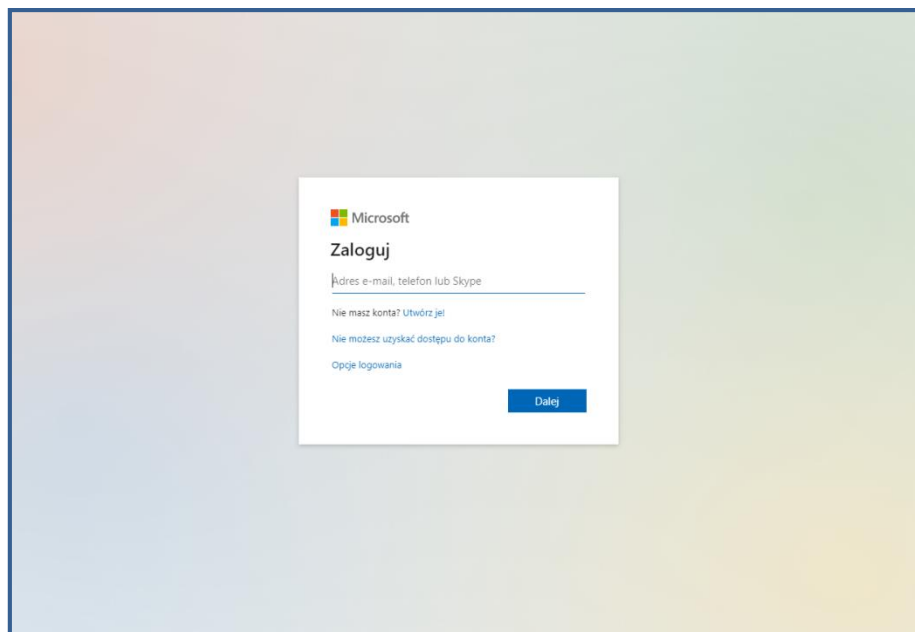# Table of contents

1. Starting the application Microsoft TEAMS

The TEAMS Microsoft is acting as the application which can be installed on a computer, tablet and smartfon or as the web application (available through the web browser).

1.1. Logging to the portal Office 365

In order to install the application at first one should access the TEAMS Microsoft aside https://portal.office.com and to log on with one's login name in uwr.edu.pl.

For Student will have the form
student number@uwr.edu.pl

The entered login should be confirmed with the Next button
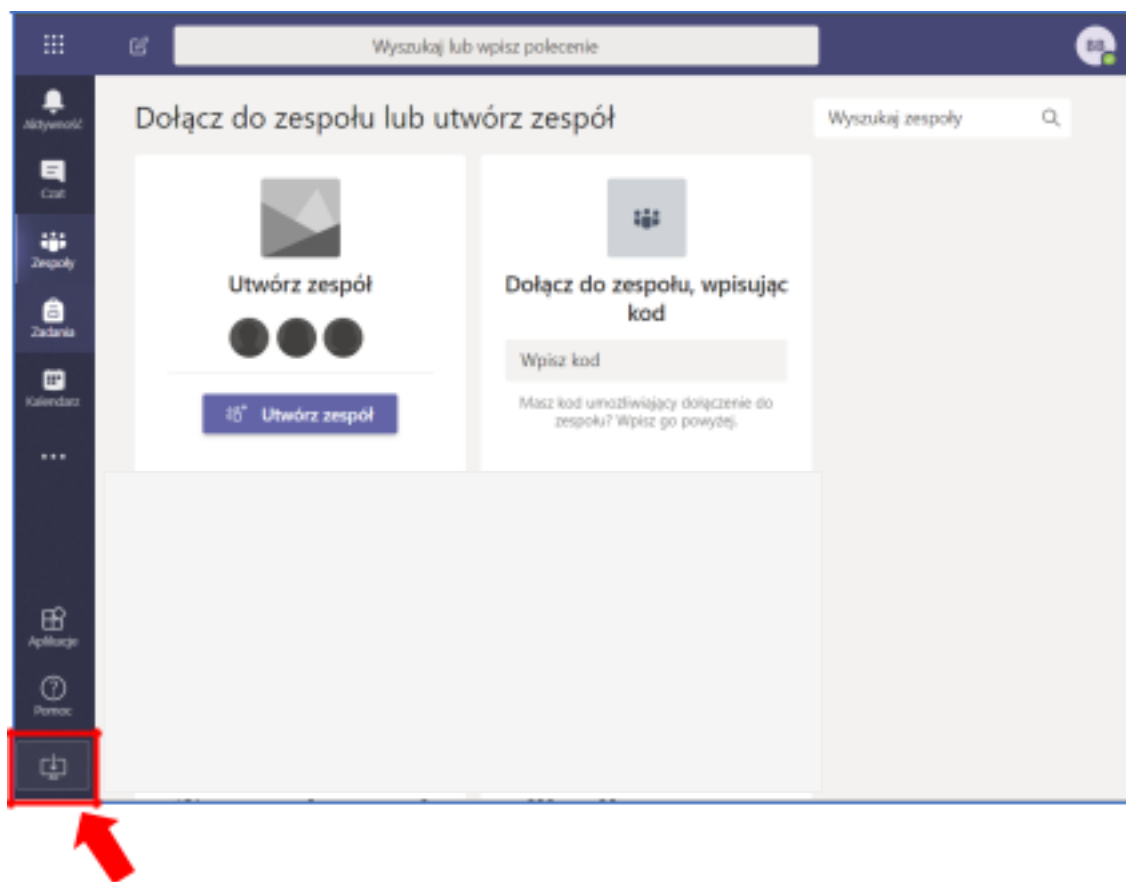
In the next window one should give the password

The entered login should be confirmed with the Log In button

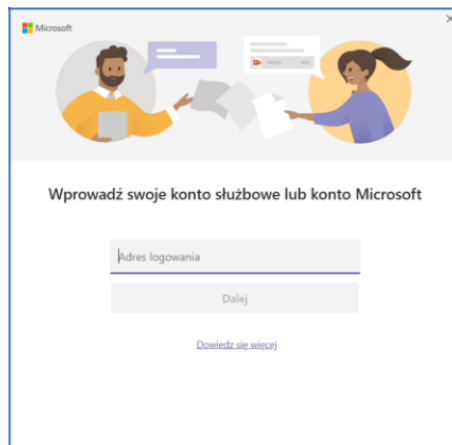## 1.2. Installation of the application Microsoft TEAMS

After successfully logging in to the Office 365 portal, all applications and services available to the user will be displayed. Find the TEAMS application in this list and click it. If the application cannot be seen, then click All applications, then find the TEAMS application icon and click it.

In this way, the browser version of TEAMS was accessed. To use the classic application installed on your computer, click the Download classic application icon located in the lower left corner of the application. Clicking this icon will start downloading the application

When the downloading process of the application ends, one should put In being Guidem by pointers of the fitter. The application should start spontaneously itself. If this way it didn't hapten, after installing ona should start the application by hand.

After correct installing the classical application Microsoft TEAMS, user can be asked to give his login name and the password. If this is the case one should give the login name and password chich Server for jogging on after the portal Office 365.

After correct jogging on oneself In classic application Misrosoft Teams, In the menu on the left, an icon is fund Teams.

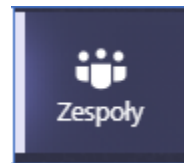It looks similiar In the Web version of Microsoft TEAMS.

2. Joining to the team.

In order to attach the TEAMS Microsoft to the examination online carried out with the help one should first be on a list of members of the specific team. It is likely that the computer specialist already created such a list in the team. Then the Student will see the specific team on the list of teams in the application TEAMS Microsoft
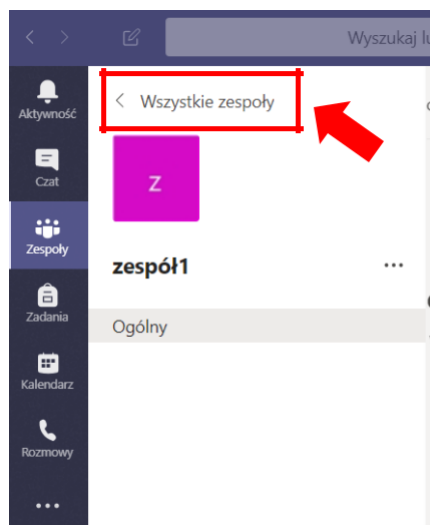
If this is not the case, the Student may take a specific exam by joining him for using a special, unique code that should be delivered to him, e.g. by email or other way.
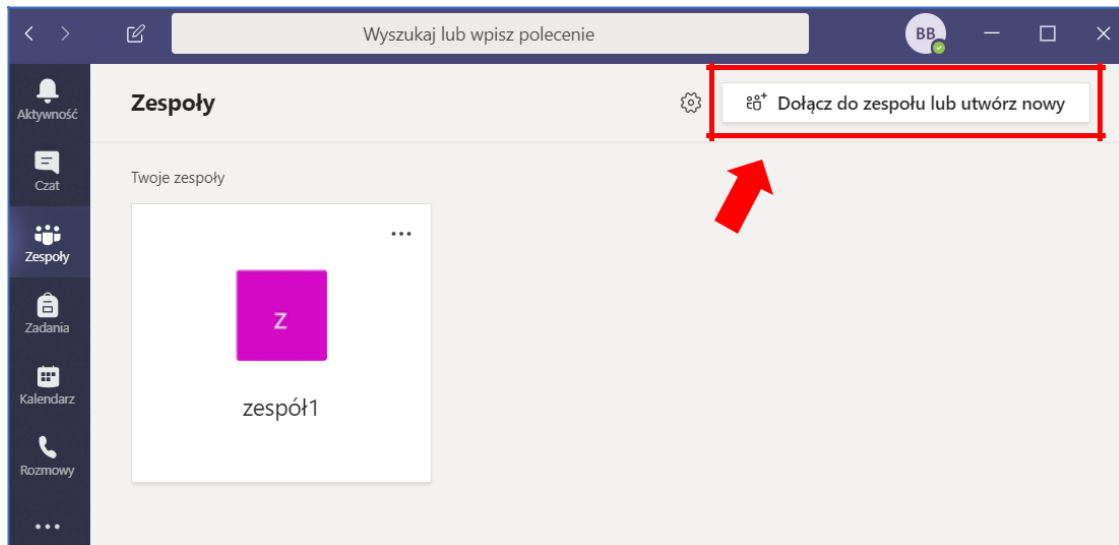
2.1. Joining the team with the Code

From the menu on the left side of the application select the Teams icon
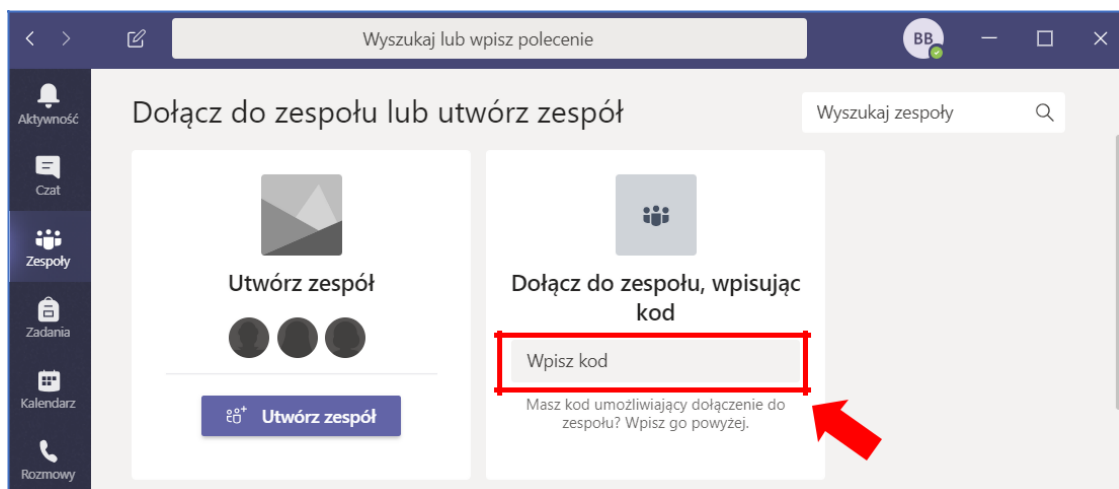

If the user has previously created some teams or does not see the view as above, only the Microsoft TEAMS application immediately opened the team view that the user has recently used, then hover the mouse over the Teams icon and select the All teams option

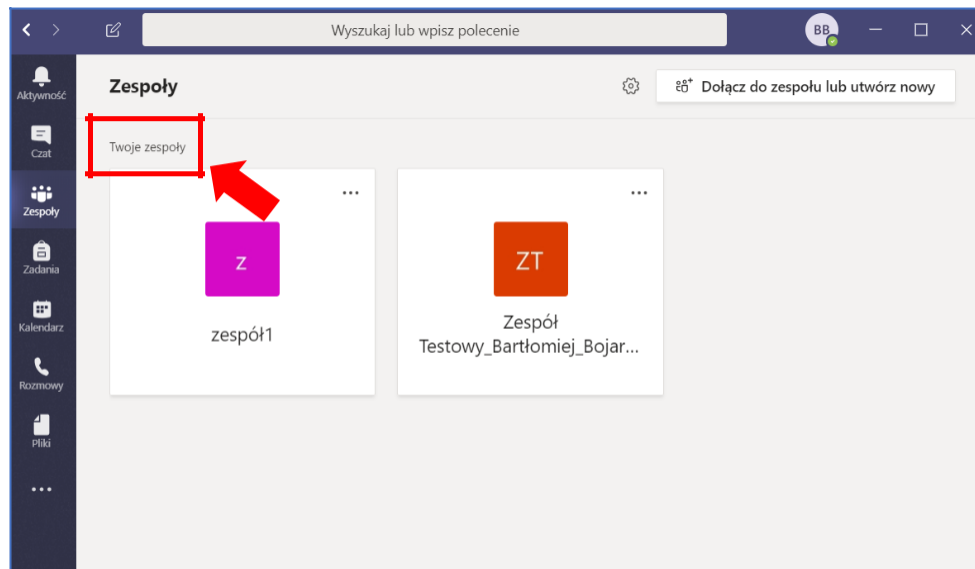and then click Join Team or create a new one

To join the team, select the Join team by entering the code and enter the provided team code

After that the user will be switched to the team. From this moment, the Student can take part in the exam organized in this particular team.
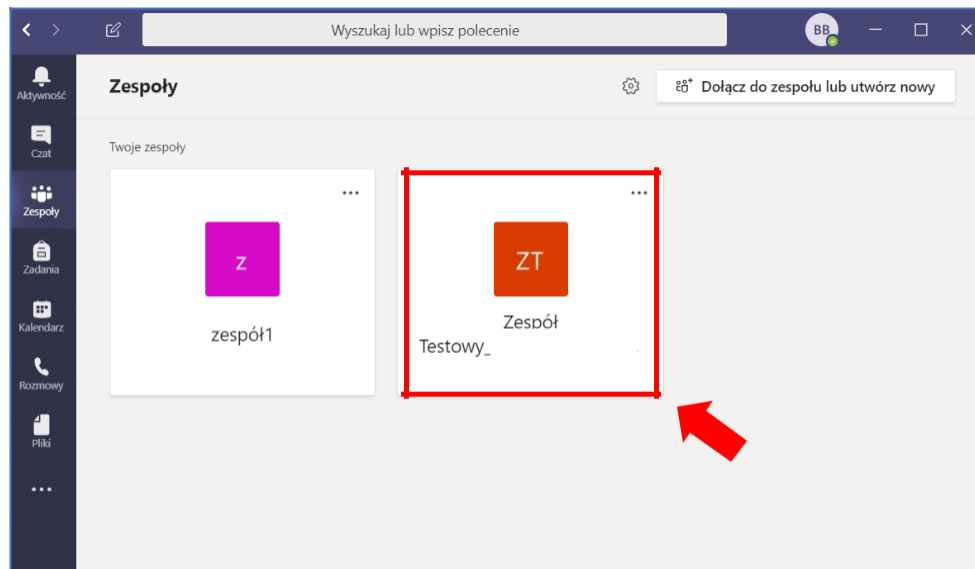
2.2.   Searching for a team in the list.

If a user is already added to specific teams and wants to take the exam, they must first start the specific team. If there are many teams, then it is worth using the Your teams view and freely select teams from the list available.
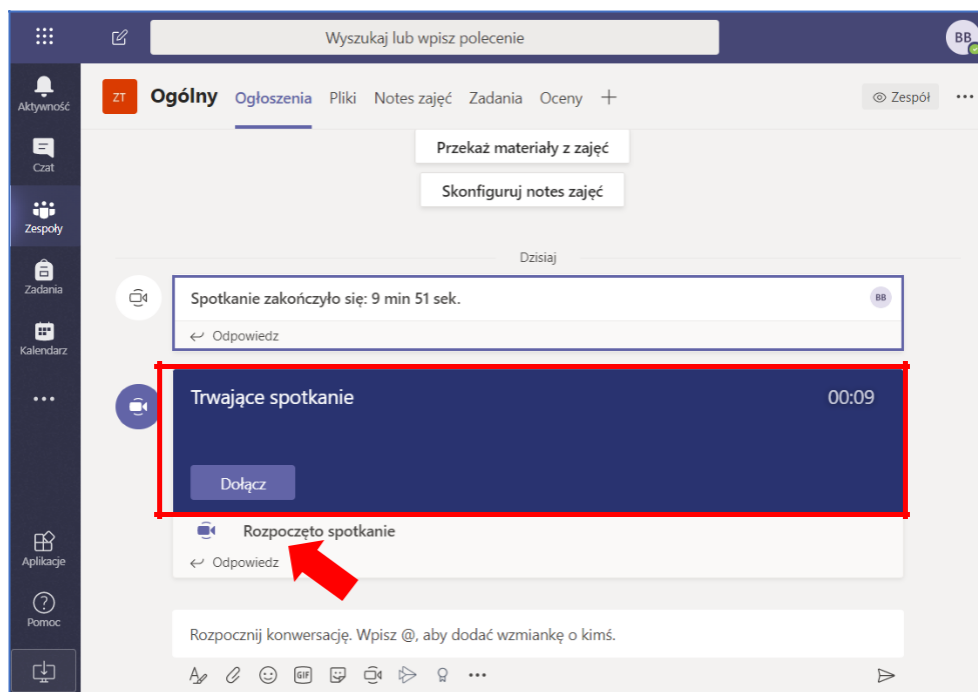
3. Joining to the team.

In order for Students to participate in specific exams organized in teams, they must be members of specific teams.
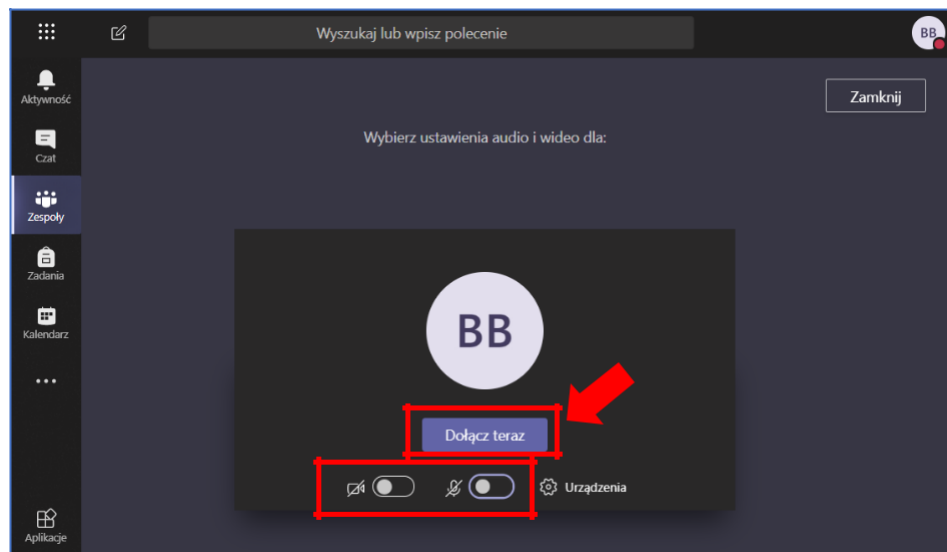
To join a specific class, you must first click on the desired team.
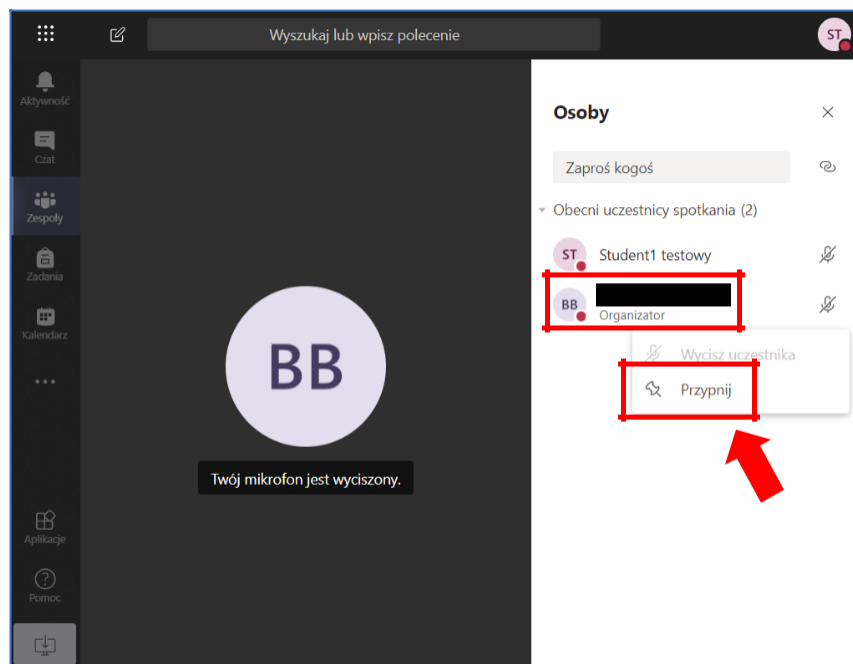

If the conversation has started or is about to start, information about the ongoing meeting will be visible and the Join button will be visible and active, which should be clicked.

Then a connection window will appear, turn off or turn on the microphone and camera (to turn them off, the camera and microphone symbol should be crossed out, if this is not the case, click the slider next to it) and click Join now.

To make the view that conversation participants provide us more clearly, select Show participants, search for all persons in the list and click the three dots icon next to their name and then select Pin.

During the meeting, there is a panel at which you can control, among others microphone or camera. After the meeting, remember to hang up by clicking the red receiver.

Start or turn off the camcorder

Chat and notes

Screen sharing options

End the meeting

Duration of the meeting

02:23

Other options

Turn on or off the microphone

List of meeting participants