

Microsoft TEAMS

First steps



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1. Activating Office 365

Each student at Cracow University of Technology has a free access to OFFICE 365 Education Online package, following its prior activation.

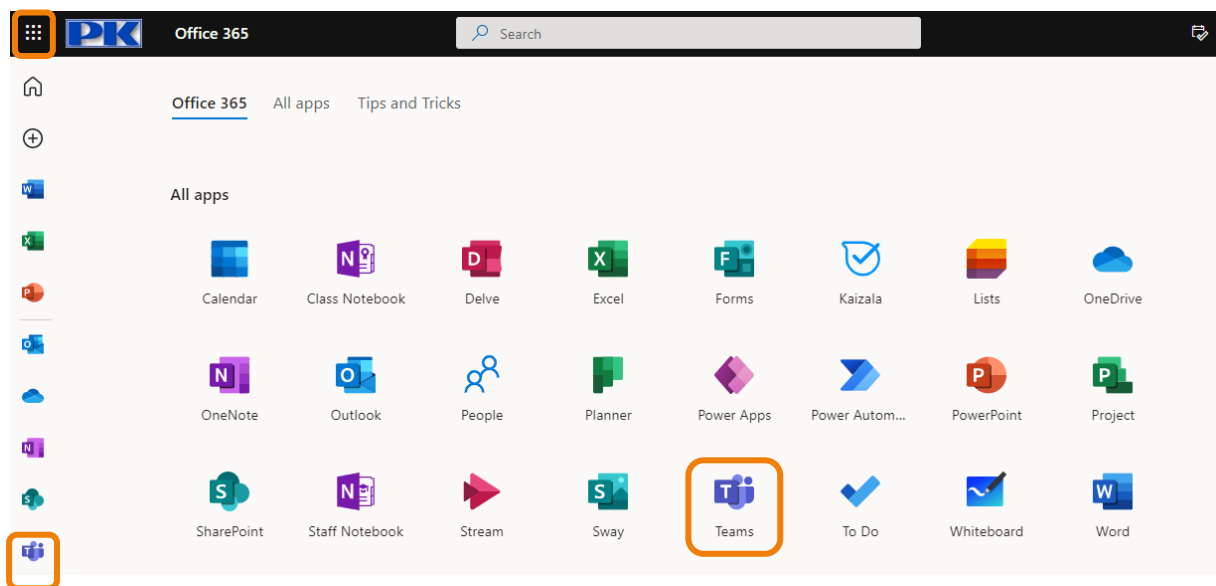
Information such as: terms of usage, instructions and the activation process are available at <https://di.pk.edu.pl/uslugi-office-365-dla-studentow-en/>.

In case any issues arise during or after the activation please contact University's IT Department at di@pk.edu.pl.

2. Teams app installation

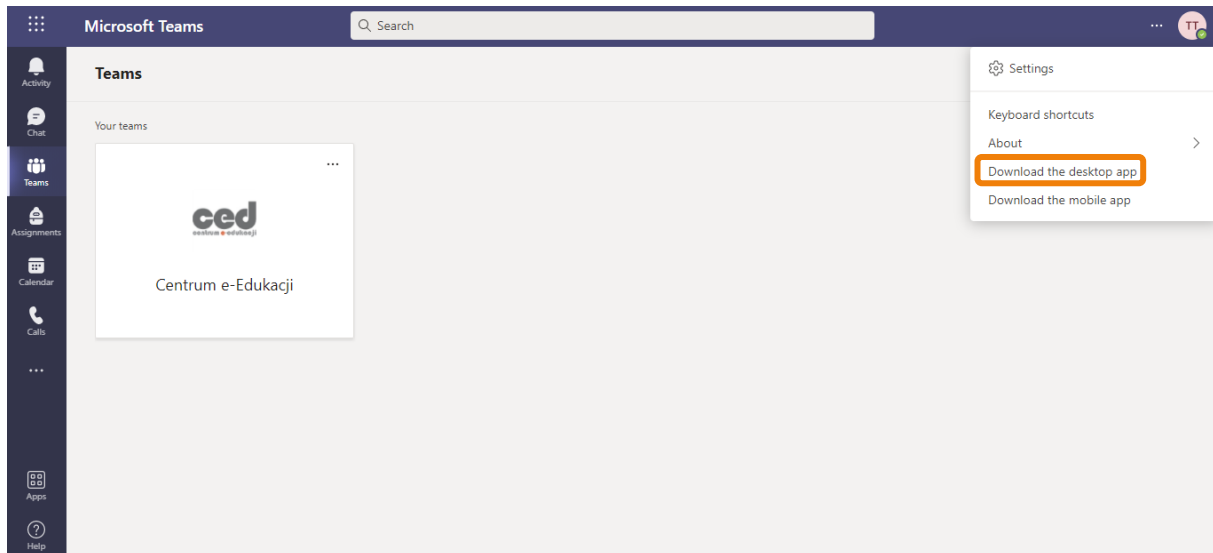
After completing the account activation, we can fully utilize the Teams application by accessing the Office 365 website at <https://www.office.com>.

After signing in we should be able to see the **Teams icon** (otherwise, we may have to click the **All applications** option or the **Multiple-dots icon** in the upper left corner of the screen).



Each time we open the browser version of the app we will get a notification prompting us to install the Windows application.

If we skip this message by accident (or simply disregard it) we will still have the option to download the desktop version directly from the menu. To do so we have to click the [Three-dots button](#) next to our avatar (upper right corner of the screen) and from the drop-down menu choose the [Download the desktop app](#) option.



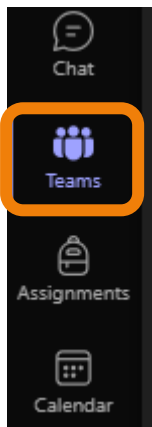
Afterwards our browser will ask us to choose the place where the installation file will be saved. Once downloaded we have to open it and follow the automatic installation. Subsequently the application should launch and allow us to log in (using the login data acquired during the activation of Office 365).

As far as any major differences between the desktop and the browser versions are concerned the main one relates to accessing other Microsoft applications, present in the latter one. However, if we focus only on the Teams app, the difference is simply the matter of usage convenience (opening an app vs a browser).

3. Teams in Microsoft Teams

The MS Teams app is based on working in groups called teams. We can utilize it to exchange information (via chat), documents or join the video-lectures.

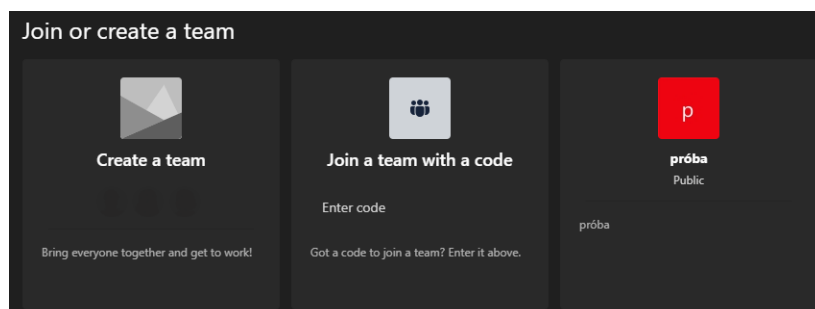
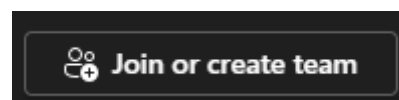
3.1. Accessing teams (groups)



In order to access your teams, after booting up the application, we have to click the [Teams](#) option from the menu on the left side of the screen. Once there we can see a list of all teams which we are a part of (either as a member or the author). Sometimes the teacher might manually sign us in as members and in that case all we have to do is click the icon with the name of that particular group in order to enter it.

3.2. Creating or joining a team

However, some of the teams might be too large for the teacher to set up manually and as a result we might have to join or create them independently. Consequently, from the same menu ([Teams](#)), all we have to do is click [Join or create team](#) button in the right upper corner. Afterwards we will have at least two options available: the left one – [Create a team](#) or the right one – [Join a team with a code](#) (occasionally we might also have additional options – [Join a public/open team](#)).



3.2.1. Creating a team

In order to set up our own team (might be helpful or even necessary for working in groups during e.g. assignments) we have to click the [Create a team](#) button. Next we simply have to choose a couple of options (e.g. name of the team) and we can immediately start adding additional members.

3.2.2. Joining a team with a code

The second option allows us to join an existing private team by providing a [code](#) (usually given to us by the professor). After typing in the code, we should be greeted with an option to '[Join a team](#)' as a confirmation. If our code was indeed correct, we will be moved into a general channel (often used for announcements). From that point on we have access to all materials available for that particular team.

3.2.3. Joining via link

There is an option of joining a team via link, given to us by the owner of a team. After clicking that particular link we should see a new window with an icon, name and a description of the team. Next by clicking [Join](#) we can send a request to be added to it (by the creator of that team).

3.2.4. Public teams

If there are any, we might be presented with an option to join public teams. In that case we can join them by simply clicking [Join the team](#) option. If multiple teams are available for public use, it might be helpful to utilize the search bar (upper right corner) to find the particular one we are looking for.

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