Instructions for using MS Teams

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Introduction

Welcome to your guide to using Microsoft Teams to communicate with your language school. This step-by-step guide will help you to install MS Teams, log in and use it effectively for your online lessons.

Installation of MS Teams

2.1 Download and installation

Visit the official Microsoft Teams download page and select the version for your operating system (Windows, macOS, iOS, Android). Download the installation file and follow the installation instructions.

2.2 System requirements

Make sure that your device meets the minimum requirements: at least 2 GB RAM and a stable Internet connection.

Registration with MS Teams

3.1 Starting the application

Open MS Teams via the desktop icon or the start menu.

3.2 Registration process

Enter the e-mail address and password provided by the language school and click on 'Register'.

3.3 Resetting the password

If you have forgotten your password, click on 'Forgot password?' and follow the instructions.

Establish a connection with the language school

4.1 Accepting an invitation

Open the invitation from your language school and click on 'Open Microsoft Teams' or 'Join Team'.

4.2 Confirmation

The team of your language school appears in the team list on the left-hand side.

Participation in online lessons

5.1 Find meetings

Click on 'Calendar' in the left navigation bar and search for the scheduled meeting.

5.2 Joining a meeting

Click on the meeting in the calendar and select 'Participate'.

5.3 Functions during lessons

Use the microphone, camera and chat to take part in lessons. You can also share your screen if necessary.

Communication and collaboration

6.1 Using chats

Open the chat area and select an existing chat or start a new one by clicking on 'New chat'.

6.2 Exchanging files

Click on the attachment icon to upload files to a chat or team.

Adjust settings

7.1 Notification settings

Customize your notifications via the profile menu under 'Settings'.

7.2 Testing devices

Test your audio and video devices under 'Settings' > 'Devices' to make sure they are working.

Support and help

8.1 Help within MS Teams

Use the help menu to find answers to frequently asked questions.

8.2 Contact with the language school

If you have any problems, please contact the technical support team at your language school directly.