

# Student's guide: Online lessons via Microsoft Teams

---

Last update: 9th March 2020

## Contents

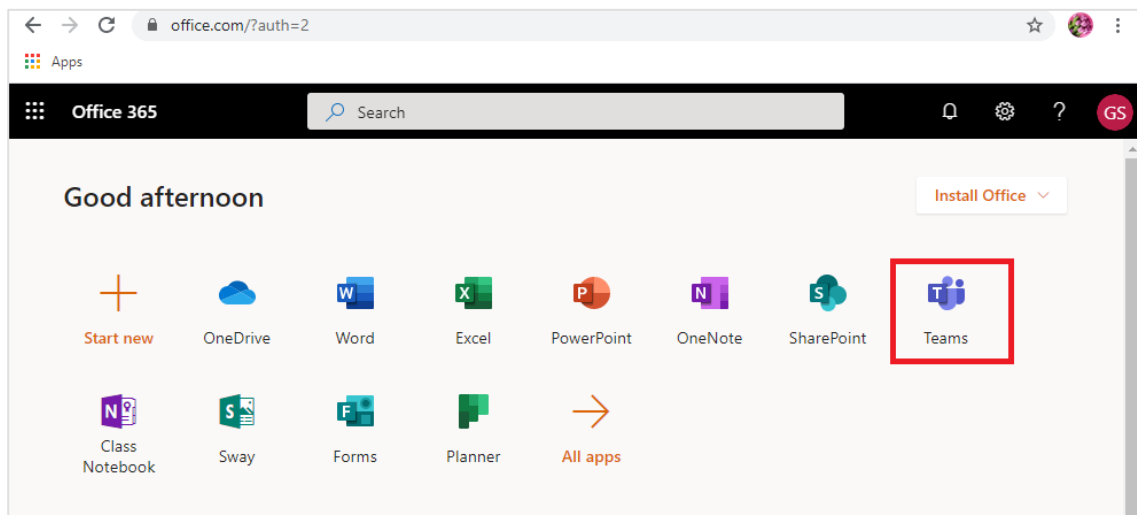
1. Logging in to Microsoft Teams	2
2. Enrol in a class group	4
3. Join a meeting	5

## 1. Logging in to Microsoft Teams

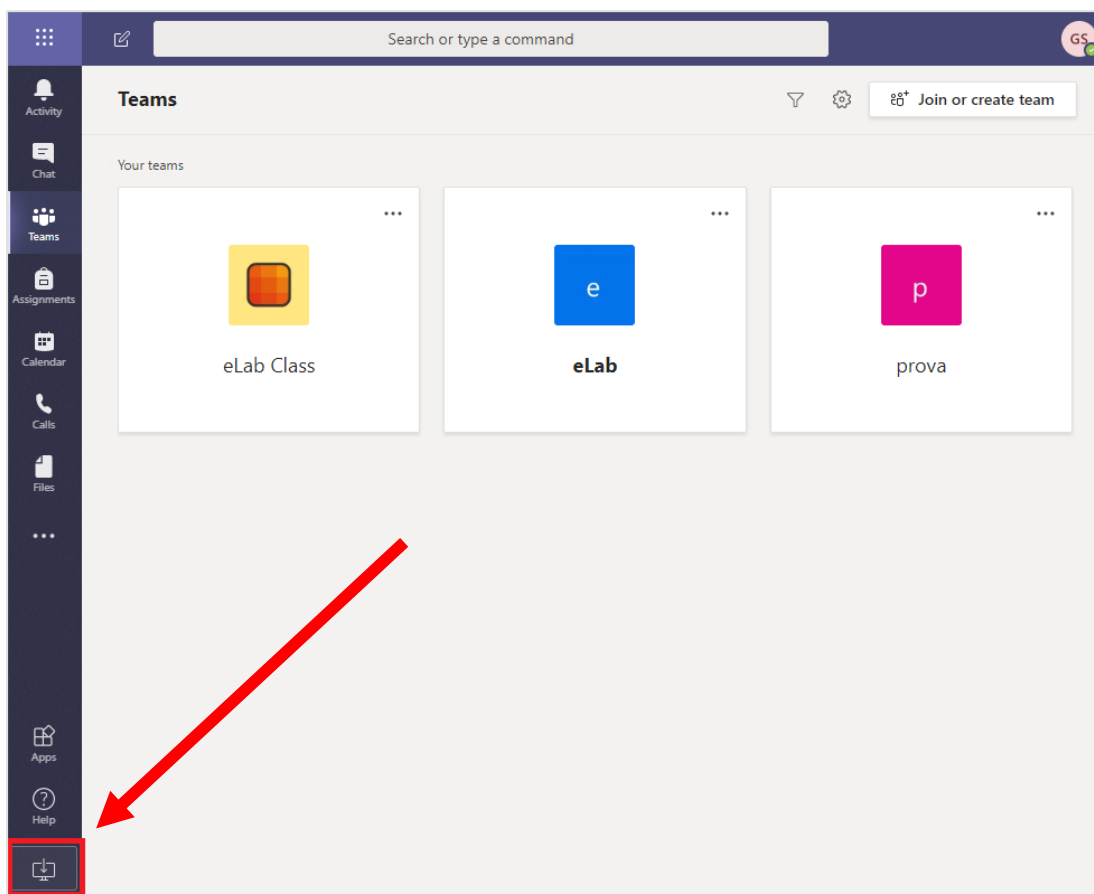
USI members can access to Microsoft Teams using their USI credentials. To use or download Microsoft Teams, go to <https://www.mail.usi.ch/> and click on “USI Cloud”.



Once logged in with your USI credentials (your email credentials), click on “Teams” in the dashboard (or look for it by clicking on “All apps”).

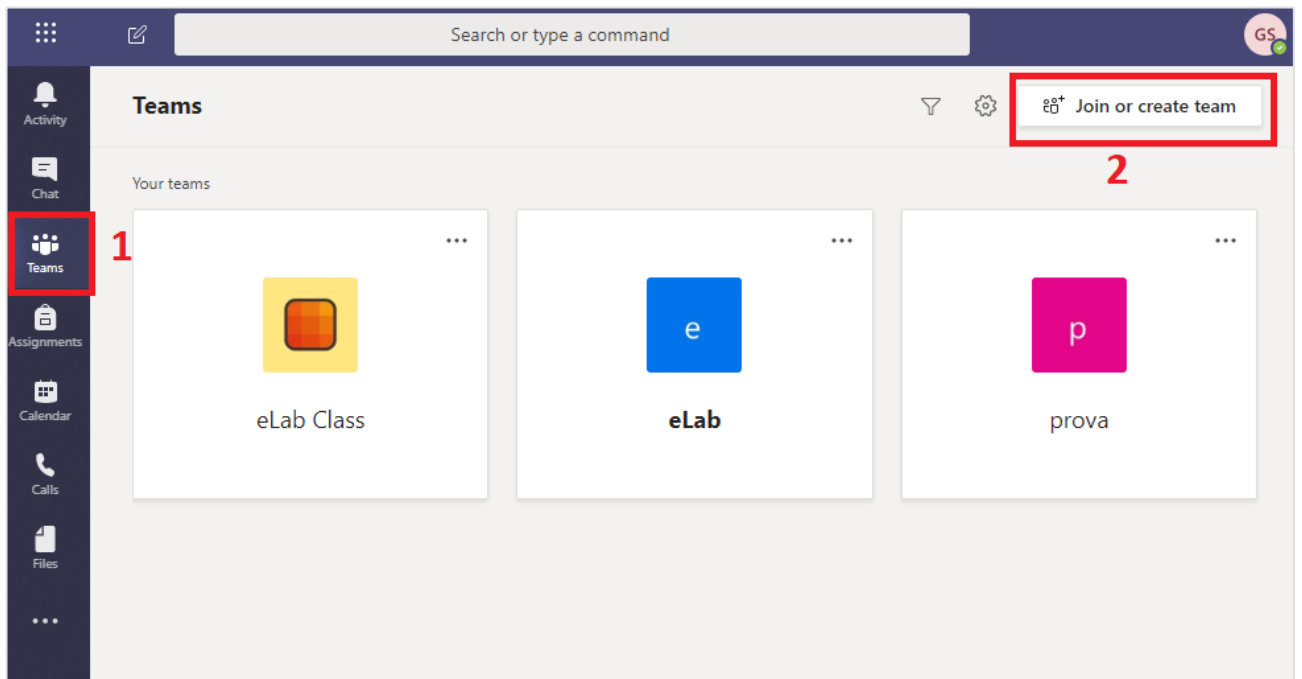


You can use Teams via web, or you can download the desktop app by clicking on the screen icon:

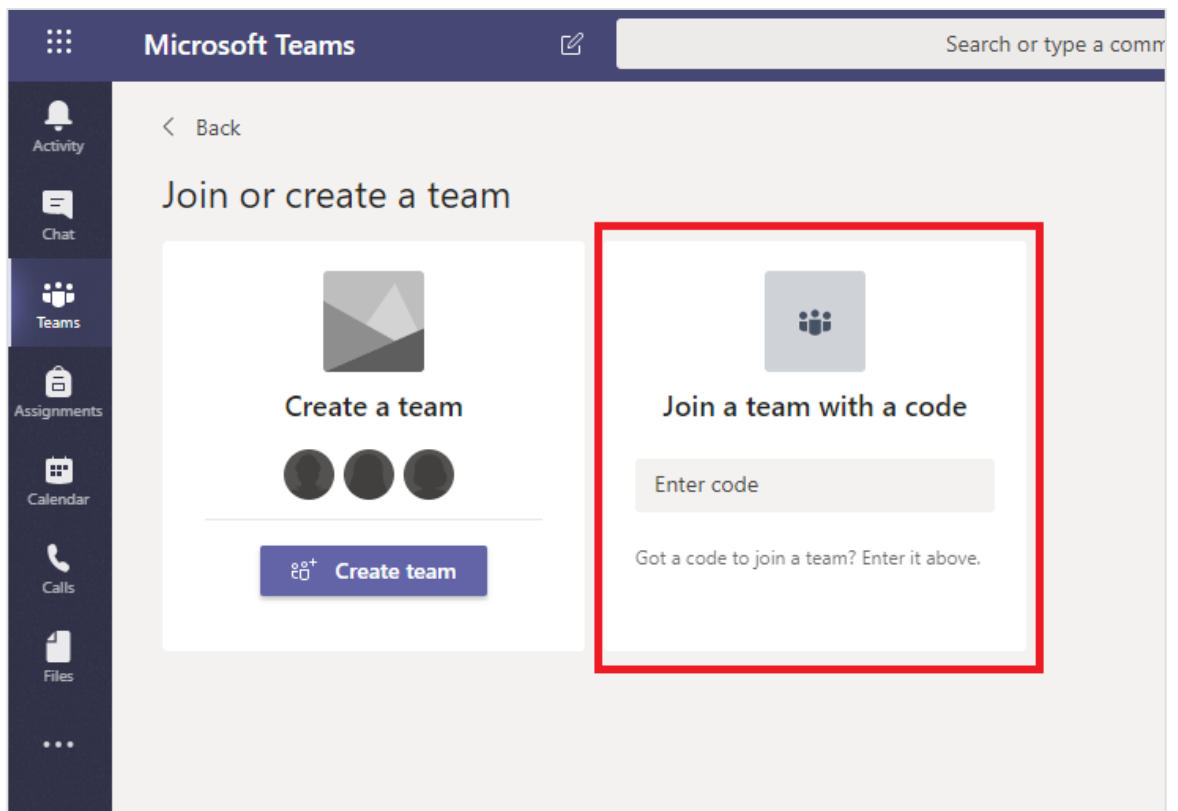


## 2. Enrol in a class group

To use Microsoft Teams, you need to enrol in your class Team(s). On the left, click on “Teams” (1). Then, on the right, click on “Join or create team” (2).

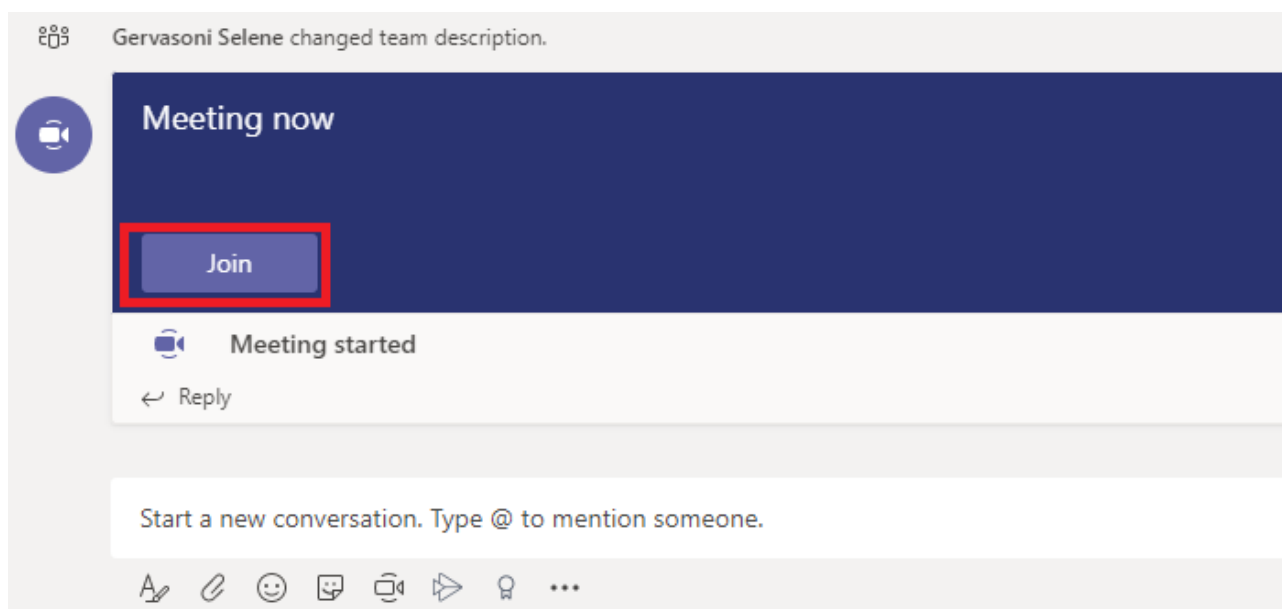


To enrol in your team, enter the code provided by your teacher. You will be automatically enrolled in the team.



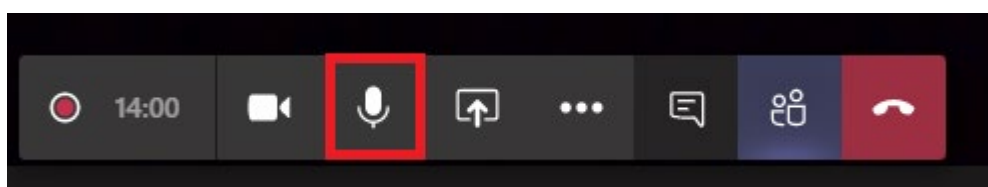
### 3. Join a meeting

To join the meeting, just go online in the team and you will receive a notification. Click on "Join" and you will join the meeting.



**Please note:** We recommend to turn your microphone off while you are listening (to avoid background noise during the presentation), and to turn it back on only when you wish to speak.

To turn off the microphone, click on the microphone icon:



### eLab Contacts

- E-mail: [helpdesk@elearninglab.org](mailto:helpdesk@elearninglab.org)
- Telefono: +41 (0)58 666 4760