

# **Student manual for online study for Microsoft Teams**

**University of Economics and Human Sciences in Warsaw**

**2020**

# Introduction

Dear students, we greet all of you regarding the start of the new semester and [online education](#). As well, we would like to grab your attention to the manual which was prepared by Welcome Office Team, where [you can find useful and important information in using online platform-Office 365](#) for online study which is applied by University of Economics and Human Sciences in Warsaw.

This manual will help students who do not know or are not familiar with all and hidden features of Microsoft 365 including Microsoft Teams.

[We wish you a lot of success in your studies](#) and new technical breakthrough in your knowledge.

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# 1.What is Microsoft Teams

Microsoft Team, being a part of [Microsoft 365](#), is a chat-based collaboration platform offered by [Microsoft Corporation](#). It offers various features like the document sharing, content sharing and online meetings. It is a very useful platform especially for the [workplace and online study](#).

## 1.1. How to log in to your account

Login procedure from the beginning:

Every student has access to [the extranet system](#). In order to have [your initial access](#) to the Microsoft team.

### Step 1

Please, sign in to your student extranet.

On the [extranet](#), on the left top of the [Desktop](#), there is box under the label “Microsoft Teams”. There is [log in details](#) to [your Microsoft 365 account](#) created by the university: [Username and ONE-TIME password](#).

**Microsoft Teams**

Dear Students,

Please find below your login and password for an individual student account on the Microsoft Office 365. Online classes will be conducted by this platform. To log in, please enter [www.office.com](#) in your web browser (Google Chrome recommended) or click [HERE](#)

Username: **gibsoji\_aeh@students.vizja.pl**  
Initial password: **P@22e45e25**

File : Microsoft Teams login instructions

**PLEASE NOTE!**

Within 24 hours you will be automatically assigned to the appropriate study groups. Please be patient if the groups are not visible right after logging in.

We also recommend to watch training materials available on Microsoft official YouTube channel:  
[https://www.youtube.com/user/officevideos/playlists?view=50&sort=dd&shelf\\_id=2](https://www.youtube.com/user/officevideos/playlists?view=50&sort=dd&shelf_id=2)

In case of login or technical problems, please send an email to: [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl)

**Important Announcements**

**Certificates. Announcement.**

Maksym Goshzhanov | added: 2020-04-14 | update: 2020-04-15

Dear Students. We would like to remind that during the quarantine period University is closed. All administrative procedures are settled online (by emails). From 15.04.2020 we are launching new system connected with Certificates. All applications would be reviewed in accordance with our internal rules. When application will be verified and status will be "For Collection", it will appear in your Announcements on Extranet as PDF file.

[read more](#)

**Easter Break**

Aleksandra Krowicka | added: 2020-04-09

Dear Sir or Madam!

We kindly inform you that due to the Easter break Student Affairs Office, Documentation Office, Bursar's Office, Cash Office, Library and Rector's Office, Academic Career Centre, Office for the Students with Disabilities, Erasmus+ Programme Office, Legal Department, European Project Department, Debt Collection Department, Postgraduate Studies Council will be closed from April 10th to April 13th.

We apologize for inconvenience.

**Report Your online classes problem**

[Report classes that have not taken place or objections to classes](#)

**Schedule**

**Recently Added Materials**

from teachers | from the dean's office | zarządzenia rektora

## Step 2

To get started, please enter to [www.office.com](http://www.office.com) or click to the “[click here](#)” button provided inside of the box.

### Microsoft Teams

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In case of login or technical problems, please send an email to: [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl)



- After entering the link, username and initial password is supposed to be used only for the first time, and as you sign in with it, you will be automatically redirected to the procedure of creating your personal password.

### Microsoft Teams

Dear Students,

Please find below your login and password for an individual student account on the Microsoft Office 365.

Online classes will be conducted by this platform.

To log in, please enter [www.office.com](http://www.office.com) in your web browser (Google Chrome recommended) or click [HERE](#)

Username: **gibsote\_aeh@students.vizja.pl**  
Initial password: **P@22e45e25**

File : [Microsoft Teams login instructions](#)

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Within 24 hours you will be automatically assigned to the appropriate study groups. Please be patient if the groups are not visible right after logging in.

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[https://www.youtube.com/user/officevideos/playlists?view=50&sort=dd&shelf\\_id=2](https://www.youtube.com/user/officevideos/playlists?view=50&sort=dd&shelf_id=2)

In case of login or technical problems, please send an email to: [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl)



In the same box, there is a link for a YouTube video which [you can get video instruction for using Microsoft Teams](#).

✚ Inside of the box, on the bottom there is email address which you can contact if you have problems with the login: [Studenthelp@vizja.pl](mailto:Studenthelp@vizja.pl)

**Important note:**

- ✓ Contact with only [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl) regarding all issues related to Microsoft Account.
- ✓ Any message related to Microsoft teams which is sent to email addresses other than [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl) will not be answered.
- ✓ Please, take into consideration that, there are many students at our university so please wait till your email is being answered. Our team will help you as soon as possible
- ✓ **When you write email, please, do not forget to indicate your name and surname, your index number and your username for the Microsoft 365 sent to you.**

## 1.2. Which devices, platforms and browsers can be used for this platform

### 1.2.1. Supported devices

Microsoft Teams can be used on:

- Mobile Phone
- Personal Computer
- Tablet

### 1.2.2. Supported platforms

As standalone application, Microsoft Teams can be installed to following Operation Systems:

- Windows
- Android
- IOS
- MacOS
- Linux

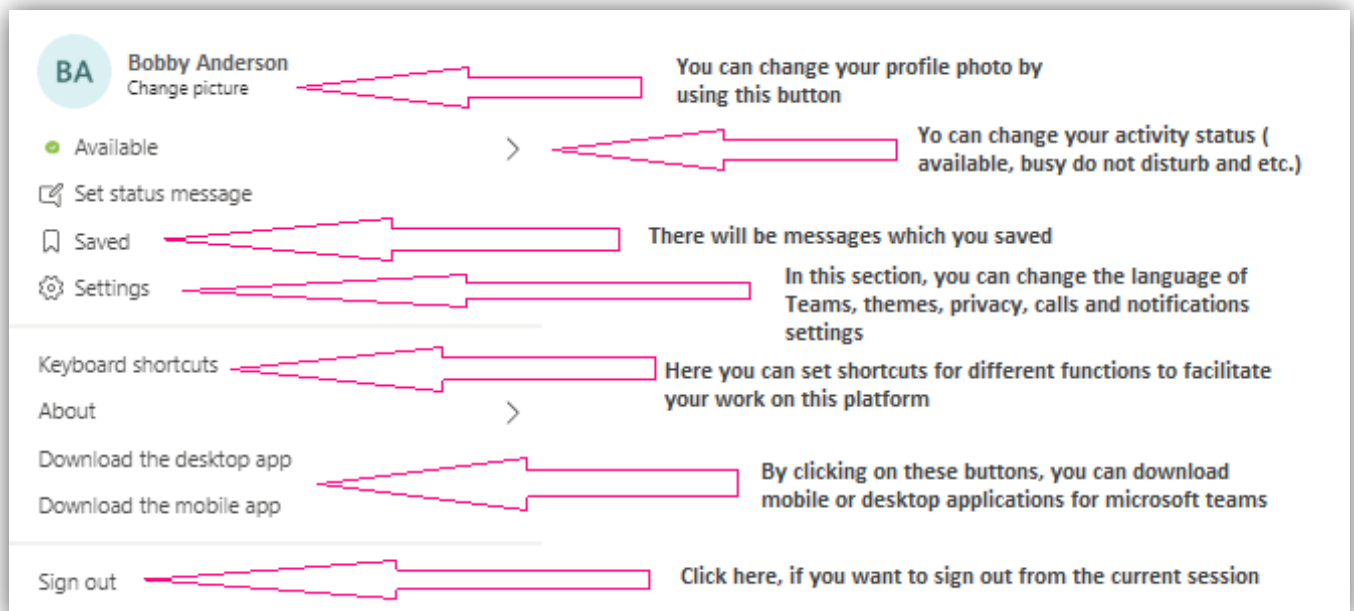
### 1.2.3. Fully supported browsers

- Google Chrome (**recommended**)
- Windows Edge



## 2. Your profile

In this section you can change your status and settings related to your account.



### 3. How to use the platform by using a personal computer

It is possible to use both [the Web client](#) (on a browser) and [the desktop client](#) (standalone application) on a Personal Computer which is run on one of following [Operation Systems](#):

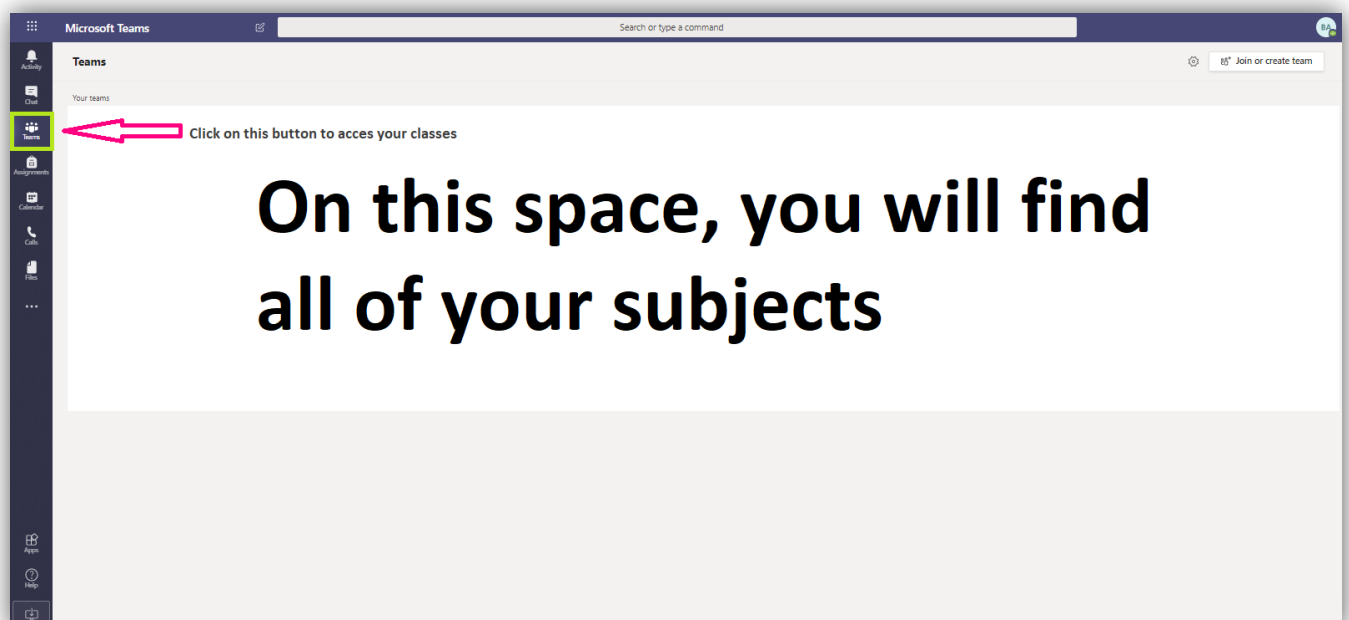
- Microsoft Windows
- MacOS
- Linux

To sign in your account, you can use link [www.office.com](http://www.office.com) to log in your Microsoft 365 account or <https://teams.microsoft.com/> to log in directly to Teams platform.

On your account settings which is explained on the chapter 2, you can download the desktop client and log in with the same credentials

#### 3.1. Teams- your classes

The “Teams” section on this platform is the place where you will find [all your subjects and all related items for each subject](#).



## 3.2. Class procedure

When you select the subject on “Teams” section during the class hours, you will see the description “ongoing meeting”.

Click on the “Join button” and you will be redirected to the online meeting.

Before joining to the meeting, you will have a choice whether do you want to turn on the microphone or video, or both.

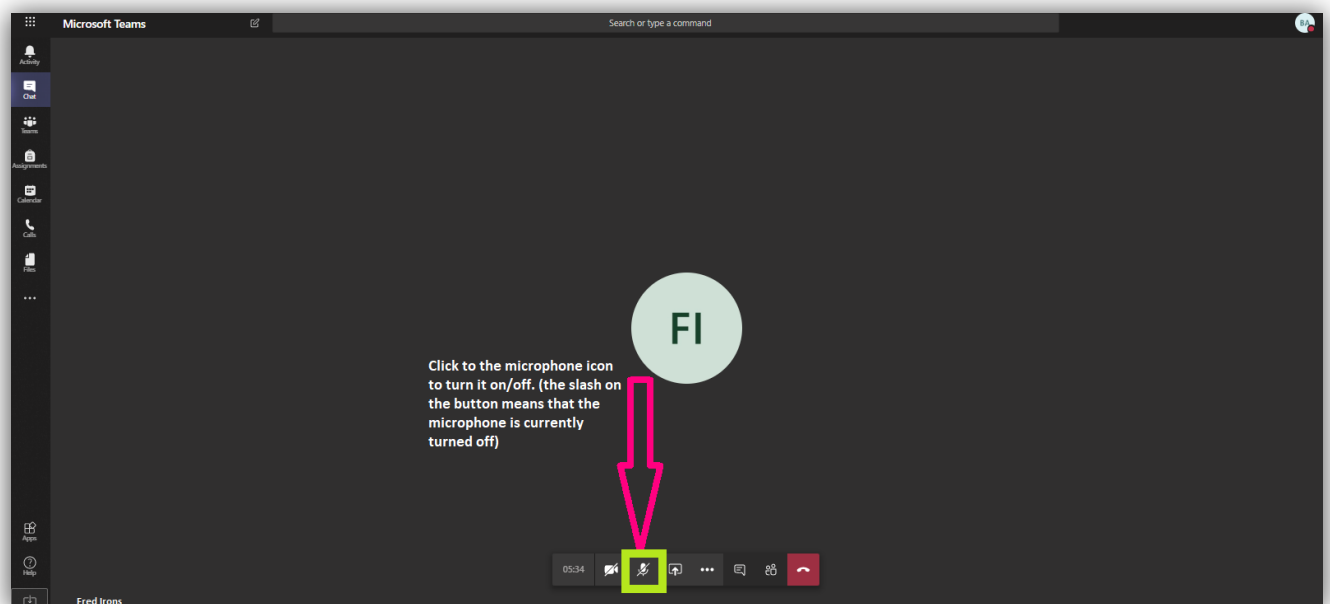
### Important Note:

- ✓ It is recommended to not turn on the microphone and video without request by lecturer, or if you do not have to say something. It will prevent the surrounding sounds which can be transmitted to the meeting and interrupt the lecturer’s speech.

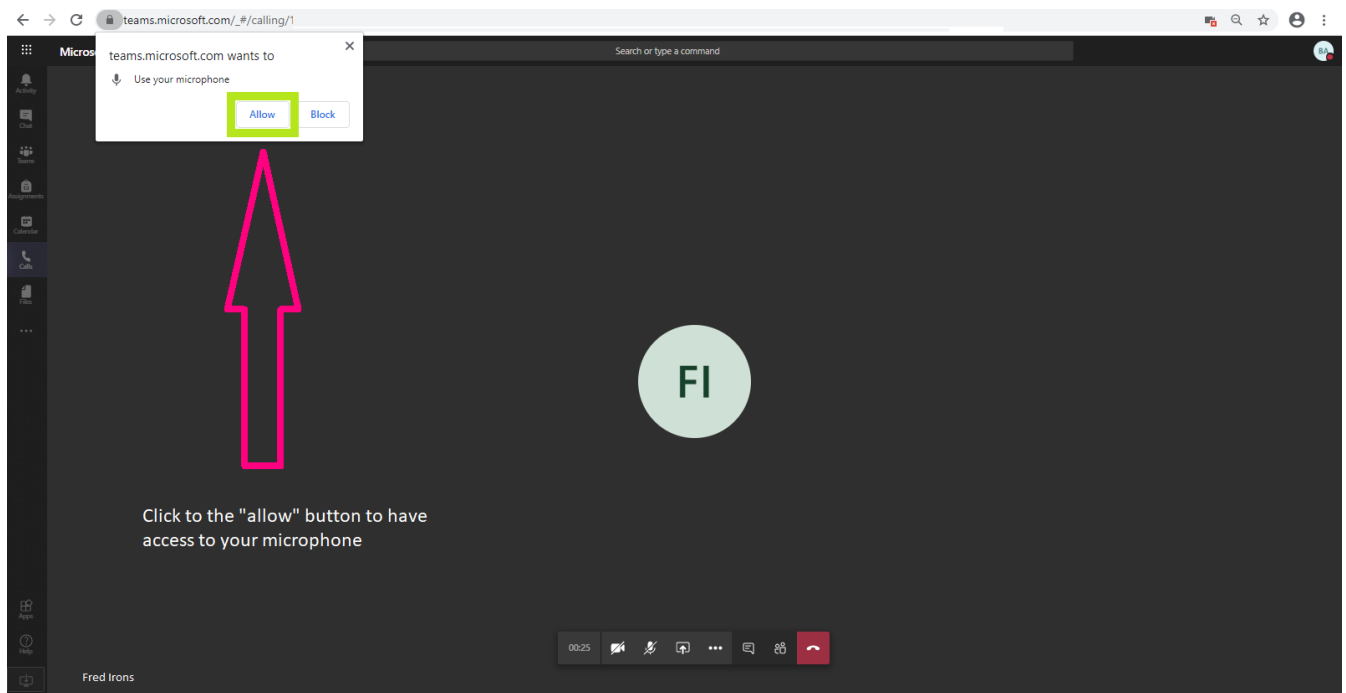
### 3.2.1. How to turn on the Microphone during the meeting

In order to use the microphone and say something during the lecture, you should turn it on firstly.

Please, check the picture below to see how to do it:

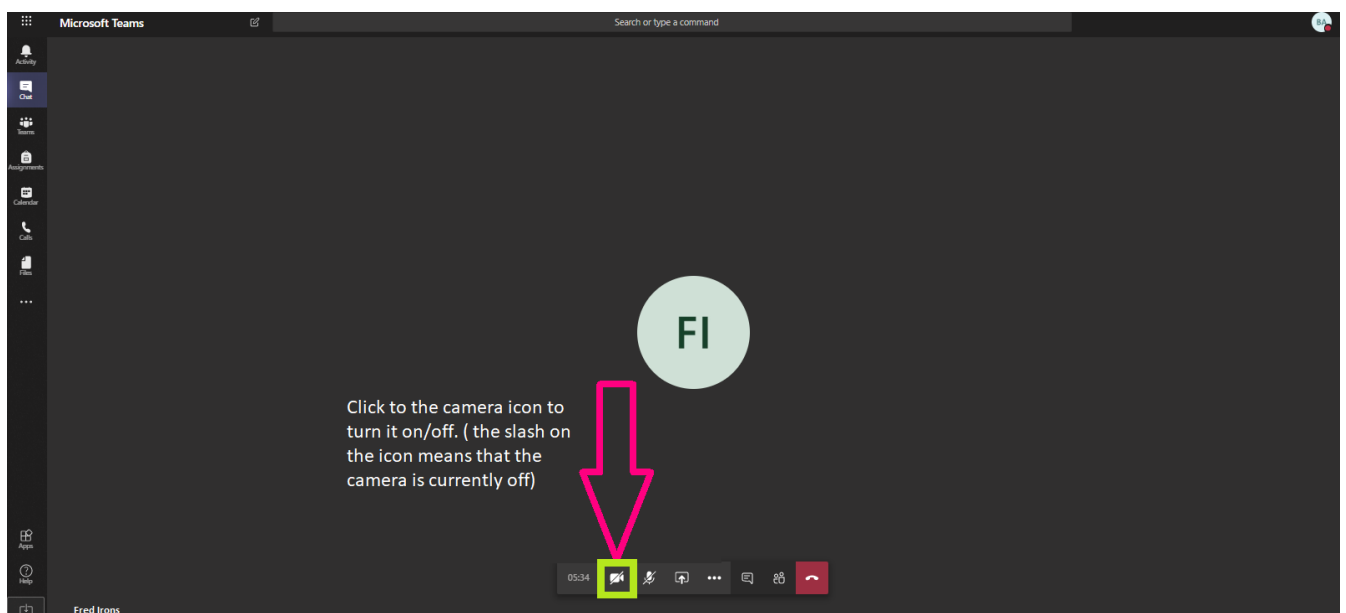


Sometimes, additional permission is [required by your browser](#), in the example of Chrome, to use the microphone. Please choose the “allow” option:

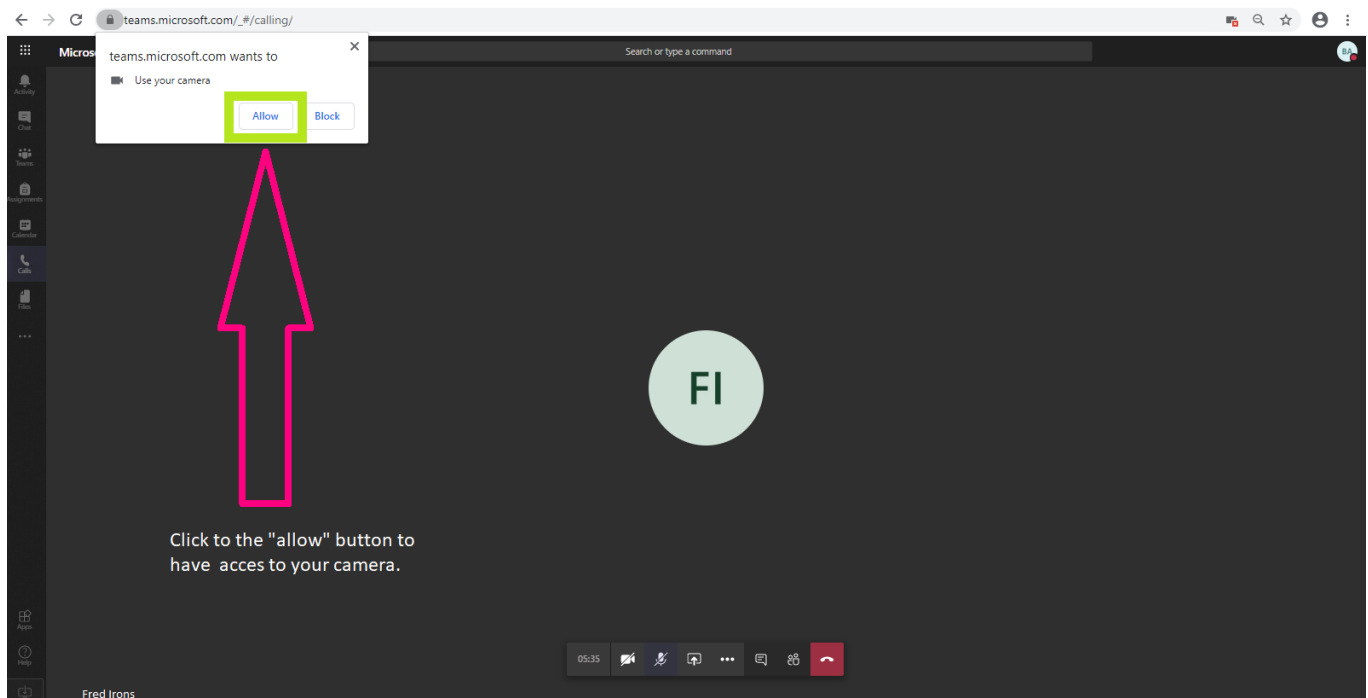


### 3.2.2. How to use the camera during the meeting

If your lecturer asked you [to turn on your camera](#), you can use the [camera button](#) to turn it on:

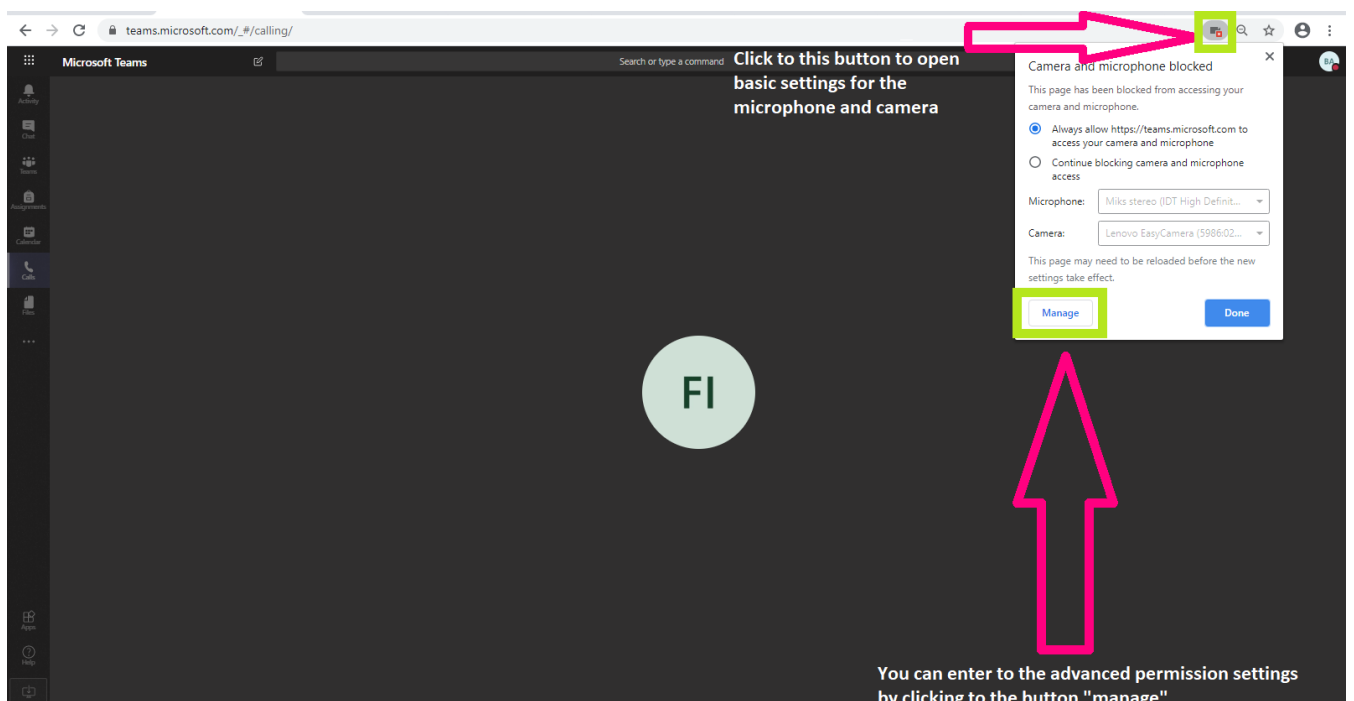


Like the microphone, a special permission can [be required for using the camera](#). Please check the picture to learn how to set permission in the example of Google Chrome:



### 3.2.3. Permissions.

If you click to the block button by mistake, there is no need to worry. You can always change the permissions settings in Google Chrome:



### 3.2.4. How to share and show presentation during the meeting

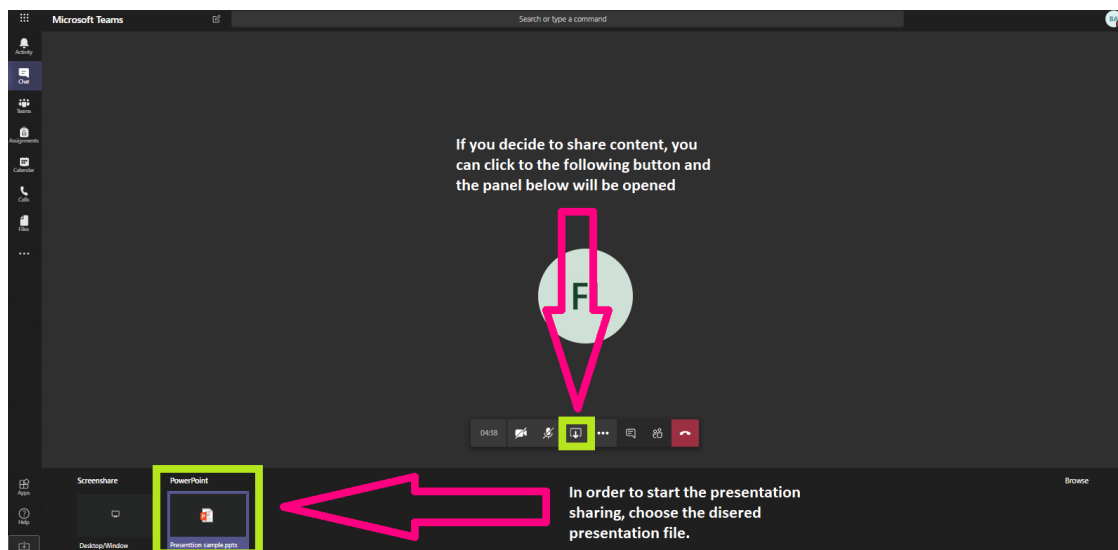
You can share and show your presentation during the meeting, to give a possibility to other participants to watch it. To do so, you should follow these easy steps:

#### Step1

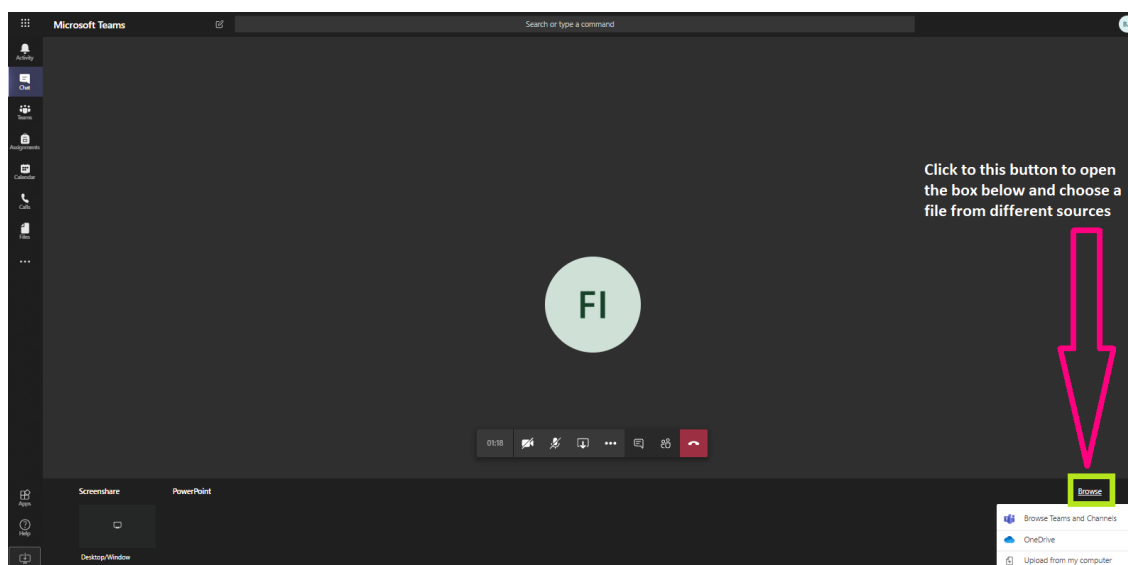
Click to the sharing icon.

#### Step 2

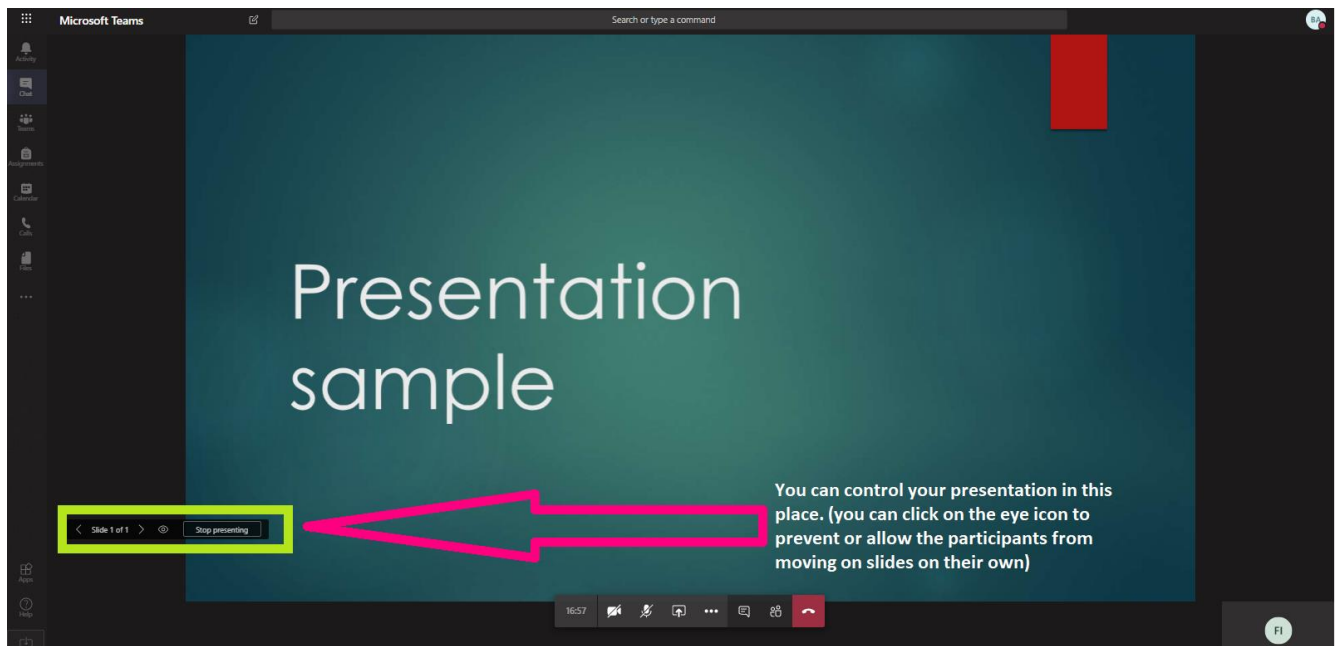
Choose preferred presentation file and click to it in order to start the presentation.



You can click to the “browse” button to see all lists of presentation files on your OneDrive, Teams and your Personal Computer:



While presenting, you will have full control on your presentation:

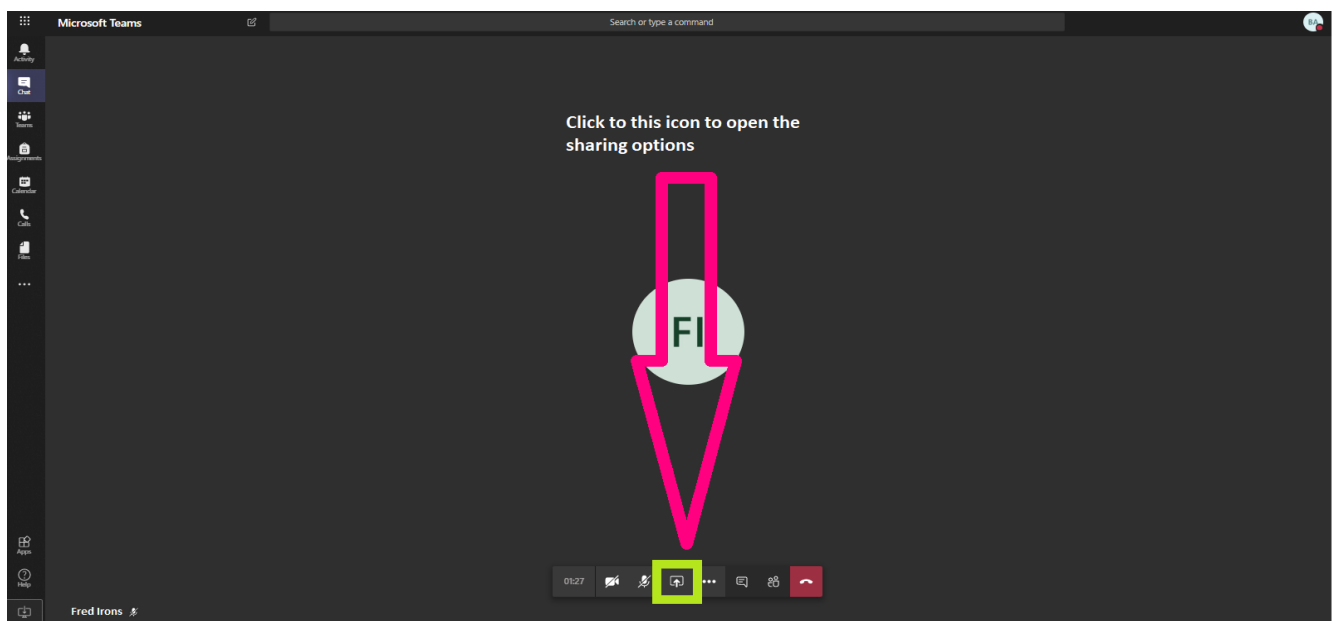


After finishing your presentation, click to the “stop presenting” button to exit from the presentation sharing.

### 3.2.5. How to share your screen during the meeting

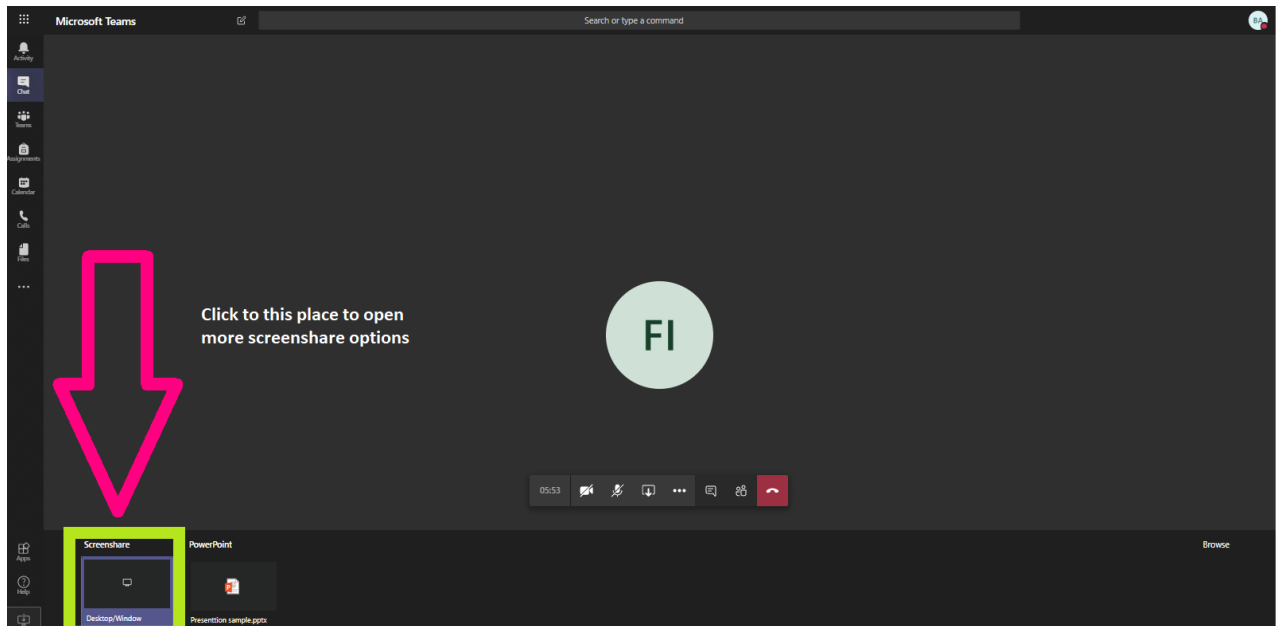
Beside of the presentation, you can also [share your screen during the meeting](#) for all participants. Please, check following steps to share your screen:

Step 1 Open the sharing options:



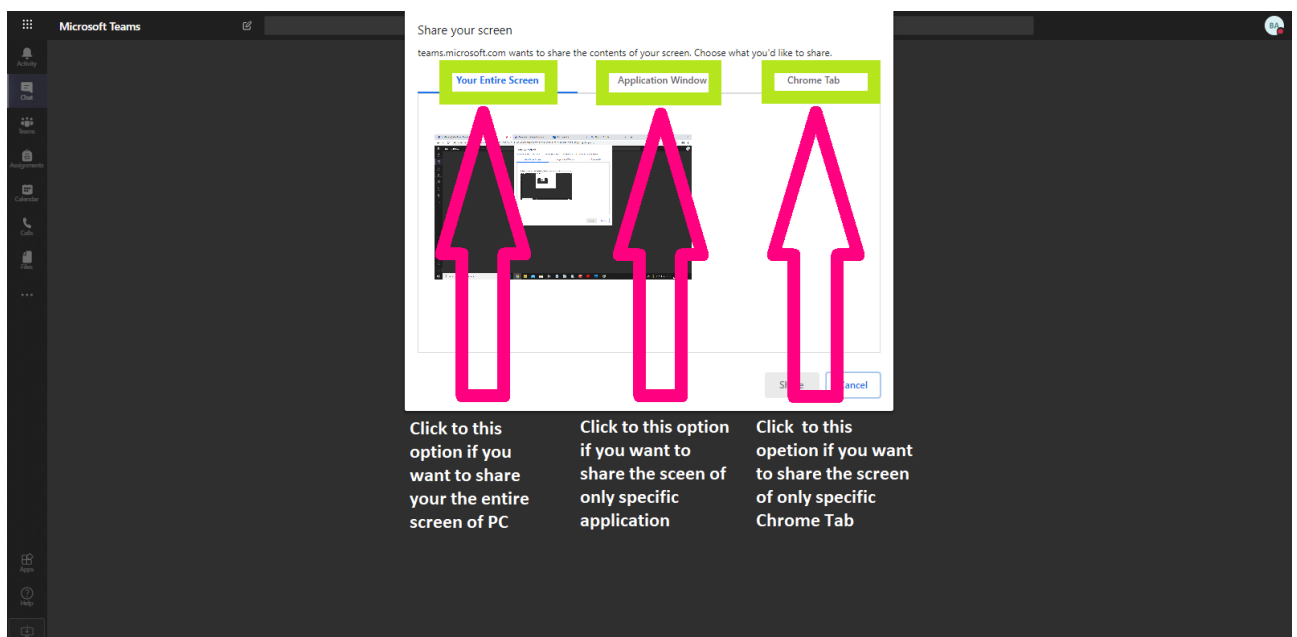
## Step 2

Choose the Screenshare:



## Step 3

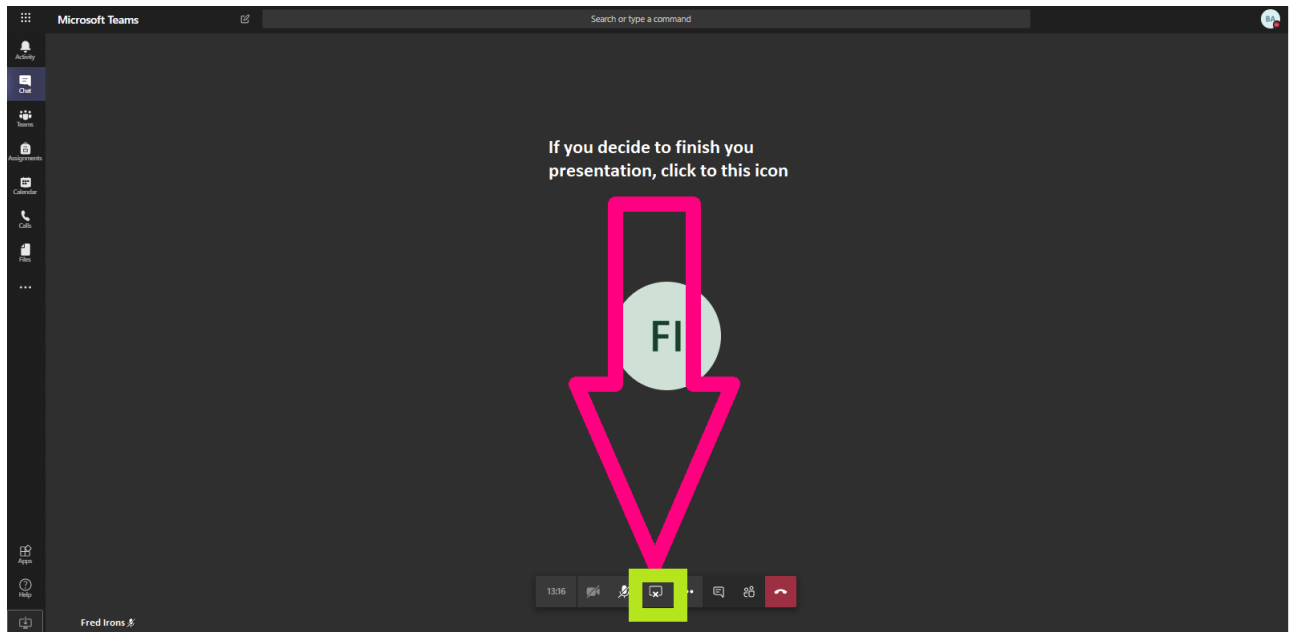
Decide what source do you want to share and select your desired option:





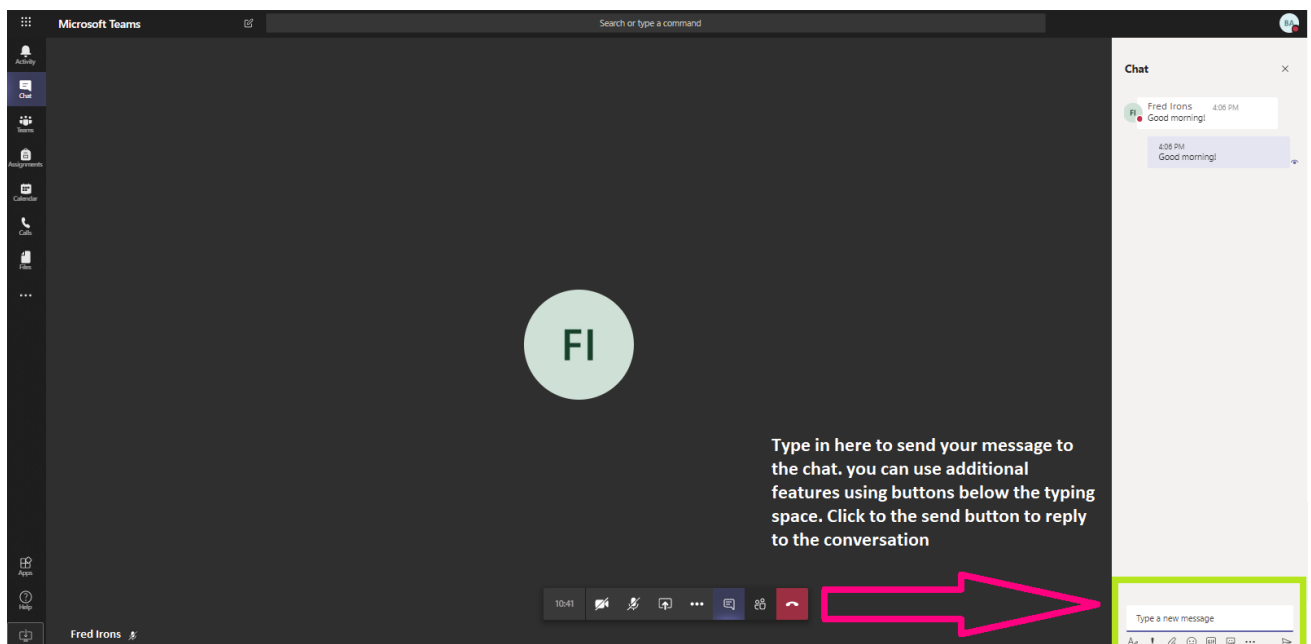
## Step 4

If you decide to [end the sharing](#), click to the following icon which is marked on the picture below:

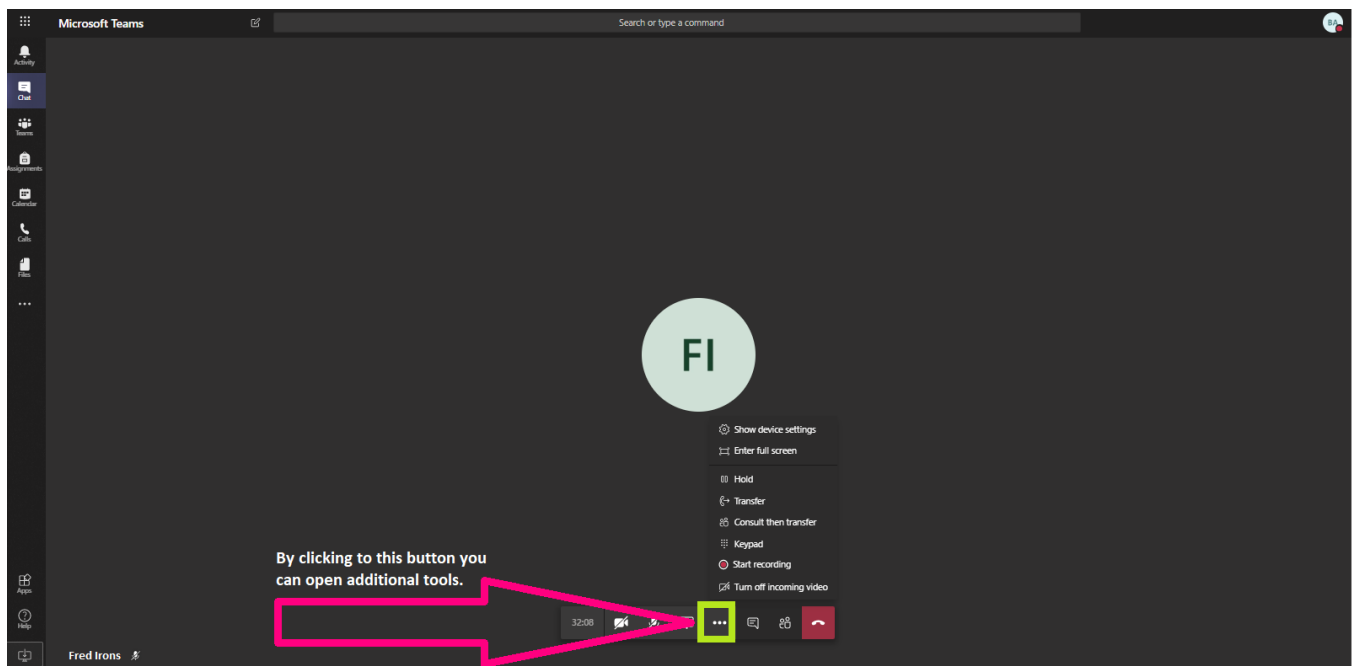


### 3.2.6. The meeting chat

[During the meeting, the chat will be always available](#) and you can reply to the conversation on anytime. *You can also use additional features like using emotions, attaching file formatting and etc.*

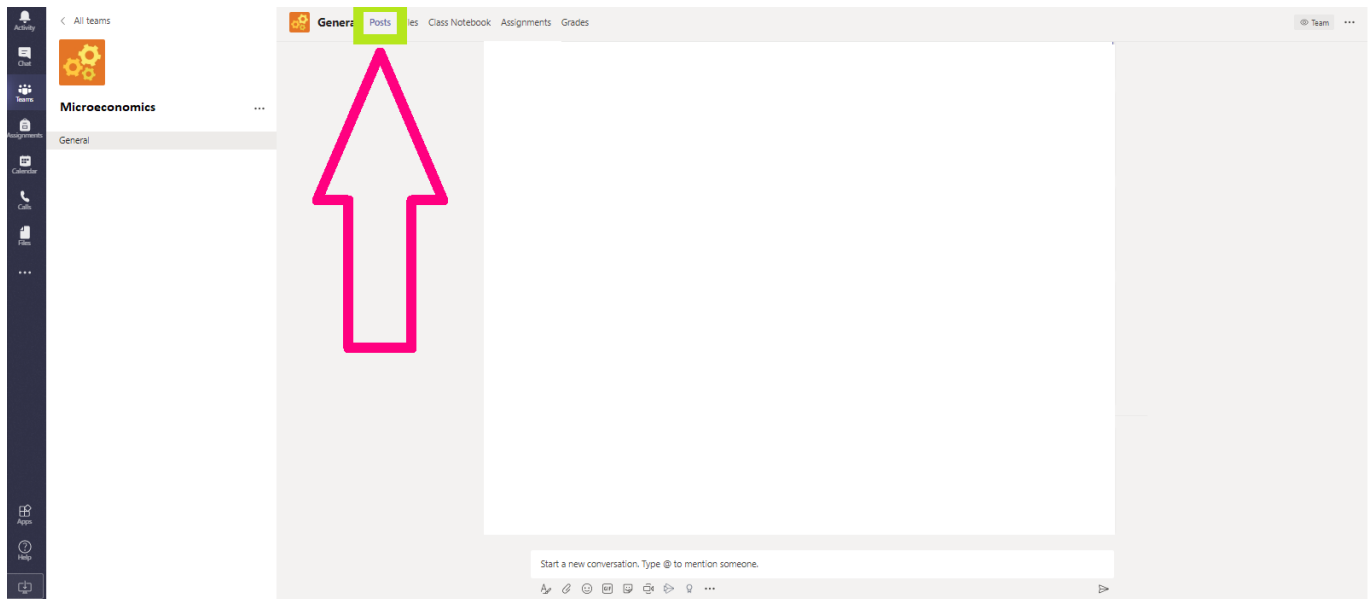


By clicking to the button which is highlighted in green colour on the picture below, you can also [use additional tools like device settings](#), recording, full screen mode and etc.



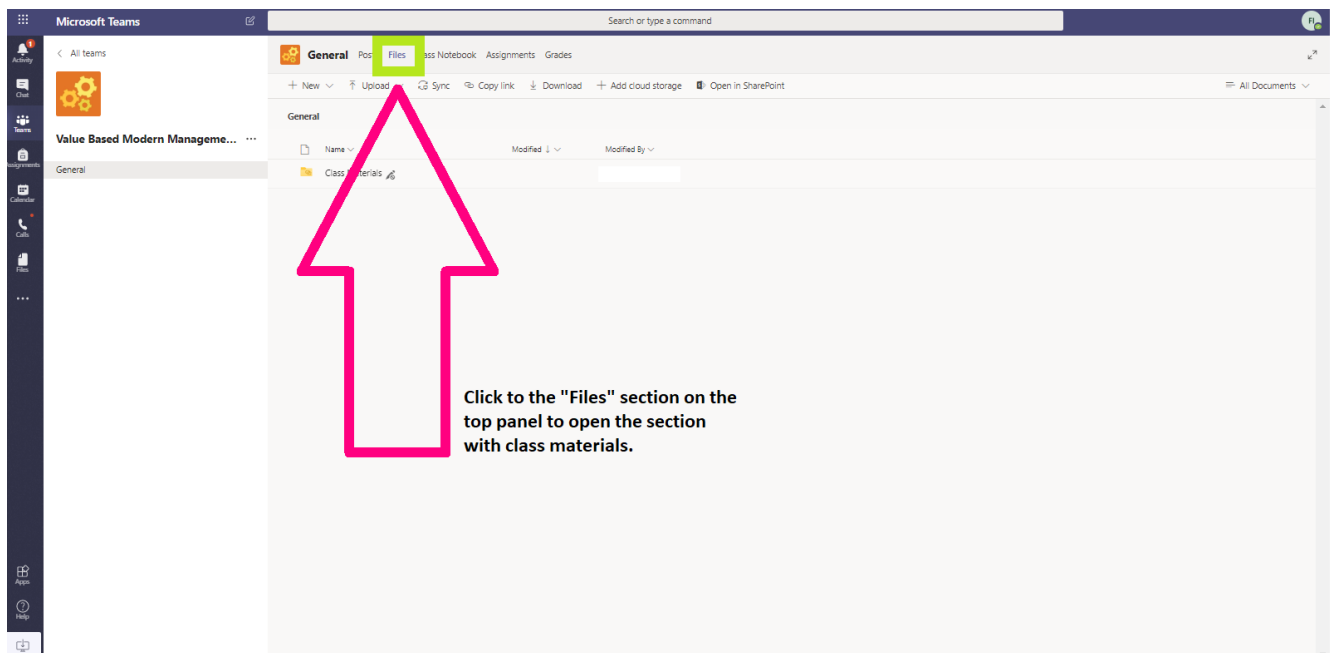
### 3.3. Posts

This is the first section of teams. Here, the latest posts and events by lecturers and group mates will appear.



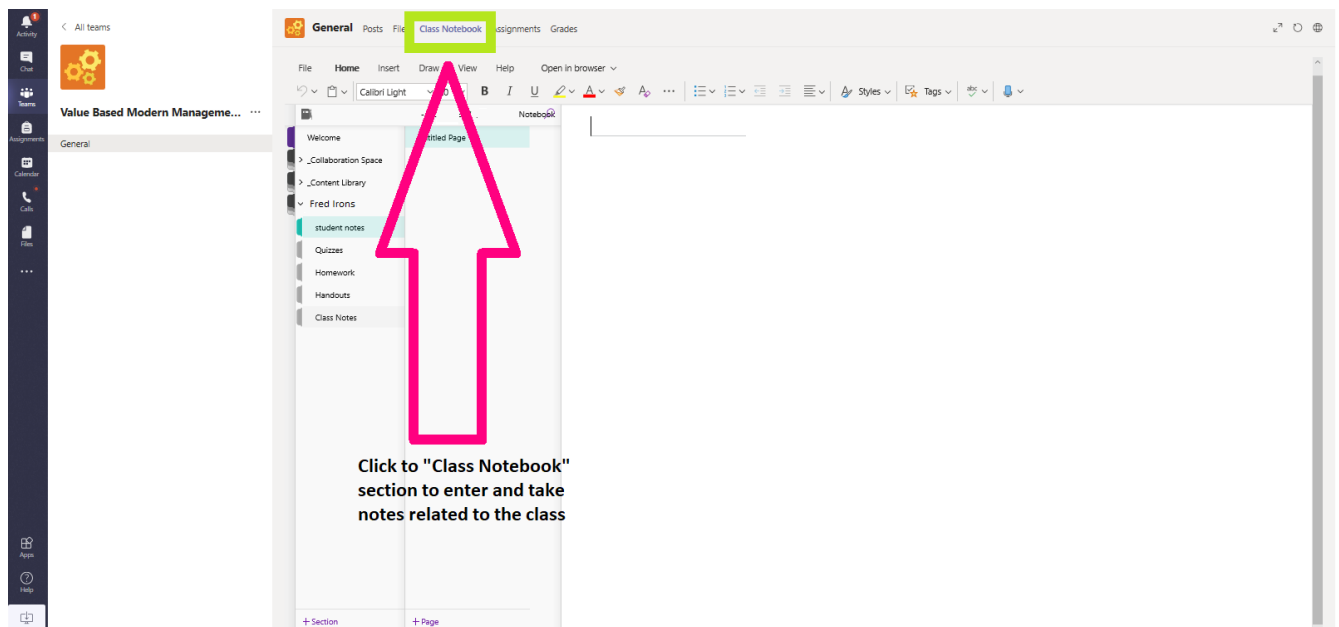
### 3.4. Files- your class materials

This section contains the materials uploaded by your lecturer related to your classes. Each subject has its own materials.



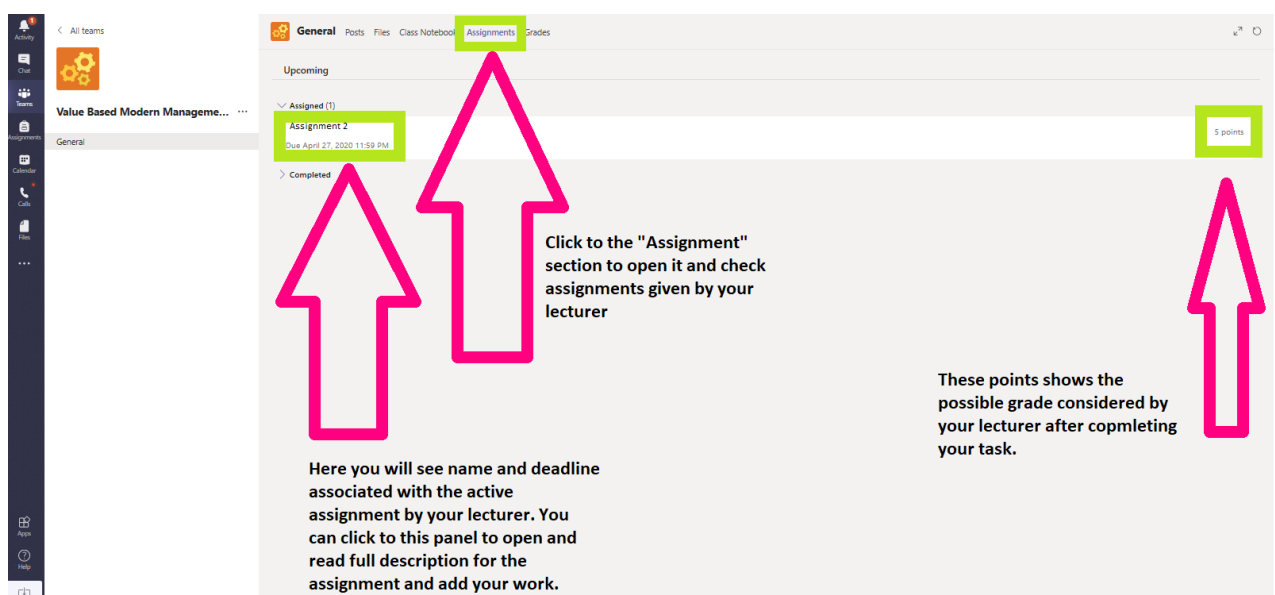
### 3.5. Class notebook

In this place, you can [take notes for your classes](#) which will be available for the lecturer as well. The content can be created by the lecturer.



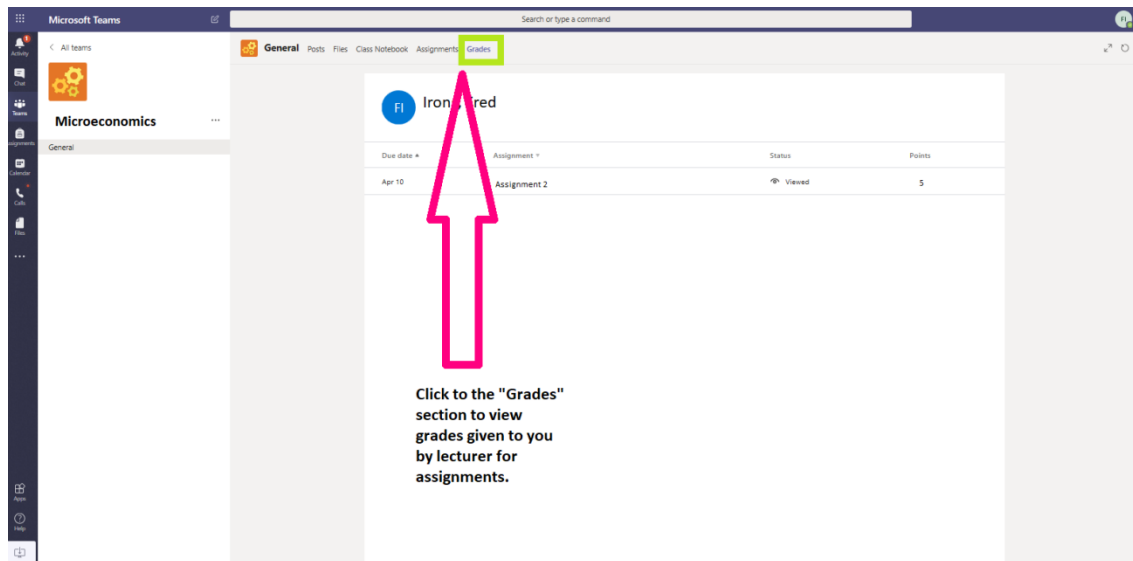
### 3.6. Assignments

Lecturers can give your [different assignments](#) during the semester. You can find them on the assignments section. After opening the section, you can see the full description, the deadline and possible points.



### 3.7. Grades

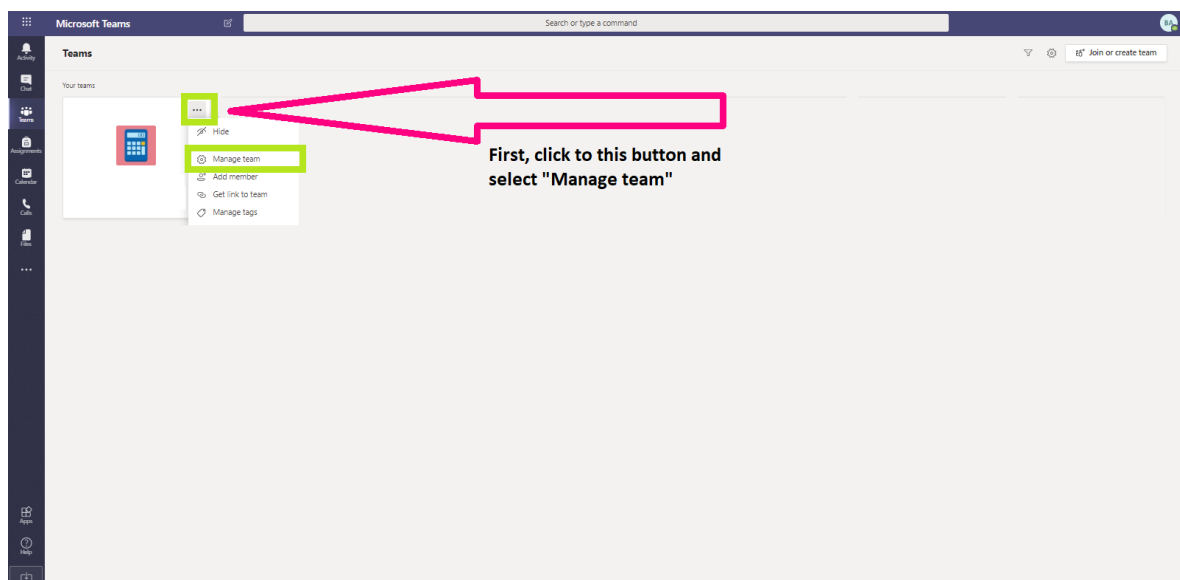
You can check [the grades](#) given by the lecturer after completing assignments which is explained in the sub-chapter “ 3.7. Assignments”.



### 3.8. Contacts

You can see the participants of each team including your lecturer. You can see their [contact details](#) and communicate with them through Microsoft Teams. Please, follow these basic steps:

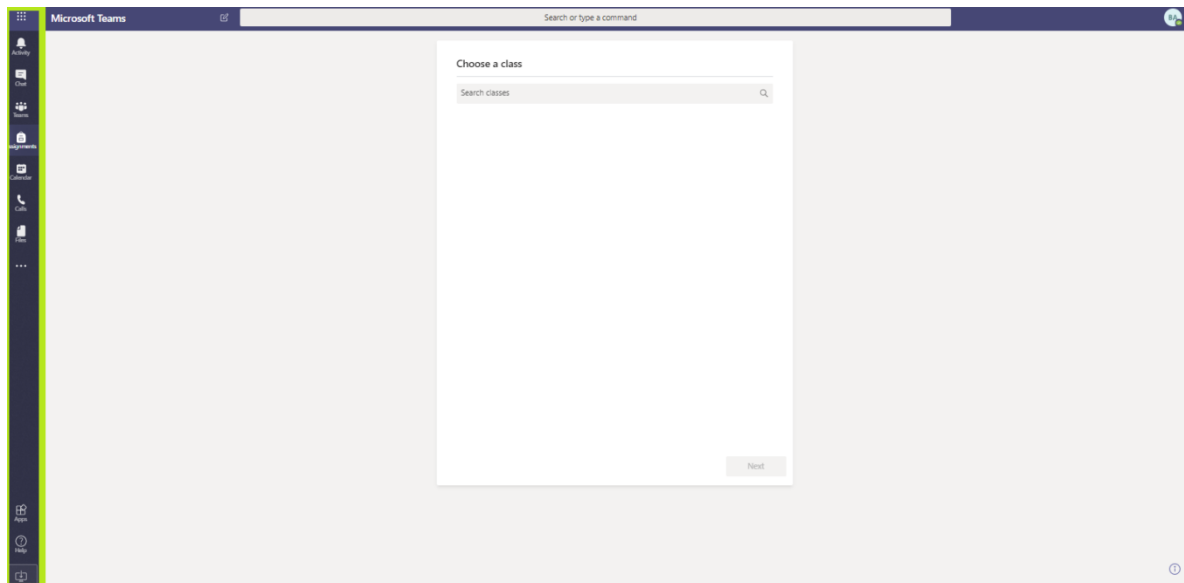
**Step 1** Enter to the “[Manage Teams](#)”.



**Step 2** Select the participant you want to contact by moving the mouse cursor on the participant's [name and surname](#).

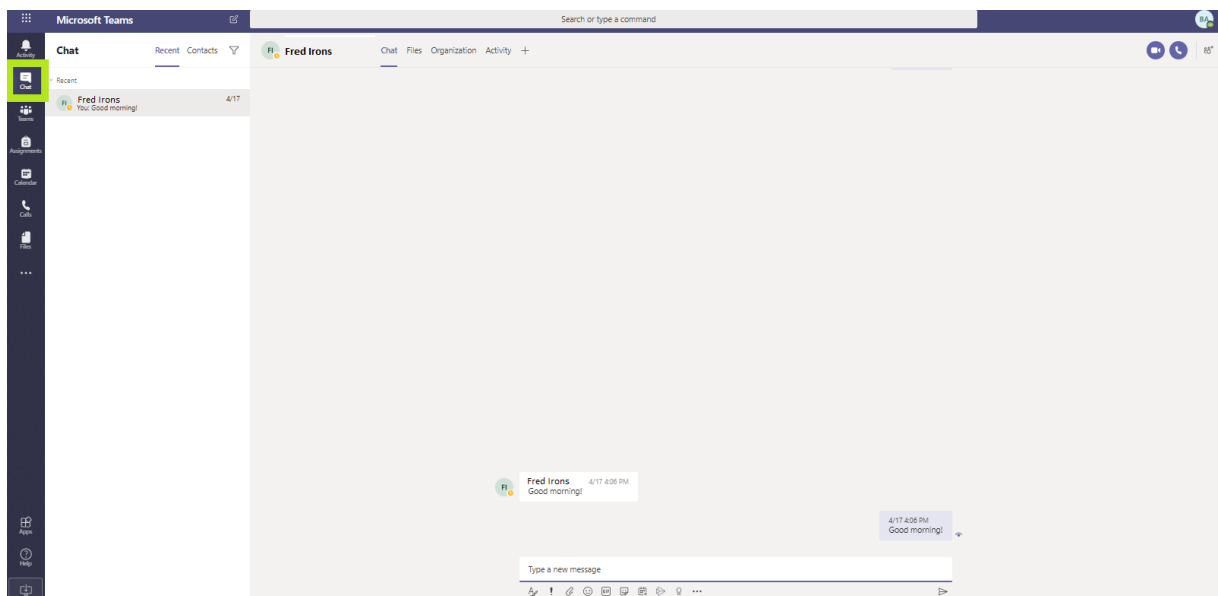
### 3.9. Additional features

Beside of the “[Teams](#)” section, there are other useful sections on left top which is bordered with a [green frame](#), which you can [use to facilitate](#) your work in the Teams platform.



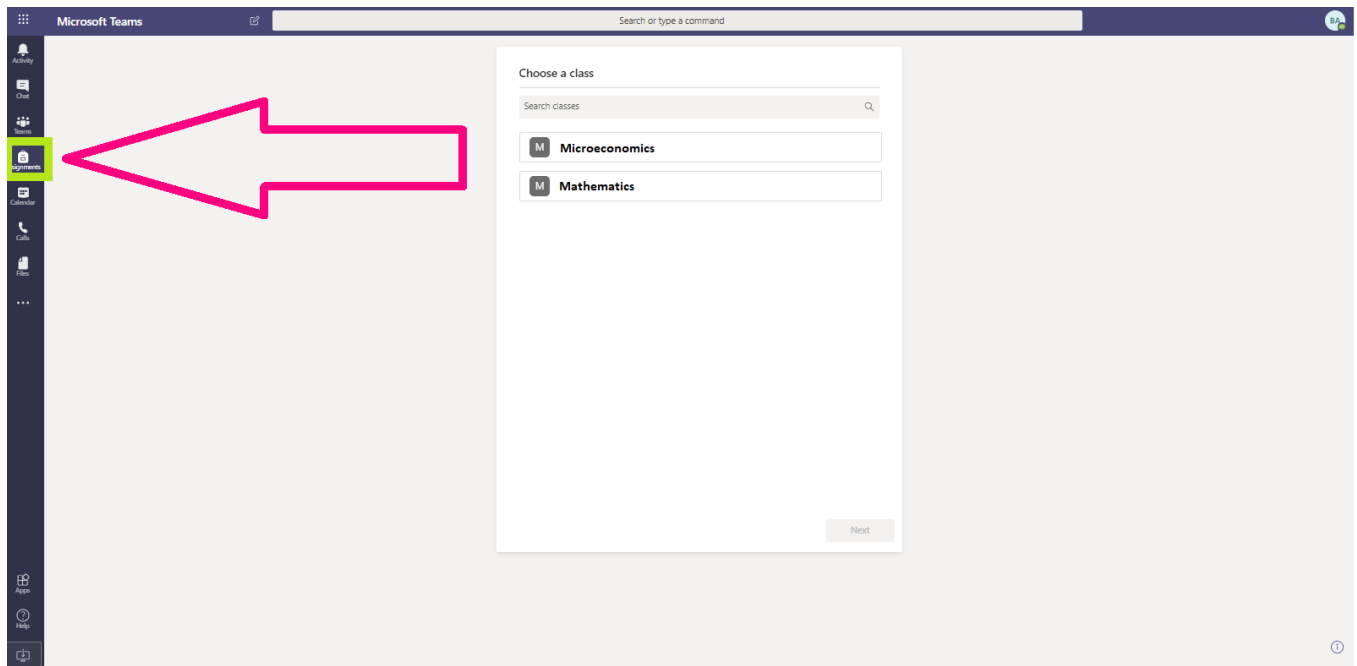
#### 3.9.1. Chat

In comparing with the chat during the meeting, it is your dedicated [chat section](#) where [you can see all your private conversations](#). Please, click on the button bordered with a green colour on the picture below:



### 3.9.2. Assignments

Compared to the [assignment section](#) inside of the classes, here you will see the full list of all your classes. You can click to desired class to see [the list of all assignments](#).

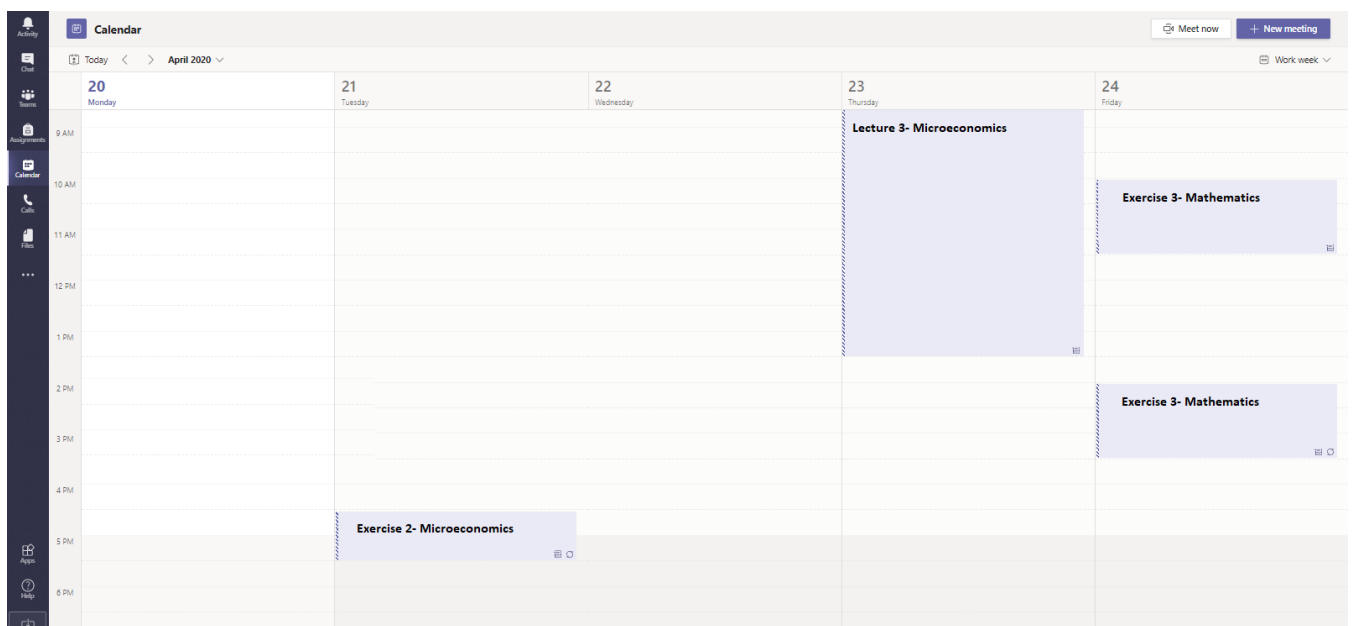


### 3.9.3. Calendar

In this section, you will easily check all current and upcoming classes with their hours and dates.

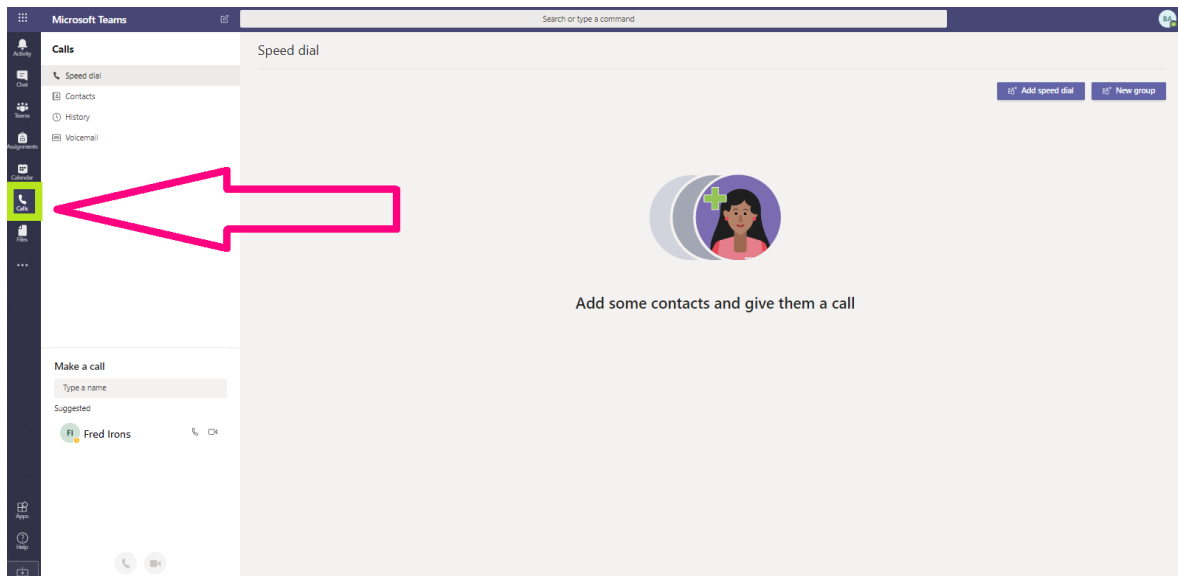
Important note:

[Still it is recommended to follow the schedule on your student extranet.](#)



### 3.9.4. Calls

You can make a new call with one person or multiple by creating a group, check your contacts which you saved, take a look to the call history and send voice mail.

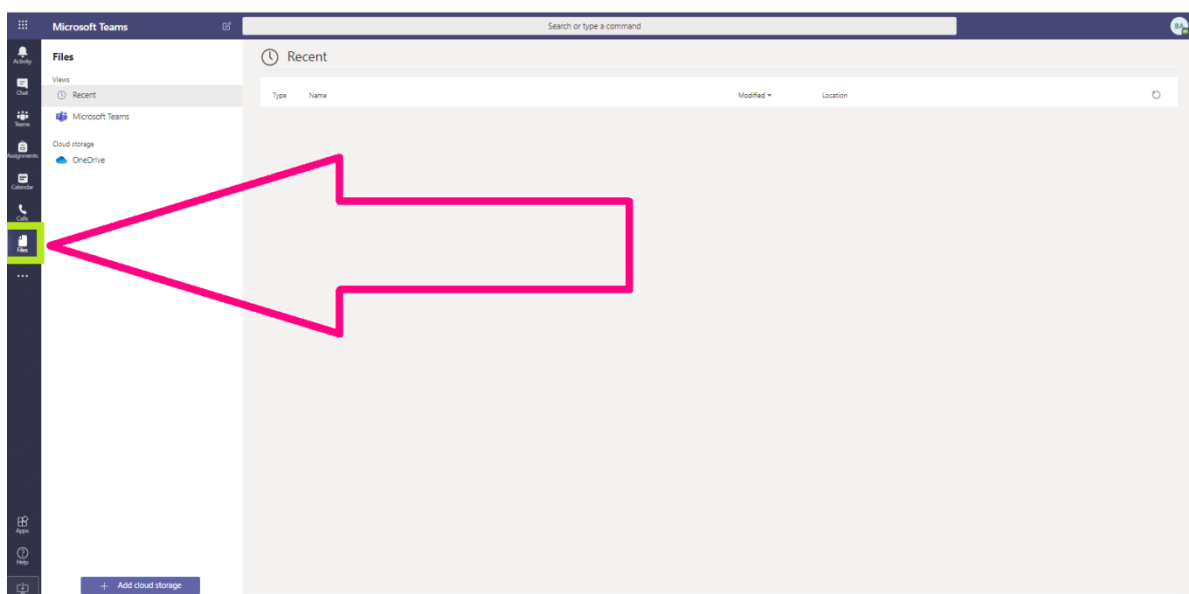


### 3.9.5. Files

Here, you will see all files related to your account including both Teams and OneDrive.

#### Important Note:

- ✓ The files on the Teams can be viewed and downloaded.
- ✓ The files on your OneDrive can be viewed, downloaded and fully edited.





## 4. How to use the platform by mobile phone

### 4.1. Installation

- It is necessary to download the stand-alone application to use Microsoft Teams on mobile phones.
- Microsoft Teams can be used both on Android and Apple mobile phones.
- After completing the first-time log in procedure which is explained in section “1.1. How to log in” you can use following links to install Microsoft Teams to your mobile phone:

Android devices: <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=pl>

Apple iPhone: <https://apps.apple.com/pl/app/microsoft-teams/id1113153706?l>

### 4.2. Login procedure on mobile phones

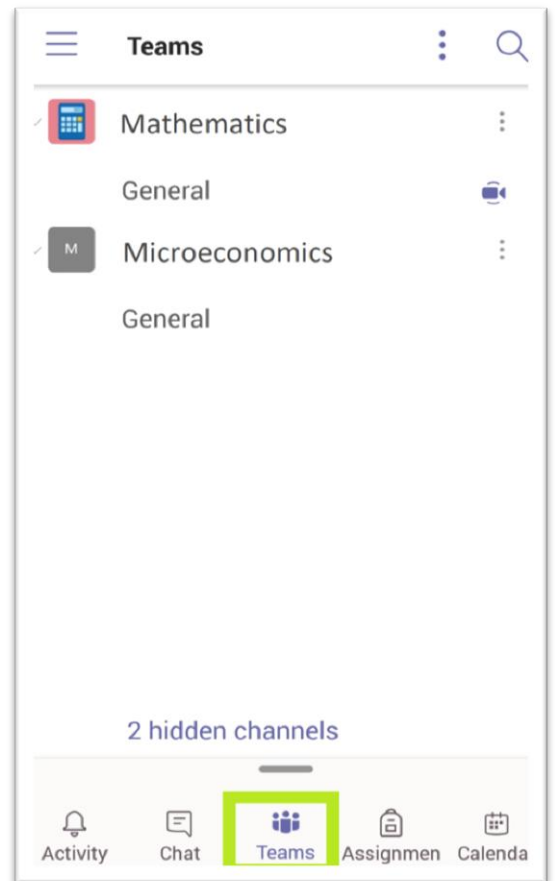
After installation of the application, launch it and use your credentials- sign in details and your password which you have created by yourself.

#### Important note:

- 🚩 If you forget your password, it will not possible to restore it by using the reset password option. To reset your password, please contact with the [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl).
- ✓ Contact with only [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl) regarding all issues related to Microsoft Account.
- ✓ Any message related to Microsoft teams which is sent to email addresses other than [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl) will not be answered.
- ✓ Please, take into consideration that, there are many students at our university so please wait till your email is being answered. Our team will help you as soon as possible.
- ✓ When you write email, please, do not forget to indicate your name and surname, your index number and your username for the Microsoft 365 sent to you.

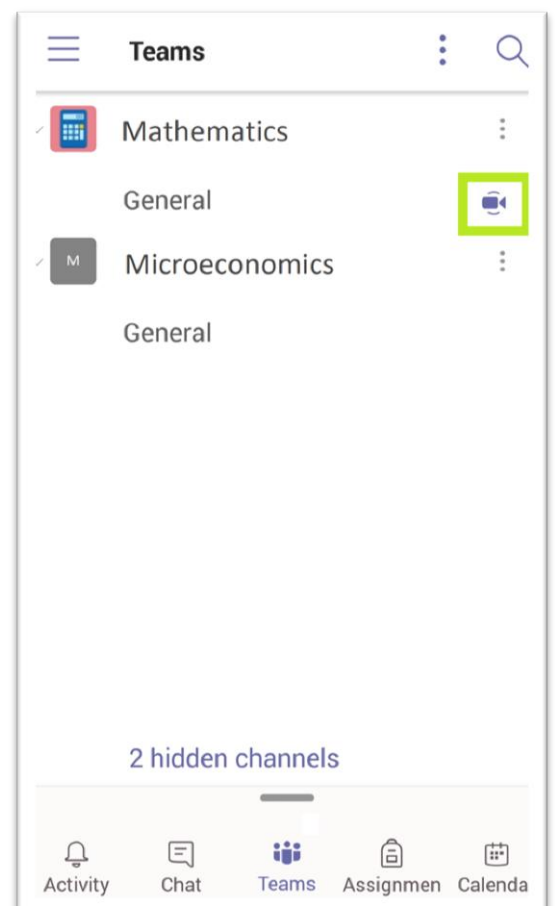
### 4.3. Teams- your classes

After completing login process, you can use “Teams” section to enter to all your classes. Please, click to the icon marked with a green colour on the picture below:



#### 4.3.1. Ongoing class

If you have ongoing class now, there will be a camera icon on the particular class which is marked with a green colour on the picture below. Click to join to the class.

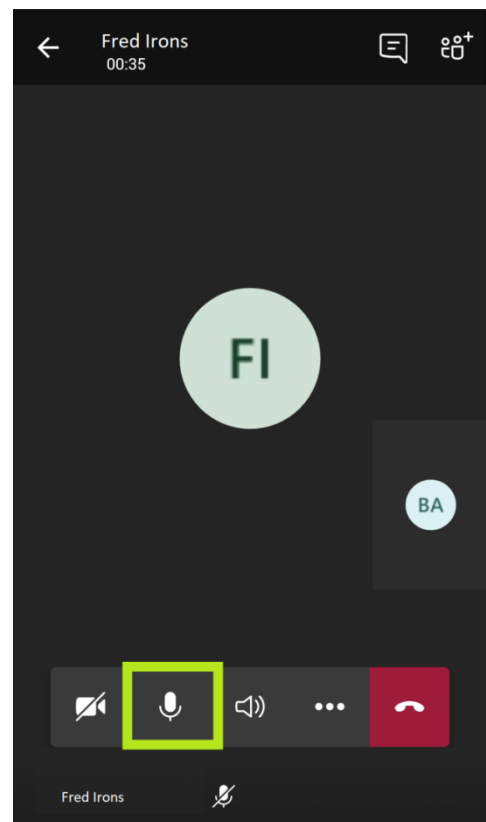


### 4.3.2. Class procedure

The class procedure on a mobile phone is similar to the desktop version with some differences. You can use most of features which are available on PC version.

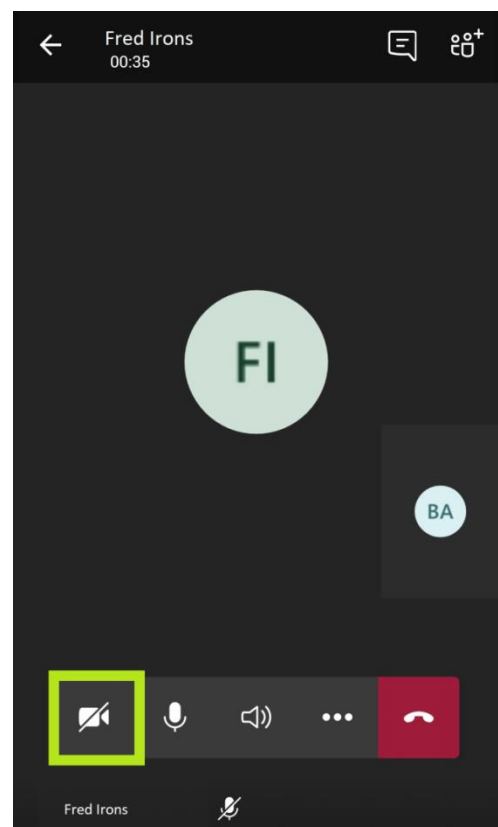
### 4.3.3. How to turn on the microphone

In order to turn on the microphone, please click to the microphone icon on the bottom panel during the meeting. (white slash on the icon means that the microphone is currently turned off)



### 4.3.4. How to turn on the camera

In order to turn on the camera, click to the camera icon on the bottom panel (white slash on the icon means that the camera is currently turned off):

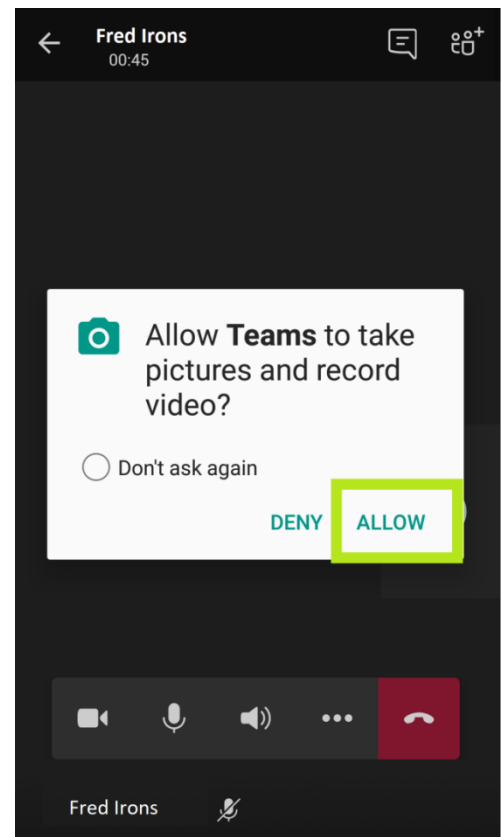


### 4.3.5. Permissions

Please, do not forget that, [your mobile phone can ask special permission for the microphone or camera](#). Please, [click to allow](#) option to be able to use the microphone and camera.

#### Important note:

- ✓ Please, turn on your microphone or camera only by the request of the lecturer or if you have something to say, or if you are on the process of discussion. This is important to be sure that there are no background sounds which will interrupt the lecturer.

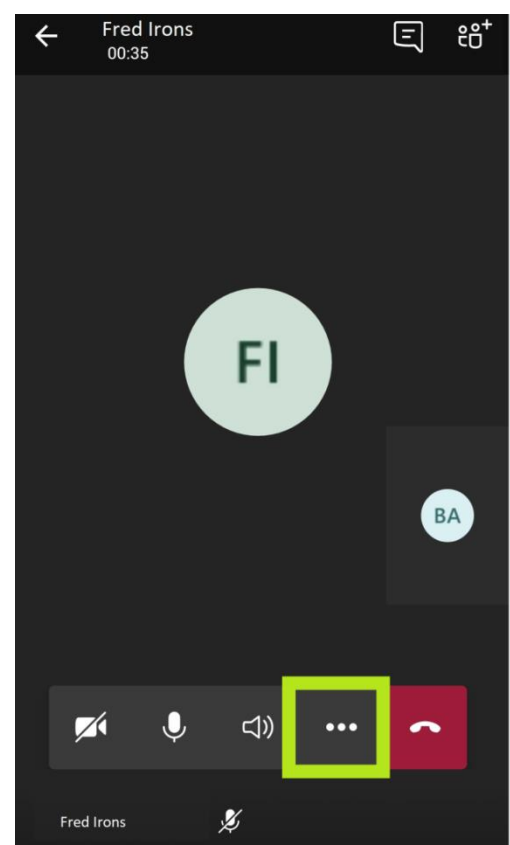


### 4.3.6. How to share a content

[You can share your screen](#), presentation or photo during the meeting. Please, follow these easy steps to open sharing options:

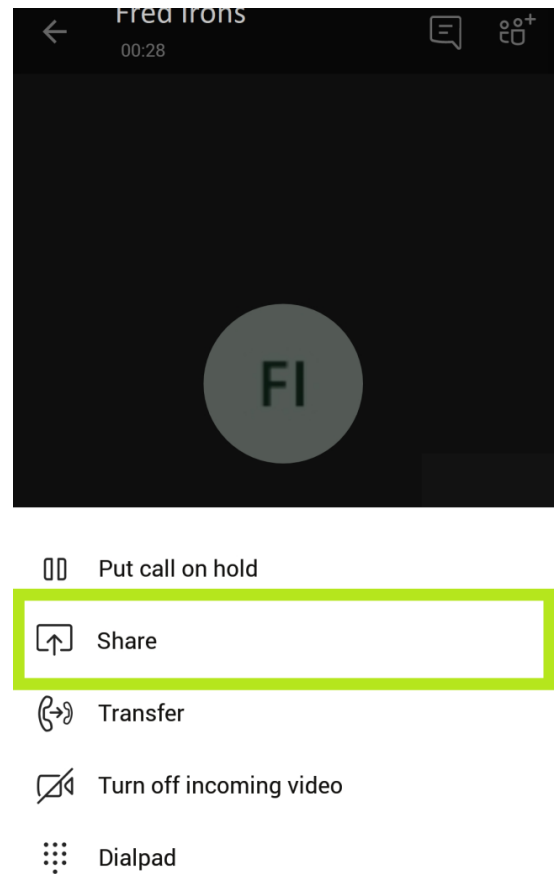
#### Step 1

[Click to the button](#) which is marked with a green frame on the picture below:



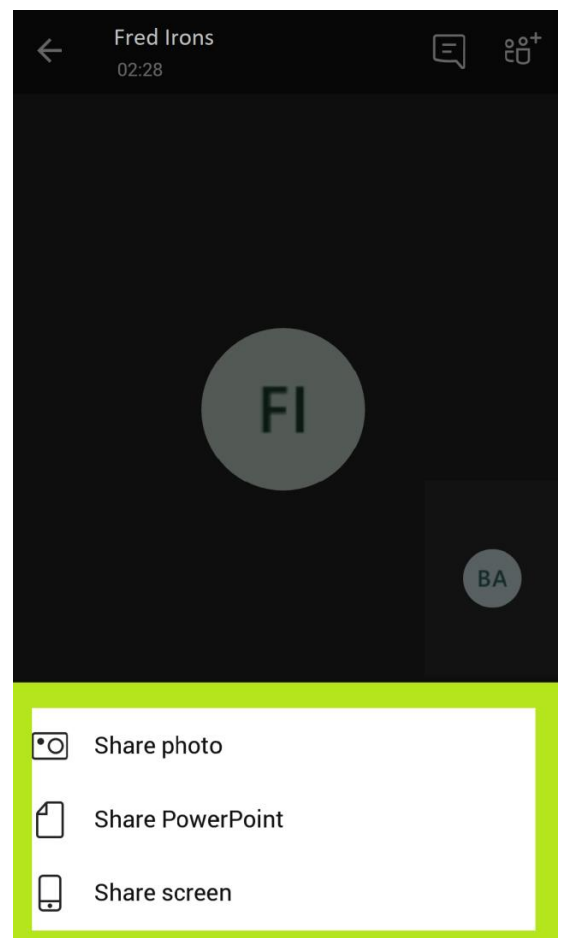
### Step 2

Choose the “share” option:



### Step 3

Choose your preferred source for sharing:

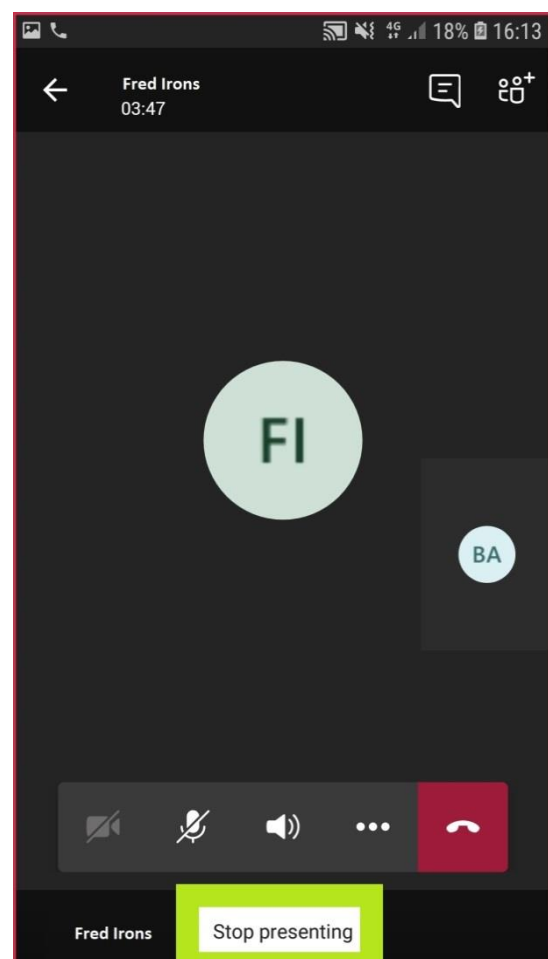
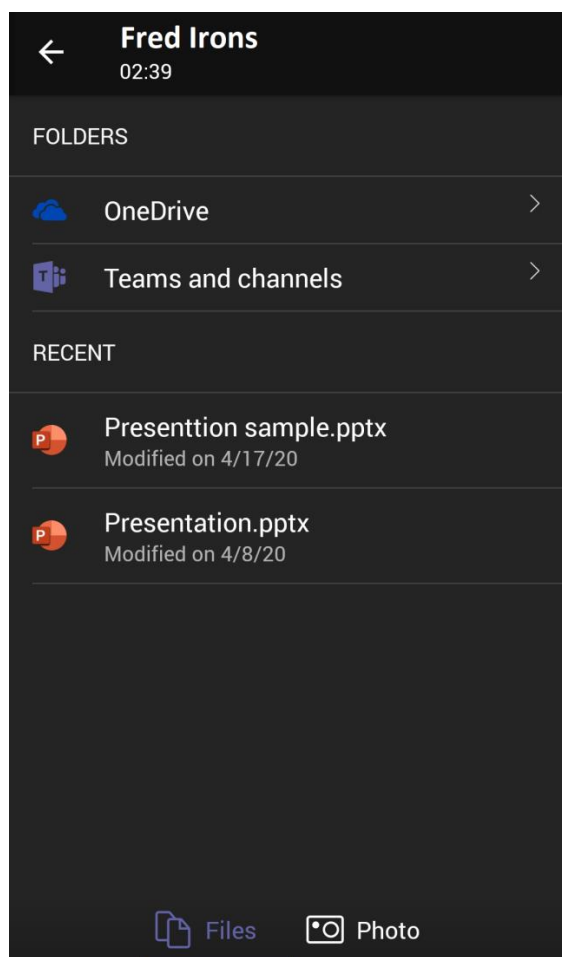


### 4.3.7. How to share a presentation during the meeting

After opening the share options box which is explained on the section [“4.3.5. How to share the content”](#), choose the [“Share PowerPoint”](#) option. Following this, choose the source and then file which you are planning to present during the meeting.

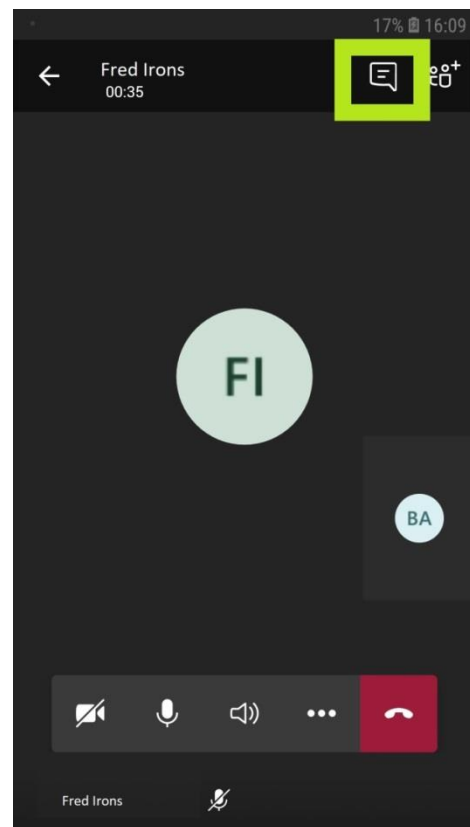
### 4.3.8. How to share your screen during the meeting

After opening the share options box which is explained on the section [“4.3.5. How to share a content”](#), choose the [“Share screen”](#) option. As you select this option, a red frame will appear around your screen and it means that the [screen is currently being shared](#). To stop your screen sharing, please touch to the button [“stop sharing”](#) which is marked with a green colour on the picture below:



### 4.3.9. Meeting chat

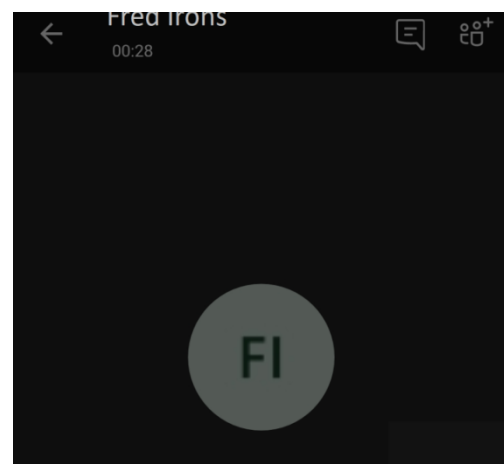
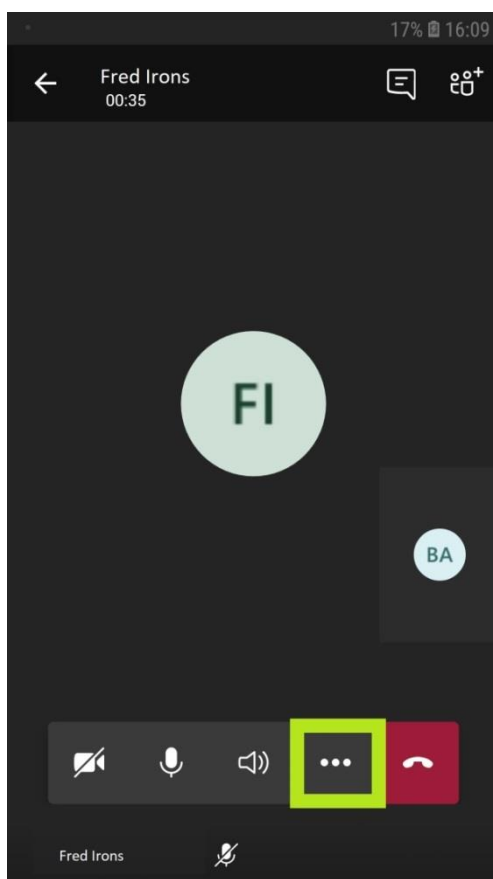
You can use the chat feature to communicate with other participants in written way. You can use additional features like emotions, inserting file, formatting and etc. Just click to the following icon marked with a green frame on the picture below to open the chat box:








### 4.3.10. Additional options during the meeting

By clicking to the following button highlighted with a green frame on the picture below, you can open additional options:

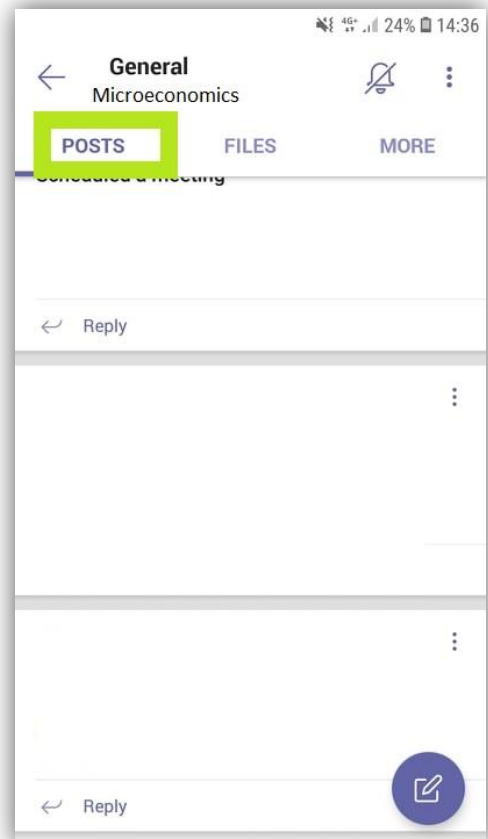
After clicking to that button highlighted on the picture above, you will open the additional settings box which featured on the picture below:



-  Put call on hold
-  Share
-  Transfer
-  Turn off incoming video
-  Dialpad

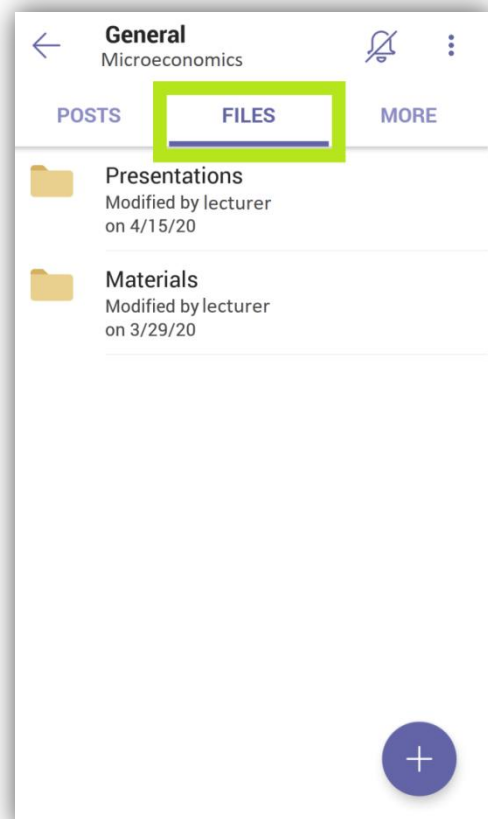
#### 4.4. Posts

After choosing the desired class, now you can see posts, files and other stuff related to the selected class. On the post section, you will see last events and notifications.



#### 4.5. Files- your class materials

Following to the section “post, there is the “files” section in which you can view or download your class materials uploaded by your lecturer.

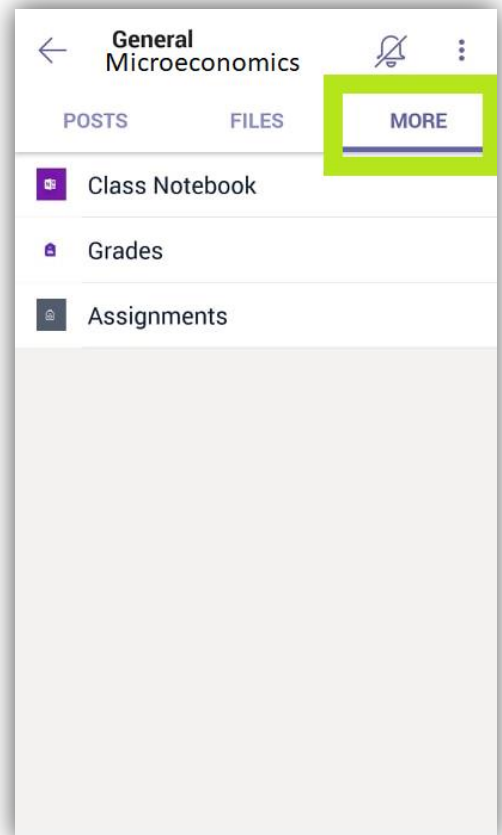




## 4.6. More- your grades, assignments and class notes

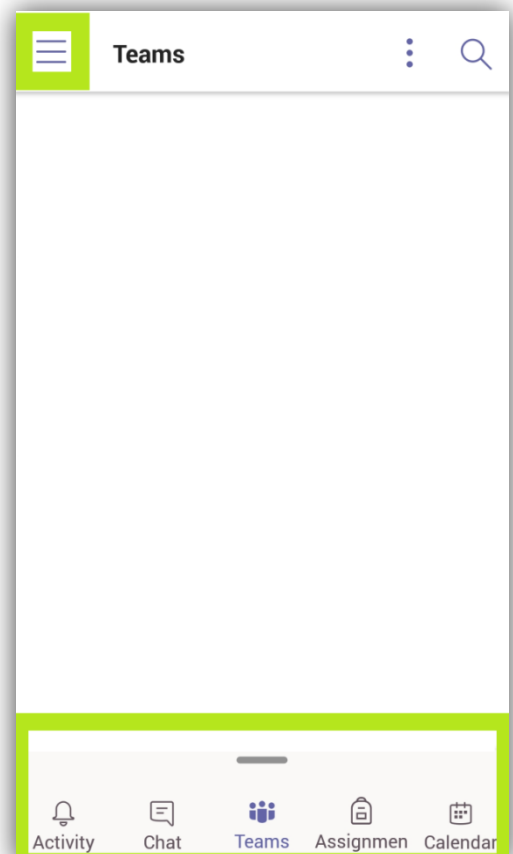
This section contains three features:

- [Class Notebook](#)- place where you can save notes related to the class. However, OneNote application should be installed first.
- [Grades](#)- grades for completed assignments
- [Assignments](#)- tasks given by your lecturer



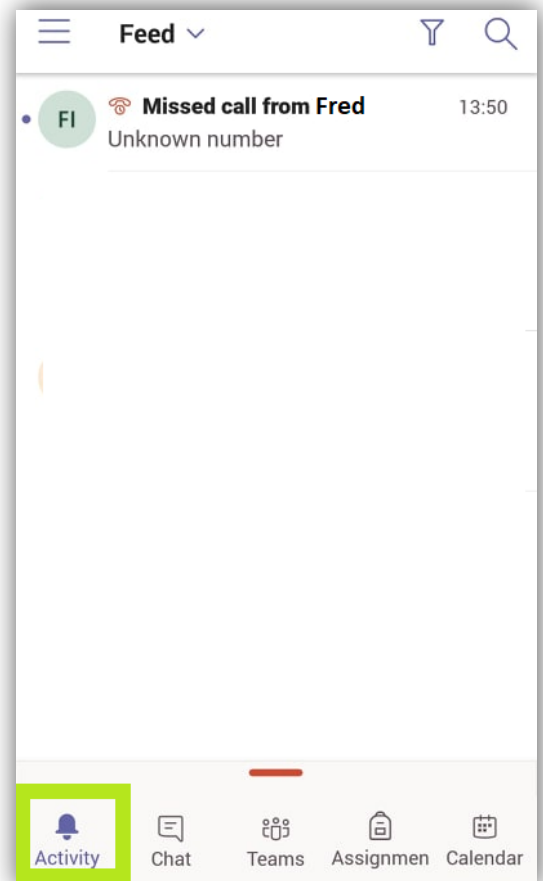
## 4.7. Additional tools

Beside of the “Teams” section, there are many useful tools both on the bottom panel and left hidden panel.



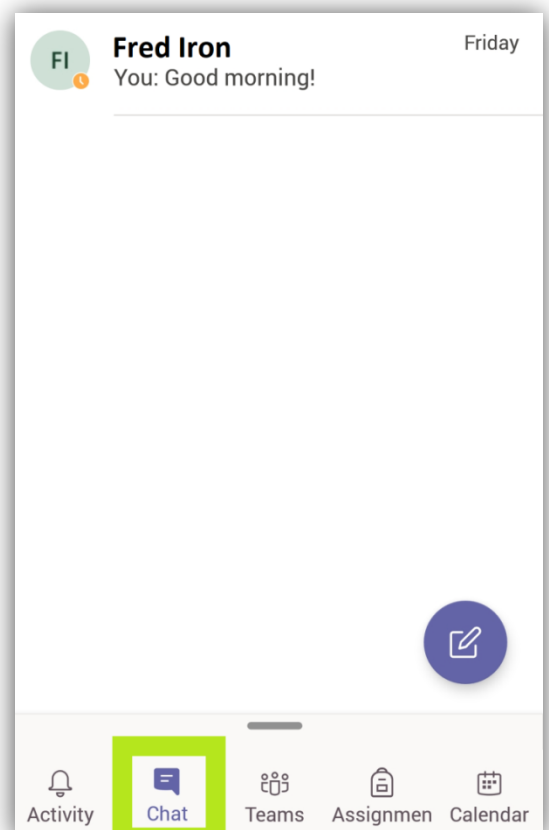
### 4.7.1. Activity

On this section [you can see latest events](#), conversation and other activities associated with teams.



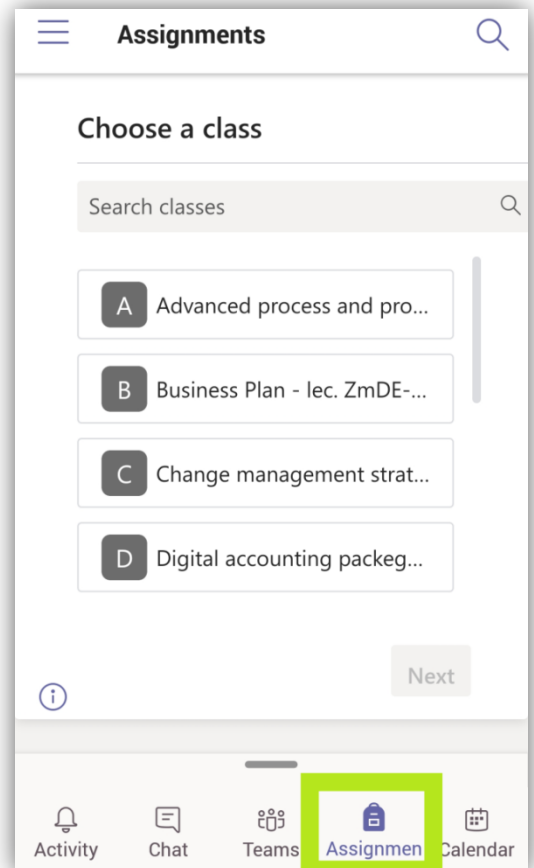
### 4.7.2. Chat

This section includes your conversations with other members of the team.



### 4.7.3. Assignments

This section includes all assignments related to your studies. In comparing with the assignments sub-section inside of the Teams sections, you can see list of all your classes, and choose the desired one.

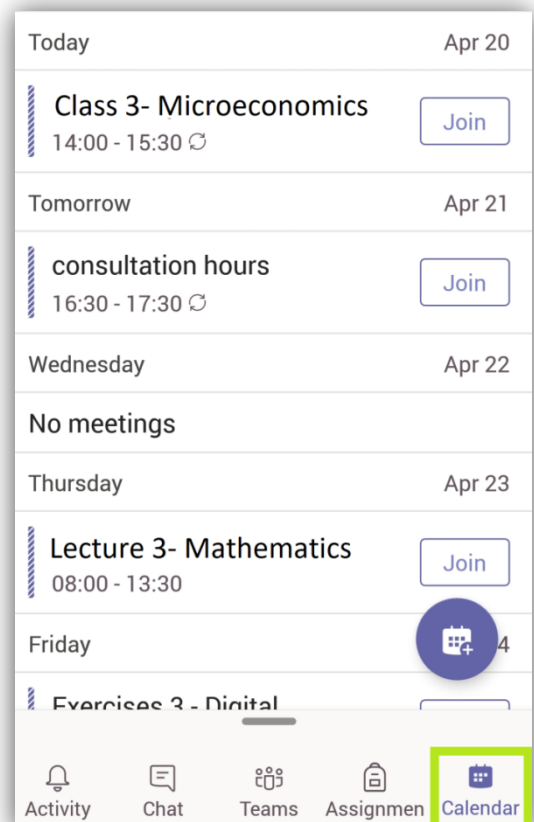


### 4.7.4. Calendar

In this section, you will easily check all current and upcoming classes with their hours and dates.

#### Important note:

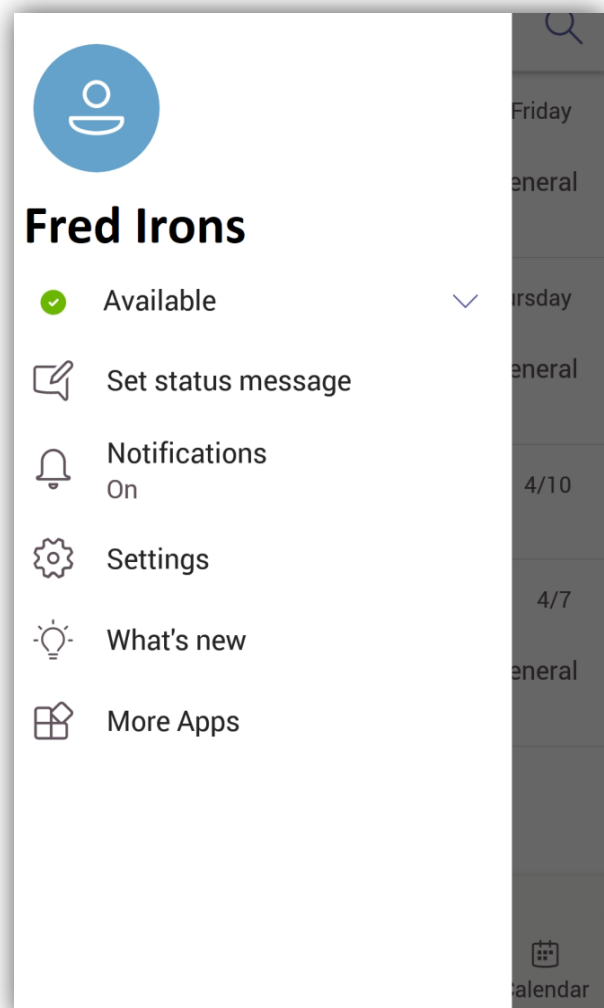
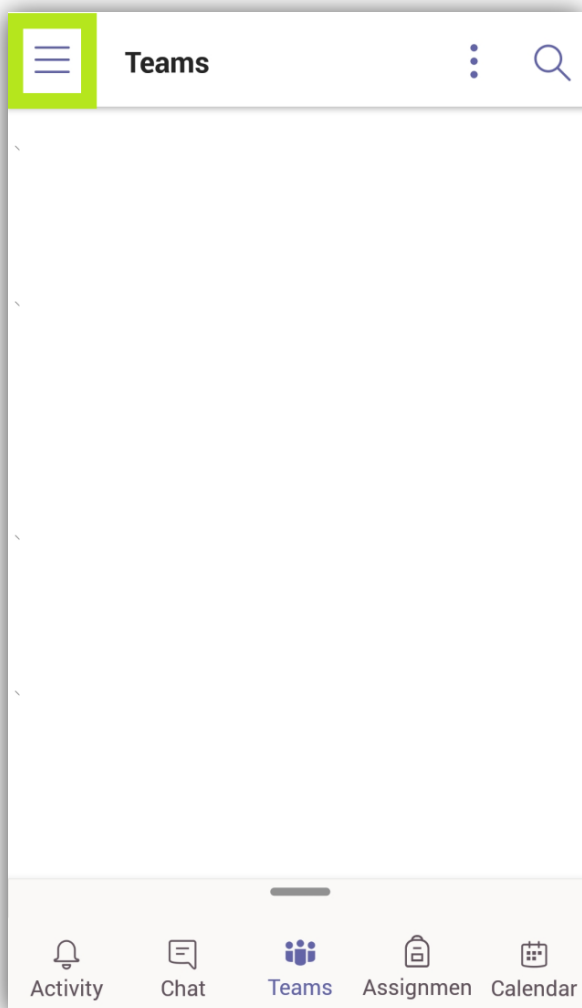
- ✓ Still it is recommended to follow the schedule on your student extranet.



#### 4.7.5. Left panel items

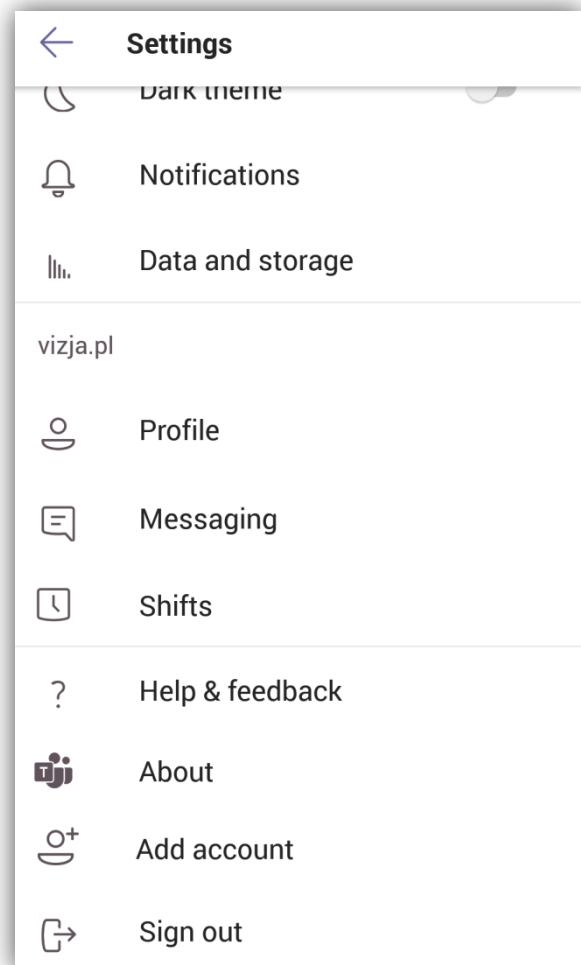
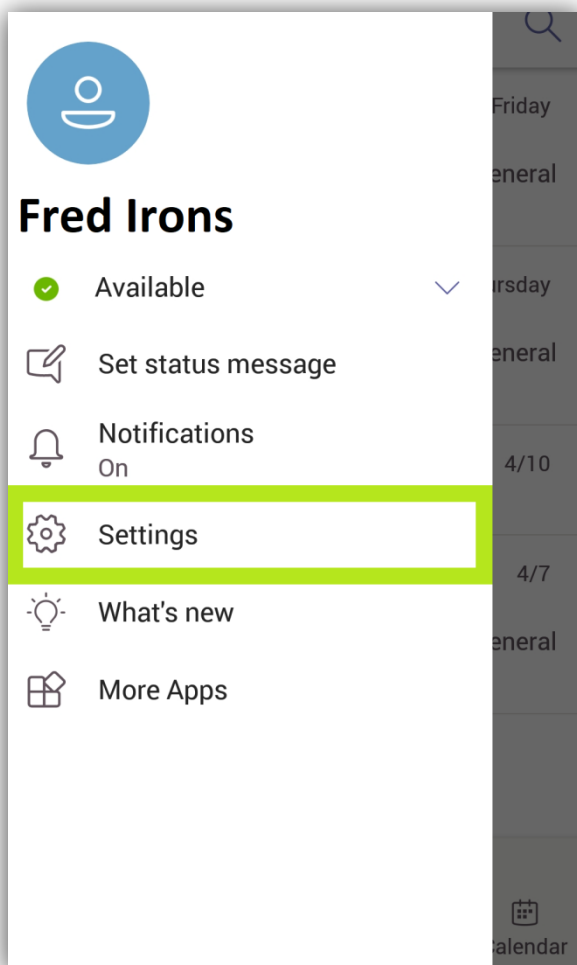
By clicking on the button marked with a green frame on the picture below, [you can open the left panel tools in which you can change parameters:](#)

- Change your activity (available, busy and etc.)
- Set your status message
- Change the notification settings
- General Settings
- Information about changes of last update
- More apps



## 4.7.6. General Settings

After opening the left panel which is explained on the section “4.7.5. Left panel items”, you can select the “sections” in which you can change the general settings and sign out from your account on the current mobile phone.



## 5. English Classes

All students who study at our university, will have English Classes in a particular semester. However, please read the points below:

- First, we want to remind that students of English studies, had to bring a document which approves their English Language level of B2.
- In case of submitting of the language certificate, the subject is accredited for the year.
- If the student did not complete the actions mentioned above, he/she must bring a certificate till the end of the studies.
- On the beginning of the studies, if the student did not bring the language certificate, he/she must participate in the English Language proof test which is held at our University.

## 6. Do not forget about your student extranet

- ✓ Although currently Microsoft Teams is applied for online studies, all information related to your studies and your education period is included on your Student Extranet.



- ✓ It is very important to check the student extranet on a regular basis. Because the student extranet includes all information about latest announcements by different departments.
- ✓ You can apply for a certificate of study, check your finances, schedule, materials and another important and useful features.

Please, check the link for the student extranet:

<https://extranet.vizja.pl/>

## 7. Contacts in case of problems with the Teams

- ✚ If you have any problem or questions related to the Teams, please write an email to the [studenthelp@vizja.pl](mailto:studenthelp@vizja.pl) a team which formed to assist students in issues related to online studies
- ✚ They have answer for all questions. If they do not, they will redirect you to the corresponding department.
- ✚ [Studenthelp@vizja.pl](mailto:Studenthelp@vizja.pl) works from Monday till Friday, from 8 AM till 4 PM.
- ✚ We kindly ask you to be patient and to not contact with other departments regarding issues related to the Microsoft Teams.

### Important note:

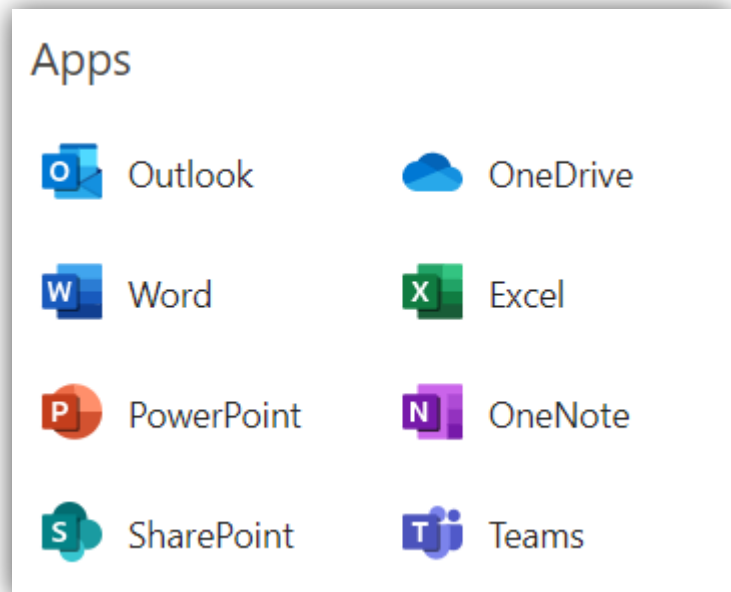
When you write email, please, do not forget to indicate your name and surname, your index number and your username for the Microsoft 365 sent to you.

- ✚ *The task of our team is help to our students and facilitate their online studying procedure.*

## 8. Additional features of Microsoft 365 account

The sign in details that provided for each student, **does not work only for the Teams**, but for whole Microsoft 365, which include very important and useful tools. **These tools are not only important during your studies, but also for your future professional life.**

It means you have access to the free online version of widely used apps like Word, Power Point and Excel. Although they are online, but you can always save files to your local storage. **So, as during the weekend you have do not have classes, you can dedicate time for learning software products offered by Microsoft.**



Now, we would like to talk about **some of the app which are free and available online as some of you may do not know for which purposes those apps can be used.**

- **Word**- the most widely used **word processing software**. You can use different fonts, templates and other useful features for example spell checker.
- **PowerPoint**- a presentation software which allows you **to create slide shows by using texts, videos, animations and other inputs in the same time.**
- **Excel**- it is a spreadsheet software which contains calculation, graphing tools, pivot tables, and a **macro programming language called Visual Basic for Applications**. It is very widely used mostly by accountants, financiers and analysisist. However, **still it is also used by almost any specialty.** It is so useful as you can make very complex calculations of huge numbers just in a second.
- **OneNote**- like Word, it is also **word processing software**, however, **it is very similar to physical notes as you have a freedom to write on any part of the page just by clicking on it.** You can also create a different section which can contain multiple pages.
- **Outlook**- **email platform offered by Microsoft.** Its features are not limited only by emailing but also calendar appointments, tasks, contacts and notes are included in one platform.
- **SharePoint**- **this is the web-based coloration tool and document management.** In other words, it is a tool which helps to bring organization together for internal purposes.
- **OneDrive**- it is **simply synchronized cloud-based platform which allows you to store your personal data and files in the cloud.**

**You can use this link to get instructions for some Microsoft Office apps including Teams with video tutorials:**

<https://www.youtube.com/user/officevideos/playlists>



## 9. Do not forget about social media

University of Economics and Human Sciences in Warsaw use different social medias:

Do not forget that we do not use only extranet, but also different pages on social media:

- Facebook of University of Economics and Human Sciences in Warsaw:

<https://www.facebook.com/UEHSinWarsaw/>



- Facebook of Welcome Office:

<https://www.facebook.com/welcomeofficeUEHS/>



- Website of University of Economics and Human Sciences in Warsaw:

<http://ufm.vizja.pl/>



- Website of Welcome Office:

<https://welcomeoffice.vizja.pl/>



Dear students of University of Economics and Human Sciences in Warsaw!

Hope this guide will be useful for you during your online studies!

As University of Economics and Human Sciences in Warsaw and Welcome Office  
we wish you good luck in your studies!