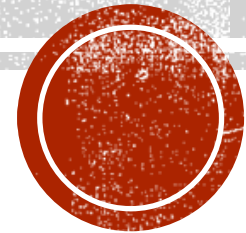
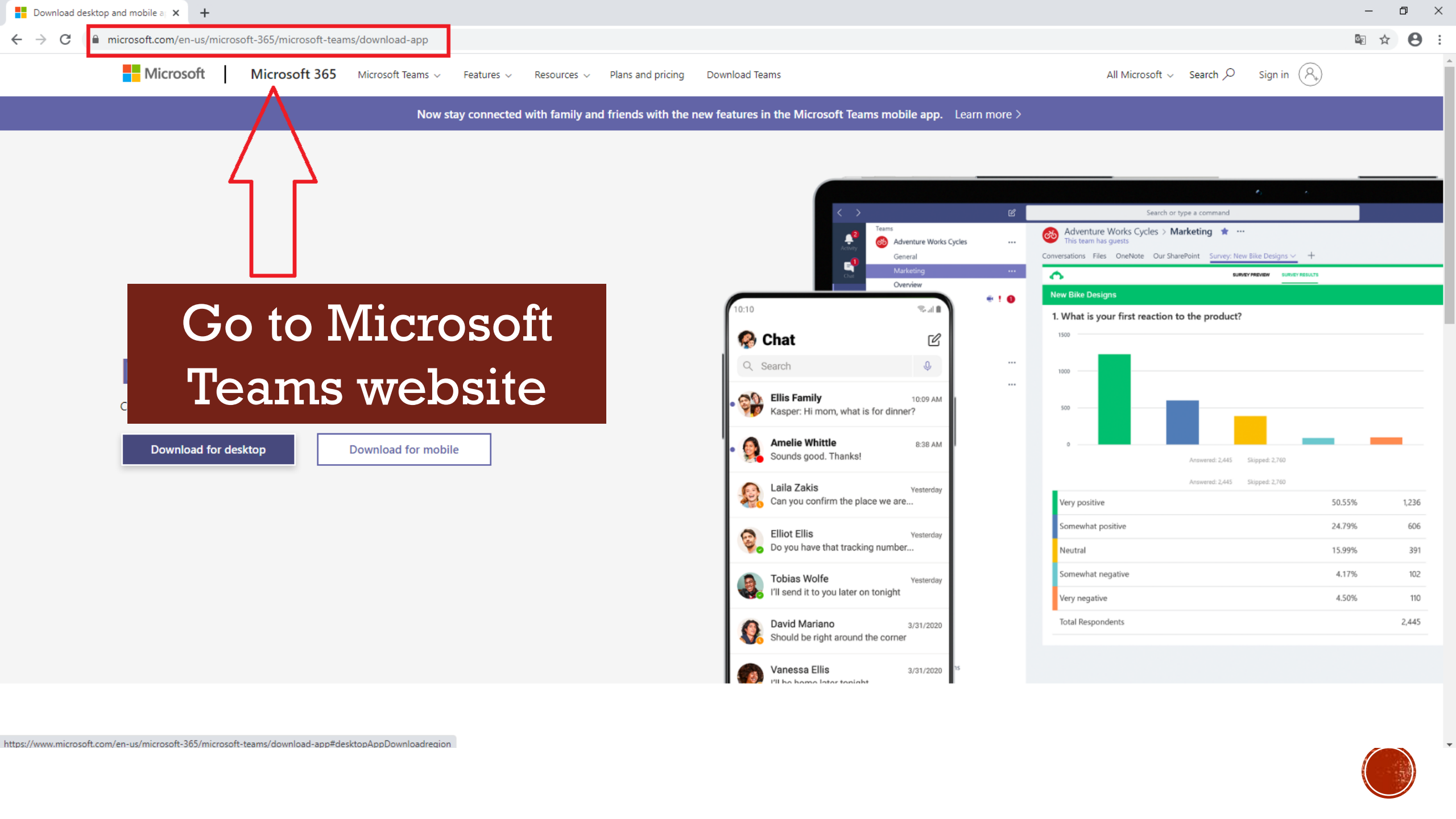


**ISTANBUL MEDIPOL UNIVERSITY
LANGUAGE SCHOOL
MANUAL FOR MICROSOFT TEAMS**





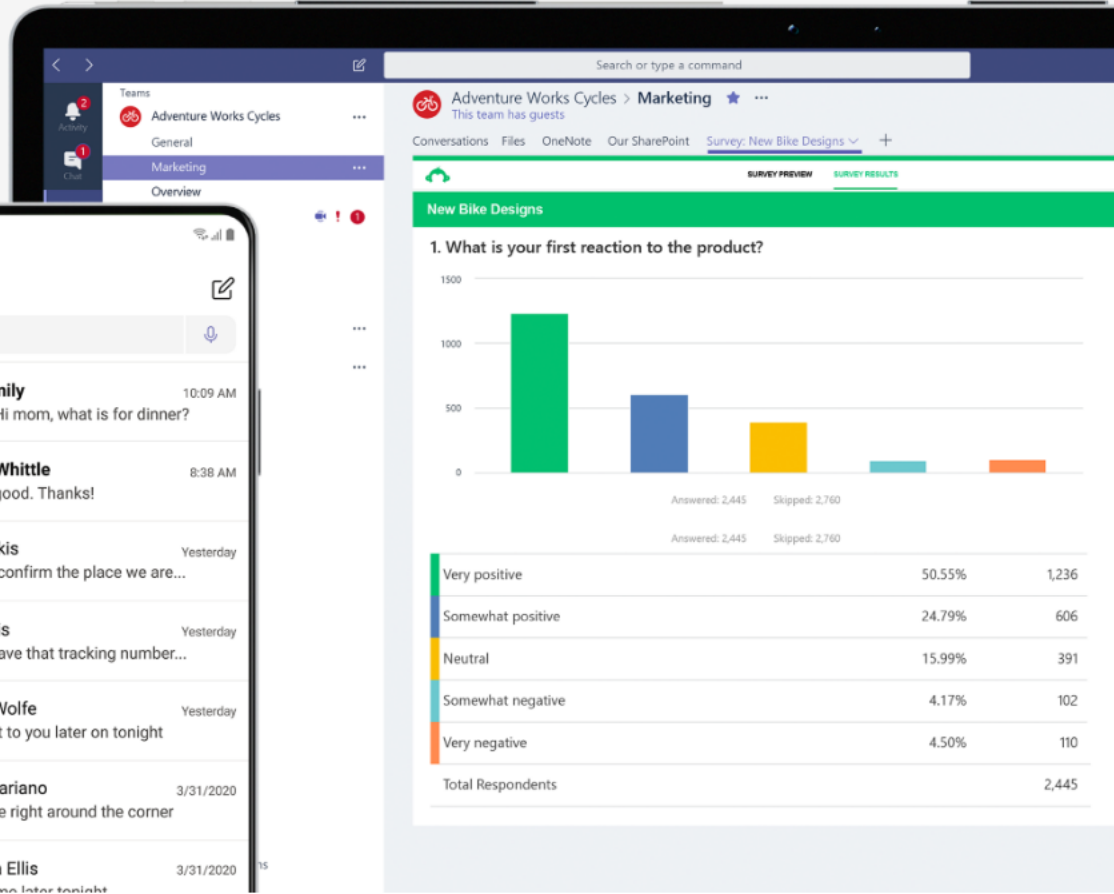
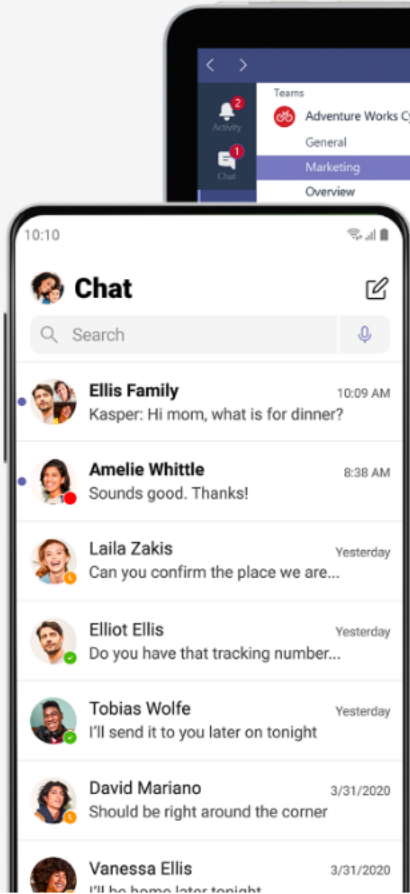
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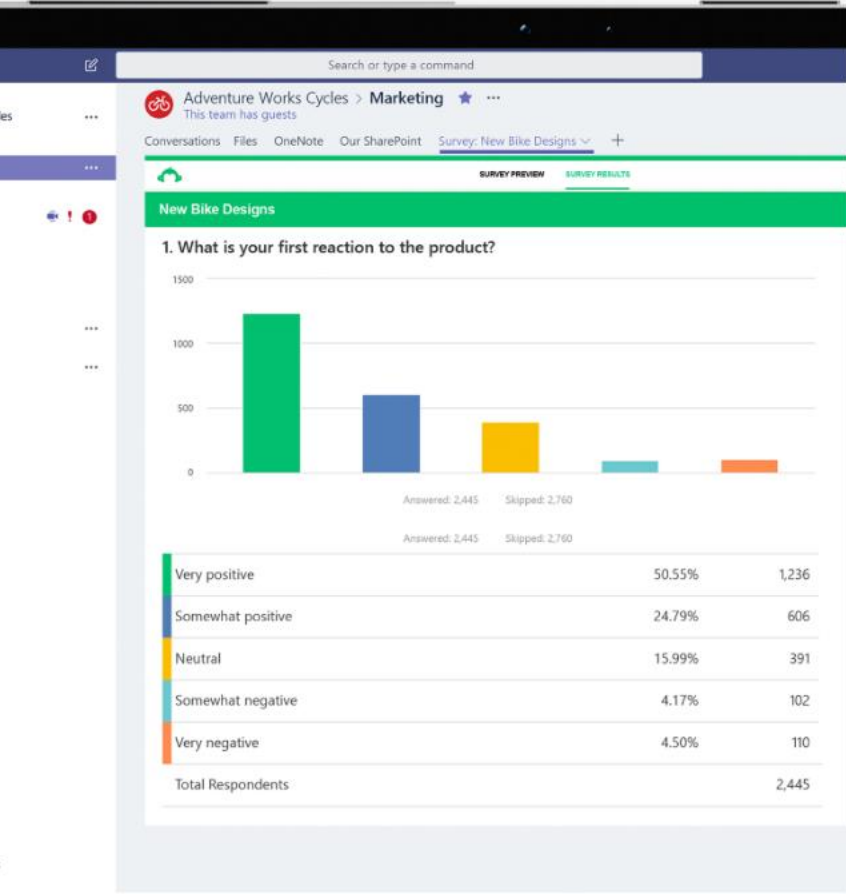
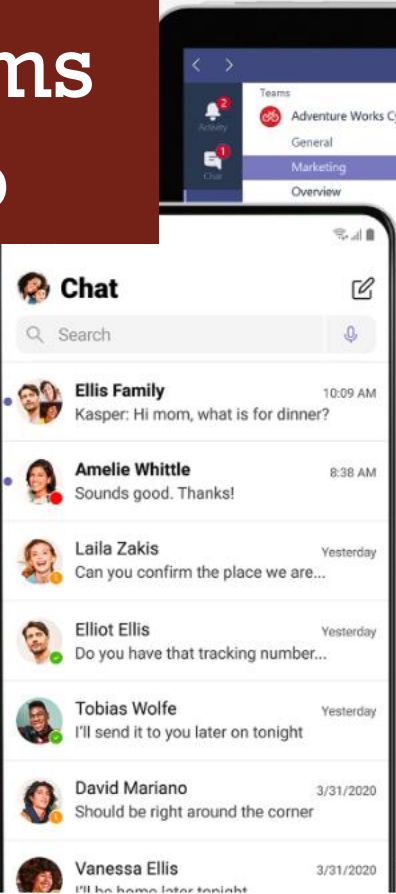
Download and install the Microsoft Teams app for desktop

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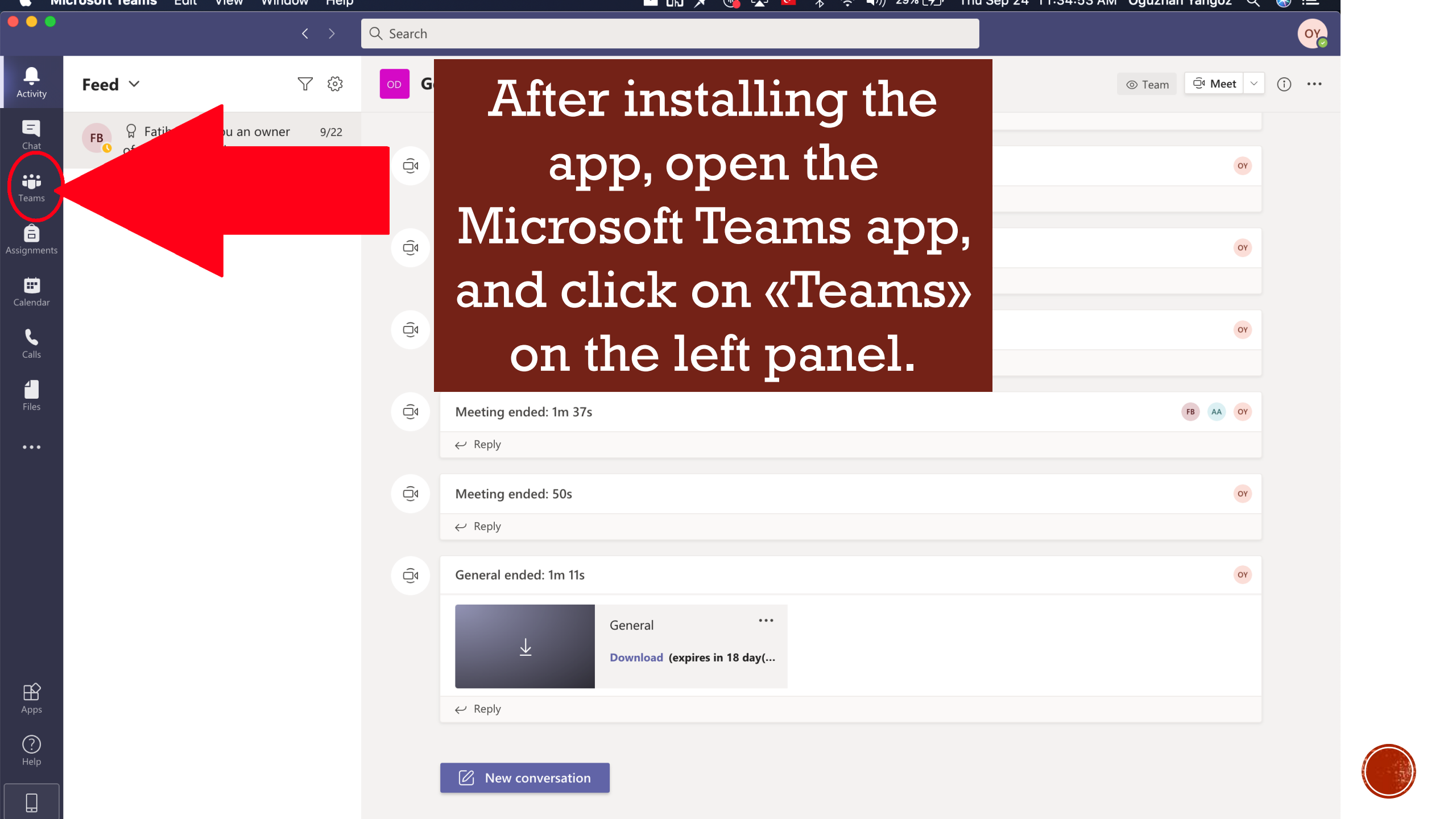


İş, okul veya Microsoft hesabınızı girin

onurpolat@std.medipol.edu.tr|

Sonraki

After installing the app, open the Microsoft Teams app, with your MEDIPOL E-MAIL ADDRESS and MEBIS PASSWORD



After installing the app, open the Microsoft Teams app, and click on «Teams» on the left panel.

New conversation

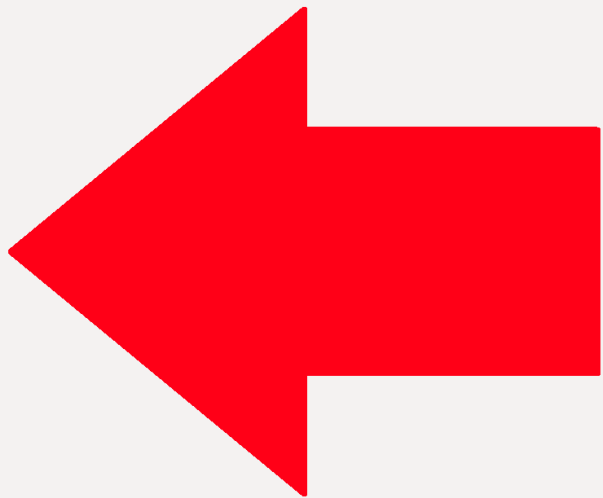


Teams

Join or create team

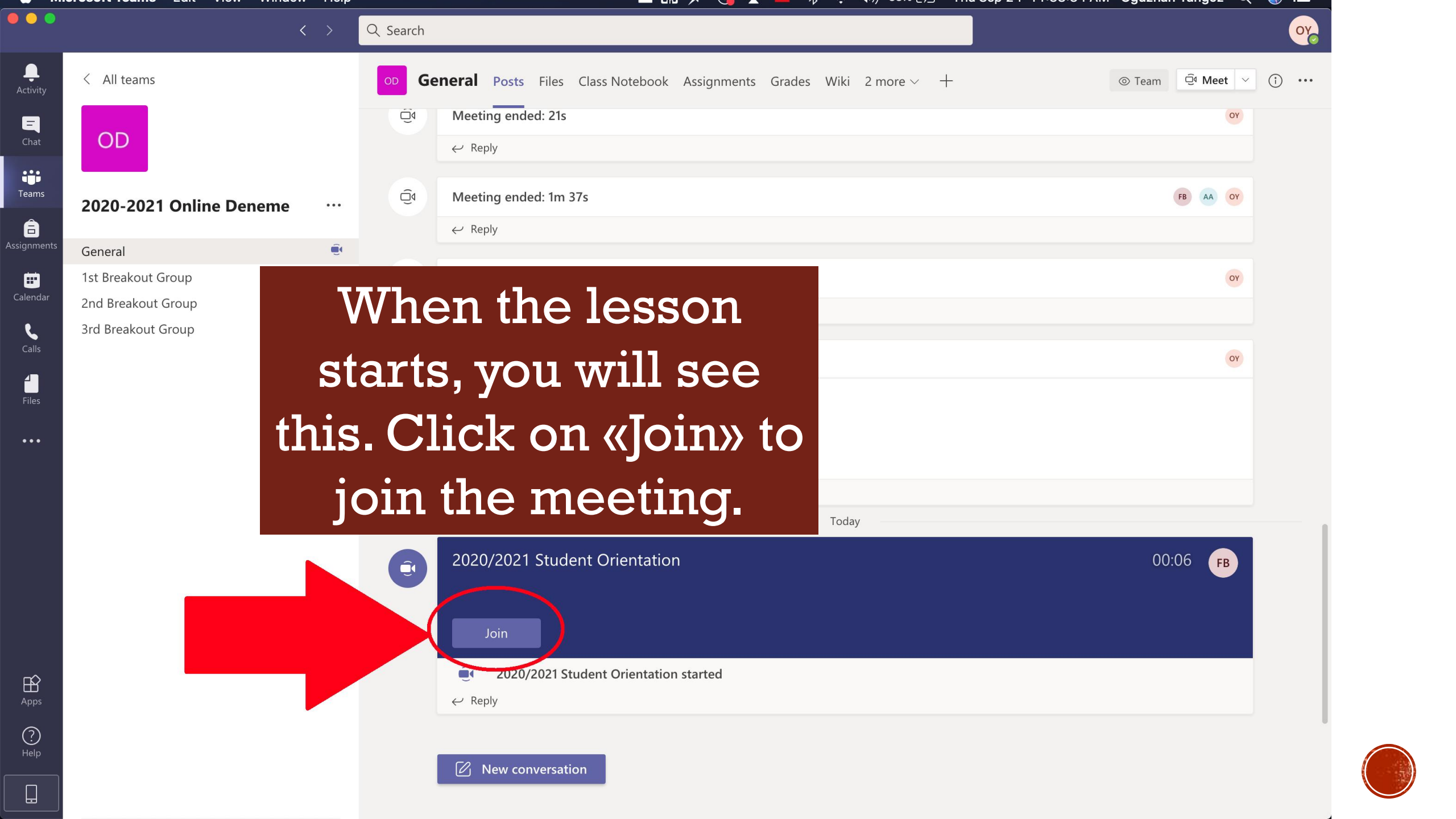
Your teams

2020-2021 Online Deneme

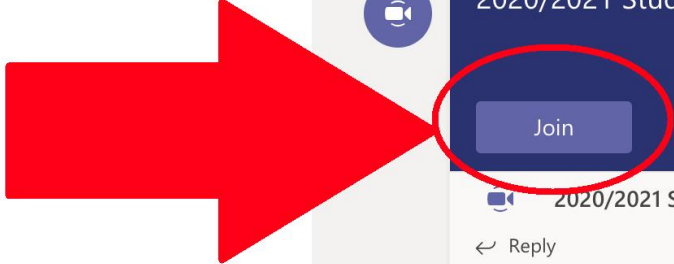


At the «Teams» section, you will find your class. Double-click to open





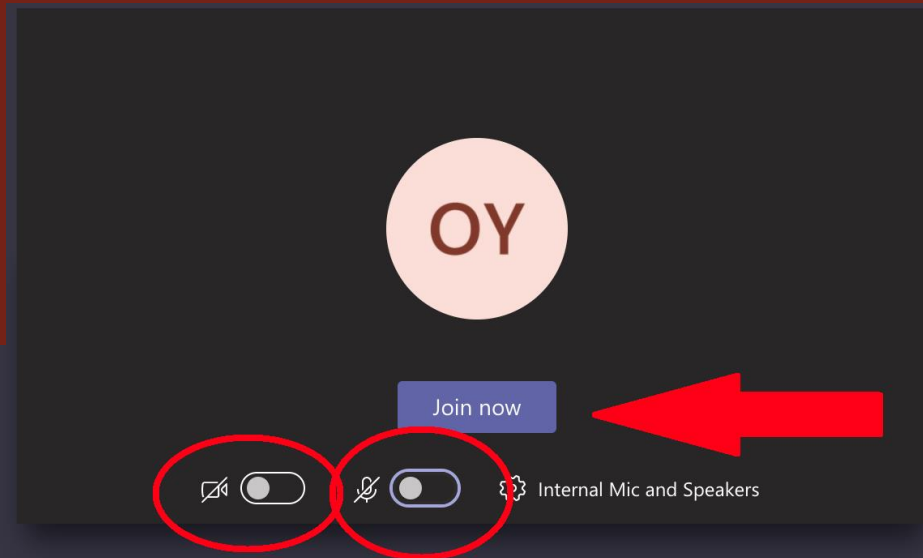
When the lesson starts, you will see this. Click on «Join» to join the meeting.



Join

Before you are connected, this screen will pop up.

Make sure your microphone and camera are off when you are connecting to the meeting



Click on «Join now»

Other join options

Audio off

Phone audio

Add a room



When you are listening, please keep your camera and microphone off.

Turn the microphone on when you want to speak, then after you finish speaking, turn it back off

When you want to say something, you can click here to raise your hand. Click again to put it back down

Click here to exit the lesson



- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help
- Mobile

By clicking on this icon, you can see the people currently at the lesson



01:40 [Video Off] [Microphone Off] [Screen Share] [More] [Hand] [Chat] [People] [End Meeting]

People

Invite someone

Currently in this meeting (2)

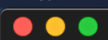
- OY Oğuzhan YANGÖZ
- FB Fatih BAYRAKÇIL
Organizer

Suggestions (4)

- TE Tibet ELMALIK
- EG Emrah GÜLTEKİN
- Sedef ÇETİN
- EZ Emel UĞUR ZEHİR

Fatih BAYRAKÇIL





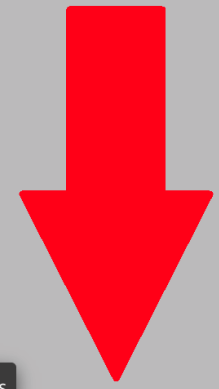
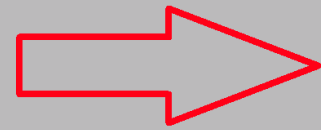
Search



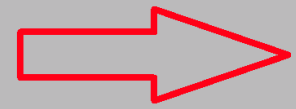
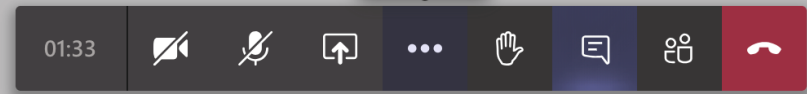
Meeting chat



By clicking on this icon, you can open the chatbox to write messages or see other people's messages

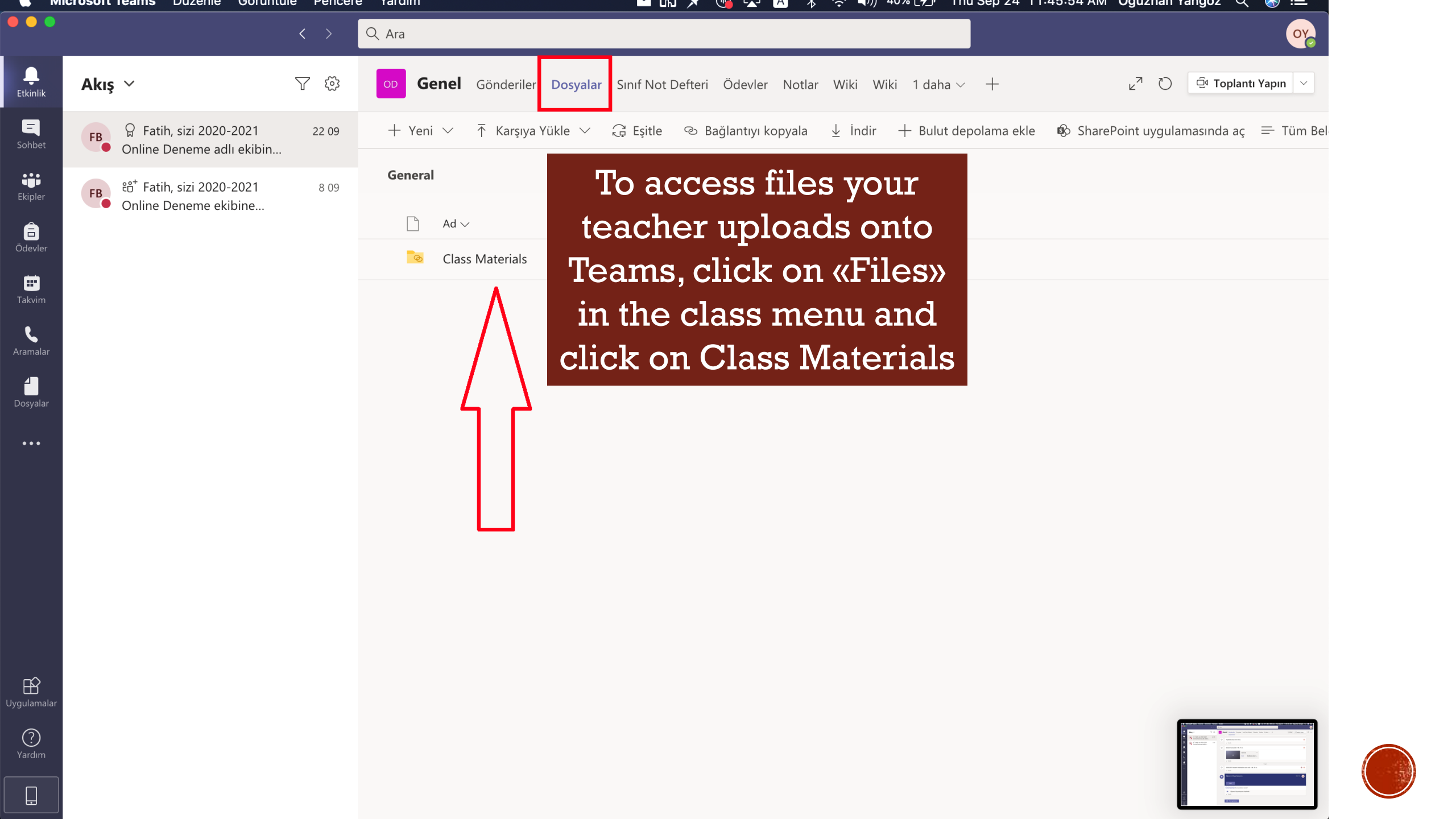


More actions



Fatih BAYRAKÇIL





To access files your teacher uploads onto Teams, click on «Files» in the class menu and click on Class Materials



- Akış** ▾
- FB Fatih, sizi 2020-2021 Online Deneme adlı ekibin... 22 09
 - FB Fatih, sizi 2020-2021 Online Deneme ekibine... 8 09

Your teacher will upload the files here.



Salt okunur sınıf dosyalarını burada bulabilirsiniz. Öğrenciler bu dosyaları yalnızca okuyabilir, ancak öğretmenler düzenleyebilir.



**IF YOU HAVE PROBLEMS WITH MICROSOFT
TEAMS, SEND AN E-MAIL TO
BT@MEDIPOL.EDU.TR**

