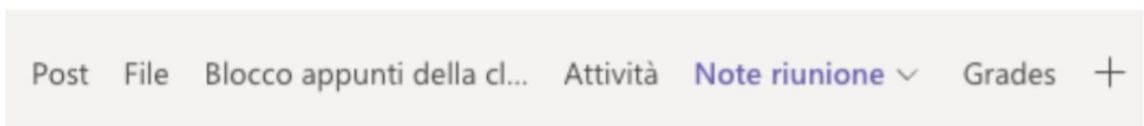


OFFICE 365_ TEAMS GUIDELINES

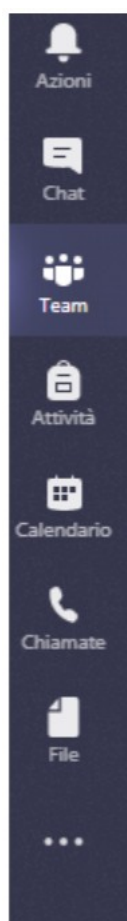
- 1) Connect to www.office.com and enter the credentials provided (username and password) by clicking on “**Login**”;
- 2) A window will open with all available applications; click **Teams**;
- 3) Teams, like all other 365 applications, can be used both in the **web version** (by connecting to the site, as in point 1) or by downloading the **app** on your computer. The difference between the two methods of use consists only in the fact that, using the app, any activity on the platform (chat messages, team changes, etc.) is automatically reported through notifications. Otherwise, with the web version the notifications do not arrive automatically: you will need to log in to view any changes or movements. It is therefore advisable to download the application on your computer.
- 4) You will find yourself inserted within a Team (which corresponds to the name of the course you must follow). Click on the name of the team and, once entered, the main screen is displayed, where at the top you can see different possibilities: Posts, Files, Class Notebook, Assignments, etc.



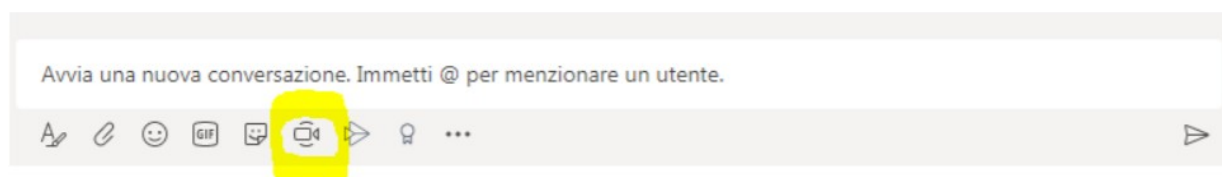
- **Posts:** allows you to start a chat with the whole group, useful for various communications (every movement and / or communication on the platform is communicated with a notification);
- **Files:** you can upload various files (word, excel, PowerPoint, etc.) or create on the spot a file that is shared with the team;
- **Class Notebook:** As you will see from the screen that appears, there are more possibilities. The *Collaboration Space* section allows both the teacher and the student to upload and edit content; the *Content Library* section allows only the teacher to modify the contents, while the students can only view them. The last section, *Student Notebooks*, again allows the modification of the contents only by the teacher BUT here each student can modify his/her own content (loaded exercises, translations, various files, etc.) without having the possibility to see the contents of the other students
- **Assignments:** allows you to assign tasks to students; click **Create** to create a new activity and select **Assignments**. At this point, as displayed on the screen, a whole range of information can be entered (activity title, instructions, attached files), including the expiry date and time, and the score to be assigned for the activity.

WEBCAM CONNECTION

To proceed with a lesson in which interaction via video call is required, connect to the Teams platform with the credentials received (username and password). Select the desired class group from the Teams on the left (if not displayed automatically, select the **Team** item in the list on the left)

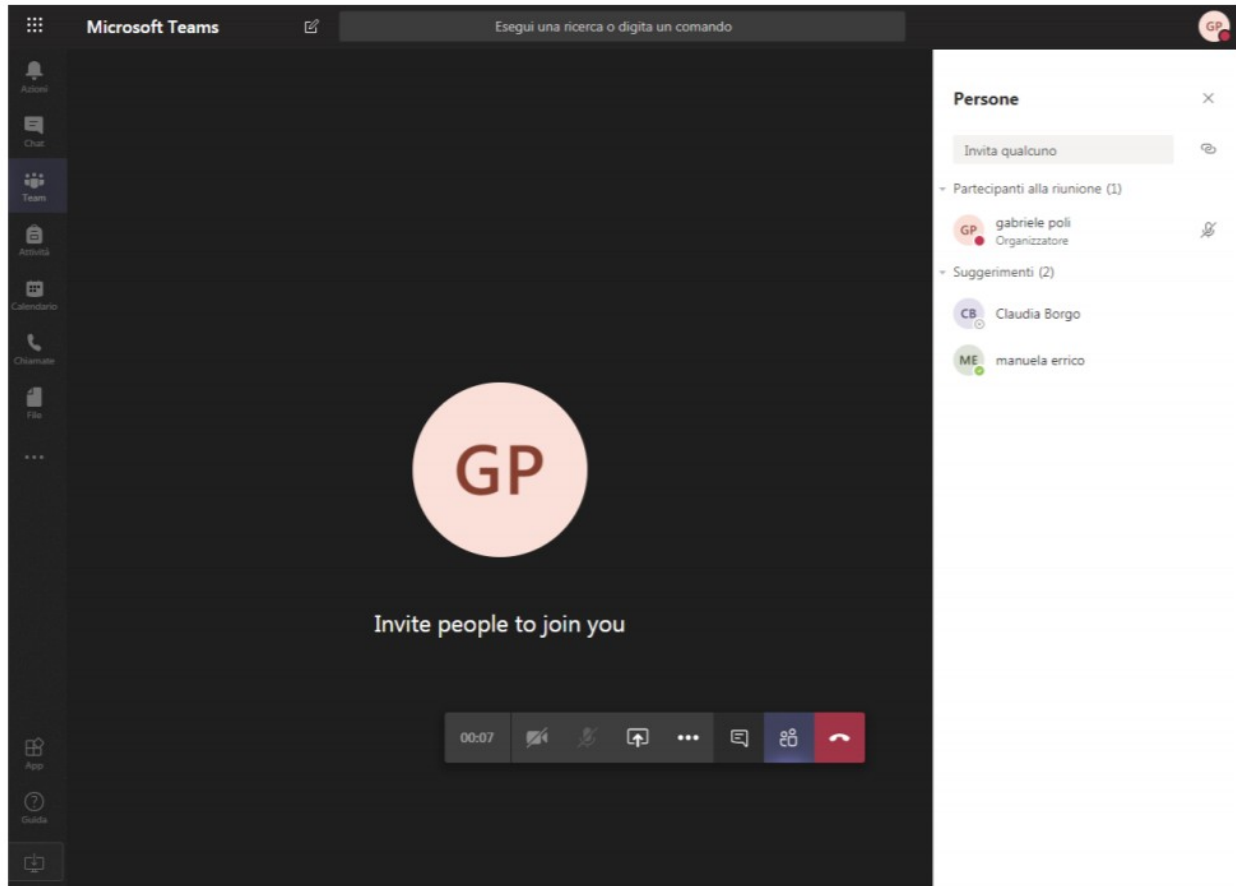


and then click on the video camera icon located in the lower center, under the chat bar



Wait until all participants are online and check that the microphone of all participants in the video lesson is working (each user must make sure that they have activated webcam and microphone on their computer).

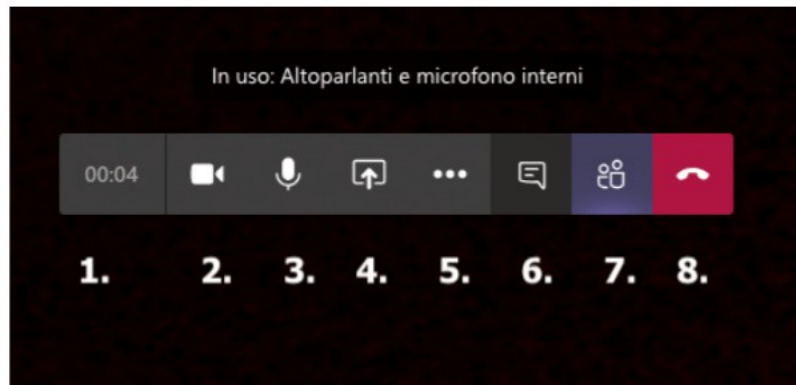
The displayed image is the following



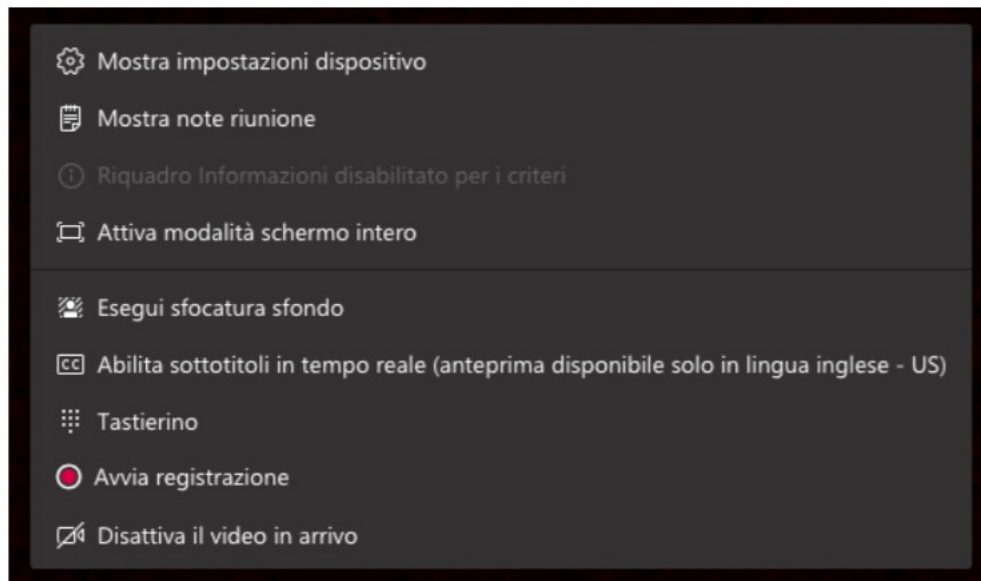
A **chat** is displayed on the right through which you can interact with the participants in the video lesson.

The main part of the screen is dedicated to viewing users in a video lesson; the maximum number of users displayed is 4, regardless of the number of students who participate in the video lesson. Each student, having microphone and webcam activated, has the right to intervene during the lesson; in the event that a student starts to speak, the platform identifies the user who is speaking and **automatically** displays him/her on the main screen (even if the student in question was not previously displayed).

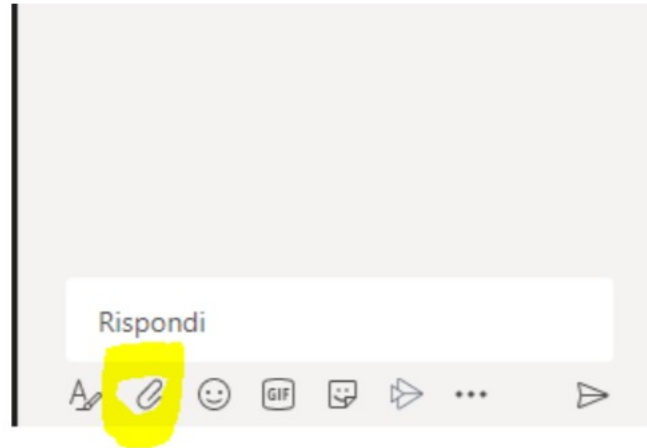
Commands available during a video call:



1. Duration of the video call
2. Activation / deactivation of your webcam
3. Activate / deactivate own microphone
4. Share: by clicking on the Share icon you can share slides and PowerPoint presentations with users in the video lesson, which are viewed by all users on video. To share all other types of files, refer to point 6, "Chat"
5. Options: Other options are displayed in the drop-down menu



6. Chat: by clicking on the Chat icon, the chat opens on the right through which you can communicate live with users connected to the video lesson



As you can see from the image shown above, by clicking on the paper clip icon, **it is possible to share any type of file** (text, audio, video, PowerPoint, etc.) which **will be automatically inserted into the File section, thus becoming a shared folder of the Team** (the files remain available for all users of the group and can also be consulted later).

7. Hide users allows you not to view the list of users connected to the video lesson (usually displayed on the right of the screen)
8. Abandon: clicking on the Abandon icon ends the video lesson