

HOW TO USE MICROSOFT TEAMS

Guide for graduands
3-year degree courses



IMPORTANT: *In order to ensure an efficient service and the smooth running of your graduation session, **you are requested to carry out these operations as soon as possible**. Each of you will be contacted by telephone in the next few days in order to test your connection.*

HOW TO ACCESS AND USE MICROSOFT TEAMS:

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 entering your university credentials. **IMPORTANT:** under “Nome utente” (Username) enter your email address **@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. Visit the website **<http://teams.microsoft.com/downloads>** and download Microsoft Teams.
6. After installing and running Microsoft Teams, enter your e-mail address when prompted. On the next page enter your university credentials. **IMPORTANT:** under “**Nome utente**” (Username) enter your e-mail address **@studenti.iulm.it**

7. Join the team “Supporto Lauree Online”. To do so, you just have to click on Team in the menu on the left, and then on **“Unisciti a un team o creane uno”**. Under **“Partecipa a un team con un codice”** enter the code **7hiyr5z** to enter the support team.

ON THE DAY OF THE PRESENTATION:

1. Access Teams at the time you have been summoned (which may be much earlier than when you will actually have to make your presentation).
2. Wait for the call from the Examining Board. To reply press the camera icon.
3. First of all you will have to show the Examining Board a valid ID document with your photograph, and your IULM ID card.
4. If you have any slides and/or audiovisual content to show, an attendant will take care of the projection. The Examining Board already has the files you attached to your final dissertation and sent to the Students Office: **you do not have to send us any files.**
5. At the end of your presentation the Examining Board will take you out of the virtual room.
6. **Candidates for the 3-year degree sessions** will have to wait until all presentations in the session have been completed: they will then be summoned again and will be given an evaluation of their final dissertation (not their degree mark, which will be uploaded to their transcript and may be viewed online on the “Sportello di Segreteria” at the end of the degree session).

7. The degree sessions may be video recorded with the explicit consent of the person concerned, which must be given at the beginning of the video conference after confirmation of having read the relevant privacy policy^[1]. Candidates wishing to receive the recording of their presentation and proclamation may send their request to **lauree.online@iulm.it** from **27th March 2020**. Videos will be delivered starting from **6th April 2020**.

If you have any doubts or if anything is not clear on the day of the presentation, you can speak with the support team directly on the Microsoft Teams app, or by calling 02.891416980.

[1] The privacy policy is available at the following [link](#)



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