

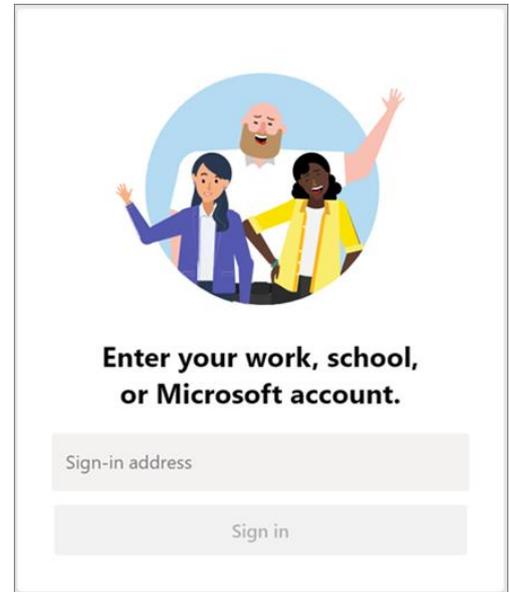
Get started with Microsoft Teams for students

1. Get the app you want

- [Download Teams](#) for your desktop, iOS, or Android.
- Or just use Teams on the web at <https://teams.microsoft.com>.

2. Start Microsoft Teams

- In Windows: click **Start**  and open **Microsoft Teams**
- On Mac: go to the **Applications** folder and click **Microsoft Teams**
- On mobile: tap the **Microsoft Teams** icon



3. Sign in with your Office 365 username and password

- Username: [BFH-Abbreviation@bfh.ch](#) (Example: [abcde1@bfh.ch](#))

Note: The BFH abbreviation is the same as you use in Moodle (but without @bfh.ch).

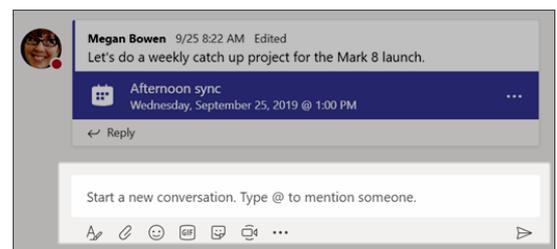
4. Joining a team with teamcode

If you have received a teamcode from lecturers, select « **Join or create a team**» at the bottom of the teams list. You can enter the **teamcode** and then select «**Join team**».

5. Start a new conversation

with the whole team

1. Click **Teams** , then pick a team and a channel.
2. In the box where you type your message, say what's on your mind and click **Send** .



with a person or group

1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the person or people you want to chat with.

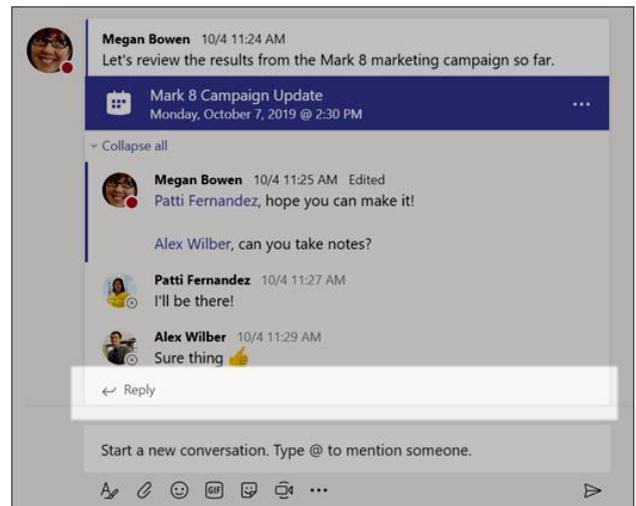
3. In the box where you type your message, say what's on your mind and click **Send**  .

Note: Each person you **@mention** gets a notification in their **Activity** feed. Check for a red circle next to **Activity**  right now to see if someone has @mentioned you.

6. Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send**  .



7. Join a Teams meeting

Join a Microsoft Teams meeting from your calendar or sign in as a guest on the web.

1. In your E-mail invite (Moodle-Post), select **Join Microsoft Teams Meeting**.
2. Enter a meeting from your Teams meeting invite.
3. Choose the audio and video settings you want.
4. Select **Join now**.

8. Show your screen during a meeting

In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.

1. Select **Share**  .
2. Select what you want to share:
 - **Desktop** lets you show everything on your screen.
 - **Window** lets you show a specific app.
 - **PowerPoint** lets you show a presentation.
 - **Browse** lets you find the file you want to show.



3. After you select what you want to show, a red border surrounds what you're sharing.
4. Select **Stop sharing** to stop showing your screen.

9. Create your own teams

You can create your own teams to work together with other students, e.g. in group work. At the BFH this is done via a bot, the so-called **Bernie Bot**.

On the following page you will find more information and instructions:

<https://bernerfachhochschule.sharepoint.com/SitePages/MS-Teams.aspx>

10. Additional information

In the team "**Teams for students**" you will find further information and instructions. There you can also ask questions and exchange information. All students can participate and add information.

The **teamcode** for this is: g22t7jo