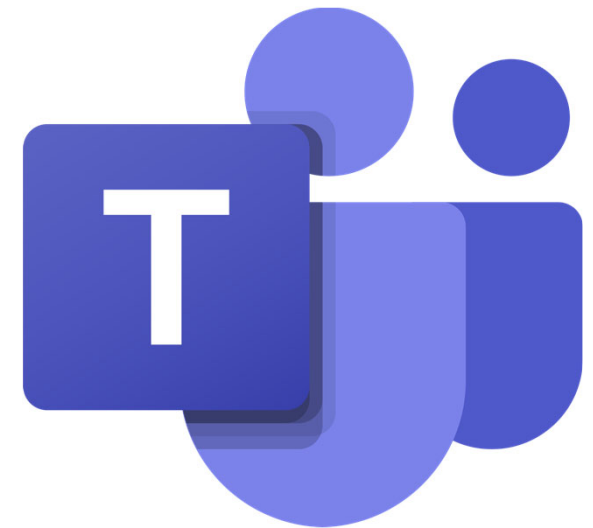


MS TEAMS MANUAL FOR KLU STUDENTS



WHAT IS MS TEAMS?

Dear KLU students, for the known reasons we are not able to offer you your physical breakout rooms, student lounge or cafeteria to meet, chat and work together. Therefore, KLU decided to quickly launch MS Teams as interactive tool and environment which allows you to chat and work collaboratively with your fellow students. MS Teams enables you to stay in touch and to work closely together.

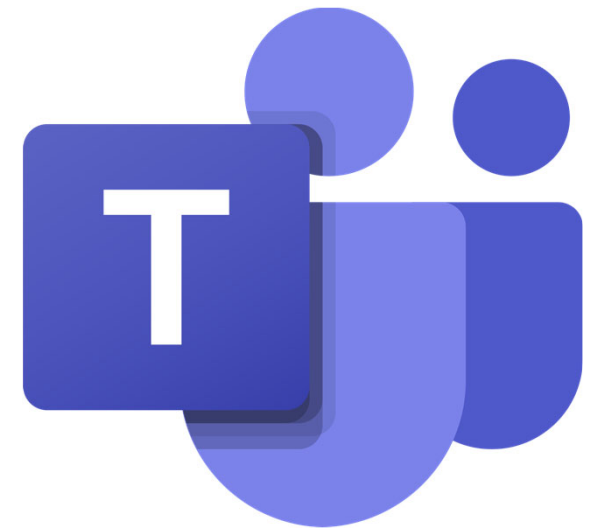


STRUCTURE OF MS TEAMS

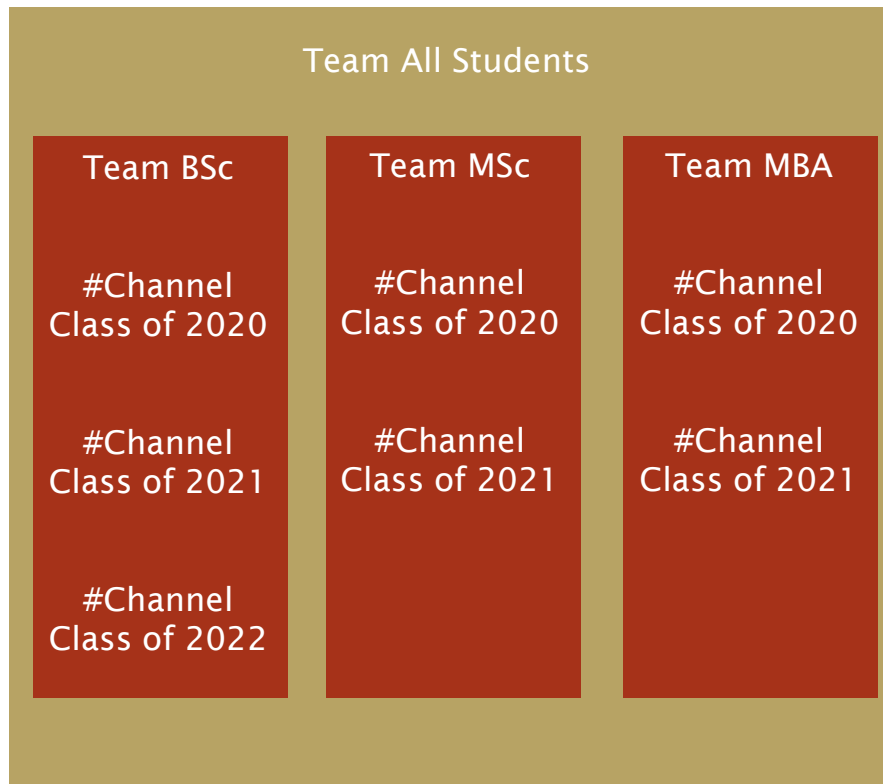
MS Teams has two levels: teams and channels.

A **team** is a group of people gathered to work together within an organization. In your case, you will have a team for all students together and one for Bachelor, Master or MBA students.

Teams are made up of **channels**, which are the conversations you have with your teammates within those teams. Each channel is dedicated to a specific topic, e.g. for a study group, a student volunteer group or the entire class. Channels can be **private** or **public**. You will find more information about this on slide 9.



YOUR MS TEAMS AND CHANNELS

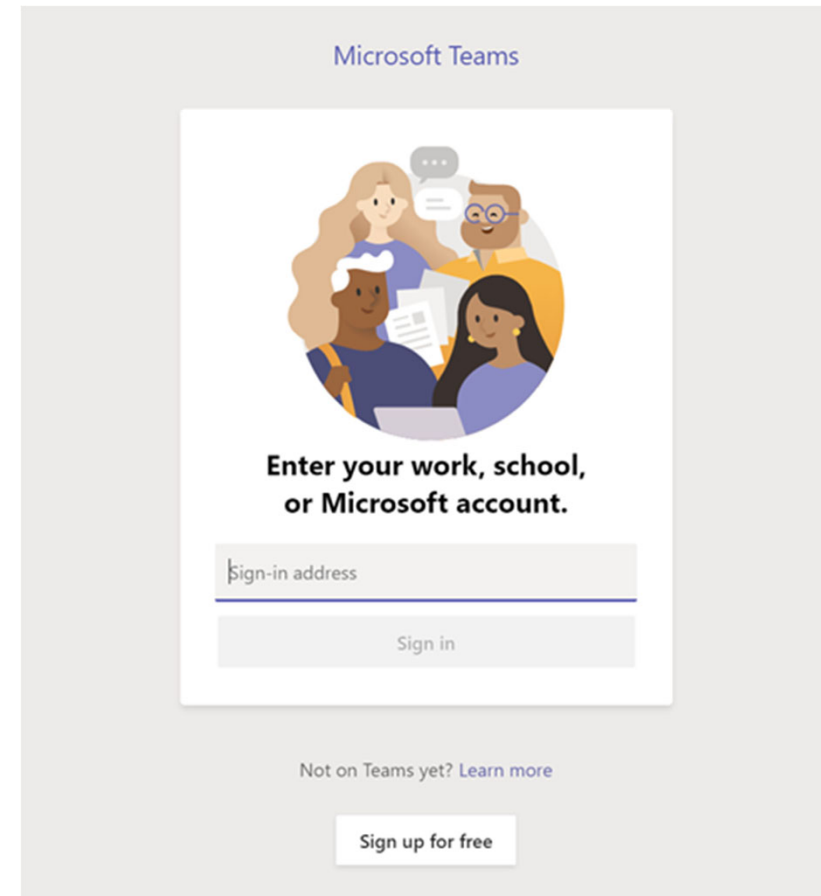


- All students are part of two **teams**:
 - team 1 - for all students to communicate and share news
 - team 2 - for your respective study program (BSc, MSc or MBA)
- You cannot create further teams.
- Within your teams, you can create **channels** and add other users of your team to these channels.
 - You can create channels for e.g. your class, courses, projects or working groups.
 - Please note that you cannot add external users to your channels.
 - If you want to invite external users, such as an external lecturer, kindly open a ticket by sending an e-mail to Student.IT.Session@the-klu.org → kindly be aware what external users are able to see and read! You'll find more on this topic on slide 10.



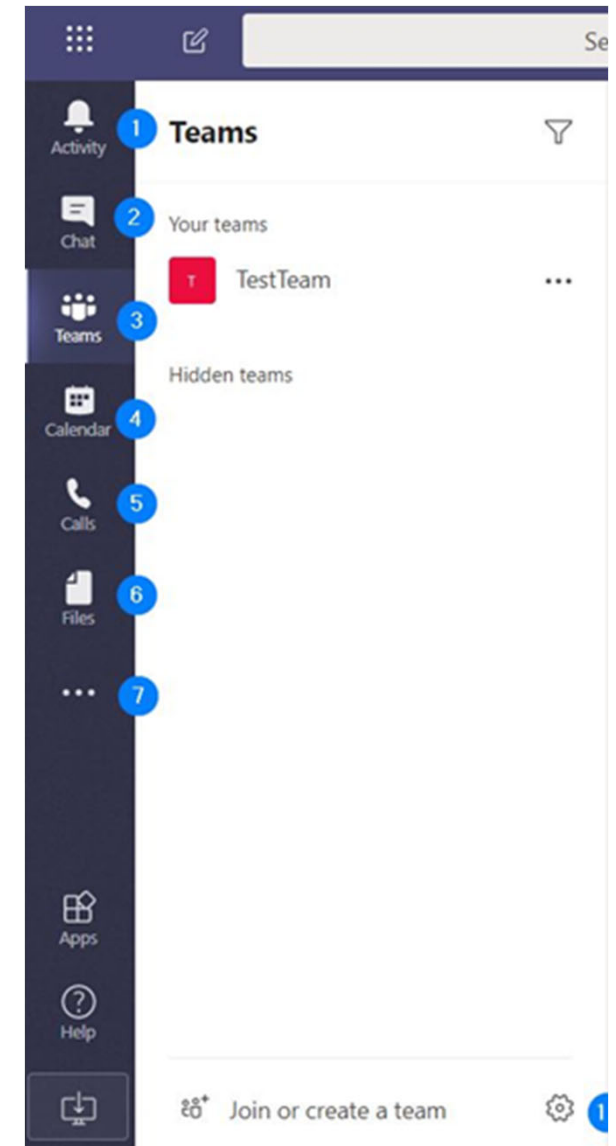
HOW TO LOG IN

- You access MS Teams via <https://portal.office.com/> or download the app “Microsoft Teams”
- Log into your MS Teams account with your KLU e-mail address and your usual password (the one you use to log into e-mail, MyKLU etc.)



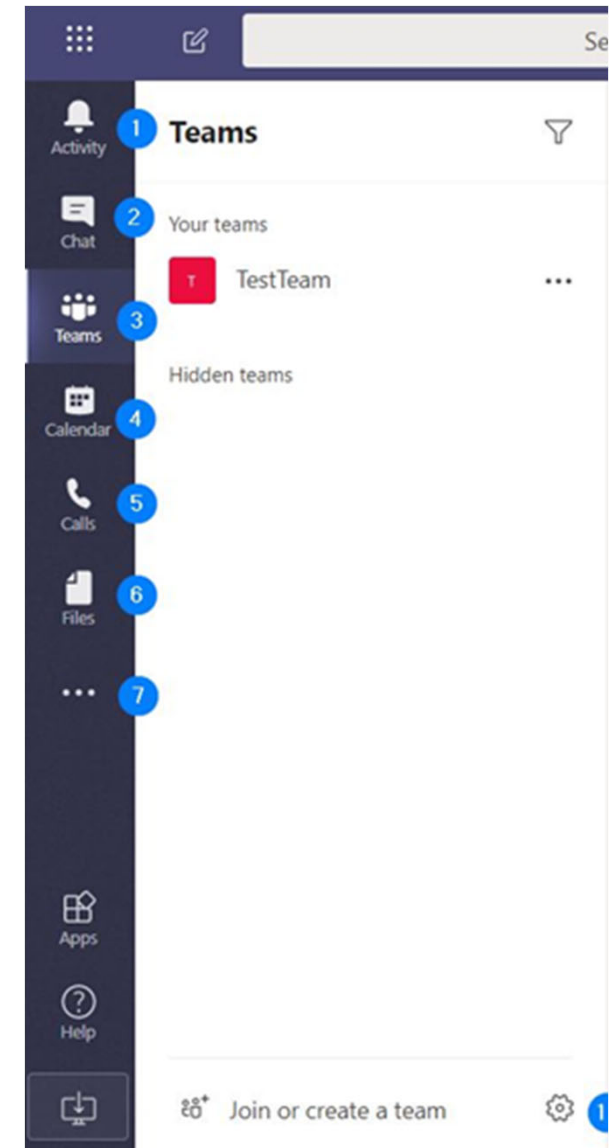
BASIC FUNCTIONS

- Activity (1)
 - At first glance, you can see here in your feed all activities that are directly relevant to you. You can also see where, for example, your name was mentioned in a channel.
- Chat (2)
 - The chat item allows you to quickly start a private chat with one or more participants by clicking on the button “New Chat”. You can also add files to the message by dragging and dropping them onto the field.
- Teams (3)
 - The teams to which you have access can be viewed via “Teams”. The teams can also be sorted by drag and drop.

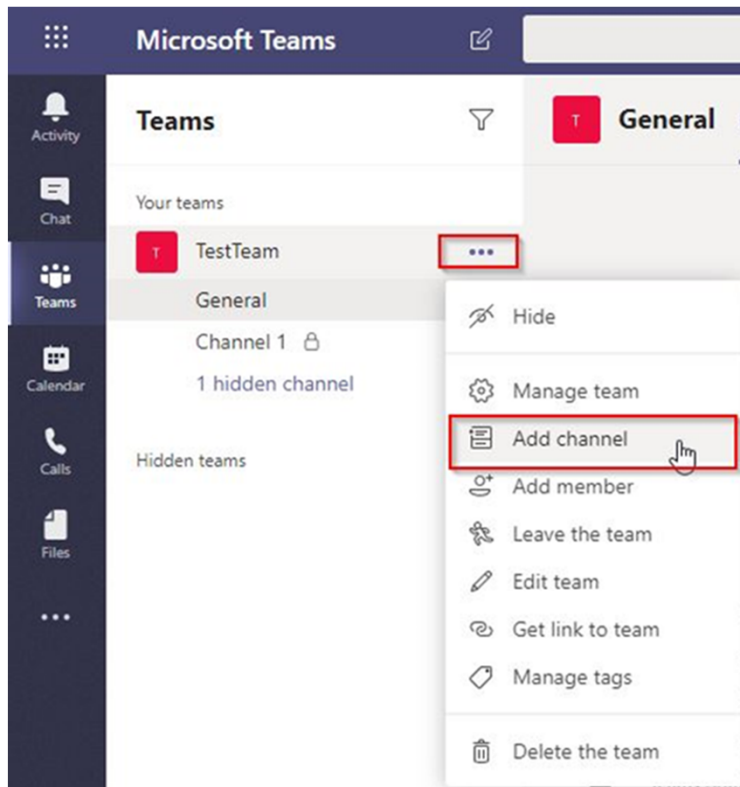


BASIC FUNCTIONS

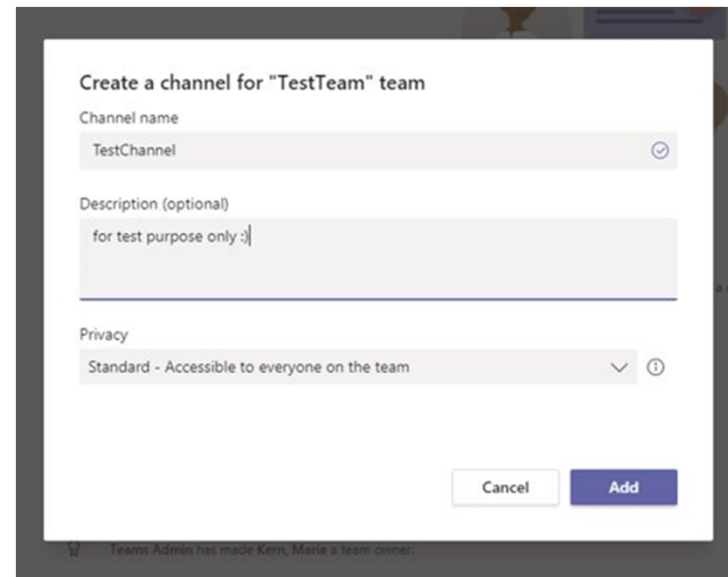
- Calendar (4)
 - Easy planning and setting up of meetings for your teams TO FOLLOW SOON.
- Calls (5)
 - The “Calls” item can be used to make calls to your fellow students, by their KLU e-mail-address which is also used for Office365.
- Files (6)
 - As soon as you click on files, you have an overview of all important files. Teams can be used to retrieve, share and edit files in Word, PowerPoint and Excel in real time and in collaboration.
- Submenu (7)
 - The submenu gives you access to further apps like OneNote, etc.



SETTING UP CHANNELS



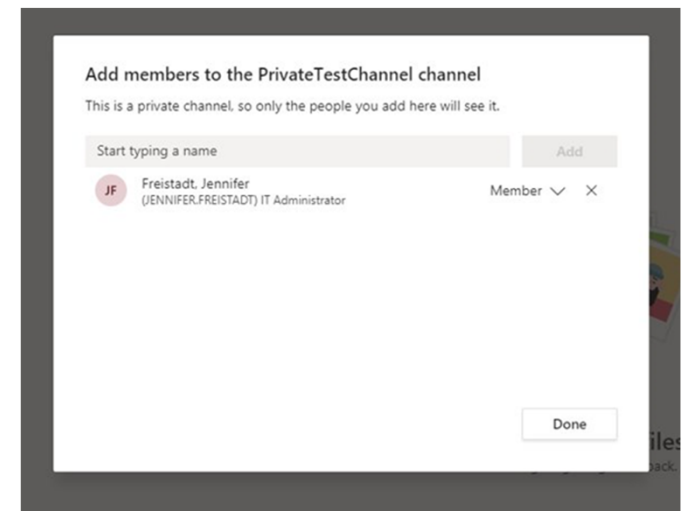
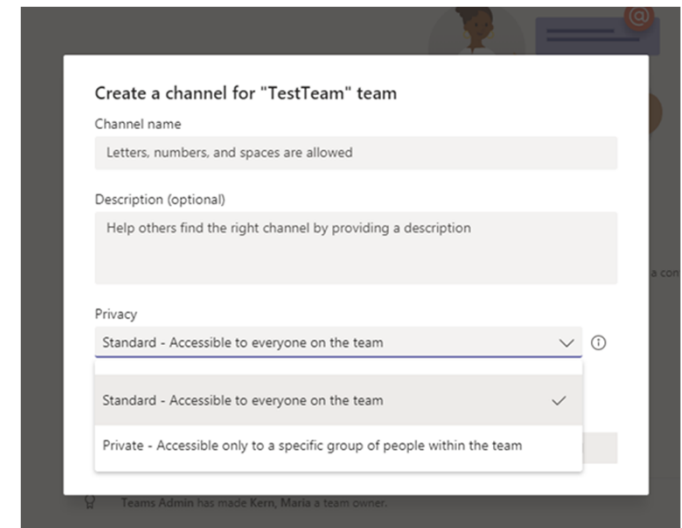
- Via the context menu of your team, it is possible to add channels with a name and description.



SETTING UP CHANNELS

Within MS Teams, there are currently two different types of channels:

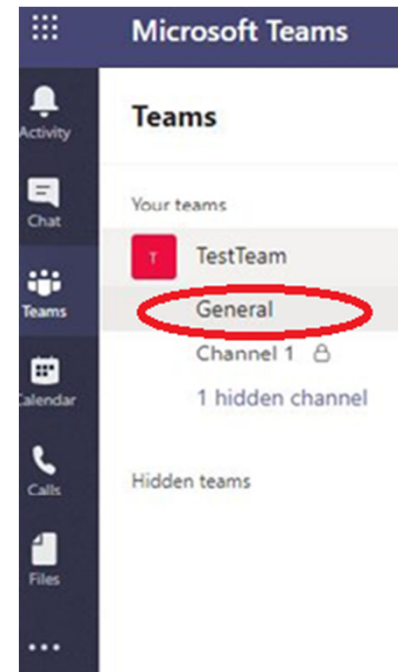
- Public Channels
 - Anyone who got access to the team can enter and become member of the channel.
- Private Channels
 - The private channels, in contrast to the standard public channels, have the possibility to manage their own authorizations.
 - New members can be added directly after creation as the next step after you have clicked on “Next” or via the context menu of the channel.



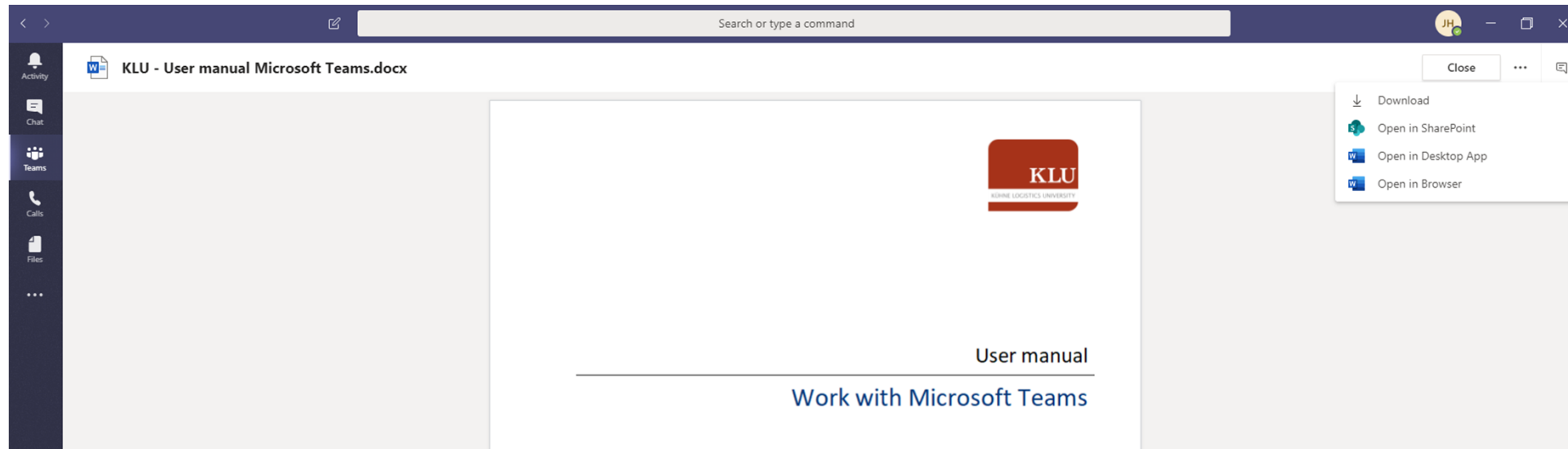
SETTING UP CHANNELS

Recommendation:

- When opening a team, you will see the channel “General”. We recommend to avoid using this channel, as limitations to reading or writing rights cannot be added to this channel. Neither can it be hidden. It is visible and readable for the whole team.

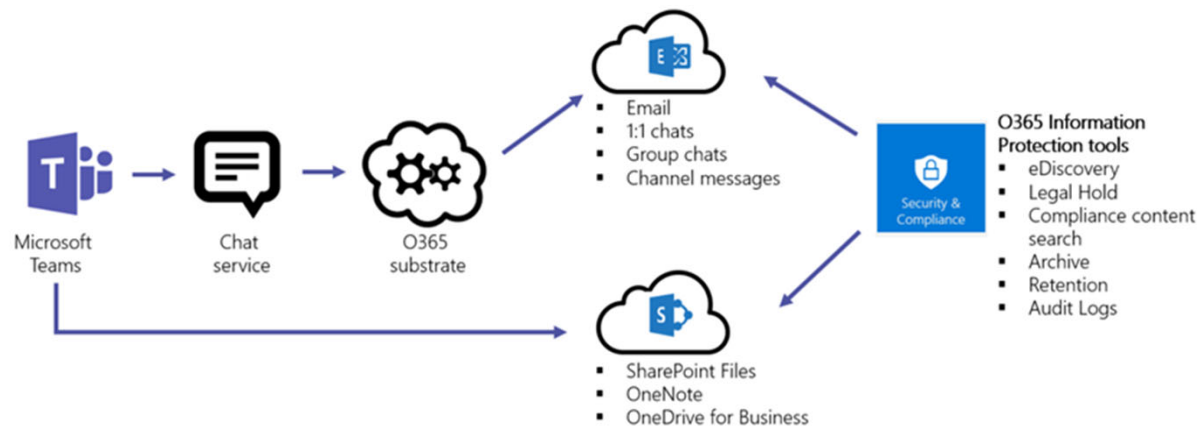


FILES



- It is possible to edit files in Word, PowerPoint and Excel in real time and in collaboration. If it is not possible to edit a Word file directly in Teams, choose one of the options “Open in Sharepoint” or “Open in Desktop App” to edit the document (depending on your version of Word, you have also the possibility of choosing “Open in Browser”) .

DATA BACKUP AND RECOVERY



! Please note that we do not offer any backup and recovery services at present for chats, files etc. So make sure that you store important documents on your local device.

ANY QUESTIONS?

Contact Student.IT.Session@the-klu.org for help!

Stay home, stay healthy! :-)

Your KLU

