



Unisalento Teledidactics

Microsoft Teams Student Guide

The Microsoft Teams app is one of the apps available within the Microsoft Office 365 environment. To access the application you will need to authenticate on the Microsoft Office 365 platform.

The application can be used in two modes:

- Full-web mode a web browser. We recommend the use of Chrome for proper operation of all features.
- Client mode via the app downloaded and installed on both desktop and mobile devices.

The following instructions refer to use via Chrome browser.

For a better user experience we recommend using Microsoft Teams in client mode by downloading it from <https://products.office.com/it-it/microsoft-teams/download-app>.

In case of less performing devices, we recommend using the full-web version that requires fewer resources.

Below, we describe the procedure to be followed in order to use a teledidactic lesson using the Microsoft Teams application in full-web mode as a reference, but the procedure is identical for the client version as well.

1 Microsoft Account Creation

To use Microsoft Teams you need to have a Microsoft account, if you have one you can move on to the next step.

To create a Microsoft account, you must go to <https://www.microsoft.com/it-it/education/products/office> and enter your institutional email address in the "Enter school email address" field.

It is compulsory to use your institutional e-mail address for registration, such as "....@studenti.unisalento.it" otherwise you will not be able to follow the distance learning classes (Figure 1) Below is the procedure to create a Microsoft account.

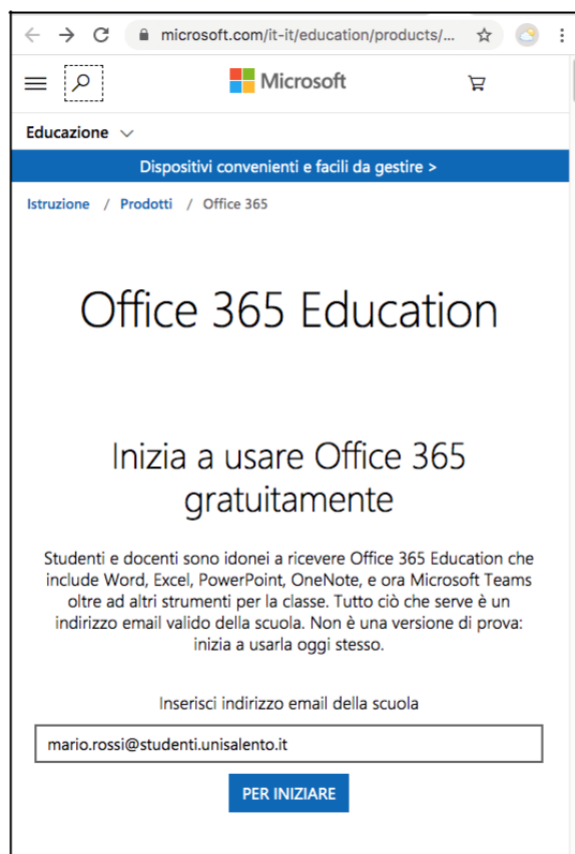


Figure 1: Screen for creating a Microsoft account

After entering your institutional email address, select the student profile.



Figure 2: Screen for selecting the student profile

Continue the registration by entering your personal information and the verification code received in the mailbox istituzionale@studenti.unisalento.it. Then, click on "Start".



Crea il tuo account

Mario Rossi

Abbiamo inviato un codice di verifica a **mario.rossi@studenti.unisalento.it**. Immetti il codice per completare l'iscrizione.

292006 [rinvia il codice di iscrizione](#)

Data di nascita ?

Gennaio 16 1998

☐ Autorizzo Microsoft a inviarmi promozioni e offerte sui prodotti e i servizi Microsoft per le aziende.

☐ Desidero che Microsoft condivida le informazioni personali con partner selezionati in modo da poter ricevere informazioni sui loro prodotti e servizi. Per altre informazioni o per annullare la sottoscrizione in qualsiasi momento, visualizzare l'[informativa sulla Privacy](#).

Se si sceglie **Inizio**, si accettano le [condizioni](#) e l'[informativa sulla privacy](#) di Microsoft e si ammette che il proprio indirizzo di posta elettronica è associato a un'organizzazione (e non è un indirizzo di posta elettronica personale). Si è anche consapevoli del fatto che un amministratore dell'organizzazione potrebbe assumere il controllo del proprio account e dei dati e che il nome, l'indirizzo di posta elettronica e il nome dell'organizzazione di valutazione saranno visibili ad altre persone dell'organizzazione. [Altre informazioni](#).

Inizio ➔

Figure 3: Screen for entering your personal information

Each student must check his or her email inbox `istituzionale@studenti.unisalento.it` for the presence of the email with the activation code.

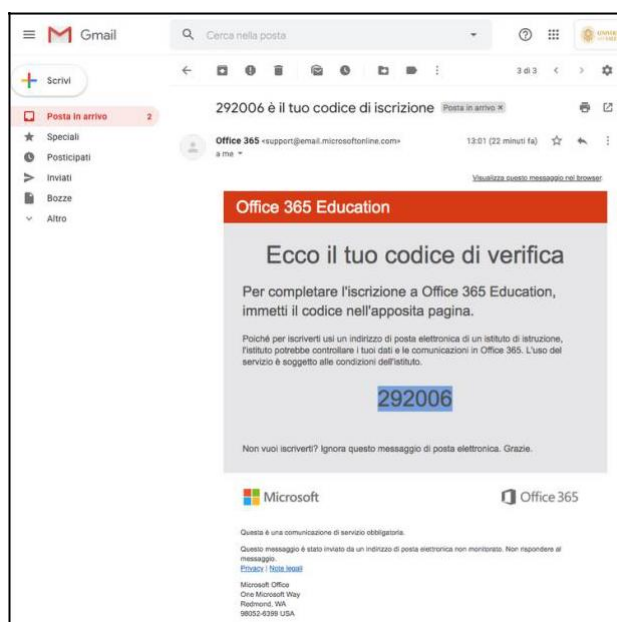


Figure 4: Screenshot of the email with the activation code.

If the student is unable to access his institutional mailbox he can ask for support by opening a support ticket with the category "Central Administration > Google GSuite Services" through the platform assistenza.unisalento.it.

When you have finished registering, you will be able to log in to your Microsoft account (see section 2. Authentication in the Microsoft environment).

2 Authentication in the Microsoft environment

Log in to <https://login.microsoft.com> using your own credentials (Figure 6). If you are prompted to choose the type of account to use, select "Company or Educational Institution Account" (Figure 7).

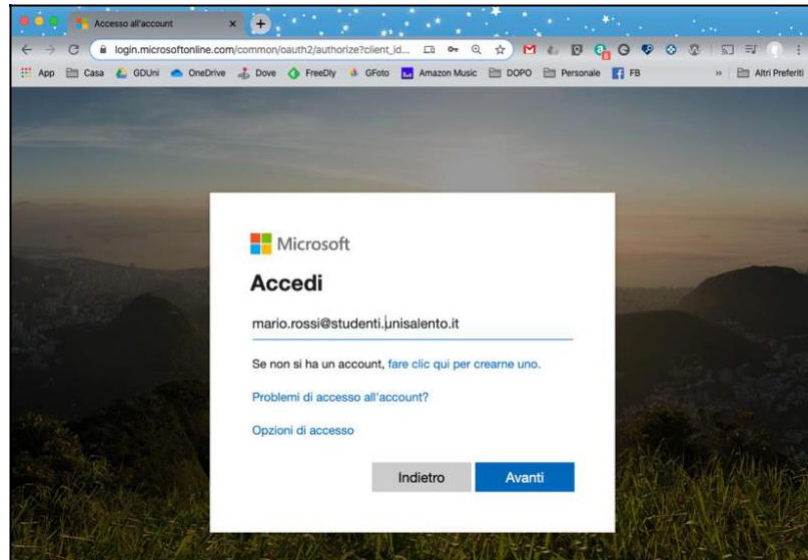


Figure 5: Microsoft environment login screen

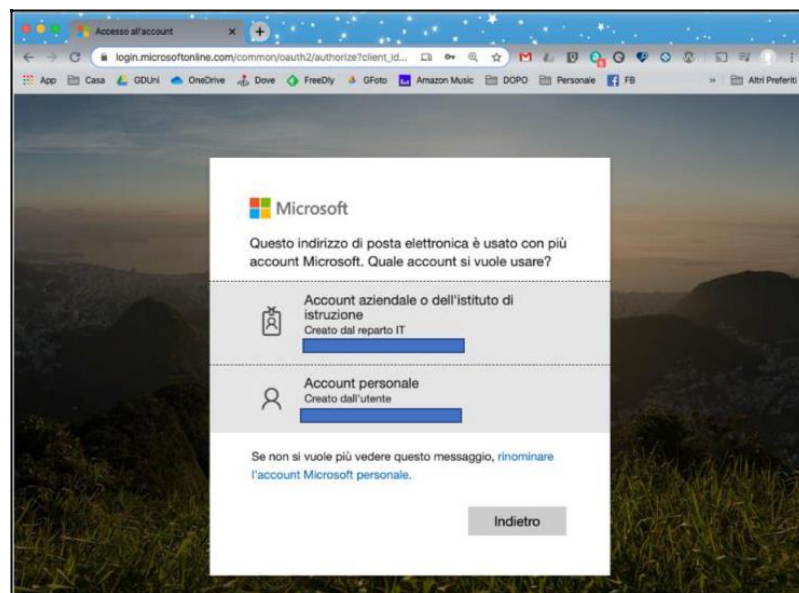


Figure 6: Choosing which account to use if you have multiple Microsoft accounts

When accessing for the first time the user may be asked for additional information: alternative e-mail address or telephone number (Figure 7). It is advisable to insert this information in order to guarantee the possibility to regenerate a temporary code in case of loss of the password.



Figure 7: Inserting additional information

3 Use of Microsoft Teams for the use of distance learning lessons

After the login, the platform will present the set of available apps (Figure 8); if not present, in the search box type "Teams" and follow the search result.

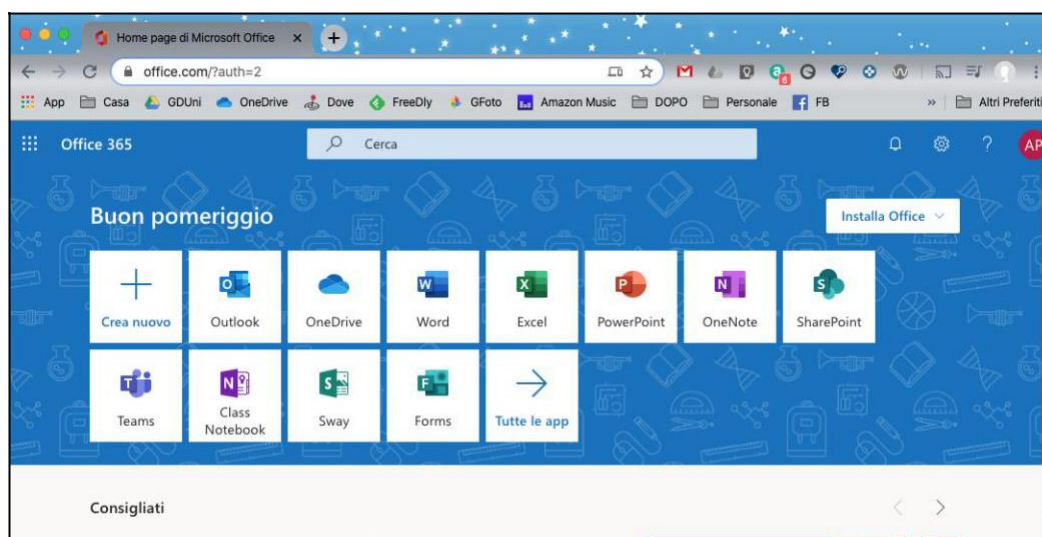


Figure 8: Main screen of the Microsoft environment

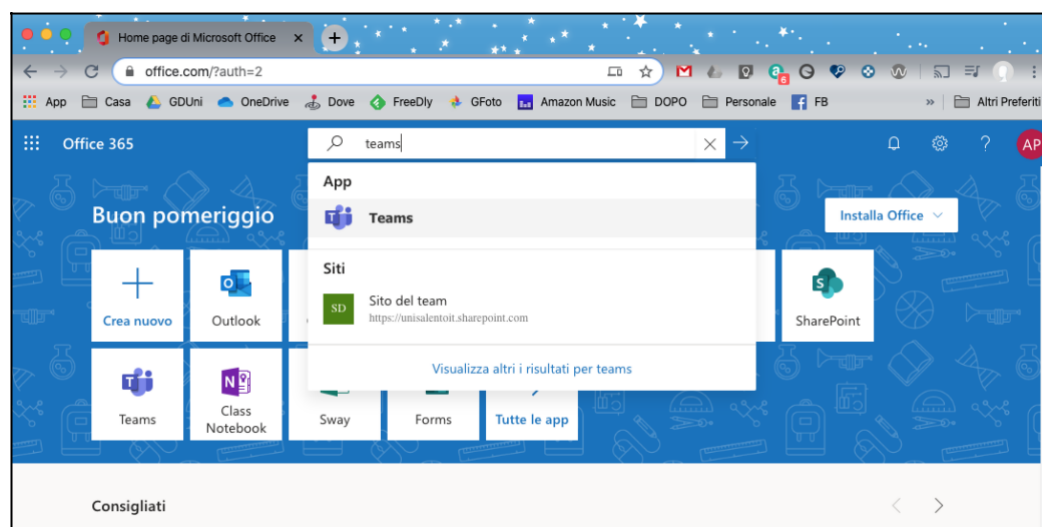


Figure 9: Searching for the Microsoft Teams application

3.1 Participation in a Teaching Team

In order to benefit from the distance learning of a specific lesson, the student must join a Team using the "Teams code" related to the lesson. (see "Finding the "Teams code" of a course").

To join a Team, select the "Join or Create a Team" item in the top right of the screen.

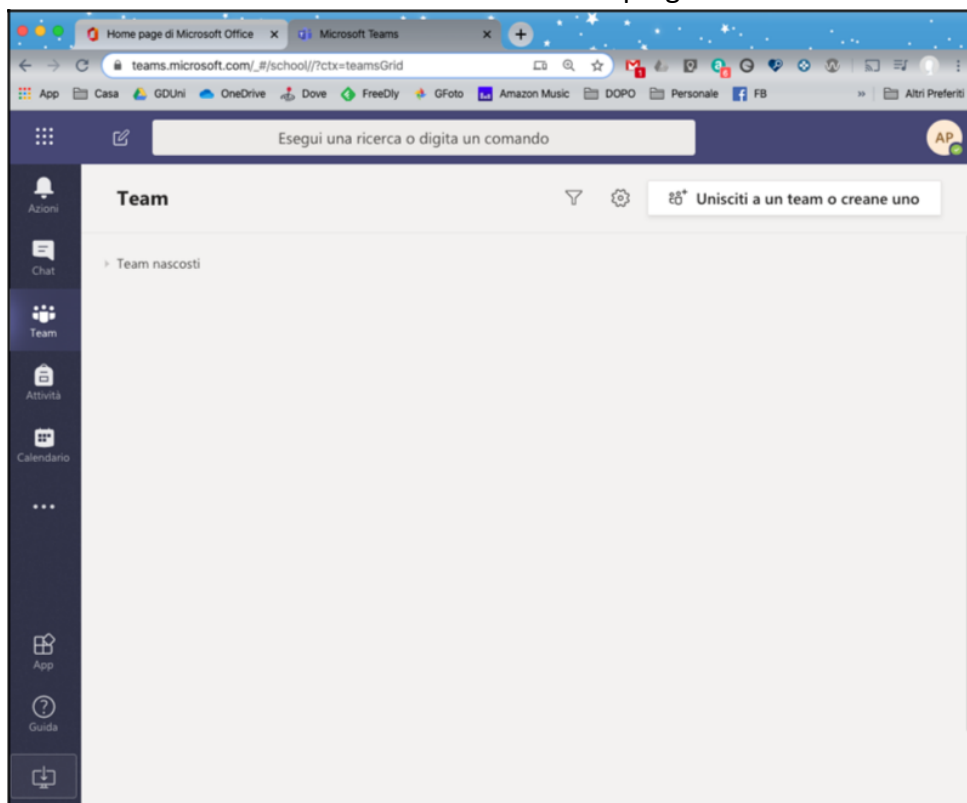


Figure 10: Microsoft Teams Main Screen

Use the "Participate in a team with a code" option by entering the "Teams code" of the previously found teaching (see section 5 Finding the teaching code).

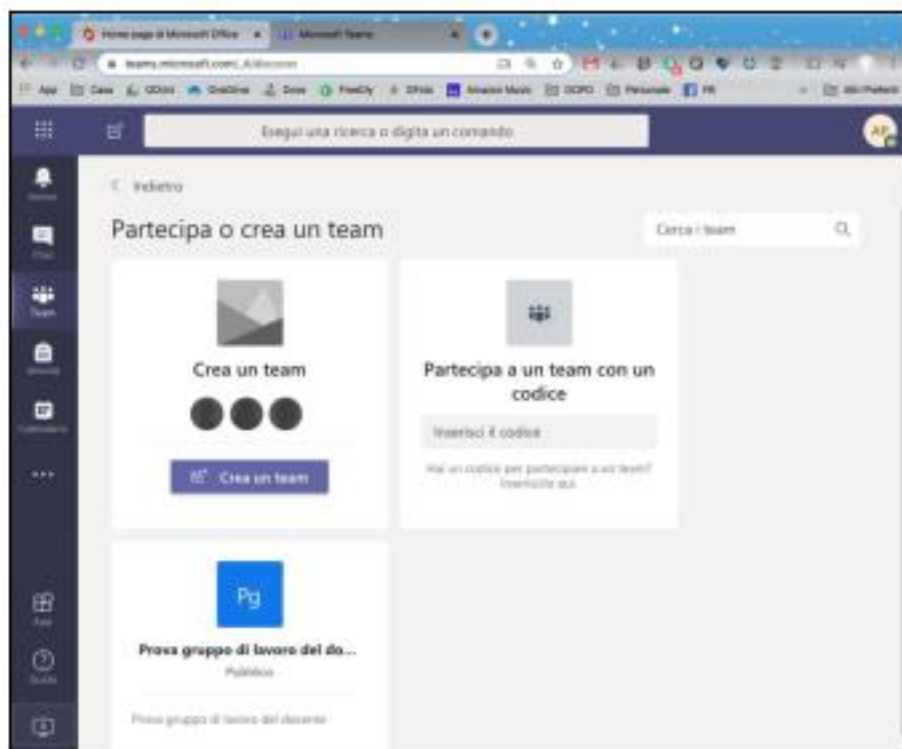


Figure 11: Team participation screen

After joining a lesson, the lesson will appear on the main Teams screen. The next time you log in, you will not need to repeat the "join a team" procedure because the lesson will already be available.

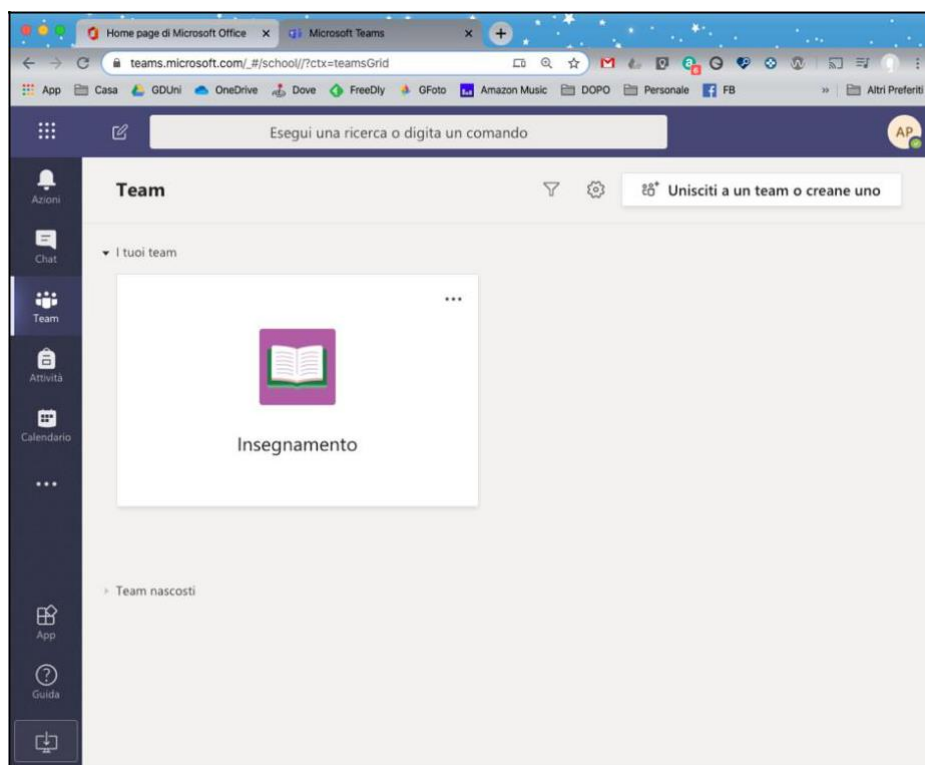


Figure 12: Microsoft Teams main screen with the teams you participate in

3.2 Use of the lesson

To participate in the lesson you need to access the Team/Teaching by selecting its icon in the main Teams area (figure 12).

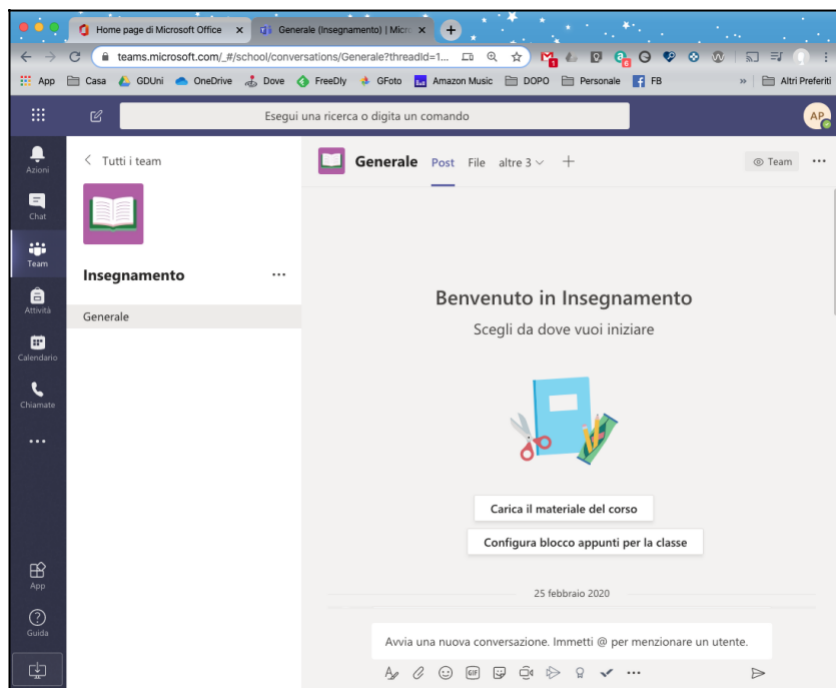


Figure 13: Main screen of a Microsoft Teams team

Select the "General" item in the menu (figure 13). To follow the lesson, you need to attend a Team meeting. When a lesson is in progress, the link to participate will appear among the posts.

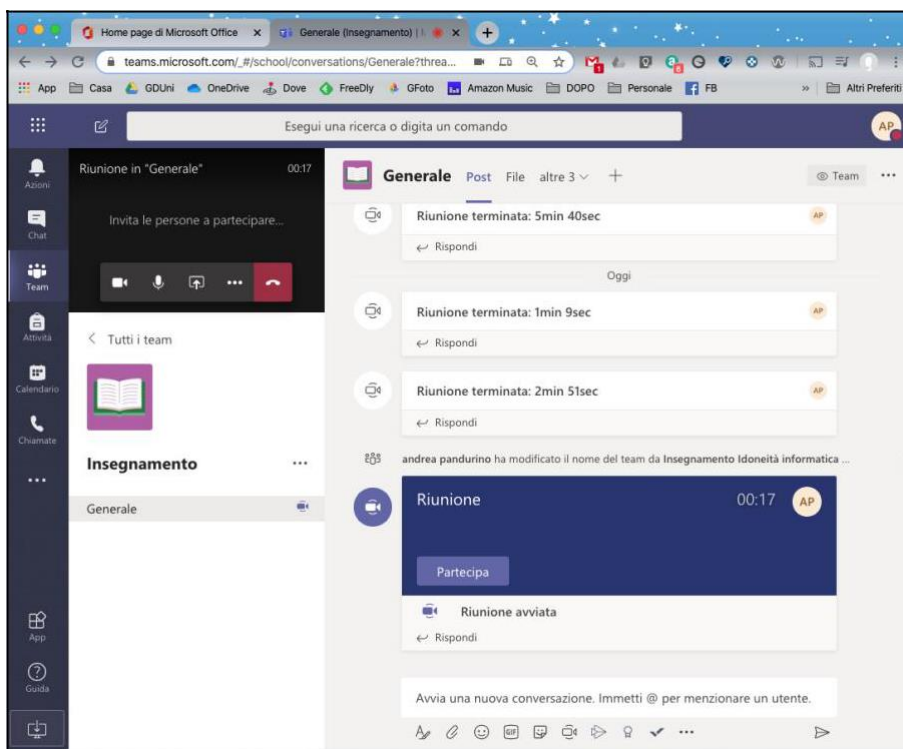


Figure 14: Login screen for a meeting/lesson

If the teacher feels it is appropriate, he/she can activate the recording of the lesson. In this case, at the end of the lesson, the link to review the lesson will be available in the posts.

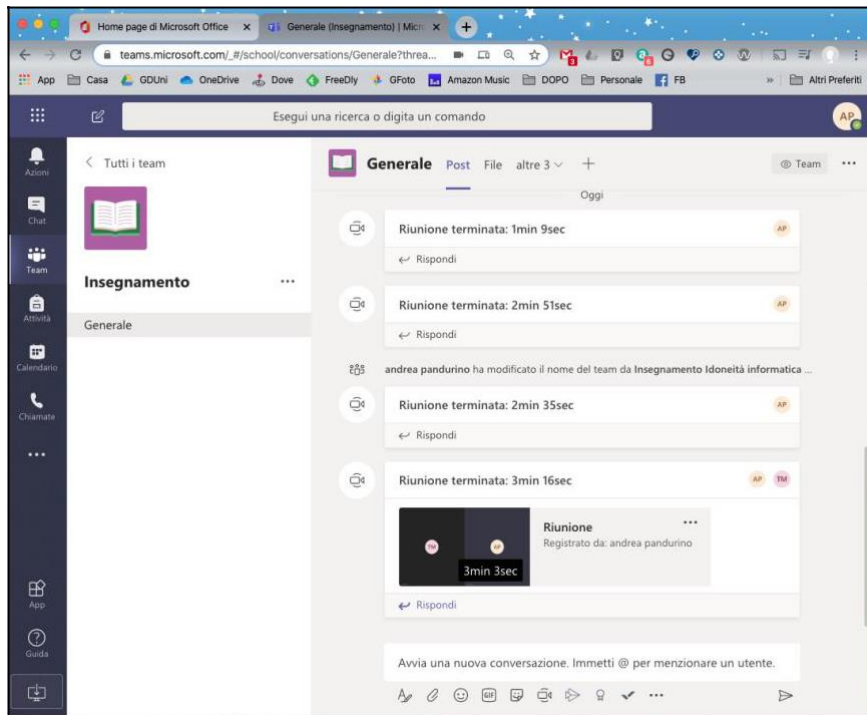
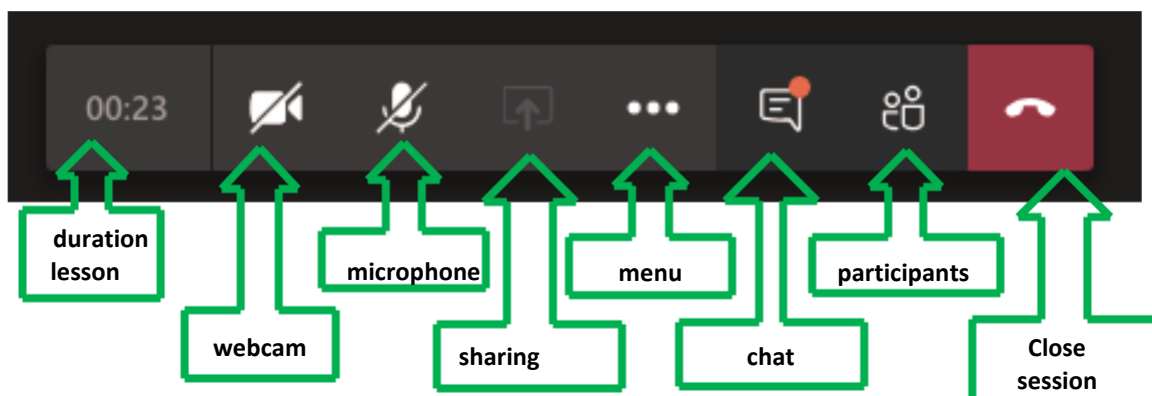


Figure 15: Login Screen for a Recorded Meeting/Lesson

After the distance learning lesson has been started, the student will have a bar at his disposal (following figure)

through which you can access the following features:

- Menu icon "...": some configurations including the activation of the full screen mode;
- Chat" icon: access to the chat activated among those present;
- Participants" icon: display the list of people attending the lesson;
- Share" icon: generally disabled for the student
- Microphone" icon: Microphone on/off;
- Webcam" icon: enable/disable Webcam;
- Close session" icon: end the lesson;
- Icon "Session duration": consultation duration of the lesson;



We recommend that students keep their cameras and microphones off to allow classes to run smoothly and not "clog" the transmission line.

3.3 Leaving the lesson

The student can leave the lesson at any time by pressing the Handset button.
To exit Microsoft Team, simply close your web browser.

4 Student reception

Lecturer and students can also arrange to meet students by *phone calls* or *chats* (one to one).

5 How to request support (from Monday 9 March 2020)

È You can request support in the following ways:

- By opening a support ticket with the category "Departments & Faculties > Teledidactic Support" through the platform "assistenza.unisalento.it".
- Calling 0832 29 3000

6 Find the teaching code

The teaching code can be found on the portal www.unisalento.it at <https://www.unisalento.it/lezioni-online> accessible with your institutional credentials.

7 Technological requirements

Hardware requirements

Hardware requirements: <https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>

In the case of less powerful devices, we recommend, where possible, the use of the web app that requires fewer resources.

Software requirements Desktop app

Downloadable from <https://teams.microsoft.com/downloads> (in any case at the start of the web app the download is suggested)

Supported Operating Systems: Windows 7+, Windows Server (2012 R2+), MacOS 10.10+ , Linux (deb and rpm format)

Web App Software Requirements

Meeting functionality is fully supported by:

Edge (Chromium)

Chrome (version 72+)

Note: Edge (older, RS2+) supports meetings except for sharing features

For more information: <https://docs.microsoft.com/en-us/microsoftteams/get-clients>

Bandwidth Requirements

For video transmission during a lesson, the user must be equipped with a webcam.

Bandwidth (up/down)	Scenarios
30 kbps	Peer-to-peer audio calling
130 kbps	Peer-to-peer audio calling and screen sharing
500 kbps	Peer-to-peer quality video calling 360p at 30fps
1.2 Mbps	Peer-to-peer HD quality video calling with resolution of HD 720p at 30fps
1.5 Mbps	Peer-to-peer HD quality video calling with resolution of HD 1080p at 30fps
500kbps/1Mbps	Group Video calling
1Mbps/2Mbps	HD Group video calling (540p videos on 1080p screen)