

Microsoft Teams For Students

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Using Microsoft Office 365 Education, Office documents (Word, PowerPoint, Excel) can be edited online, not just by one person, but as a team. The feature “Teams” is also available in Microsoft Office 365 and includes features for chat, video conferences, and data sharing. The Teams app is also available for mobile devices.

There is a free of charge option for using of Microsoft Office 365 Education (Option Office 365 A1).

Please note that the following applications are not available in Office 365 due to compatibility issues with central JLU services: Outlook/Exchange and SharePoint

1. Registration

- a) You can register via the official Microsoft Teams Website [Microsoft Teams Webseite](#).
- b) Please register using your e-mail address, which must be composed as such:

useridentification@uni-giessen.de

(for example: sz1234@uni-giessen.de)

The @ must **NOT** be followed by “academicdiscipline.uni-giessen.de”, but simply by “uni-giessen.de”.

Students and teachers get Teams for free

Engage students with virtual face-to-face connections and activities, or set up a remote lunch to keep classrooms connected and having fun and it's free for students and teachers with a valid school email address.

Enter your school email address

Get Started

- c) Clicking on "Get Started" will take us to the next step of the process of signing up.
- d) You will be asked to identify yourself as either "Student" or "Lehrer". As a **student**, please select "Student."

Office 365 Education

Sind Sie Schüler oder Lehrer?

Office 365 Education umfasst Microsoft Teams und andere Tools, die Sie für Ihren Online-Unterrichtsraum benötigen. Mit Teams können Schüler und Lehrer chatten, an Aufgaben arbeiten und zusammen Dokumente erstellen. Wenn Sie ein IT-Administrator sind, [registrieren Sie Ihre Schule](#).

Ich bin
Schüler/Student. ➔

Ich bin Lehrer. ➔

- e) In the following, please enter your first (1) and last name (2), as well as setting a password (3). You will then receive an e-mail from Microsoft containing your confirmation code, which you must then enter into the registration form (4). You should not tick the boxes regarding information about Microsoft products and the passing on of data to third parties. You should also not fill out the invitation form. Confirm your entries by clicking on "Start" (5).

Erstellen Sie Ihr Konto

1 Roman 2 Henke

3

.....

Wir haben einen Bestätigungscode an **gz999@uni-giessen.de** gesendet. Geben Sie den Code ein, um die Registrierung abzuschließen.

4 Bestätigungscode [Registrierungscode erneut senden](#)

Microsoft kann Angebote zu Microsoft-Produkten und -Dienstleistungen für Unternehmen an mich senden.

Ich möchte, dass Microsoft meine Informationen an ausgewählte Partner weitergibt, damit ich relevante Informationen zu deren Produkten und Diensten erhalte. Weitere Informationen (unter anderem zur jederzeit möglichen Kündigung) finden Sie in der [Datenschutzerklärung](#).

Durch Auswahl von **Start** stimmen Sie unseren [Geschäftsbedingungen](#) und den [Microsoft-Datenschutzbestimmungen](#) zu und bestätigen, dass Ihre E-Mail-Adresse einer Organisation zugeordnet (und keine private E-Mail-Adresse) ist. Ihnen ist außerdem bekannt, dass ein Administrator Ihrer Organisation möglicherweise die Kontrolle über Ihr Konto und Ihre Daten übernimmt und dass Ihr Name, Ihre E-Mail-Adresse und der Name der Testorganisation für andere Personen in Ihrer Organisation sichtbar sind. [Weitere Informationen](#)

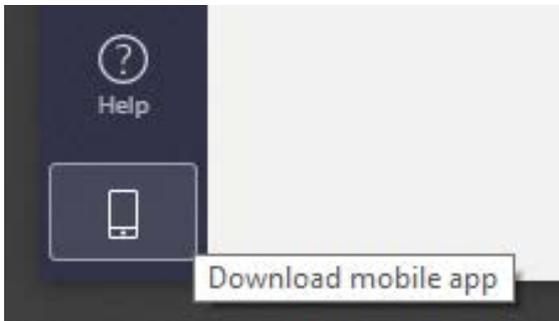
5 Start →

2. First Steps

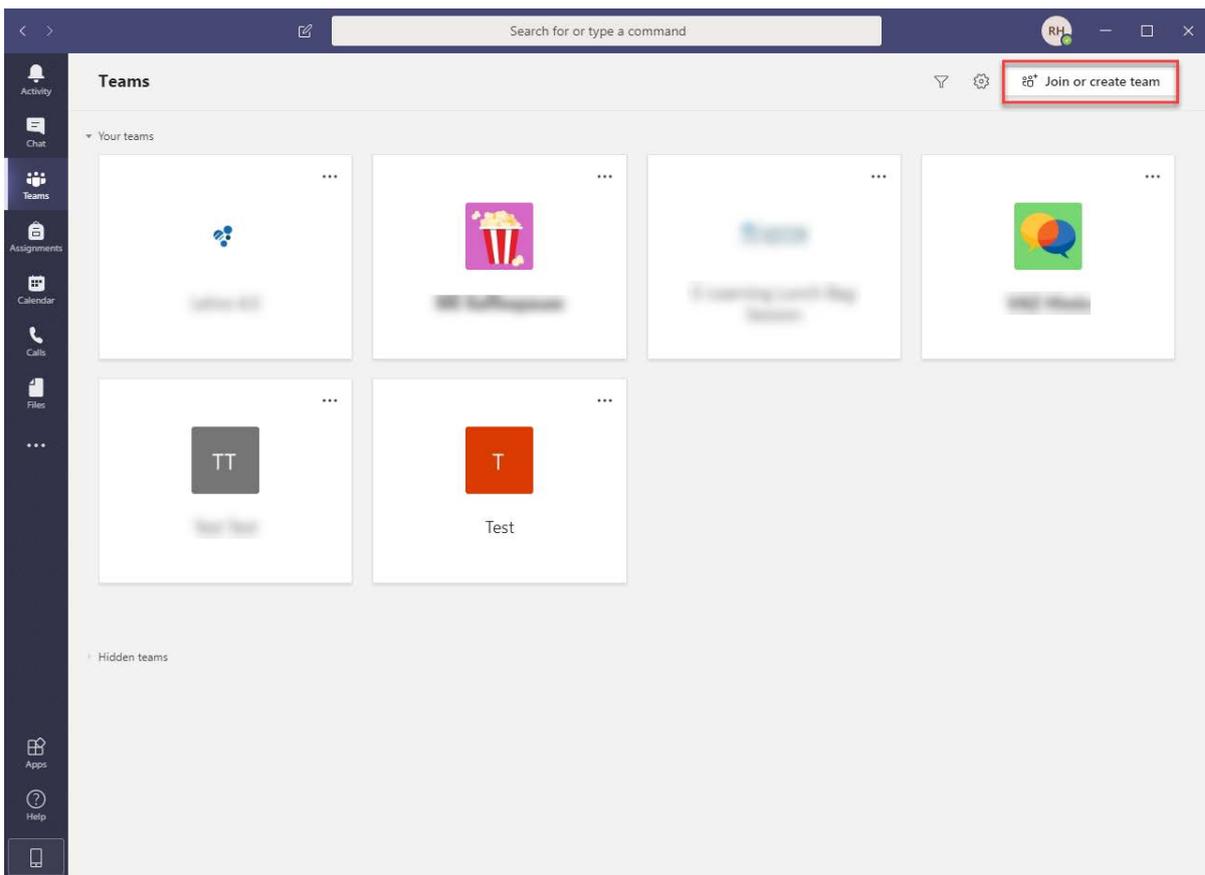
After successfully registering as “Student,” you will see an overview of Office 365 Education. Please choose the module “Teams.”



According to Microsoft, video conferences cannot be held via Firefox, but only via Chrome and Edge. For full functionality, we recommend downloading the desktop app for “Teams.” You can do so by clicking this icon in the left column:

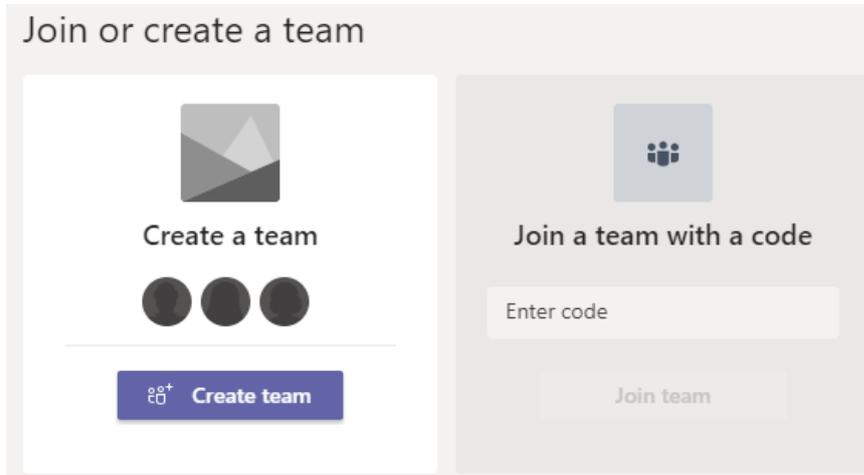


In order to access this app, you must enter your login details again. You will then see the Teams overview. Here, you may open an already existing Team, enter a new Team, or create your own Team.



3. Creating A Course/Team

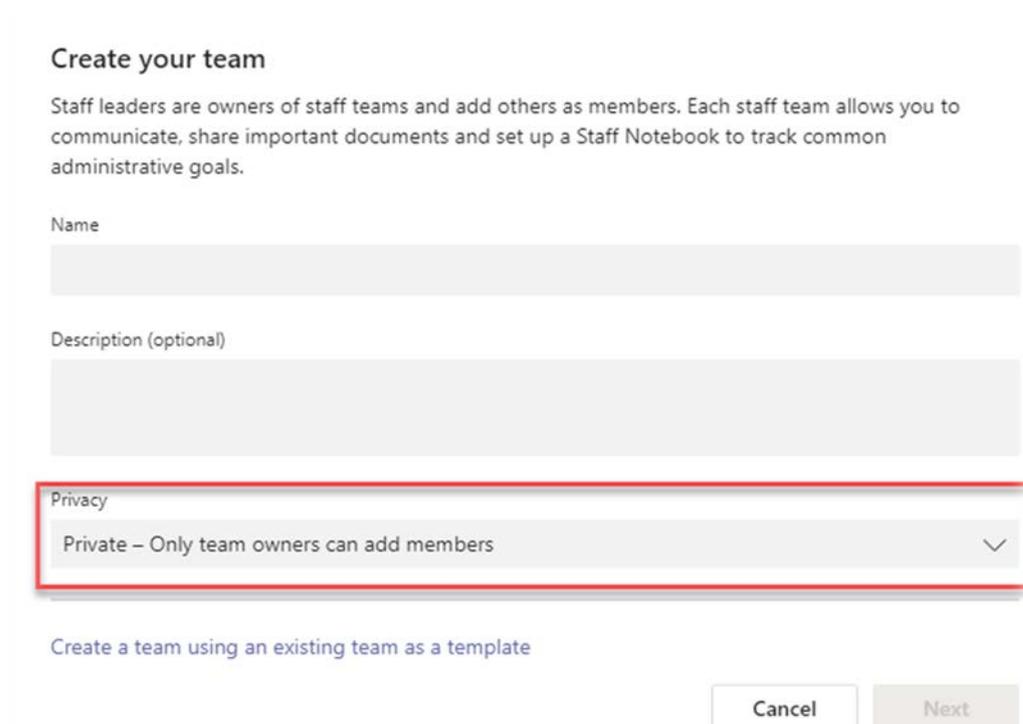
Please click on “Join or create a team.”



If you have received a code for an already existing Team, please enter it into the corresponding field. Then click “Join team.”

Should you want to create a Team yourself, please choose “Create a team.”

For reasons of data privacy you may only create private Teams.



Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy

Private – Only team owners can add members

Create a team using an existing team as a template

Cancel Next

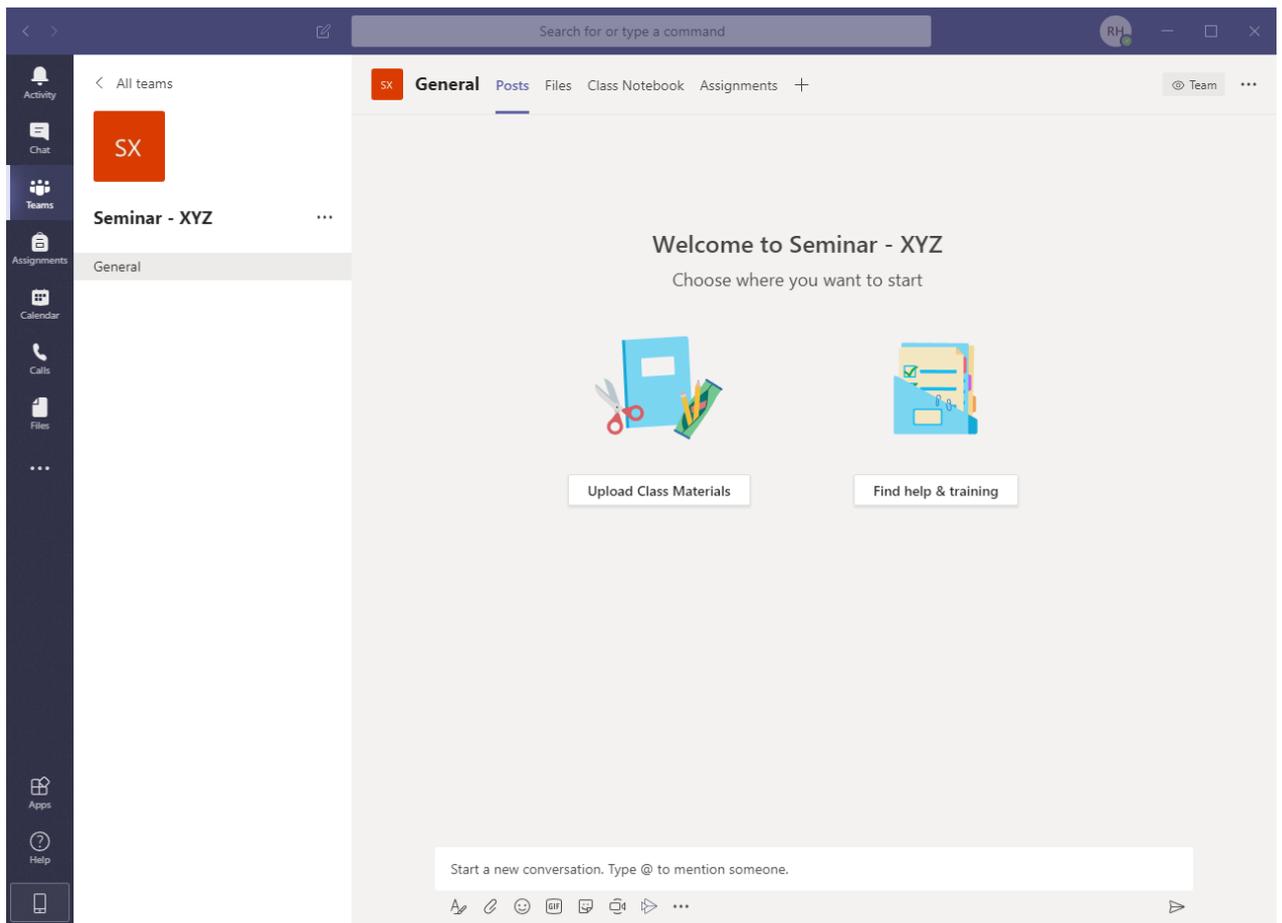
As a next step, you can determine “user/members” and “owner”. You may skip this step; members can also be added via a Team code.

Add people to "Example-Team"

Start typing a name, distribution list or mail-enabled security group to add to your team.

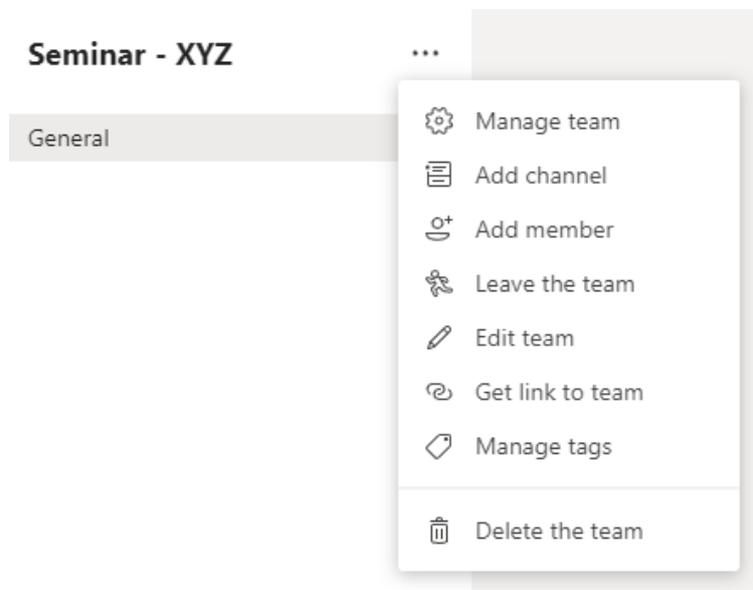
Skip

You are now in the Team or working group that you have created.



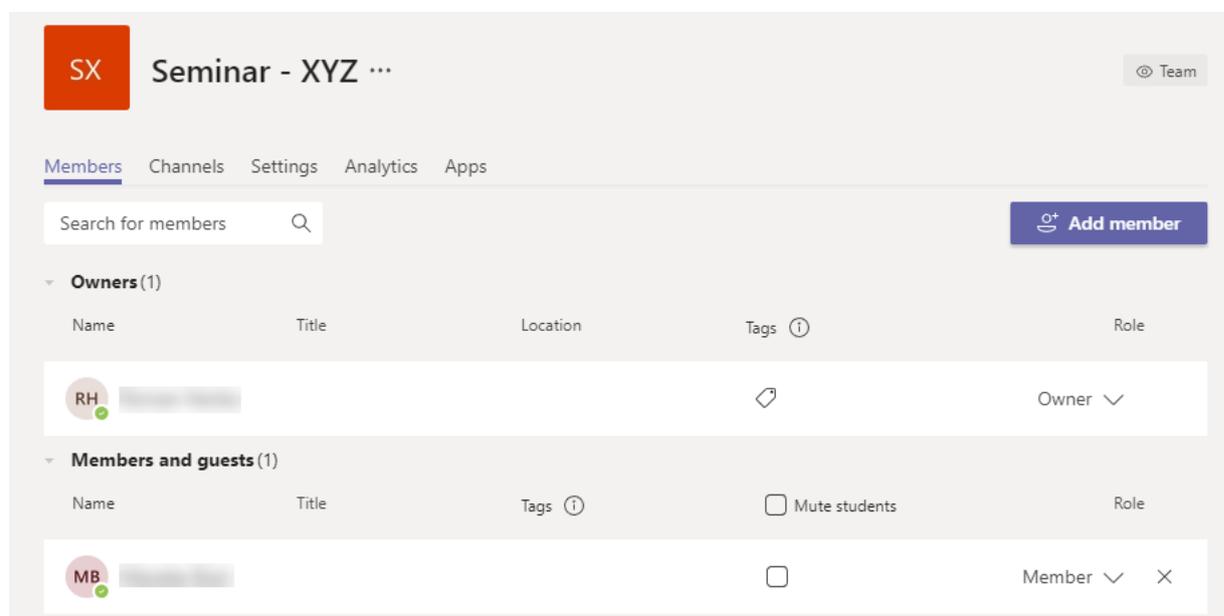
4. Managing Participation

By clicking the three dot icon, you will see the following options:



If you click on “Edit team,” you will be able to change the name and avatar of your Team. You can also access the privacy settings. **For reasons of data privacy, you may only create private Teams!**

You can only add participants and lecturers manually, by either clicking “Add member” or “Manage team.” Please choose “Manage team” first:



By choosing the “Members” tab, you can look at the current owner (lecturer) and members (students), change their roles (“Owner” or “Member”), remove members or add more people.

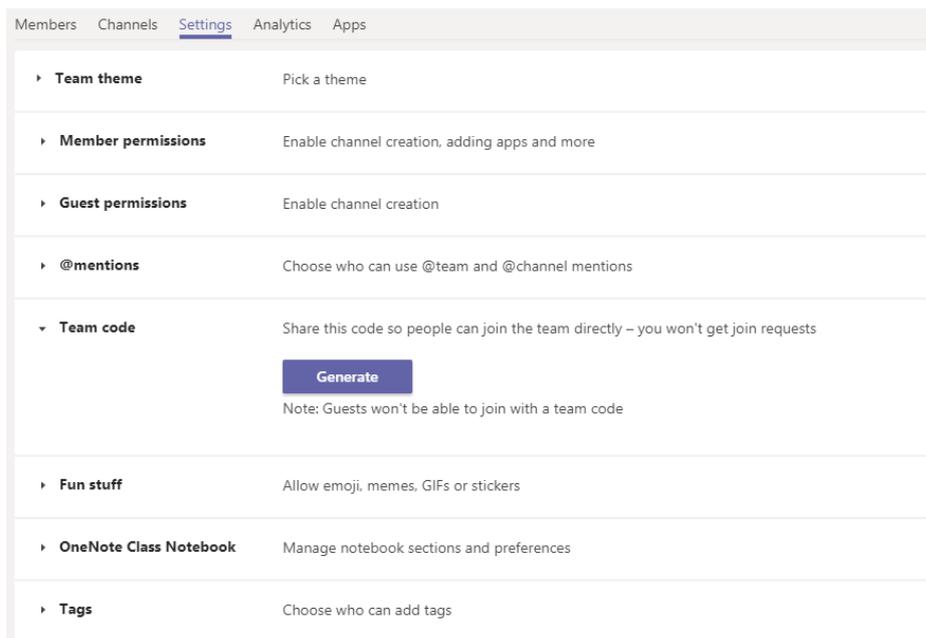
Via “Add member,” you can, for example, add other lecturers. When you start typing, suggestions from which you may choose will be displayed after a couple of letters.

Add members to Seminar - XYZ

Students Teachers



The tab "Settings" is of particular interest:



Here, you can create a team code, which you may then send out to others in order to let them join your Team/course (see the corresponding field under point 2):

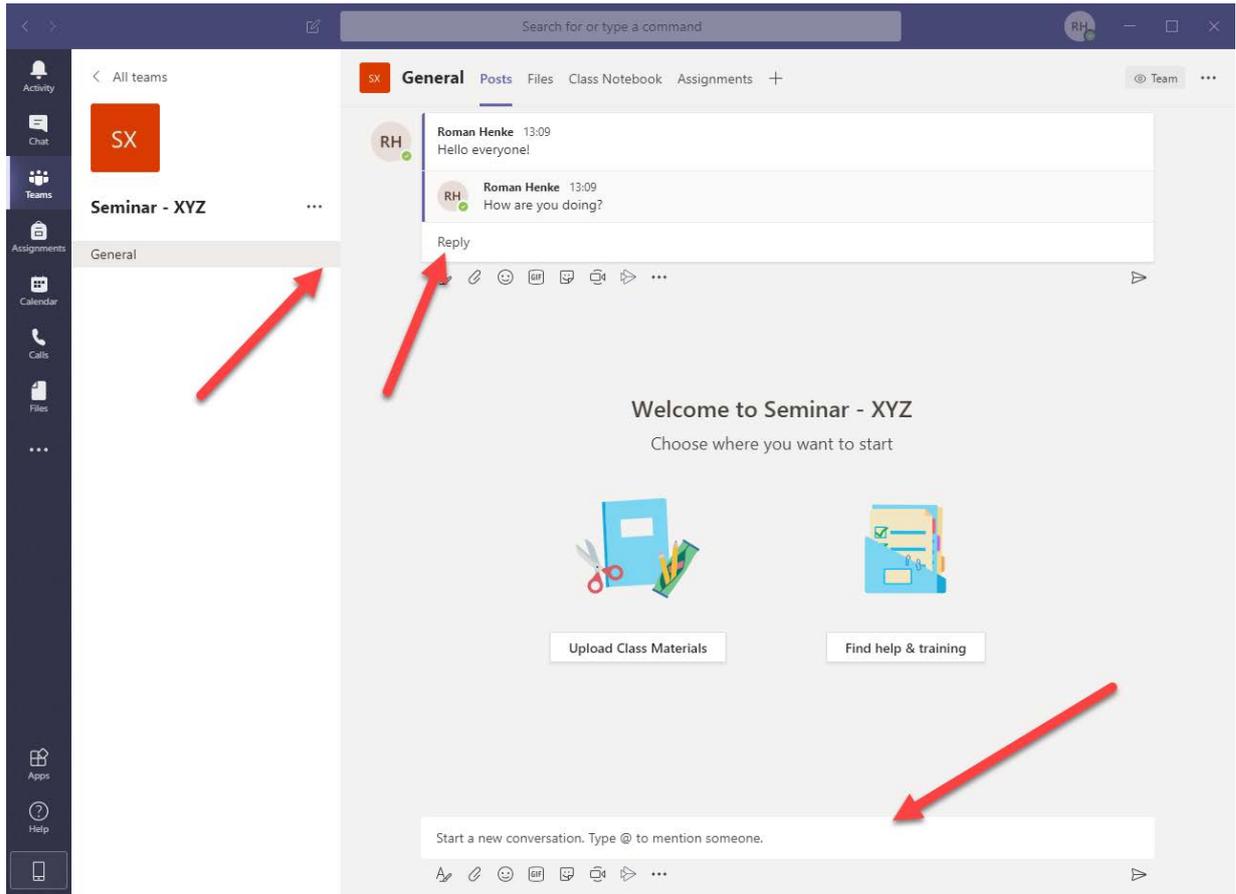
Share this code so people can join the team directly – you won't get join requests

ij

Full screen Reset Remove Copy

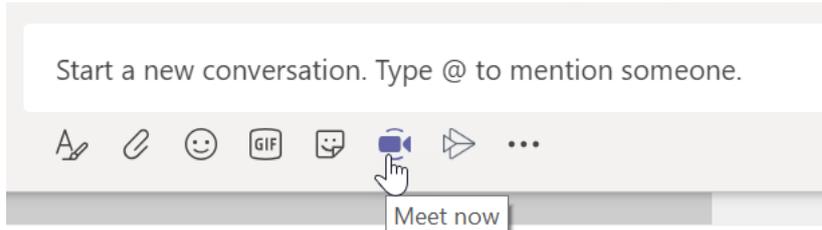
Note: Guests won't be able to join with a team code

5. Chat & Video Conference

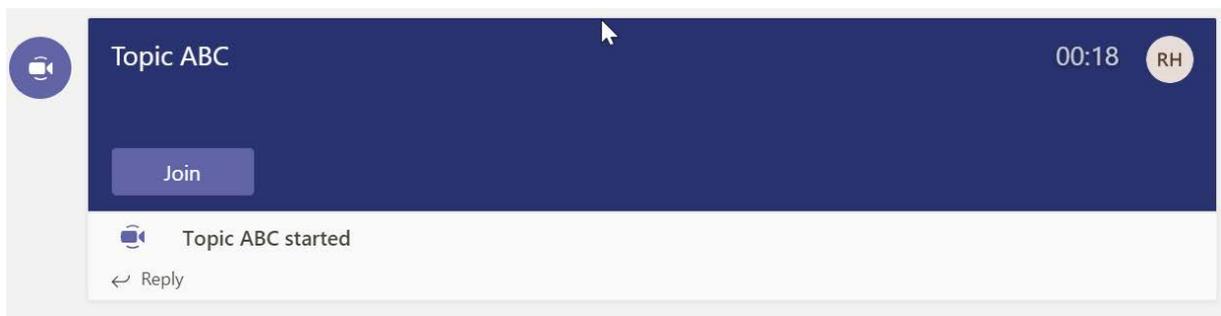


Within your course, you will find a room named “General”. By choosing the tab “Posts,” you can chat with others, and create or answer posts. The usual commands such as the @ symbol to address individual persons directly, apply here.

You can start a video conference in this room by clicking the camera icon below the chat line:



You will then see a preview of your own camera, which you may deactivate if you prefer. You may also add a subject. Then click “Meet now.”

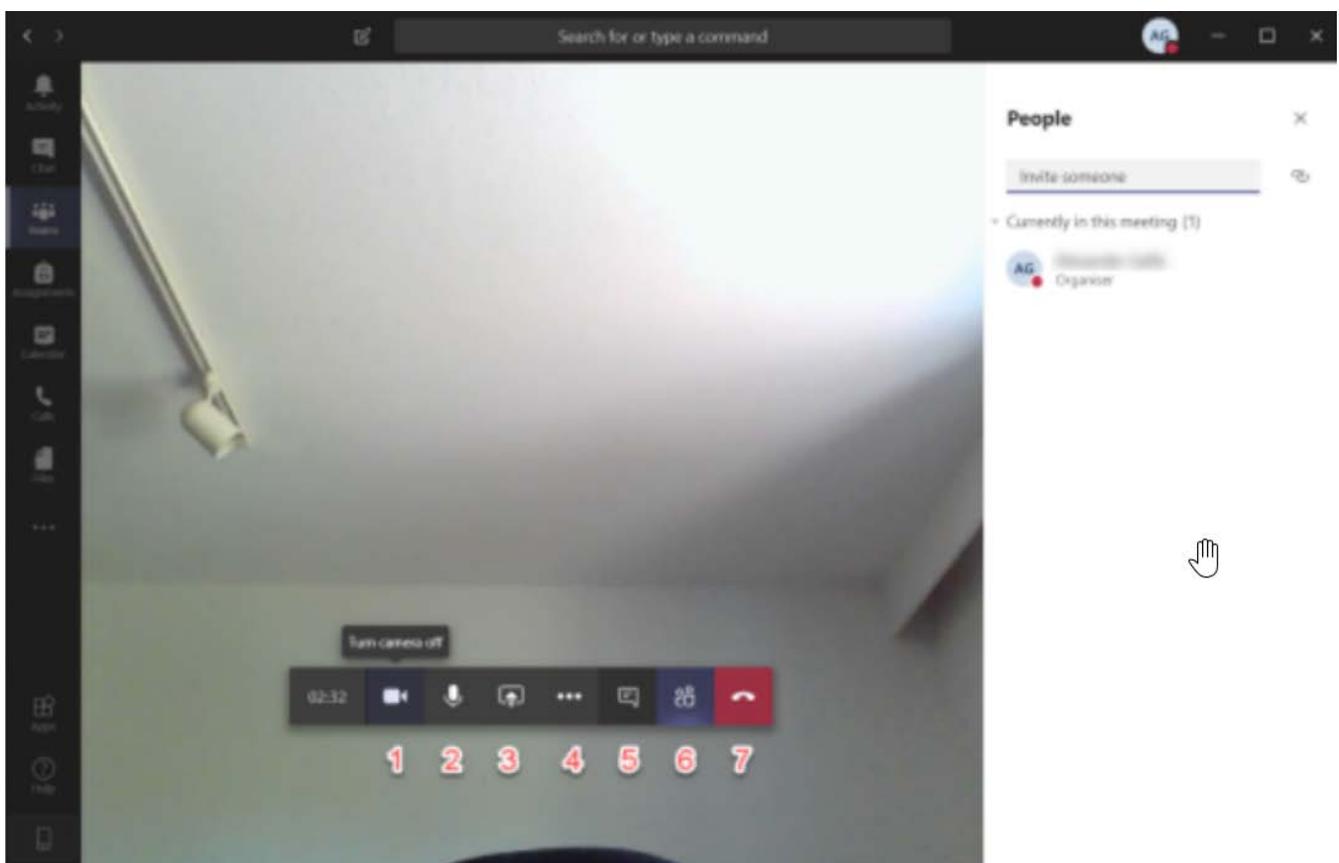


While you are now in the video chat, the other Team members will be informed of the start of a video conference in the “Posts” window, where they can join via the button “Join.”

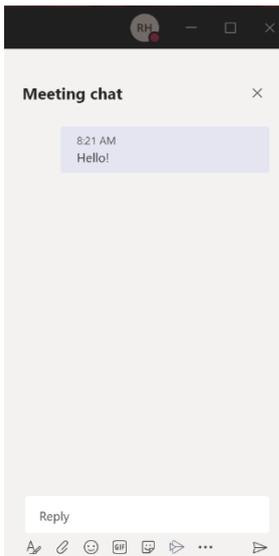
In the gray overlying bar, you can see a timer that indicates how long the conference has been going on for. You can

- dis- and enable your camera (1) and microphone (2)
- share your screen (3)
- show or hide the chat window (5)
- show or hide the list of participants (6)
- end the video conference via the red phone icon. (7)

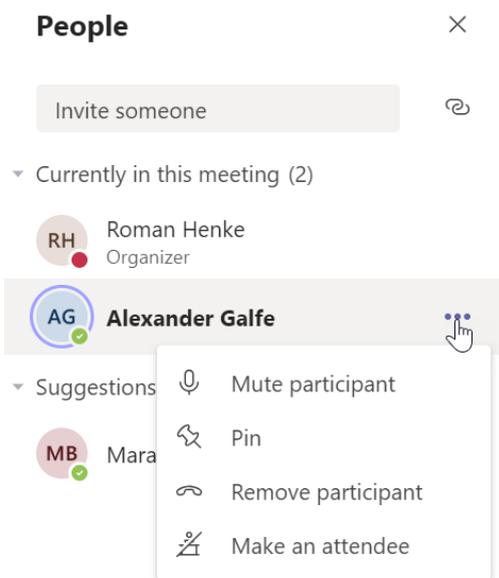
Further features (4) will not be elaborated on at this point.



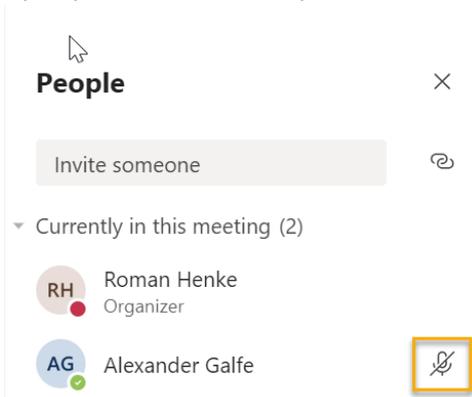
The video display can show a maximum of four people at the same time. These are rotated automatically according to their activity (volume). To the right of the video display, you can either see your “Participants” (6) or the “Meeting chat.” (5)



Via “People,” you can mute or remove participants. You can also promote participants to speakers or demote speakers to participants. This will grant or take away certain rights.



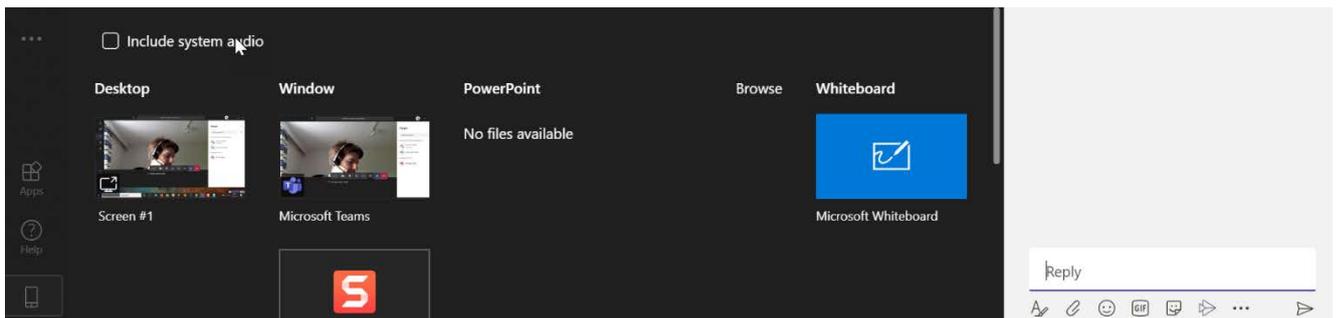
People who are muted – regardless of whether they have muted themselves or have been muted by a speaker – will be depicted with a crossed out microphone.



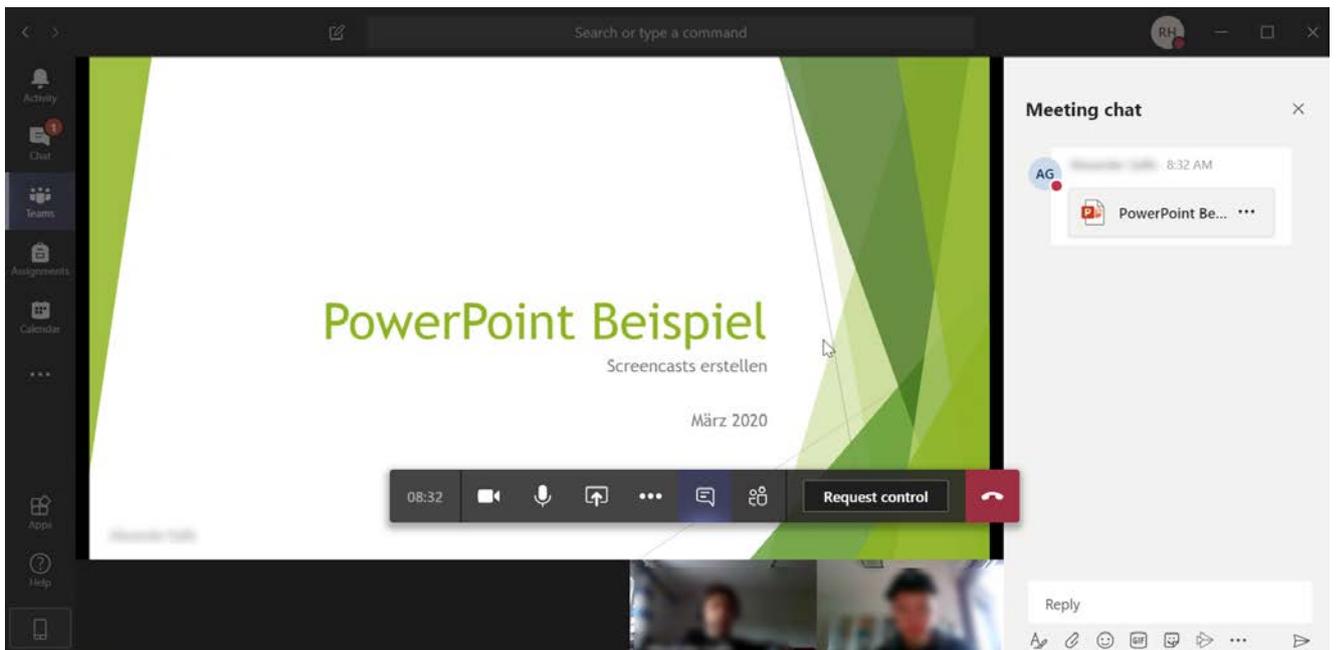
Important notice regarding the muting of participants: it is currently not possible to mute people permanently. There is a “Mute all” feature, but each participant can enable their microphone again at any time.

6. Screen Sharing & PowerPoint

As a speaker, you can share your screen by clicking the aforementioned button 3), for example in order to share a PowerPoint presentation. In the following section, you will find the option of choosing PowerPoint files directly, but since this does not work reliably, we recommend opening the PowerPoint on your computer and sharing the window.



Participants will see the presentation as follows:



You can stop sharing your screen by clicking this icon:



7. Netiquette

In order for online conferences to be feasible, all participants must bear a few things in mind. We have compiled a list of important points.

If possible, find a quiet spot

Ambient noise is often transmitted very loudly during meetings, and prevent participants from hearing one another clearly. This might include things such as kettles, coffee machines, or other persons in the room.

Seemingly minor noise sources such as putting down your coffee mug next to the microphone, or placing your phone on your desk may be a lot more audible in an online meeting than one might think. The same applies for coughing, sneezing, clearing one's throat, etc.

It might be advisable to mute your microphone while you have nothing to say, but do not forget to turn it back on once you do want to say something.

Turn off the camera

Systems for web conferences are currently under heavy strain. Please turn off your camera in order to preserve the connection. This will also prevent unwanted glimpses into your apartment by other participants.

Speak slowly and clearly

The audio quality of web conferences is often inferior to that of a regular phone call. Hence, you should make an effort to speak slowly and clearly.

Everyone is talking simultaneously

Because your conversational partners cannot see you, it may often happen that two or more people will start speaking at the same time. Please wait a moment before you say something, or shortly notify the other participants that you have something to say.

Feedback

It is possible that you will hear a sudden, high-pitched noise that grows increasingly louder. This is an acoustic feedback. If this happens, it is best to quickly turn off the microphone for a moment.

Important Links Regarding Microsoft Teams

Registration Education: <https://www.uni-giessen.de/fbz/svc/hrz/svc/medien/el/werkzeuge/office365>

Forgot your password: <https://passwordreset.microsoftonline.com/>

Choosing a type of Team: <https://support.microsoft.com/de-de/office/ausw%C3%A4hlen-eines-teamtyps-f%C3%BCr-die-zusammenarbeit-in-microsoft-teams-0a971053-d640-4555-9fd7-f785c2b99e67>