

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.

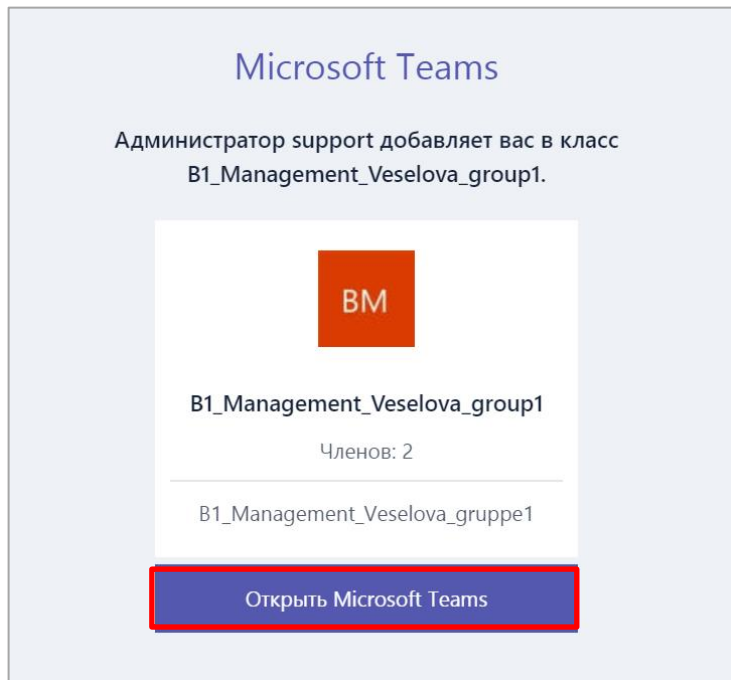
For the first time the best way to sign in to MS Teams is via a link from the invitation that you receive.

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



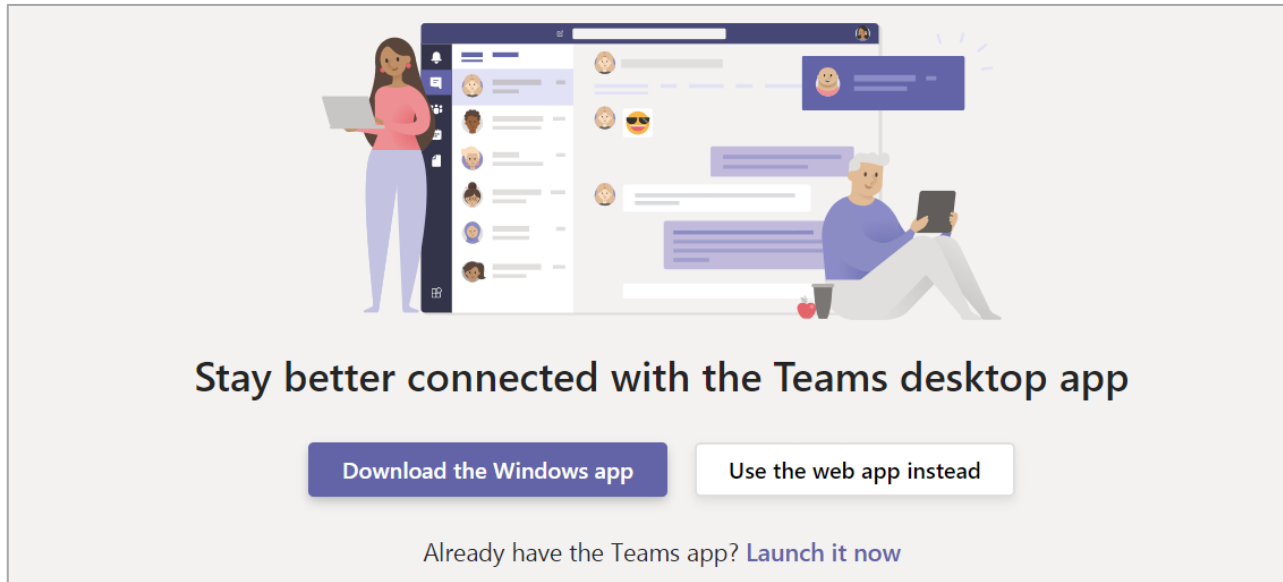
1. You will get an invitation to the team in your mailbox
2. Click on the button «Open Microsoft Teams»



Sign in to Microsoft Teams

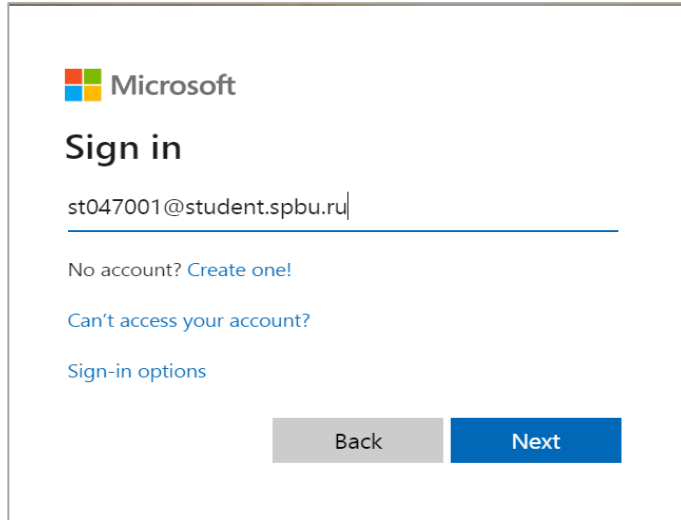
Use your own way to sign in:

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



Sign in to Microsoft Teams

Access via browser



Microsoft

Sign in

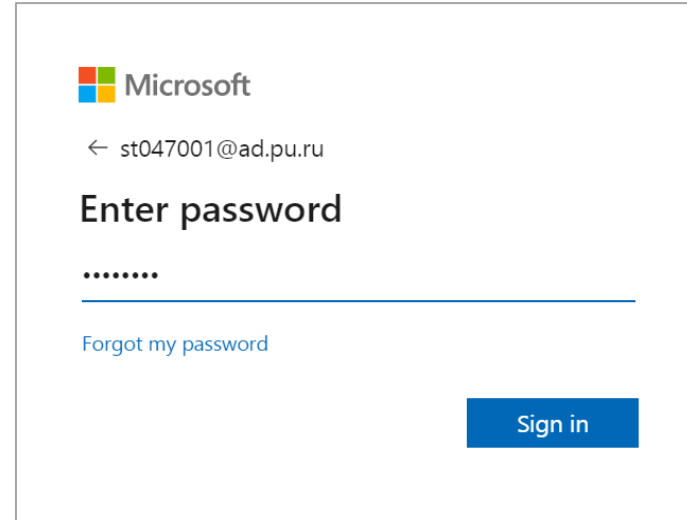
st047001@student.spbu.ru

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)



Microsoft

← st047001@ad.pu.ru

Enter password

.....

[Forgot my password](#)

[Sign in](#)



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 web interface. The top navigation bar includes the 'Microsoft Teams' logo, a search bar with the text 'Выполните поиск или введите команду', and a user profile dropdown for 'student.spbu.ru' with a notification badge '1'. The left sidebar contains a 'Help for Teams' section with links to 'Basics', 'Teams and channels', 'Messaging', 'Keeping track of conversations', 'Meetings and calls', 'Files', 'Apps and services', 'Settings and options', and 'Troubleshooting'. Below this is an 'Education' section with 'Getting started with Microsoft Teams'. The main content area is titled 'Basics' and 'Explore Teams', featuring an 'Introducing Microsoft Teams' section with a description and a list of team cards. A red callout box on the right side of the interface shows the user profile dropdown menu. It lists 'student.spbu.ru' with a checkmark and 'GSOM SPbU (гость)' with a notification badge '1'. The callout box also contains the text 'Choose to see your teams (groups)'.

Microsoft Teams

Выполните поиск или введите команду

student.spbu.ru 1

Help for Teams

Basics

Teams and channels

Messaging

Keeping track of conversations

Meetings and calls

Files

Apps and services

Settings and options

Troubleshooting

Education

Getting started with Microsoft Teams

Basics

Explore Teams

▼ Introducing Microsoft Teams

Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

student.spbu.ru ✓

GSOM SPbU (гость) 1

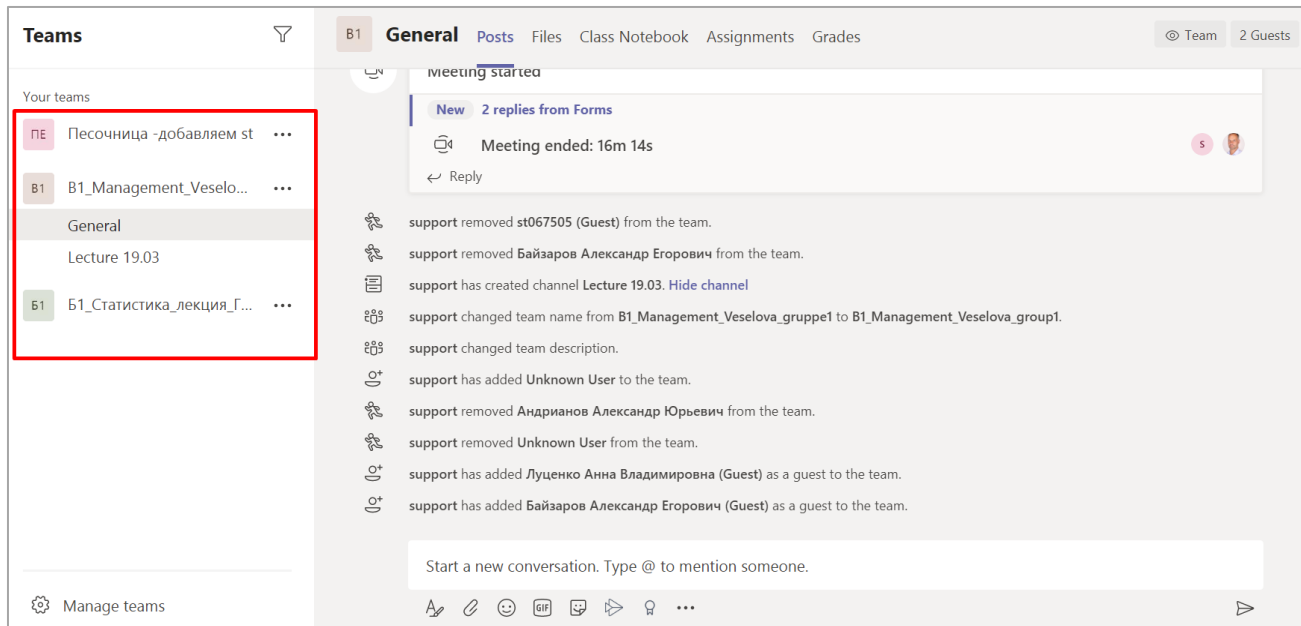
Choose to see your teams (groups)



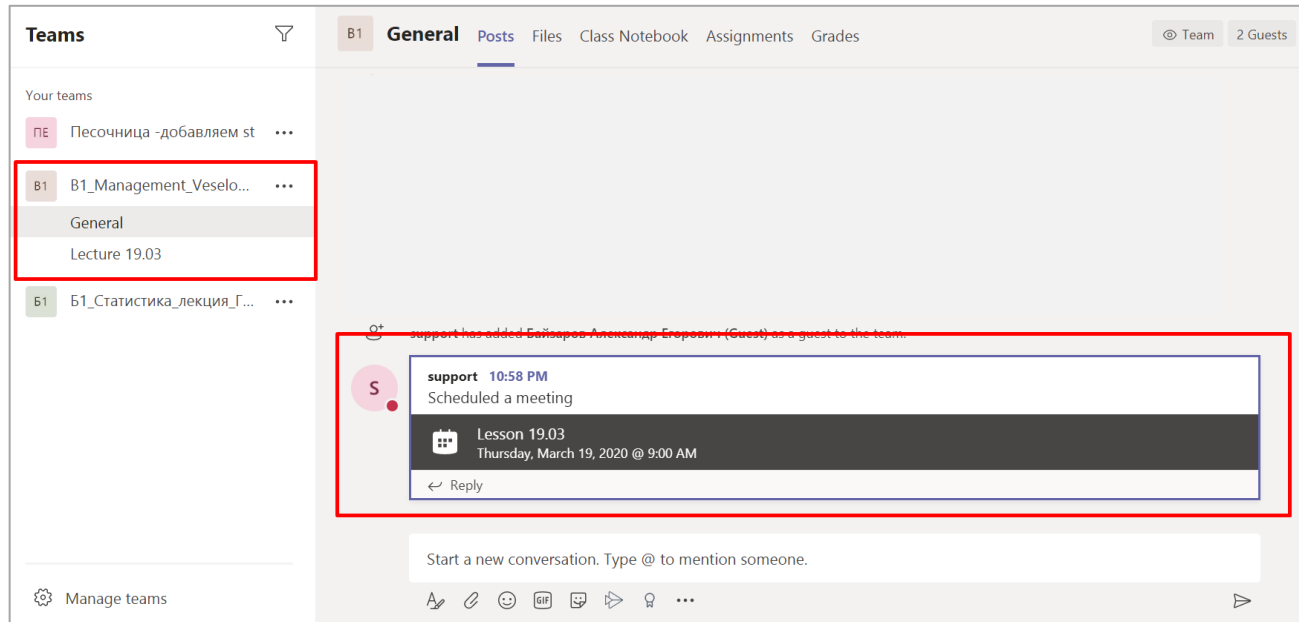
Your teams

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)




- 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)




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




Lesson 19.03

00:09


Join



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.

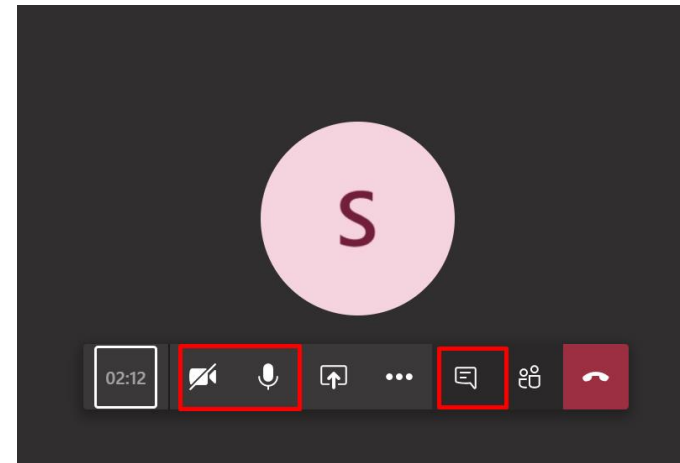
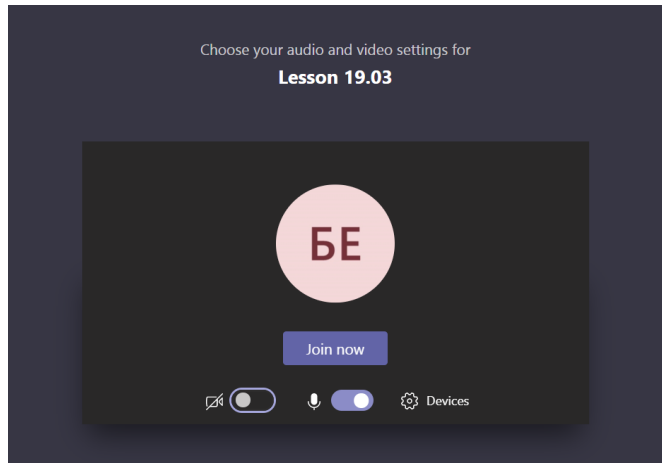
       ... 

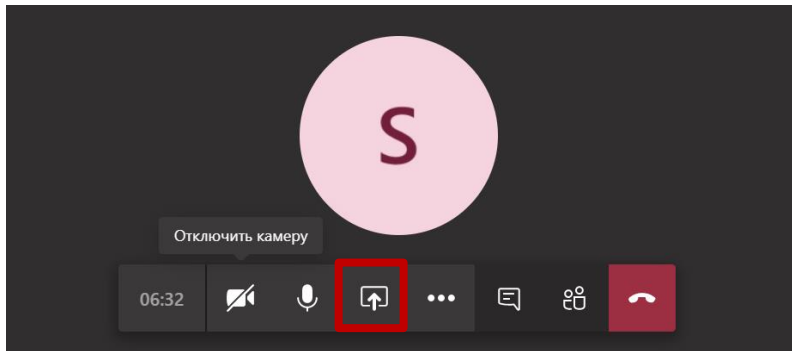


- When the professor joins the call (start it), the call panel gets blue and “Join” button appears
- Click on the button “Join”

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

