

Instructions how to connect to the Microsoft Teams online tool

A few words about the Microsoft Teams tool:

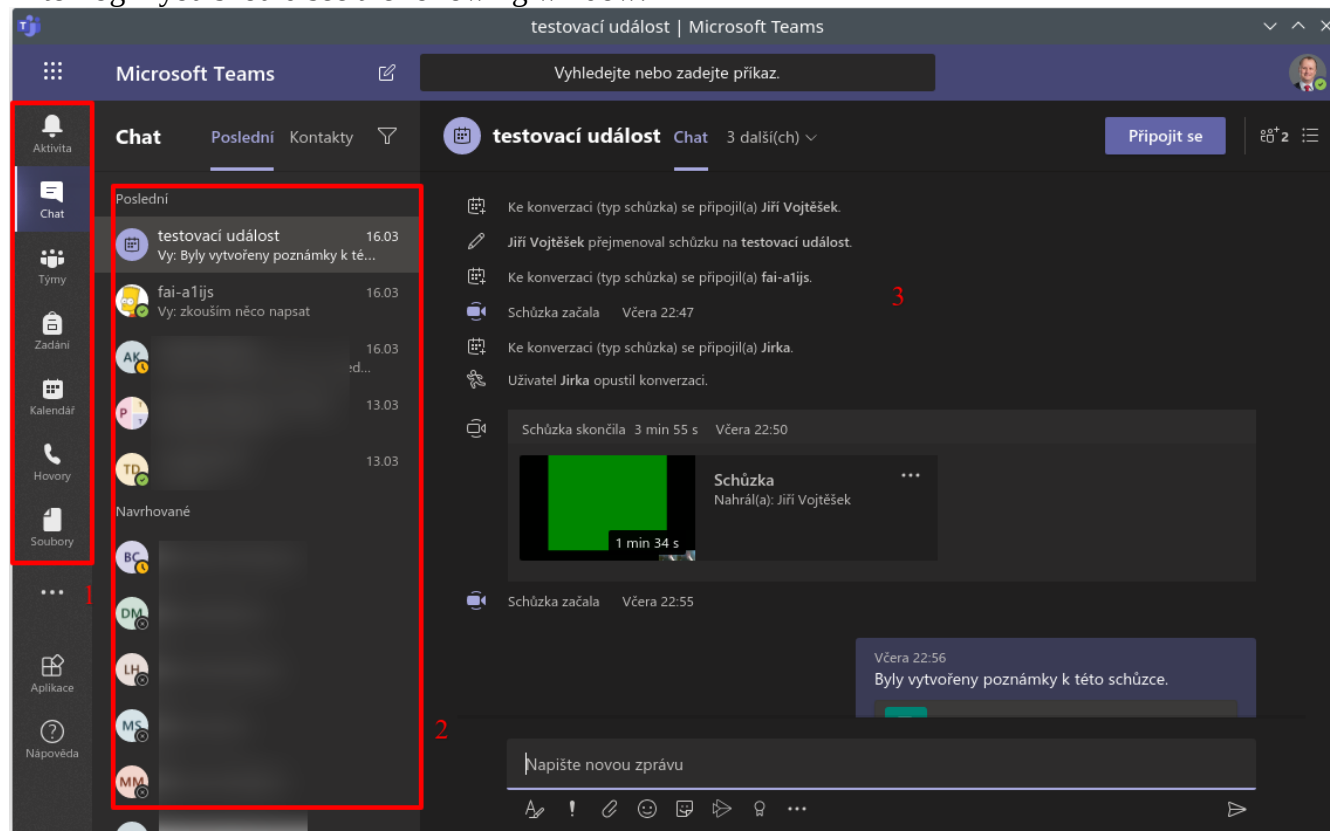
- It is a part of Office365, which UTB has purchased and uses it among others for e-mails
- It is possible to download a desktop application, see link <https://teams.microsoft.com/downloads#allDevicesSection> (there is even a version for Linux!)
- Of course there is a client for mobile phones/tablets with Android or iOS operating systems
- It can also be run without an installation in a browser: see <https://teams.microsoft.com/> (the same login as for the UTB email –**this option is recommended with the Google Chrome browser!**)
- It can be interconnected with the whole Office365 system – emails, file sharing from OneDrive, taking notes in OneNote etc.
- It enables to make calls including video calls etc.
- **Attention! In MS it is possible to communicate only within the organization of TBU! The condition is then that the other person has an email address in the format xxxx@utb.cz.**

Appearance of the application

Appearance of the installed application and the running application in a web browser.

It is recommended to enter the following address in the Google Chrome browser: <https://teams.microsoft.com/>, the login data are the same as for the school e-mail. It means a user name user@utb.cz (for example. vojtesek@utb.cz) and password. The password is the same as for the IS/STAG information system, email etc.

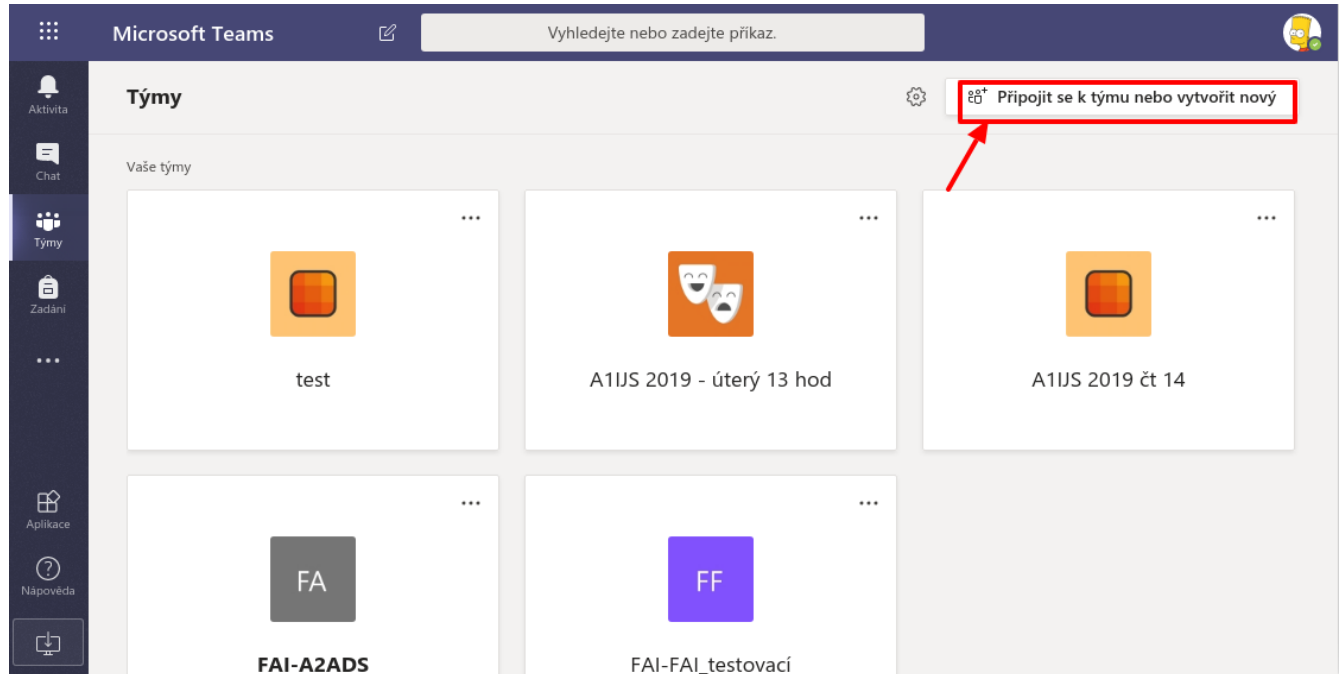
After login you should see the following window:



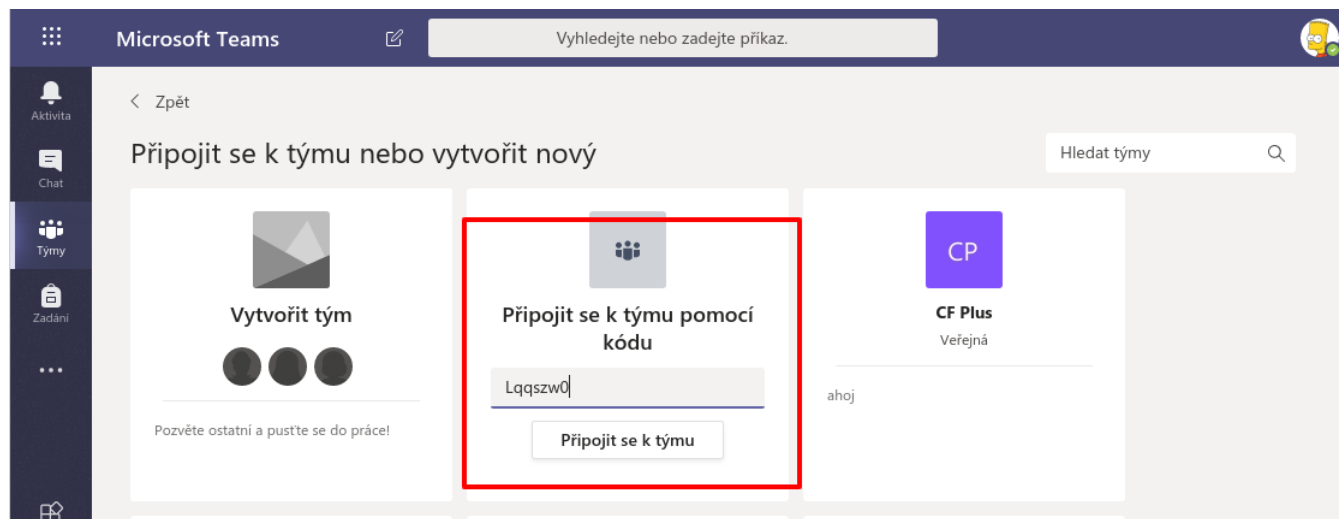
In the window above there are **1** – a list of activities, which can be performed in the v MS Teams, **2** – a list of contacts you have been communicating with recently, an alphabetical list of all contacts and in **3** then you can see a selected conversation.

Joining the team using a code

A student can join the team by selecting “Teams” on the left:



And then select “Join Team or Create New” at the top right.

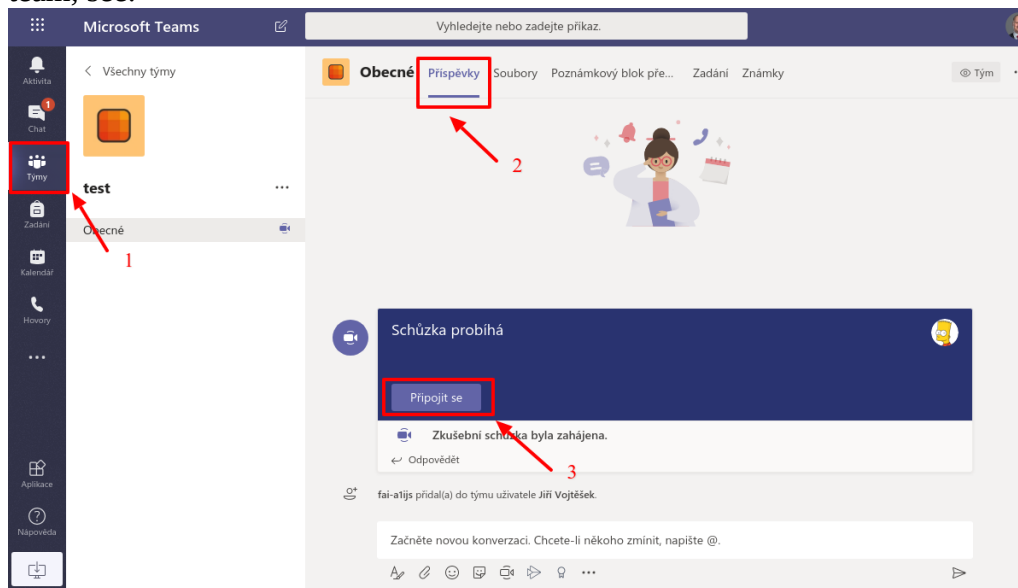


In the next window, in the “Join a Team with Code option”, fill in the code that the teacher sent to him and click “Join Team”.

You are now enrolled in the Team and have access to all materials.

Connection to online broadcasting within the team

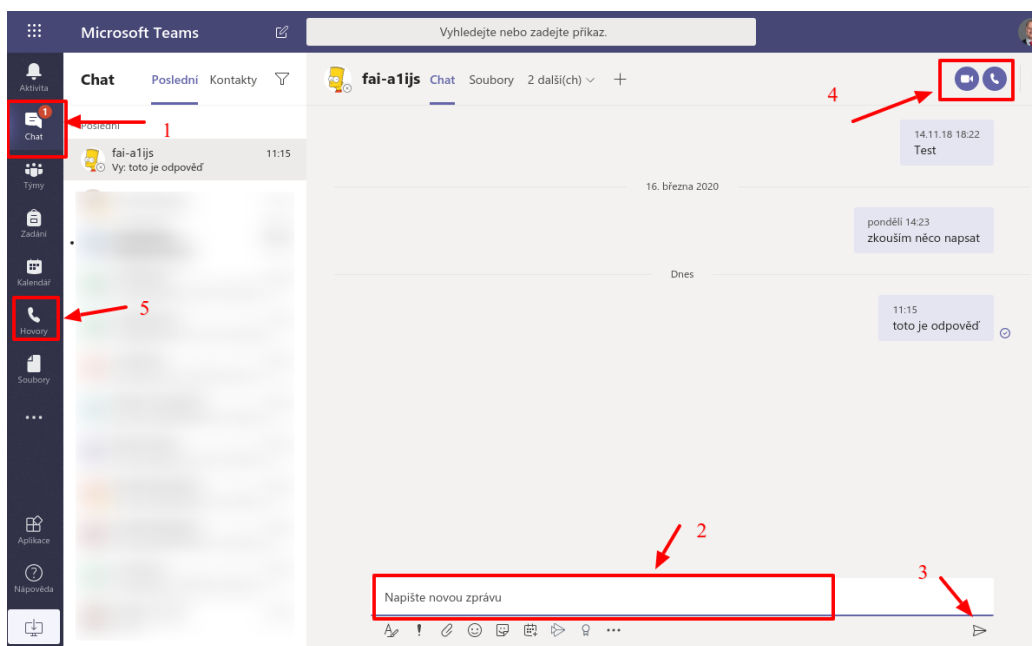
If an on-line team broadcasting is already in progress or scheduled, you can access it by opening the appropriate team, see:



So you can select in the left menu **Teams** (see **1 above**), then click to the **Contributions** (**2**) menu and if the meeting is in progress, click **Join** (**3**) to join.

Start a conference / phone / video call

If you want to communicate with someone using MS Teams, select **Chat** (see **1 in the figure below**)



The message is written in the box below (see **2**), click the arrow to send **3**. To make a phone call or make a video call, click the appropriate icon at the top right (**4**). You can also make calls directly from the left menu (see **5**).

Created by: *doc. Ing. Jiří Vojtěšek, Ph.D., Vice – Dean for bachelor and master studies*

Version: 20.3.2020