How to join a virtual classroom in Microsoft Teams

by

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How to enter the web platform

- Open the browser (Google Chrome) and enter the URL https://products.office.com/it-it/microsoft-teams/group-chat-software?market=it
- Click on Accedi
Credentials

- Enter your UNIBS credentials (the same you use for your university account "MYPORTAL") after following the procedure as from the picture:

- If the procedure is not successful:
  - Enter MYPORTAL (https://en.unibs.it/) and change your password (click on GESTIONE PASSWORD in the upper right corner)
  - Log out of MYPORTAL
  - Repeat the same login procedure (as above)
How to join a Team (1)

Each module (*Insegnamento*) has a corresponding *Team* you must join in order to take part into the related lessons. For joining a *Team*:

1) Log in Microsoft Teams
2) Select *Team* in the **left column**, as shown by the red arrow
3) Click on the button "Unisciti a un team o creane uno" in the **upper right corner**, as shown by the green arrow
How to join a Team (2)

Your module instructor (Professor) sent you a CODE. Please do cut and paste it in the field "Inserisci il codice" (red arrow below)
How to attend a lecture

- Select the appropriate *Team* in Microsoft Teams
- As soon as the blue box "Riunione" pops up, click on **Partecipa** (red arrow below)