

How to join online classes in Microsoft Teams

The Microsoft Teams is an advanced tool that combines group work tasks with the ability to carry out a video conferences and voice calls, set up meetings for teams, exchange and share files, access to other applications and a file repository.

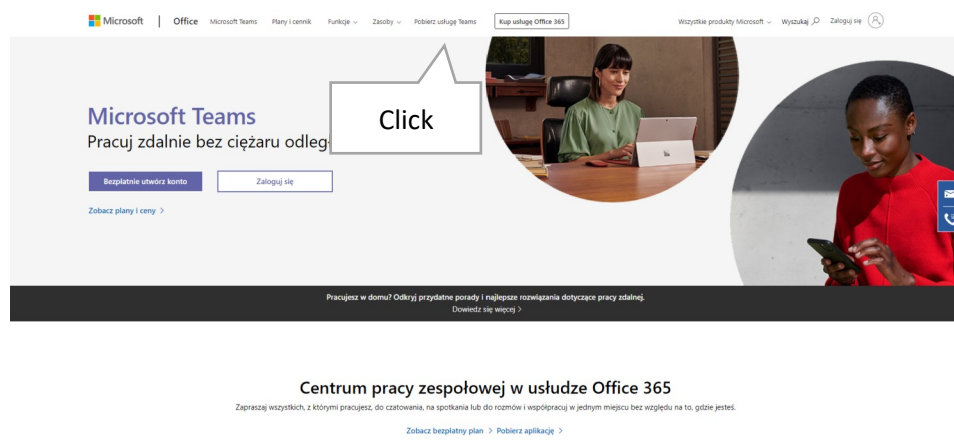
The service can be used with a web browser (Microsoft Edge or Google Chrome) or an application MS Teams, which gives more opportunities and better quality of work.

It is recommended to install the MS Teams application on the computer on which the meeting will be carried out.

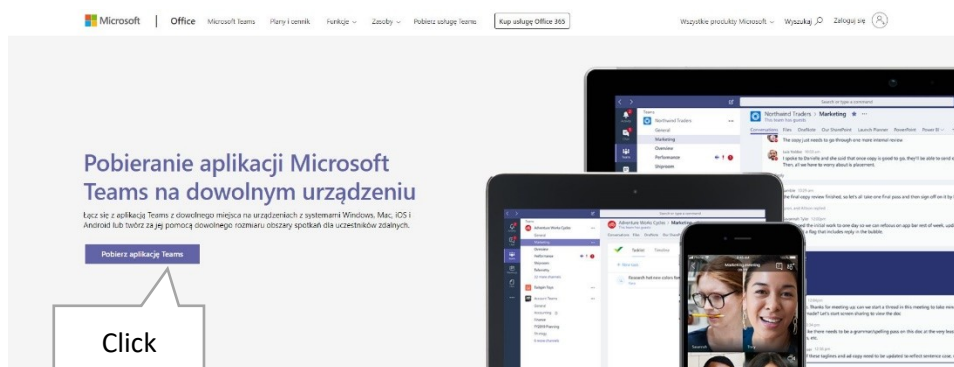
There is also a mobile version that can be downloaded from the Apple App Store or Android Play.

To download the Microsoft Teams application to your computer, please visit:

<https://products.office.com/pl-pl/microsoft-teams/group-chat-software> and download MS Teams.



Then click Download Teams (Pobierz aplikację Teams)



Choose: Download Teams for your desktop (Pobierz aplikację Teams)

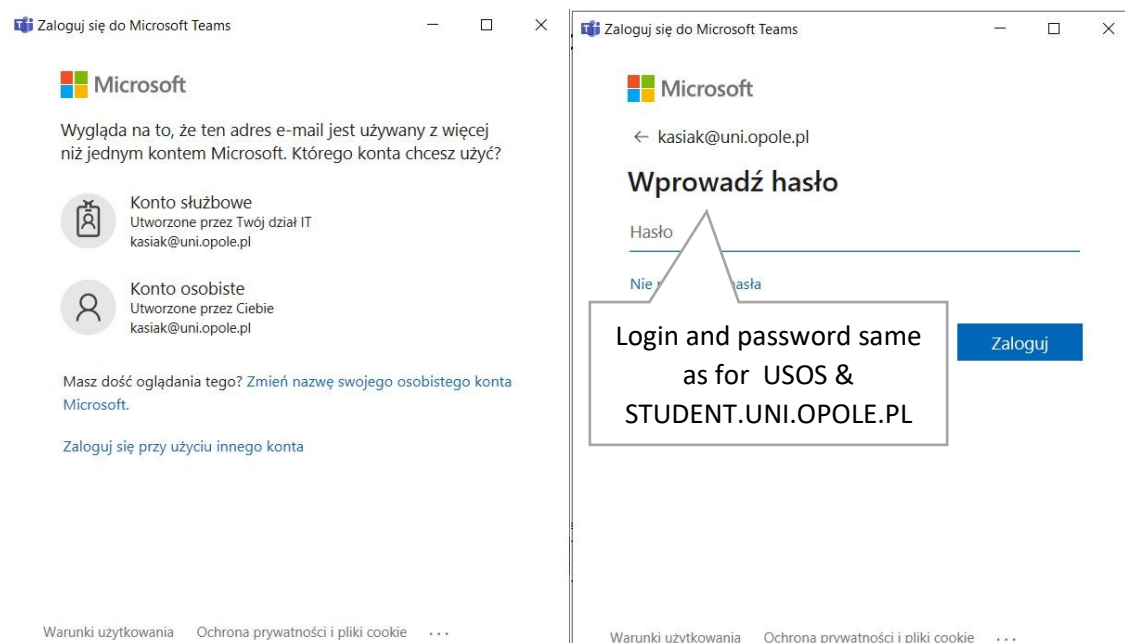


After downloading the application, install it.

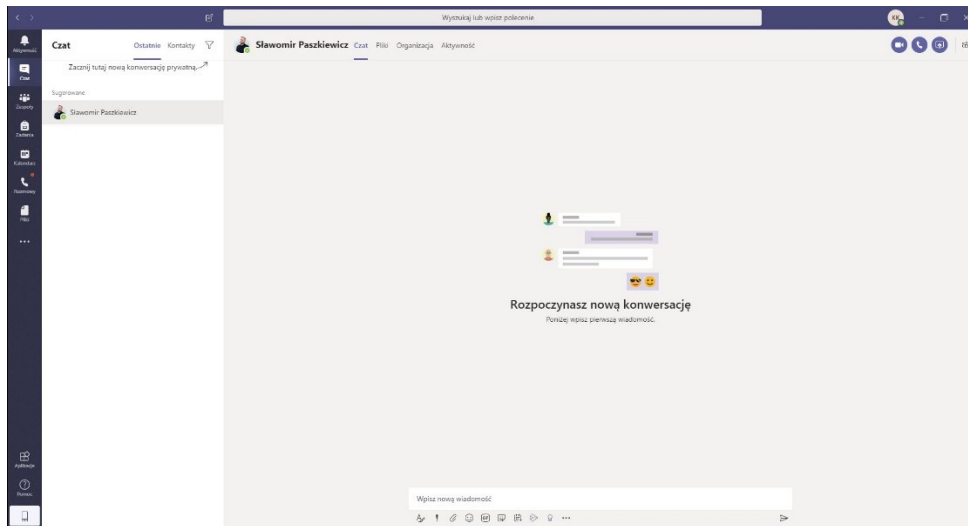
Then start Microsoft Teams and log in to your account

Login: email address on the [student.uni.opole.pl](mailto:kasiak@uni.opole.pl) (same as for email or USOSWeb)

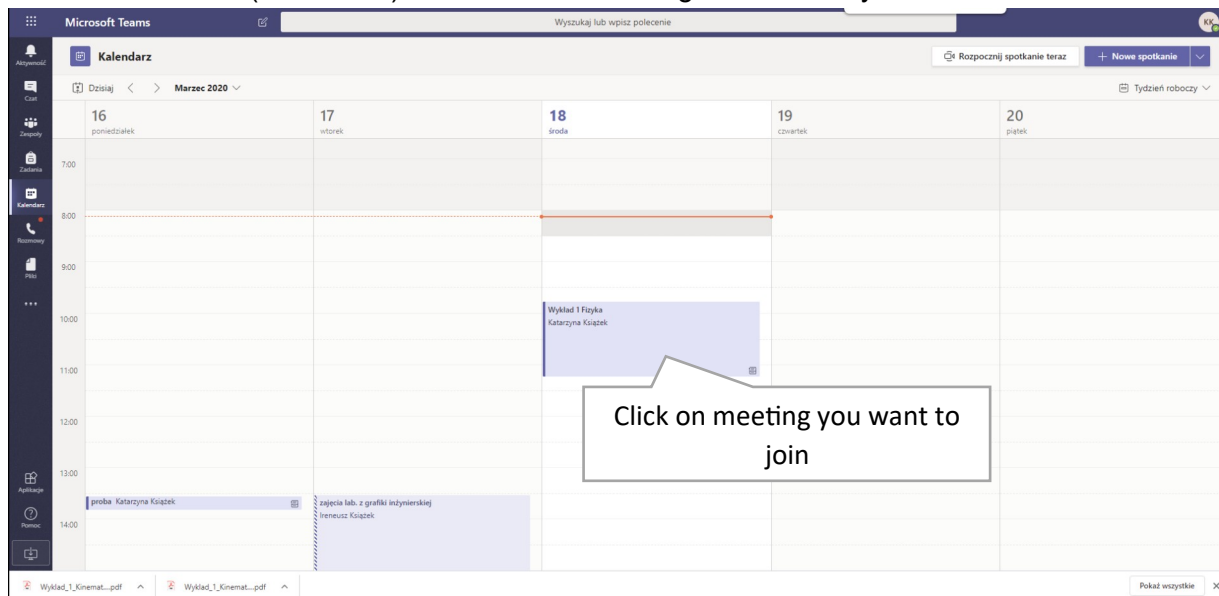
password: same as for your inbox on [student.uni.opole.pl](mailto:kasiak@uni.opole.pl)



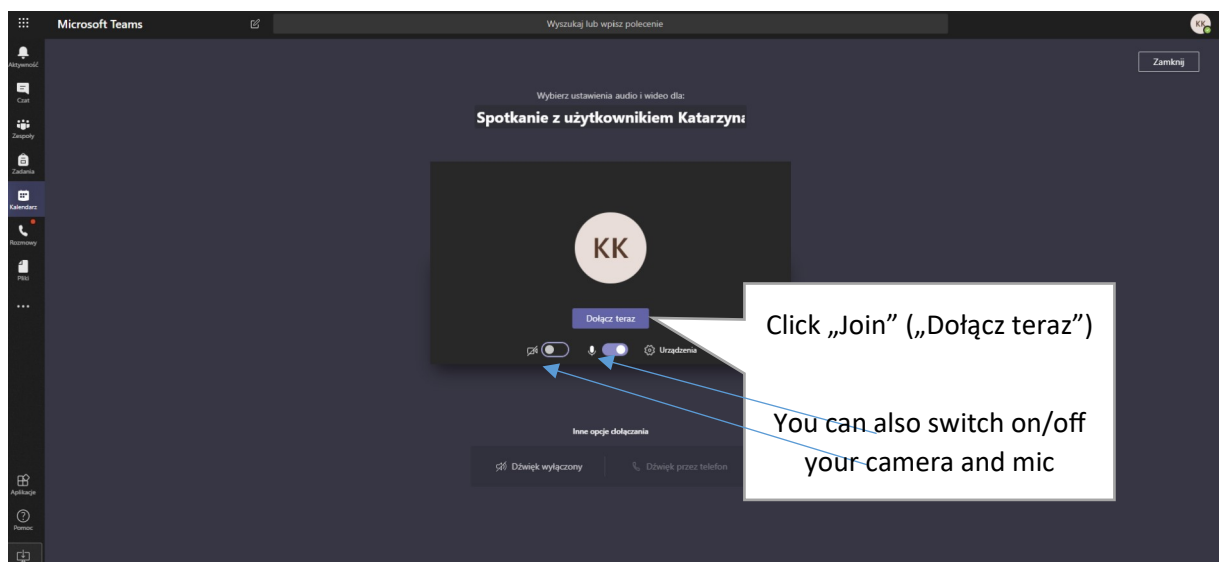
The MS Teams window appears



Click on Calendar (Kalendarz) and enter the meeting scheduled by the teacher.



To join the meeting, click on the "Join" button (Dołącz teraz)



On the screen you will see all the materials and resources provided by your teacher.
If you want to leave the meeting, click on the red phone icon.

Stay safe and enjoy studying at home!

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