Ihre Organisation benötigt weitere Informationen zum Schutz Ihres Kontos.

[Anderes Konto verwenden](#)

[Weitere Informationen](#)

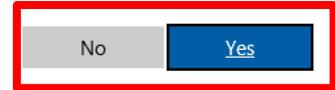
Weiter

6) You can now choose whether you want to remain logged in. If this is the case, click on **Yes**. If you want to log in again each time, click on **No**.

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again



7) Click on **Abbrechen** (cancel) in this window (*this is again a german screenshot, translation: do not lose access to your account. But you do not have to enter these informations, just click cancel (abbrechen)*)

Verlieren Sie nicht den Zugriff auf Ihr Konto!

Damit sichergestellt ist, dass Ihr Kennwort wiederhergestellt werden kann, werden einige Informationen abgefragt, damit Ihre Identität nachgeprüft werden kann. Diese Maßnahme dient nicht dem Versand von Spam, sondern ausschließlich der Sicherheit Ihres Kontos. Sie müssen mindestens 2 der nachstehenden Optionen festlegen.

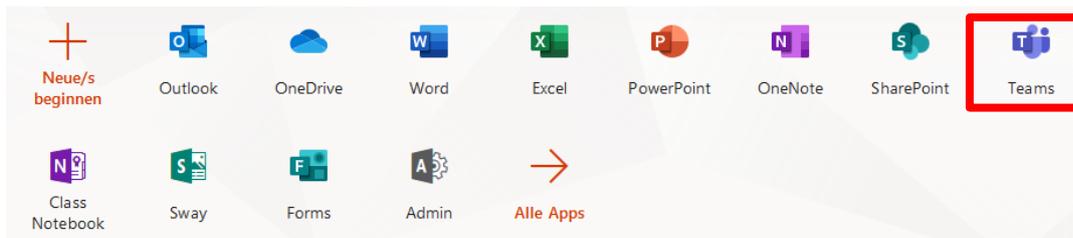
1 Authentifizierungstelefon ist nicht konfiguriert. Jetzt einrichten

1 E-Mail-Adresse zur Authentifizierung ist nicht konfiguriert. Jetzt einrichten

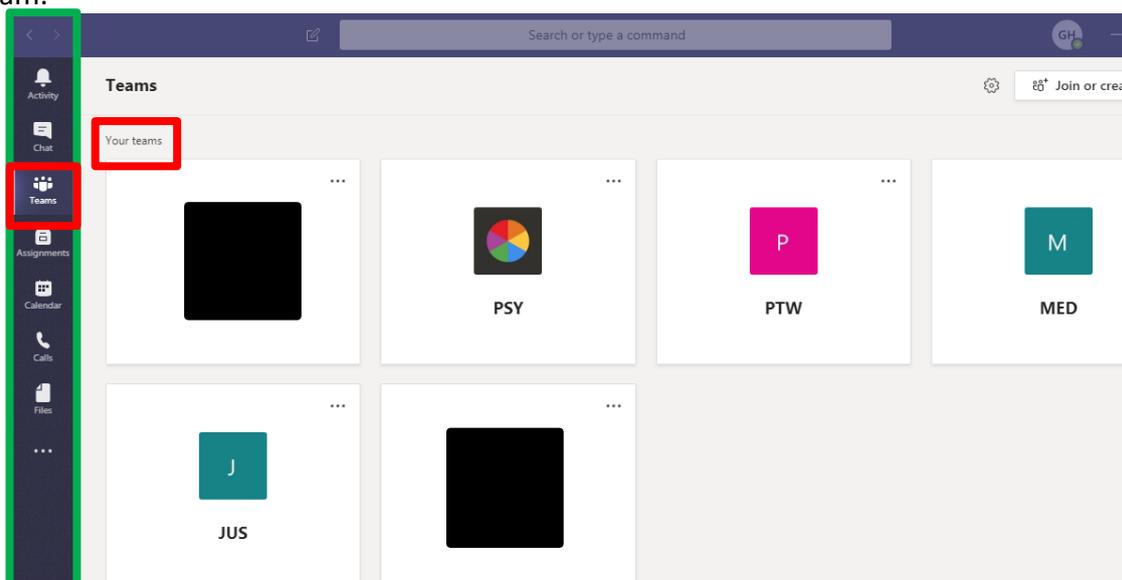


You may now have to repeat steps 4 -6!!!

7) You will now see the Office365 interface. Click on Teams to start **MS Teams**



8) You are now in the user interface of MS Teams. On the left side you will find some **menu items**, click on **Teams** and then on **Your Teams** to display your teams. Select your faculty as team.



Per faculty there are several channels (Bachelor, Master, PHD, etc..)
Please click on the channel according to your course.

PSY

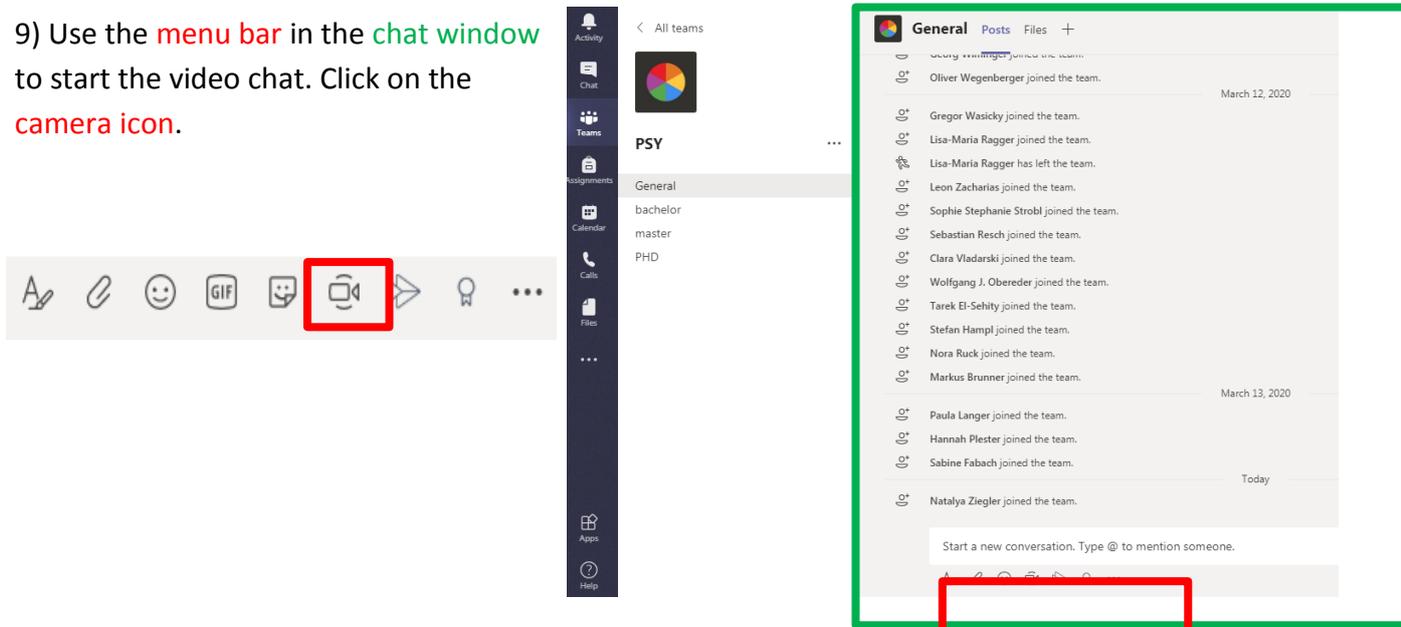
General

bachelor

master

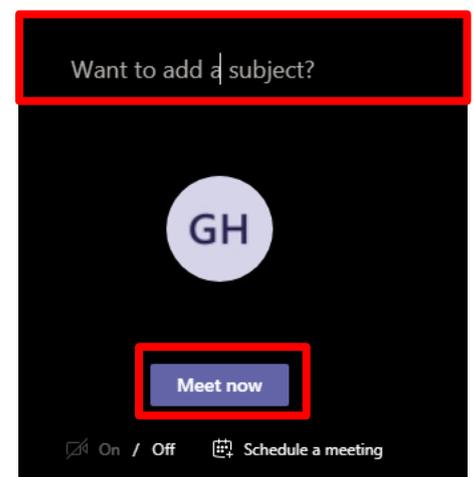
PHD

9) Use the **menu bar** in the **chat window** to start the video chat. Click on the **camera icon**.



10) Create a **title** for the meeting and start the meeting by clicking **Meet now**.

IMPORTANT: PLEASE ENTER THE TITLE OF YOUR LECTURE SO THAT STUDENTS CAN FIND THE CORRECT LECTURE!!!



11) Once you have started the meeting, you will see another menu bar. (If you don't have a presentation, you can start your lecture now). In the following the individual menu items are described:



a) Duration of the meeting



b) Deactivating/activating the camera



c) Mute/switching on the microphone



d) **Share screen**



e) (Other options)



f) Show chat - (One chat per lecture is created)
Click on the icon to show the chat



g) Show participants

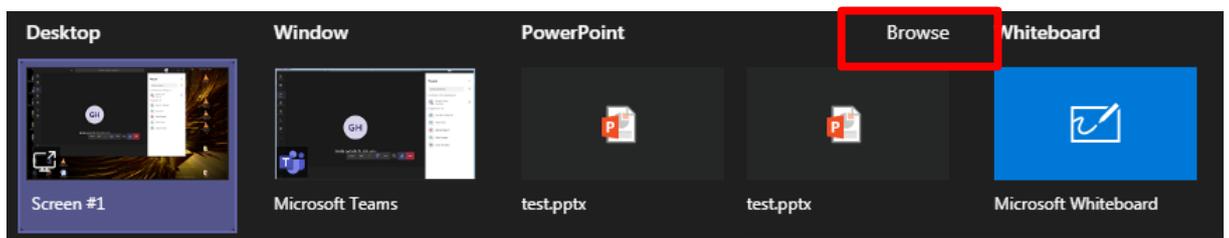


h) End the meeting

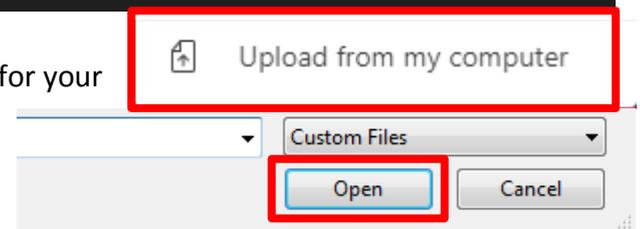


Ad d) If you have a presentation, you have 2 possibilities to share it. You can either (i) upload the file (then students can download it), or (ii) share your screen. This is especially advantageous if you work with other programs, such as SPSS.

(i) click on the **Share icon** in the menu bar. A new window appears, click on **Browse**.



Now select **Upload from Computer**, search for your presentation and click on **Open**.



Your presentation will be uploaded. You will now see your Presentation in the Teams window and can control it by mouse clicks or the arrow keys.

To prevent participants from navigating through the slides on their own, click on **this icon**

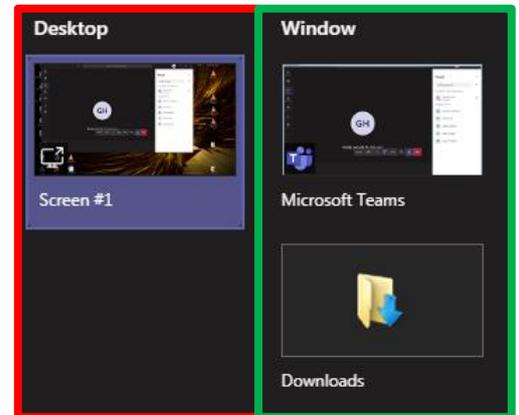


(if it is crossed out, independent navigation is disabled)



- (ii) To share your screen click the **share screen** icon in the menu bar

The selection menu now appears at the bottom. You can either share your **entire screen** (if you have several screens, you can only share one at a time) or only a **single window**.



As soon as you have shared your screen, you will see a red frame on your screen. This is the section that all participants can now see.

If you have only enabled one window, only this window will have a red frame.

You can now begin your lecture.

Click on **End Meeting** when you are finished with your lecture



**If you have any questions or problems, please contact the IT department on:
01 798 40 98 444 or send an e-mail to it@sfu.ac.at**