

Student's guide to participating in real-time distance learning in Microsoft Teams

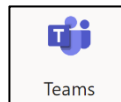
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1 Getting started with Microsoft Teams

1.1 Starting Microsoft Teams from your browser

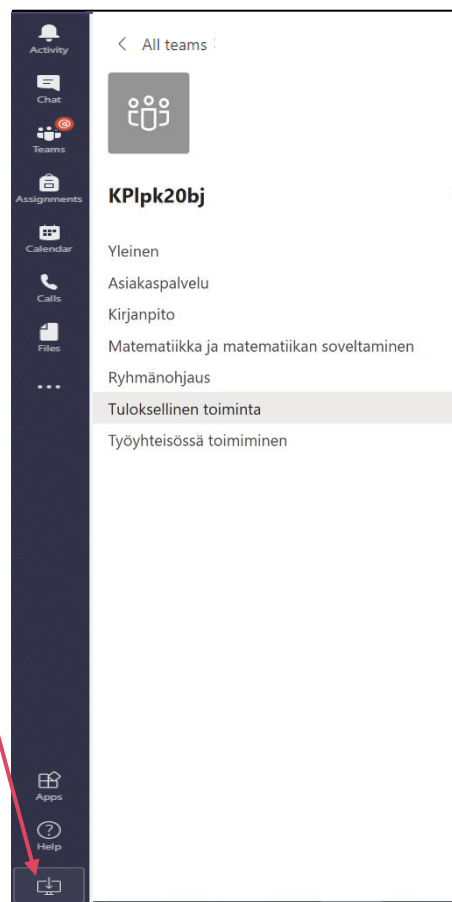
1. Launch your browser (Chrome or Edge) and type in your browser's address bar: <https://portal.office.com>, sign in to Office 365 with your school ID.
2. Click the Teams button to open Microsoft Teams



1.2 Downloading the Teams desktop application to your computer

You can also use Microsoft Teams on a desktop application that you can download to your computer by following these steps:

1. If you do not have the Microsoft Teams desktop application, you can download it via the **Teams Download button**



2. Follow the installation instructions. Microsoft Teams will then start automatically when the computer starts up.

1.3 Downloading the Microsoft Teams-App to your phone

1. On the Android phone, select the Play Store or on the Apple phone the App Store and install the **Microsoft Teams** application.
2. Sign in to the Microsoft Teams application with your school email address and password.
3. Use Microsoft Teams application to participate in lessons, etc.

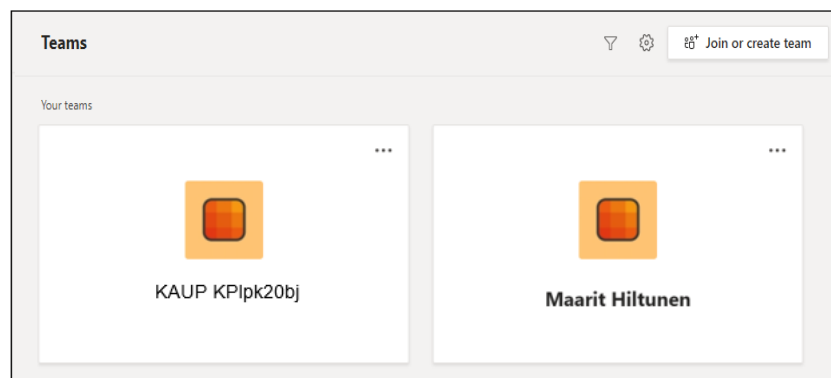
2 Using Microsoft Teams

2.1 Microsoft Teams

After logging in to Microsoft Teams, you will see teams with your group ID in Microsoft Teams (eg KAUP KPlpk20bj group below) and Teacher names (eg Maarit Hiltunen below).

All distance learning is done in a team which is named after your group ID. If you take part in a yto optional course (or a mixed group of different courses) teacher will form the team in Microsoft Teams and name the team according to teacher name. Teacher will add the students into the team.

Click on the team with your group ID to open it. If a team with a group ID is not visible, contact your team leader for example via Wilma.



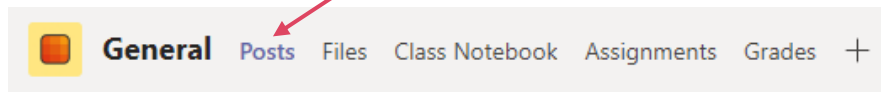
2.2 Real-time teaching takes place through channels named after courses

The team for group and teacher have several **channels** (kanava) for providing teaching and guidance. The channels are named by the same course names that appear in Wilma's schedule;

For example:

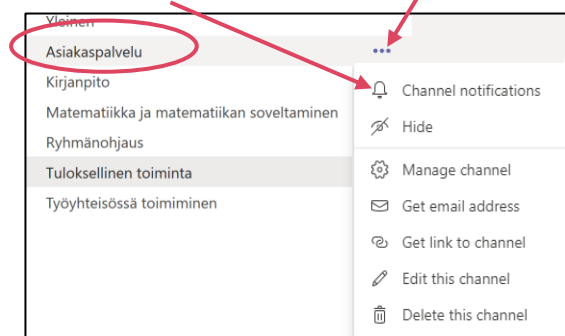


Each channel has tabs as shown below. **All communication and real-time teaching of the course takes place on the Posts (Viestit) tab**



2.3 Enabling automatic notifications in course channel

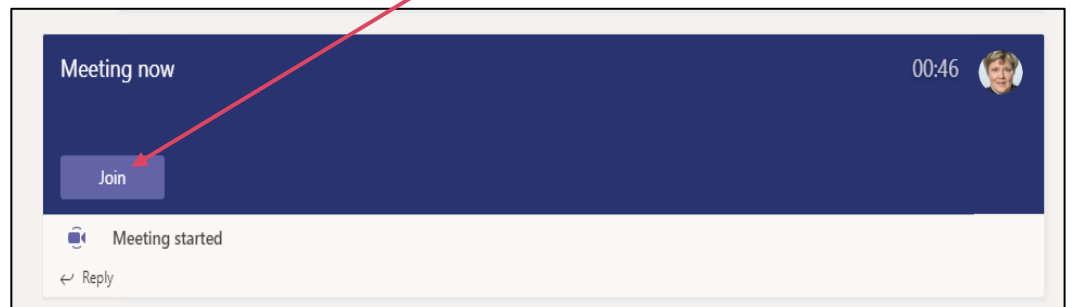
1. To turn on channel notifications, click the three dots after your channel name and select **Channel notifications** (Kanavan ilmoitukset).



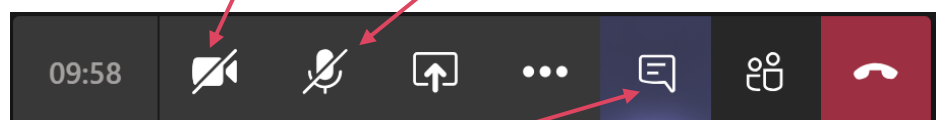
2. Select **Banner and feed** (Banneri ja syöte) if you want to receive notifications about course channel messages.

3 Attending a distance lesson in Microsoft Teams

1. Connect the headset to your computer or phone.
2. **For attending a lesson that is in your Wilma schedule**, click on the channel name of the course in team and click the **Join button** (Liity) on the Meeting tab on the Messages tab to attend the lesson



3. **NOTE! The teacher will start the lesson first and only after this you can join the class by clicking the Join (Liity) button that appears on the Messages tab of the course channel.**
4. **NOTE! Keep the camera off and microphone muted so that any background noise does not interfere with class discussion and other teaching.**



Teacher will give turns for speaking!

5. Use **Meeting Chat** if you would like to discuss. Also ask your questions in chat.

4 OSAO IT guidelines for students

See OSAO IT guidelines for students at:

<https://www.osao.fi/opiskelen-osaossa/palvelut-opiskelijalle/opiskelijan-tyokalut/>

Microsoft Teams guide for students:

<https://Aka.ms/ohjeoppilaalle>