



IT CENTRE

DIGITALIZATION | INNOVATIVE LECTURES

Attending virtual lectures in Microsoft Teams

Your step-by-step guide



Microsoft Teams

YOUR PARTNERS FOR IT-SOLUTIONS AND DIGITAL LECTURES

it-support@th-deg.de | elearning-support@th-deg.de

Attending virtual lectures in Microsoft Teams

You will receive a link to the meeting room from your lecturer:

- ▶ The link will be provided to you by email or in your iLearn course

- ▶ You have two options:
 - ▶ (1) Open the link in your browser (please use Chrome or Edge)
 - ▶ (2) Open the link with the Microsoft Teams desktop app



Attending virtual lectures in Microsoft Teams

(1) Opening the link in your browser

- ▶ Please use Chrome or Edge as the browser.
- ▶ Select **“Use the web app instead”**.
- ▶ Allow access to your microphone and camera:

Microsoft Teams

Beste Erfahrungen mit Teams-Besprechungen mithilfe der Desktop-App

Windows-App herunterladen **Stattdessen im Web teilnehmen**

Haben Sie die Teams-App schon? [Jetzt starten](#)

Offenlegung gegenüber Dritten

Klicken Sie auf Ja, damit andere Sie in der Besprechung sehen und hören können.

Für eine bessere Benutzererfahrung können Sie die Desktop-App herunterladen.

Darf teams.microsoft.com Ihre Webcam und Ihr Mikrofon verwenden?

Ja

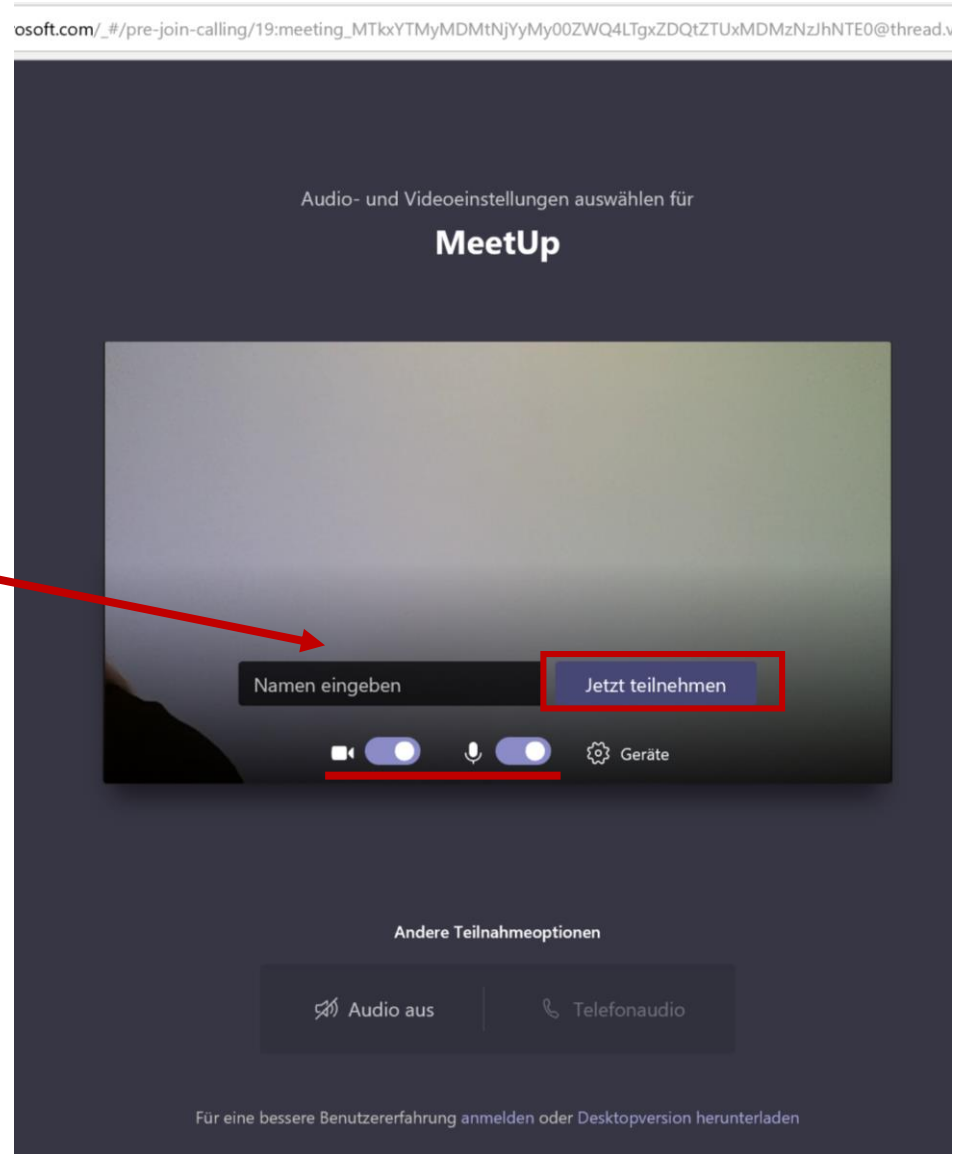
Nein



Attending virtual lectures in Microsoft Teams

(1) Opening the link in your browser

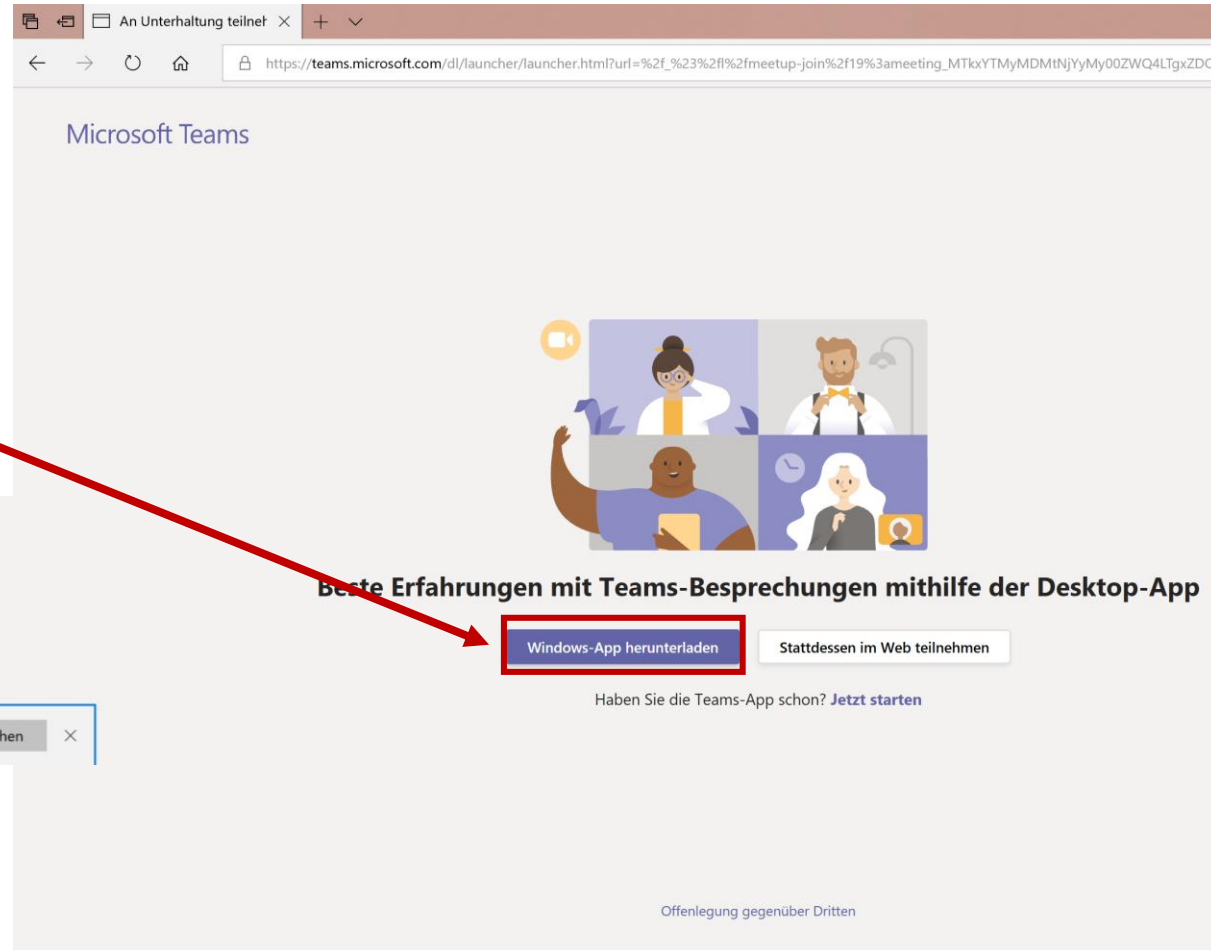
- ▶ Please enter your name.
- ▶ Make sure to allow access to your camera and microphone.
- ▶ Then click on “**Join now**”.
- ▶ During the class, it is advisable to mute the microphone and only activate it when you want to contribute something.



Attending virtual lectures in Microsoft Teams

(2) Opening the link with the Microsoft Teams desktop app

- ▶ Click on the link.
- ▶ Select **“Download Windows app”**.
- ▶ Click on **“Execute”**.

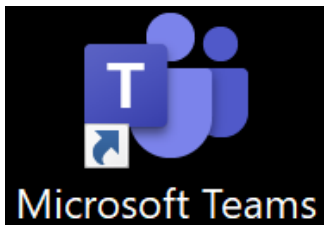


- ▶ Install the Windows app.

Attending virtual lectures in Microsoft Teams

(2) Opening the link with the Microsoft Teams desktop app

- ▶ By opening the app, you automatically join the meeting.



- ▶ During the class, it is advisable to mute the microphone and only activate it when you want to contribute something.



Attending virtual lectures in Microsoft Teams

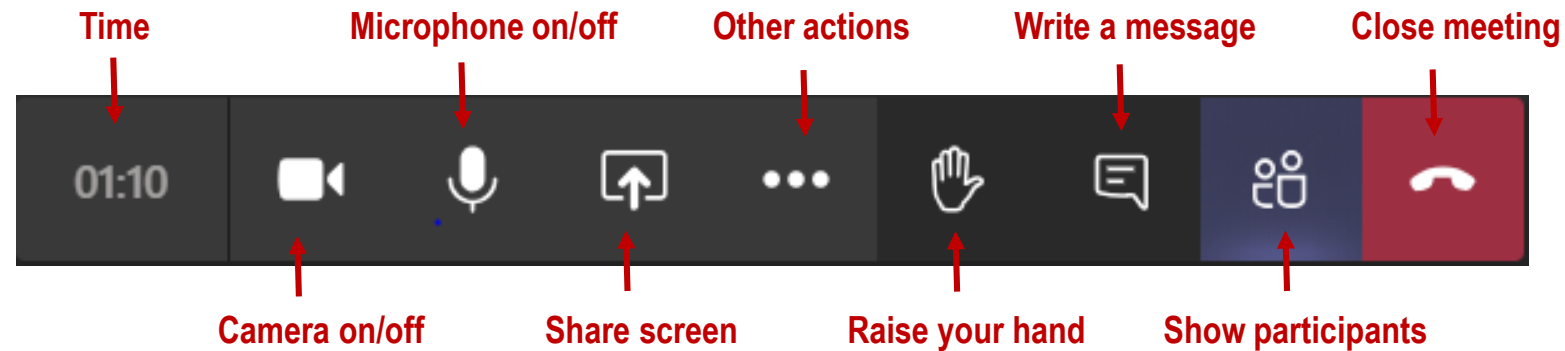
(2) Opening the link with the Microsoft Teams desktop app

- ▶ You can also download the Microsoft Teams app on your mobile phone (Android, iOS).
- ▶ It is used the same way as the desktop app.



Navigation in the virtual class (1)

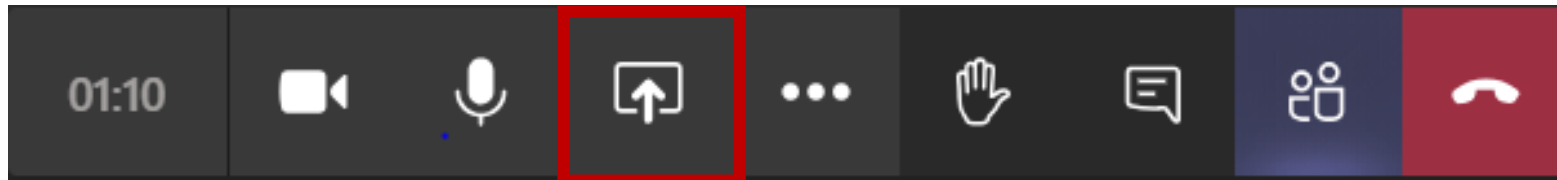
► You will find the most important actions in the navigation bar.



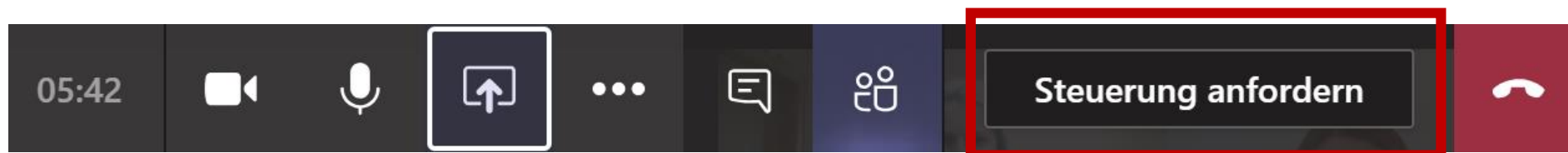
Attending virtual lectures in Microsoft Teams

Navigation in the virtual class (2)

- ▶ If two or more students need to present something on the screen (e.g. project work, presentation), student 1 can share his/her screen.



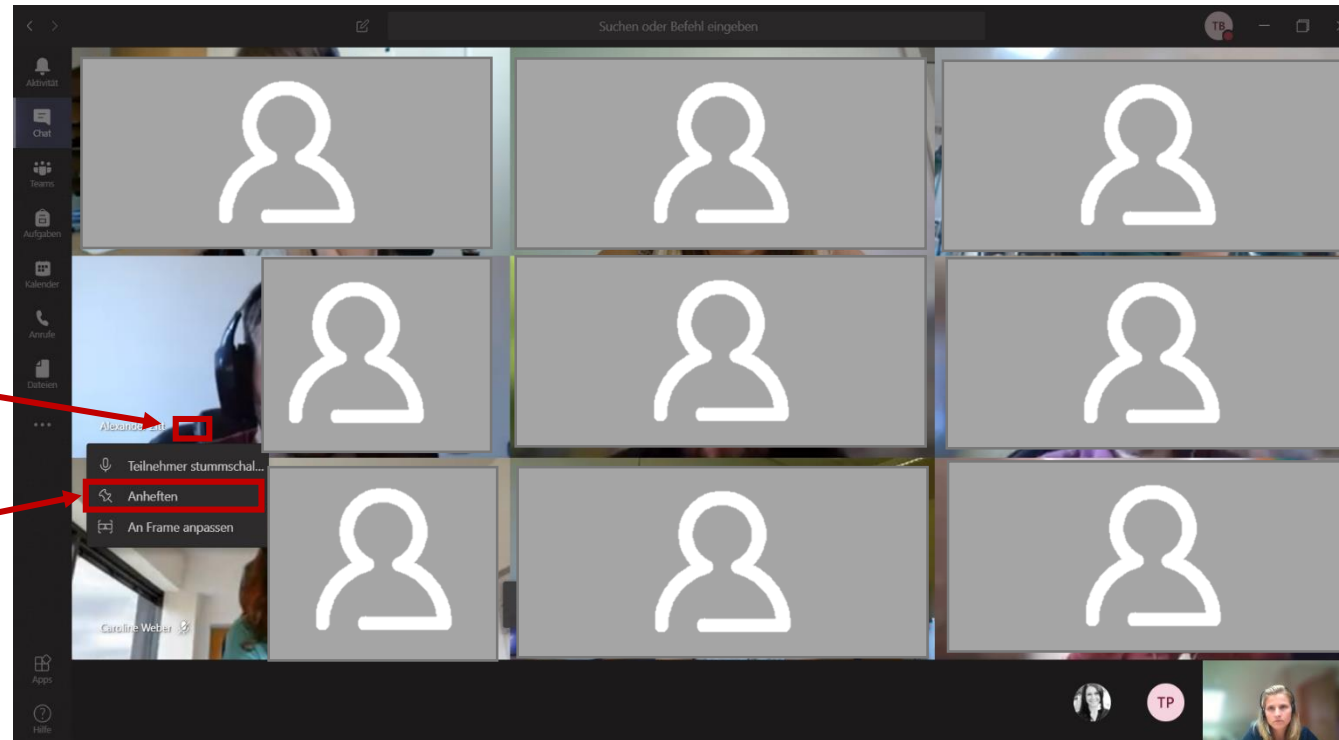
- ▶ Student 2 can click on “Request control” and, after approval by student 1 (“Accept”), can also control the shared screen.



Navigation in the virtual meeting (3)

If you would like to switch from the standard-layout (up to 9 persons) to the **full screen modus** in order to see a selected person in the full screen, you have to do the following steps:

- ▶ Click on the three dots next to the name of the person you would like to see in the full screen
- ▶ Click on „**Pin**“
- ▶ End this full screen modus by clicking on „**Unpin**“



IT CENTRE

DIGITALIZATION | INNOVATIVE LECTURES

Attending virtual lectures in Microsoft Teams

Enjoy using Microsoft Teams!

**If you have any questions, feel free to contact the ITC or the Department of
Digitalization | Innovative Lectures.**

YOUR PARTNERS FOR IT-SOLUTIONS AND DIGITAL LECTURES

it-support@th-deg.de | elearning-support@th-deg.de

