

# HOW TO USE THE MICROSOFT TEAMS PLATFORM

Guidelines for students



# HOW TO ACCESS AND USE THE MICROSOFT TEAMS PLATFORM:

To access the Teams platform we recommend you use the **Google Chrome** browser.

1. From the browser open a new “**incognito**” window
2. Connect to **<http://office365.iulm.it>**
3. Check you have activated the Office 365 license by clicking on “**Login office 365**” and inserting your university credentials. **IMPORTANT:** under “Nome utente” (Username) use the formula **nome.cognome@studenti.iulm.it**
4. If you have not yet activated the license, go back to Point 2 and click on “**Attiva servizio Office 365**” following the instructions contained.
5. The Microsoft Teams platform can be accessed at **<http://teams.microsoft.com>** using your university credentials.
6. To register for a lesson just click on Team in the menu on the left, then click on “**Unisciti a un team o creane uno**” (Join or create a team).  
Under “**Partecipa a un team con un codice**” (Join a team using a code) insert the code corresponding to the course, which you will find on the University website in the box dedicated to online teaching.
7. Even if all courses have been given a code, remember that not all teachers will hold courses using Microsoft Teams.  
Some teachers may decide to hold lessons using other media and supports, which will be communicated via the Community or via e-mail.

## HOW TO TAKE PART IN THE LESSON:

1. Access Teams and select the course.
2. The lessons will appear in the General channel and will be highlighted in blue.
3. Click on the lesson and then on **Partecipa** (Join).
4. In the following window we suggest you close audio and video using the icons on the screen in order to avoid disturbing the lesson.
5. Click on "**Partecipa ora**" (Join now).
6. During the lesson you can communicate with the teacher using the text chat that can be opened using the icon, or by opening your microphone to speak.
7. You can take part in lessons via live streaming or follow them later once the live stream has finished.



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