

Microsoft Teams

Guide for students



**Graduate School
of Management**
St. Petersburg University



Sign in to Microsoft Teams

Sign in Type 1 (priority)

Invitation to a team (=group)

- You will get an invitation to the team in your mailbox
- Tap «Open Microsoft Teams»

Sign in Type 2

Invitation to a call (=session)

To join the call just tap the link in the invitation.

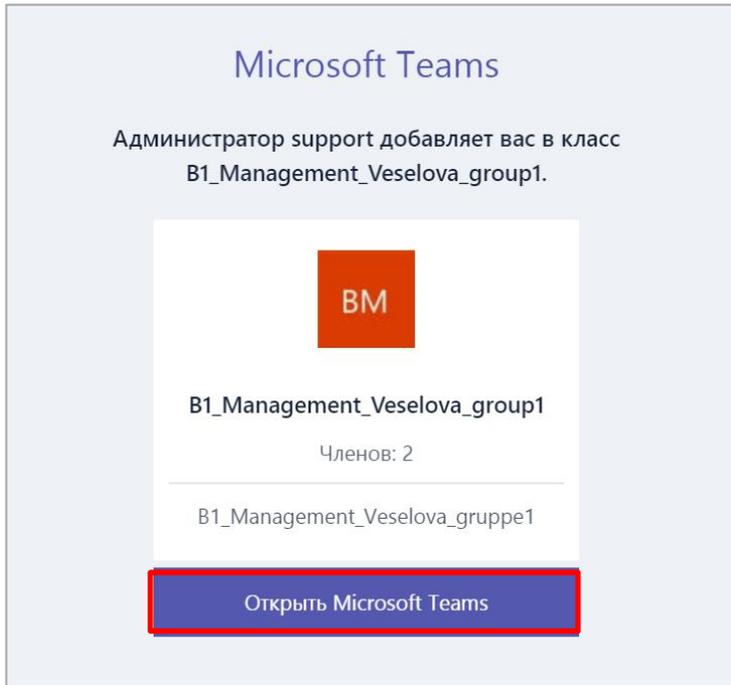
For the first time the best way to sign in to MS Teams is via a link from the invitation that you receive.

After you have been added to a group (at least one), you can use the direct link <https://teams.microsoft.com/>



Sign in to Microsoft Teams

Invitation to a team



1. You will get an invitation to the team in your mailbox
2. Click on the button «Open Microsoft Teams»



Sign in to Microsoft Teams

Use your own way to sign in:

you can install the app on your laptop, PC, smartphone or iPad.
Or just access Teams from your browser.



Stay better connected with the Teams desktop app

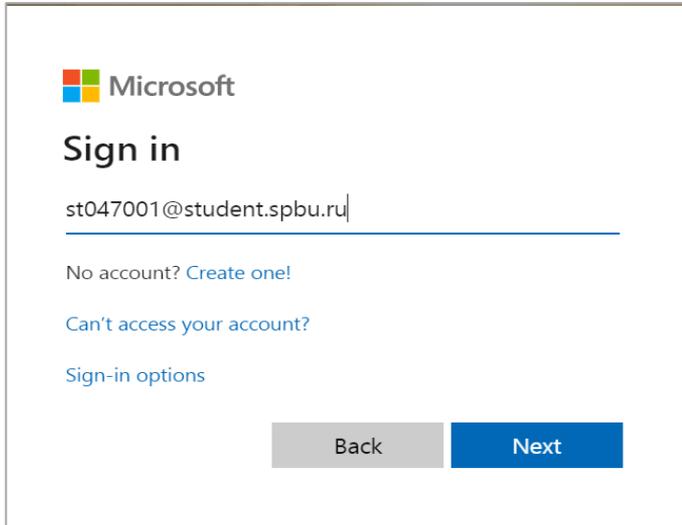
[Download the Windows app](#) [Use the web app instead](#)

Already have the Teams app? [Launch it now](#)

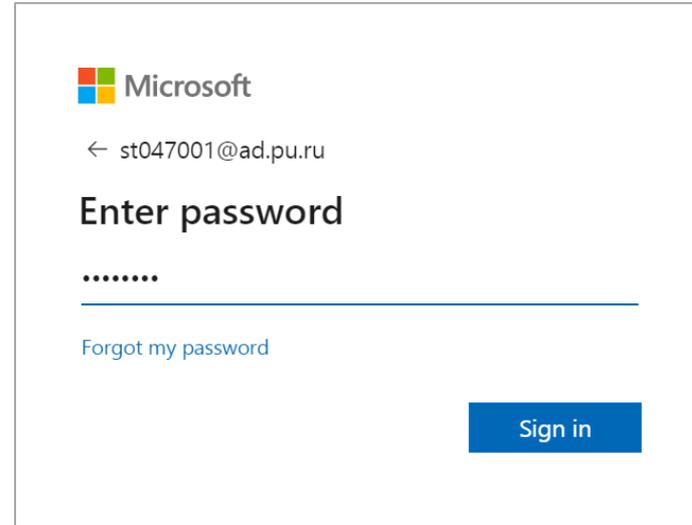


Sign in to Microsoft Teams

Access via browser



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "st047001@student.spbu.ru". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.



The screenshot shows the Microsoft password entry page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Above the password field, there is a back arrow and the email address "st047001@ad.pu.ru". The password field contains seven dots. Below the password field, there is a link "Forgot my password". At the bottom right, there is a blue "Sign in" button.



GSOM
SPbU

- E-mail: `stXXXXXX@student.spbu.ru`
- Password: use your password from `stXXXXXX` account

Welcome to Teams!

- On the first page you will find the introduction to MS Teams and all the guides
- ... but you still won't see your teams on this page

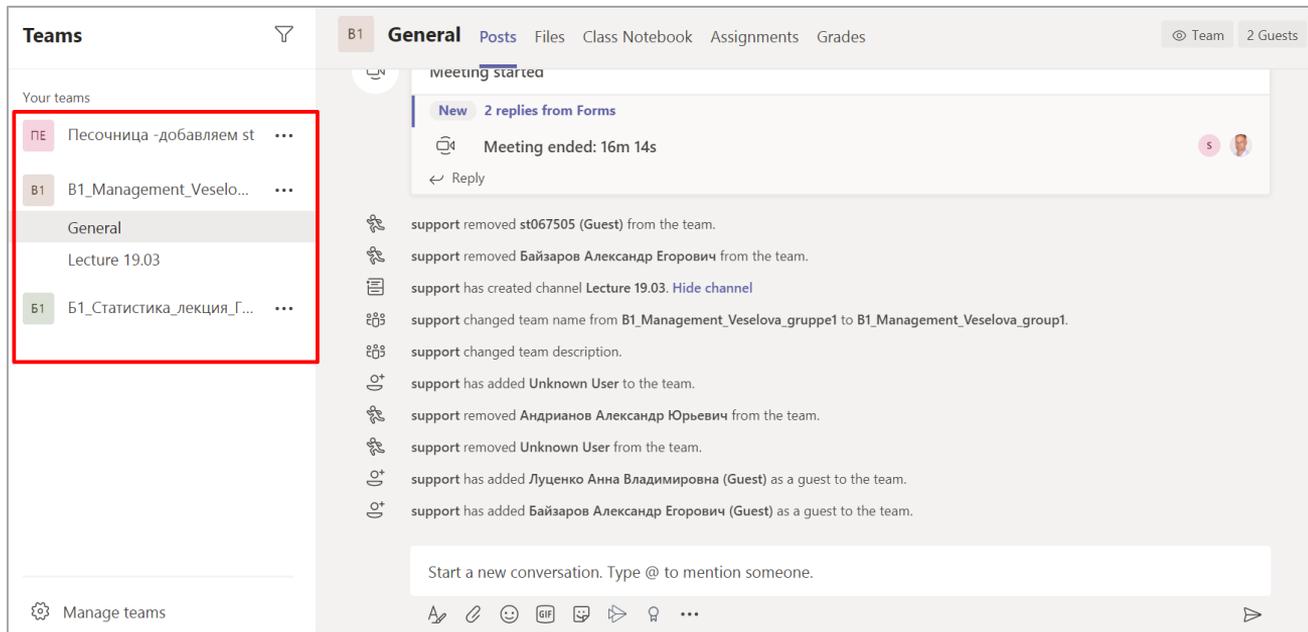
The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Выполните поиск или введите команду". Below the search bar, there is a list of search results. The first result is "student.spbu.ru" with a dropdown arrow and a notification badge. The second result is "GSOM SPbU (гость)" with a notification badge. A red box highlights the "GSOM SPbU (гость)" result. A callout box points to this result with the text "Choose to see your teams (groups)".



Your teams

Now you can see all the teams you have been invited to

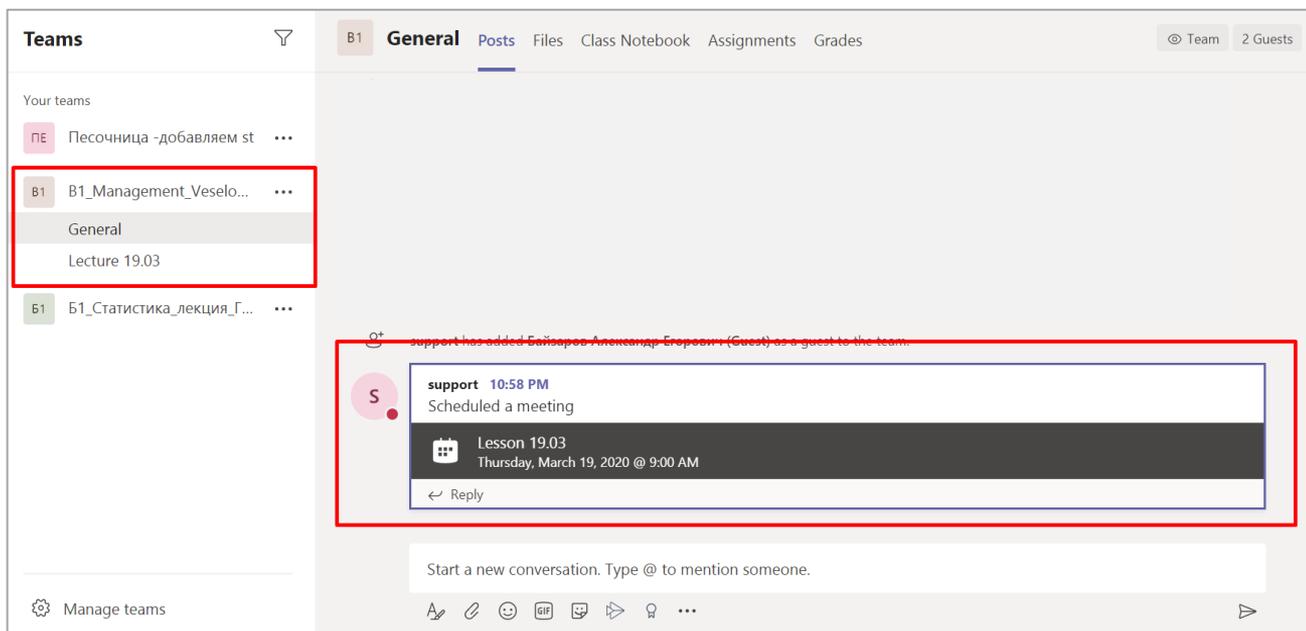
If you don't see a group that should be in the list - contact the group owner
(your class professor)



The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' sidebar shows a list of teams under 'Your teams'. A red box highlights the first two teams: 'ПЕ Песочница -добавляем st' and 'B1 B1_Management_Veselo...'. Below these are 'General', 'Lecture 19.03', and 'B1 B1_Статистика_лекция_Г...'. The main chat window shows a 'meeting started' notification, a 'New 2 replies from Forms' message, and a 'Meeting ended: 16m 14s' notification. Below these are several system messages from 'support' regarding team management, including removing members, creating channels, and adding guests.



- In every group there's a **General (Общий) channel**: your professor will set up call for each session (according to timetable.spbu.ru schedule).
- A **planned call panel is grey**: you can see the call details (date and time)
- You will be able to get into the call **once you professor has joined it** (but after professor leaves the call, you can stay)



The screenshot displays the Microsoft Teams interface. On the left, the 'Your teams' list shows a team named 'B1 Management_Veselo...' with a red box highlighting its 'General' channel and 'Lecture 19.03' sub-channel. The main chat area shows a message from 'support' at 10:58 PM stating 'Scheduled a meeting'. Below this is a grey 'Planned Call' panel for 'Lesson 19.03' on Thursday, March 19, 2020, at 9:00 AM. A red box highlights the entire message and call panel area. At the top of the chat area, a notification reads 'support has added Swisspor Amnengap Eropon (Guest) as a guest to the team.' The bottom of the interface shows a text input field and a toolbar with icons for text, link, emoji, video, voice, screen share, and help.



support has added Байзаров Александр Егорович (Guest) as a guest to the team.

Lesson 19.03 00:09 S

Join

S support 10:58 PM
Scheduled a meeting

Lesson 19.03
Thursday, March 19, 2020 @ 9:00 AM

Lesson 19.03 started

← Reply

Start a new conversation. Type @ to mention someone.

A ✎ 😊 GIF 🗨 📌 🔔 ... ▶

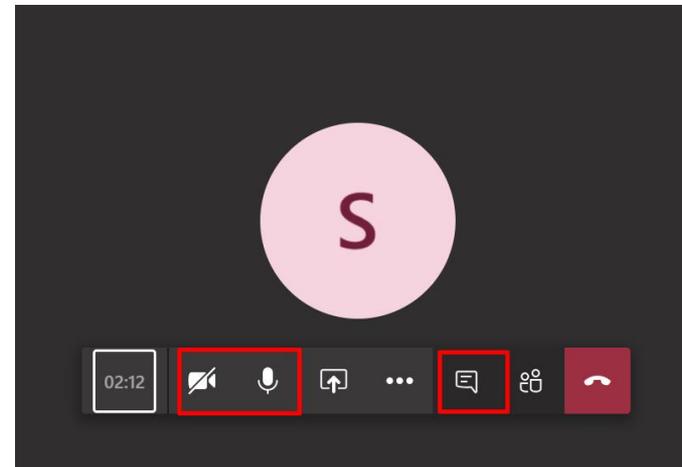
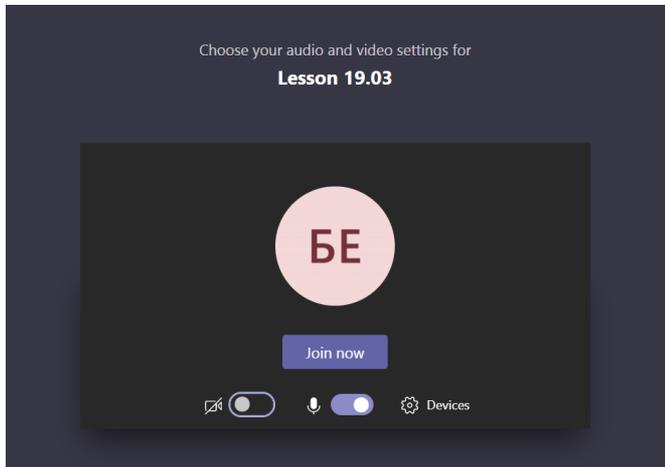


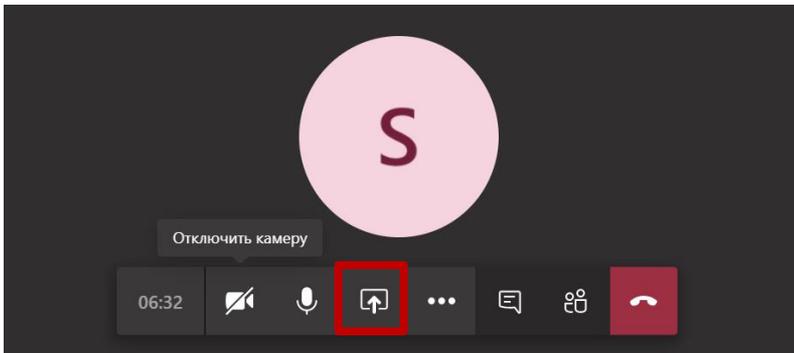
- When the professor joins the call (start it), the call panel gets blue and “Join” button appears
- Click on the button “Join”

To get into the class you need to

- Select audio and video settings (on/off)
- Click the button **“Join now”**

- You can turn on your **camera and microphone** if your professor asks for it
- To send **text messages** click the chat button





If you need to share your screen (e.g. show your slides), click on the button



Select “Screenshare”

Screenshare

teams.microsoft.com хочет предоставить доступ к вашему экрану. Выберите окно, которое нужно показать.

Desktop

Window

Tab in Chrome



**ВШМ
СПбГУ**

Share your screen

Everyone on the call will see everything you do on your laptop (switching screens, etc.)

Share particular window

For presentation:

1. Open your ppt
2. Share the window
3. Start the slideshow

Share any tab that is currently open in your **Google Chrome browser**

Video recording of the classes

The lectures (calls) can be recorded, but the videos are not available to you in MS Teams.

You professors can download the videos and share with you in any convenient way (e.g. send via e-mail).



Contact for help & questions

Helpdesk contacts:

- ❑ Hotline – to be launched soon
- ❑ E-mail support@gsom.spbu.ru
- ❑ Request form <https://gsom.spbu.ru/gsom/contacts/support/>

Requests are processed from Monday to Friday, 9:30-20:00 and on Saturday, 9:30-17:00.

Microsoft Teams ambassadors (students):

- Daria Vikulova (Masters) - st079294@student.spbu.ru
- Maya Shafranskaya - st067505@student.spbu.ru
- Albert Malyamov - st063294@student.spbu.ru
- Kamila Isakova - st082182@student.spbu.ru

