

# Microsoft Teams

Guide for students



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



# GSOM account

- GSOM account was created for all GSOM students to give the possibility to use MS Teams and other Office 365 applications

## GSOM account

Login: **stXXXXXX@gsom.spbu.ru**

Password (from stXXXXXX account)



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- stXXXXXX – the same as in SPbU e-mail
- **@gsom.spbu.ru** - GSOM domain

# Sign in to Microsoft Teams

## Sign in Type 1

### **Direct entrance in MS Teams**

1. Open site  
<https://teams.microsoft.com/>
2. Login using GSOM account
3. Download an App on your device

## Sign in Type 2

### **Invitation to a team (=group)**

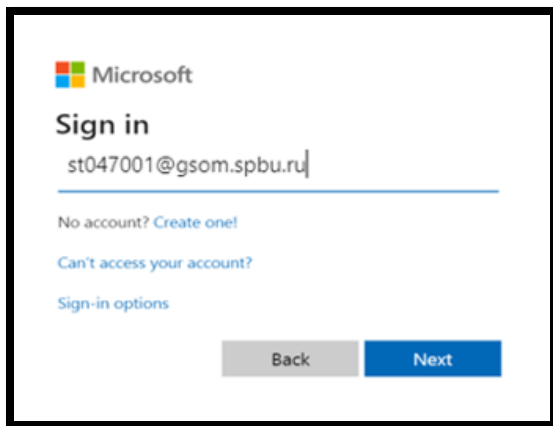
- You will get an invitation to the team in your mailbox
- Tap «Open Microsoft Teams»



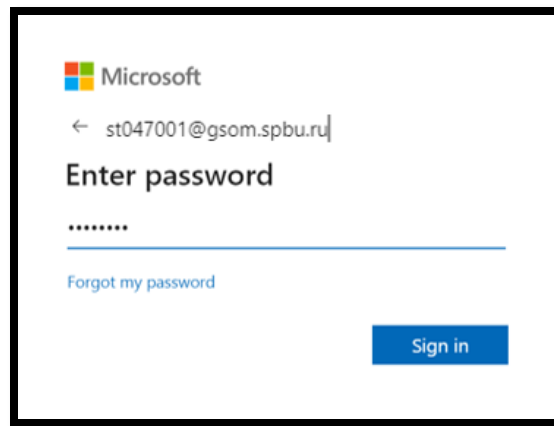
# Sign in to Microsoft Teams

Type 1

Direct entrance <https://teams.microsoft.com/>



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@gsom.spbu.ru". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the page 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. A text input field contains a password represented by seven dots. Below the input field is a link that says "Forgot my password". At the bottom right of the page is a blue "Sign in" button.

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

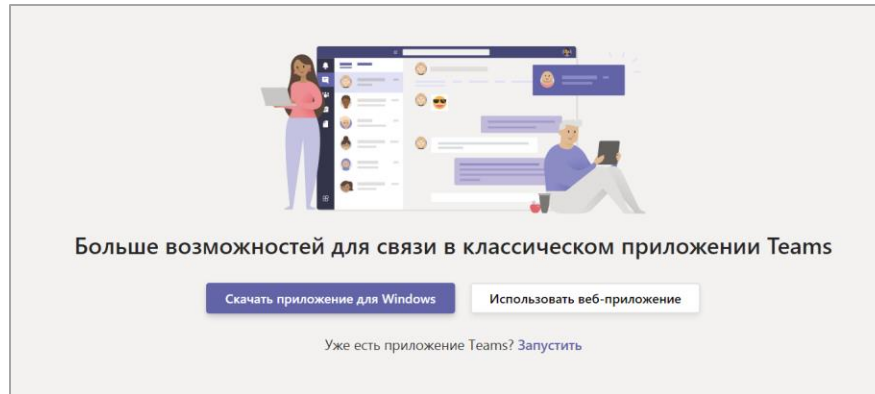


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# Sign in to Microsoft Teams

The system offer to options

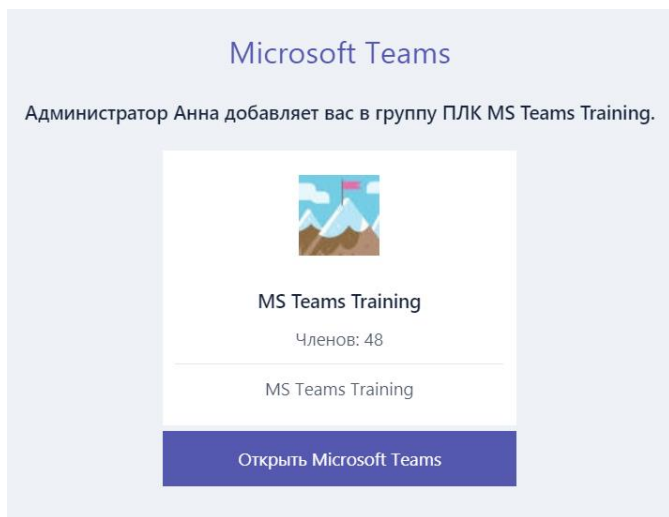
We recommend to download the application on your computer, phone or tablet, but you can use the browser version\* as well



# Sign in to Microsoft Teams

## Type 2

Invitation to a team



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

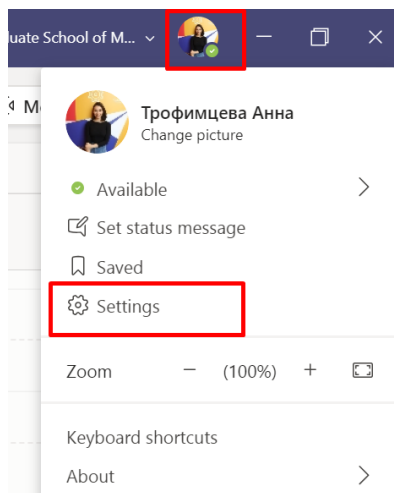


# Turn on an updates

Teams has an updated meeting experience: new meetings and calls will open in separate windows

It doesn't appear automatically; you need to enable it!

- Open Settings



- Select «Turn on new meeting experience»

## Application

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Auto-start application
- Open application in background
- On close, keep the application running
- Disable GPU hardware acceleration (requires restarting Teams)
- Register Teams as the chat app for Office (requires restarting Office applications)
- Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)
- Enable logging for meeting diagnostics (requires restarting Teams)

- Restart MS Teams



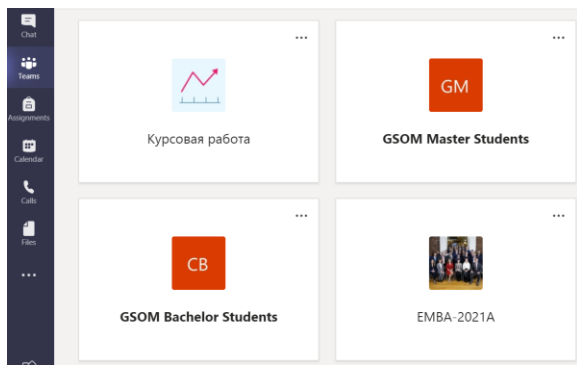
# Teams

All Teams where you are invited will appear on the tab «Teams»  
Teams = discipline/course

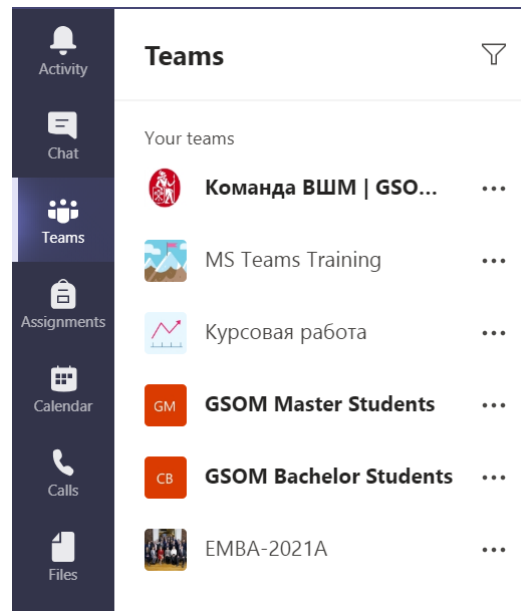
## 2 Layouts:

1. Grid
2. List

1

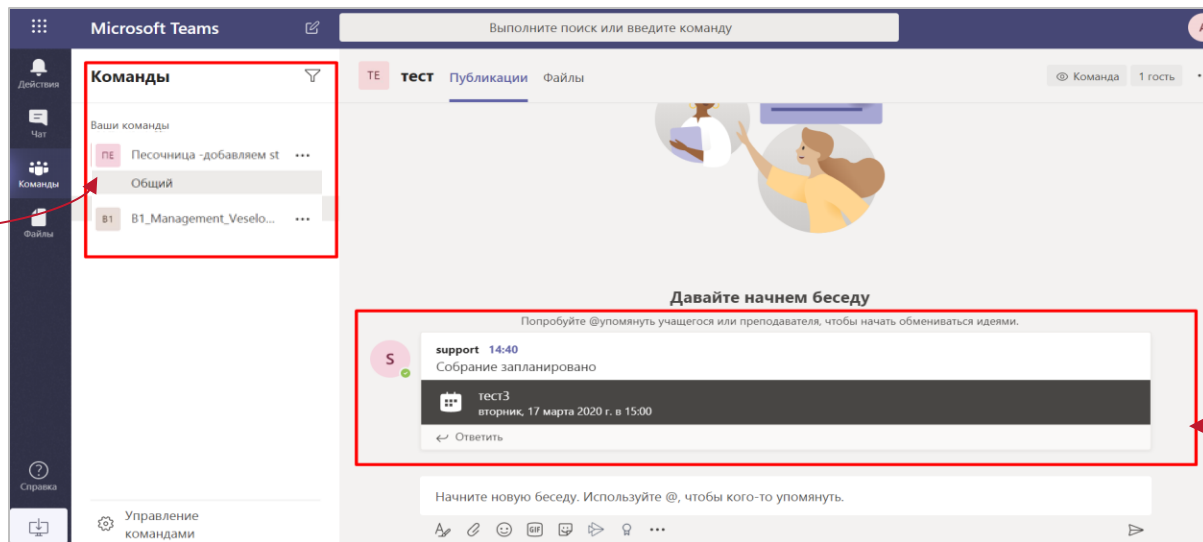


2

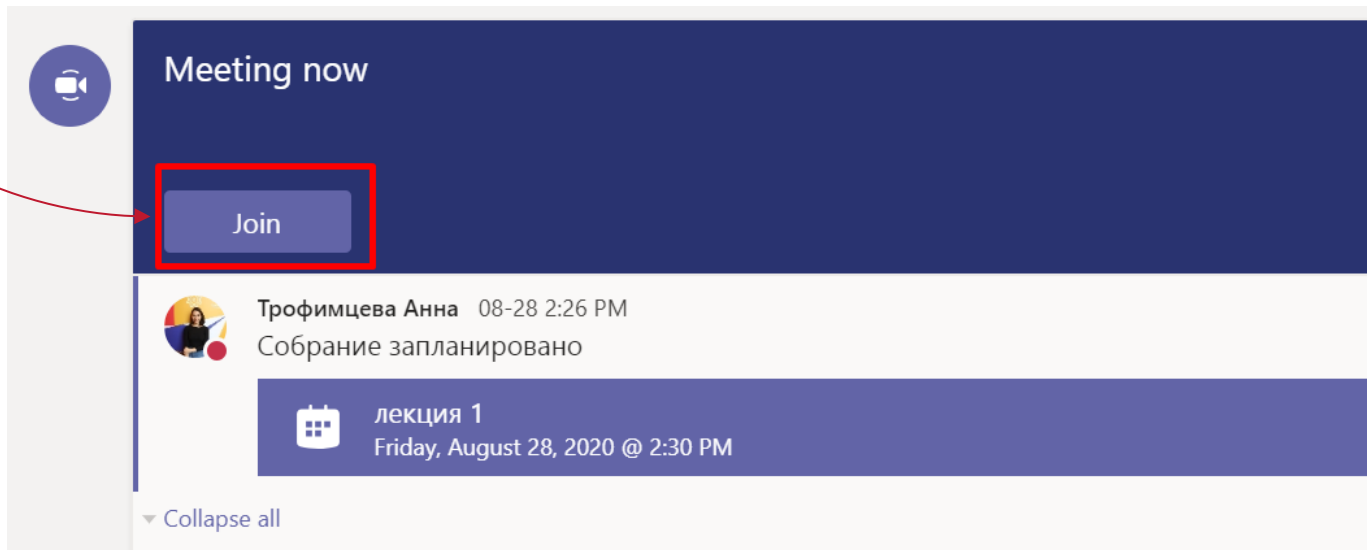




- In every group there's a **General channel** – here you will find all news and messages from professors
- Online meetings will be published on the General channel or on others (depending on professors' decision) according to [timetable.spbu.ru](http://timetable.spbu.ru) schedule.

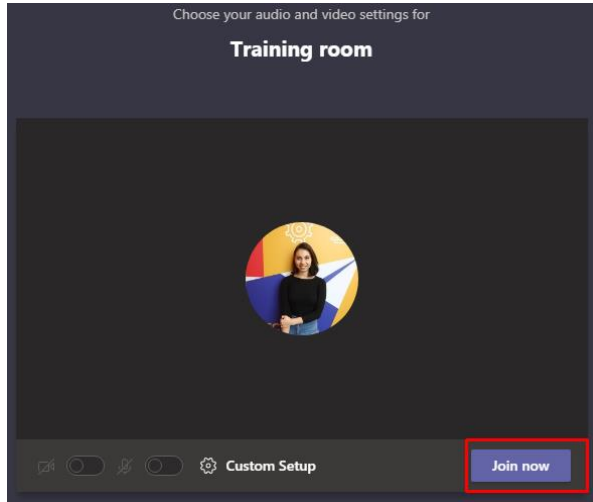


- When the professor start the call, the meeting panel gets blue and “Join” button appears
- Click on the button “Join”

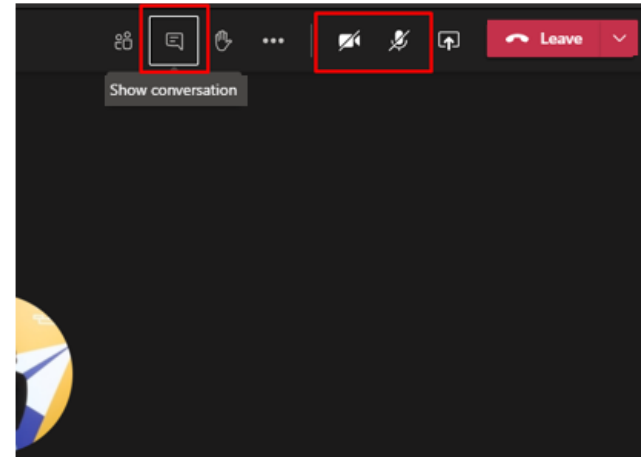


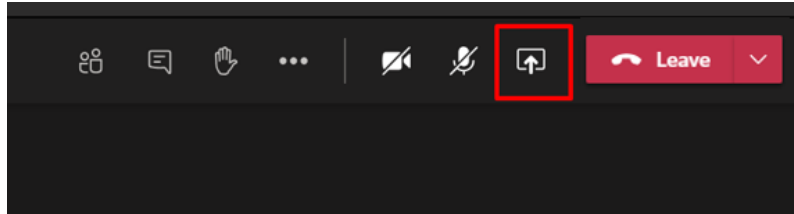
## To get into the class you need to


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



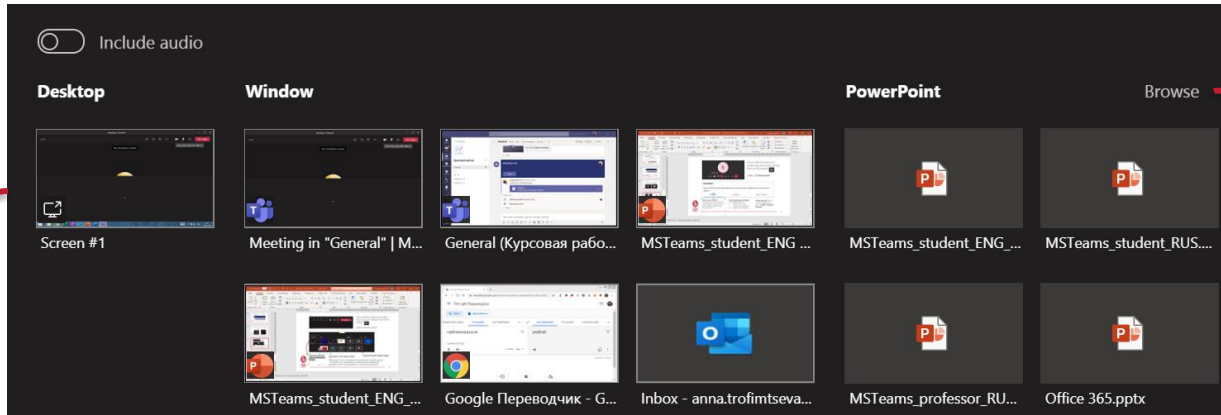
- You can turn on your camera and microphone if your professor asks for it
- To send text messages click the chat button





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

Select needed option



Desktop demonstration

Share particular window  
For presentation:

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

Power Point with «Browse button»



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# Contacts for help and questions

## Helpdesk contacts:

- ❑ Phone 8-800-222-53-92
- ❑ E-mail [support@gsom.spbu.ru](mailto:support@gsom.spbu.ru)
- ❑ Telegram-bot [@gsomsupport\\_bot](https://t.me/gsomsupport_bot)

**Requests can be proceeded from Monday to Friday, 9:30-18:00**

