Classes in MS Teams (basic usage)

As part of Office 365, offered by SU, the application MS Teams can be used for online courses. The application is compatible with OS Windows and macOS or can be run in web browsers MS Edge/Google Chrome. Other browsers are not fully compatible, as they don't allow the use of audio/video courses.

As part of the license, every user of Microsoft 365 can create a team. The creator of the team is set automatically as an owner (teacher), which controls the setting and access of other users. He can give another user owner rights.

Basic recommendation for usage

For full functionality, as stated above, we recommend the installation of a local client. The installation file is available at this **link**

After installation of the application, log in with your username in the form of **„your_CRO_username@ad.slu.cz" (for example xyz9876@ad.slu.cz)**. Password is **the same as in CRO (mail, ISSU)**.

It is also possible to use the mobile app Teams for Android and iOS.

Webcam and mic

If you don't use a notebook with an integrated cam and mic, you'll need to connect an external set. Most webcams come with integrated mics.

Internet connection

Stable internet connection is required for use of video courses.

Connecting to team as a student (team member)

As stated above, you'll need to login into the desktop or mobile app in first place.

Pic. 2: initial login screen of desktop application MS Teams Login must be if form of CROlogin@ad.slu.cz and password to CRO.

Adding team with a code

If your teacher sends you a access code for a team, insert it into the field Připojit se k týmu pomocí kódu in section Teams.

Pic. 3: adding team with an access code After entering the code, team will be added automatically to the list and you can immediately start working with it.

Pic. 4: status after inserting the code If more then one teams are present, chose the correct with click of the mouse. You can add other teams, as instructed above through Připojit se k týmu nebo vytvořit nový.

Pic. 5: adding new team, if you already part of other one You get choice to create new team or add existing with a code. This is one-time operation. We advise to add team as soon as you'll get invitation from teachers.

Pic. 6: inputing code to connect to the team The team will be added to the list.

Signing into the meeting

You can find list of planned courses in calendar on main screen team. Displayed are all planned events of all teams you're part of.

Pic. 7: list of activities on main screen By clicking on planned meeting (e.g. Test 3 in Pic. 7: list of activities on main screen), detailed information is displayed. You can connect by clicking on Connect. This will take you directly into the virtual course.

Pic. 8 detail of meeting with possible connection During the videoconference, you're able to watch presentation, board (if used by teacher), contribute into the chat and make a notes. We highly recommend to turn of your mic during lecture. In case of bad connection, it is best to disable both in and outgoing video (in setting další možnosti). A security message about allowing usage of mic and cam can pop up. Please, allow it.

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