Microsoft Teams
for participants and lecturers

Step by step to your online vhs course

Preliminary remarks 1

✓ During the registration process we ask you to download the programme or the app "Microsoft Teams". Both the download and the use of the app are free of charge.

✓ You can also use teams without downloading a programme. However, we ask you to use the programme/app, as the quality is much higher there.

✓ It is important that you can use a loudspeaker, a microphone and a camera (each one functional!).

✓ As long as the above requirements are met, you can participate with a PC, laptop, tablet or smartphone.

Preliminary remarks 2

✓ With regard to your participation in Microsoft teams, you will first receive an automated mail from Microsoft. Please do not delete this mail, but be sure that it was initiated by the vhs.

✓ Once you have registered with teams, you can use these access data to take part in online courses at the Volkshochschule again and again. You then no longer need to go through the following process, but can simply log into the programme with your access data and attend your respective course.

Preliminary remarks 3

✓ Direct instructions to you will be ==highlighted in yellow== below, so you are on the safe side if you follow these steps exactly.

✓ Basic comments and remarks are always ==highlighted in green==. These notes help you to make the best use of teams and to understand what is being done.

1. receipt of a mail by Microsoft

Sa 02.05.2020 19:43

MO   Microsoft on behalf of your organization <ms-noreply@microsoft.com>
      Kontoinformationen für neue oder geänderte Benutzer

An   ch.▮▮▮▮▮▮▮

ⓘ Klicken Sie hier, um Bilder herunterzuladen. Um den Datenschutz zu erhöhen, hat Outlook den automatischen Download von Bildern in dieser Nachricht verhindert.

Klicken Sie hie...

Ein Benutzerkonto wurde erstellt oder geändert.

Benutzername: **TN-christian.winklmeier@vhs-gilching.de**
Temporäres Kennwort: **Buh71377**

Nächste Schritte:
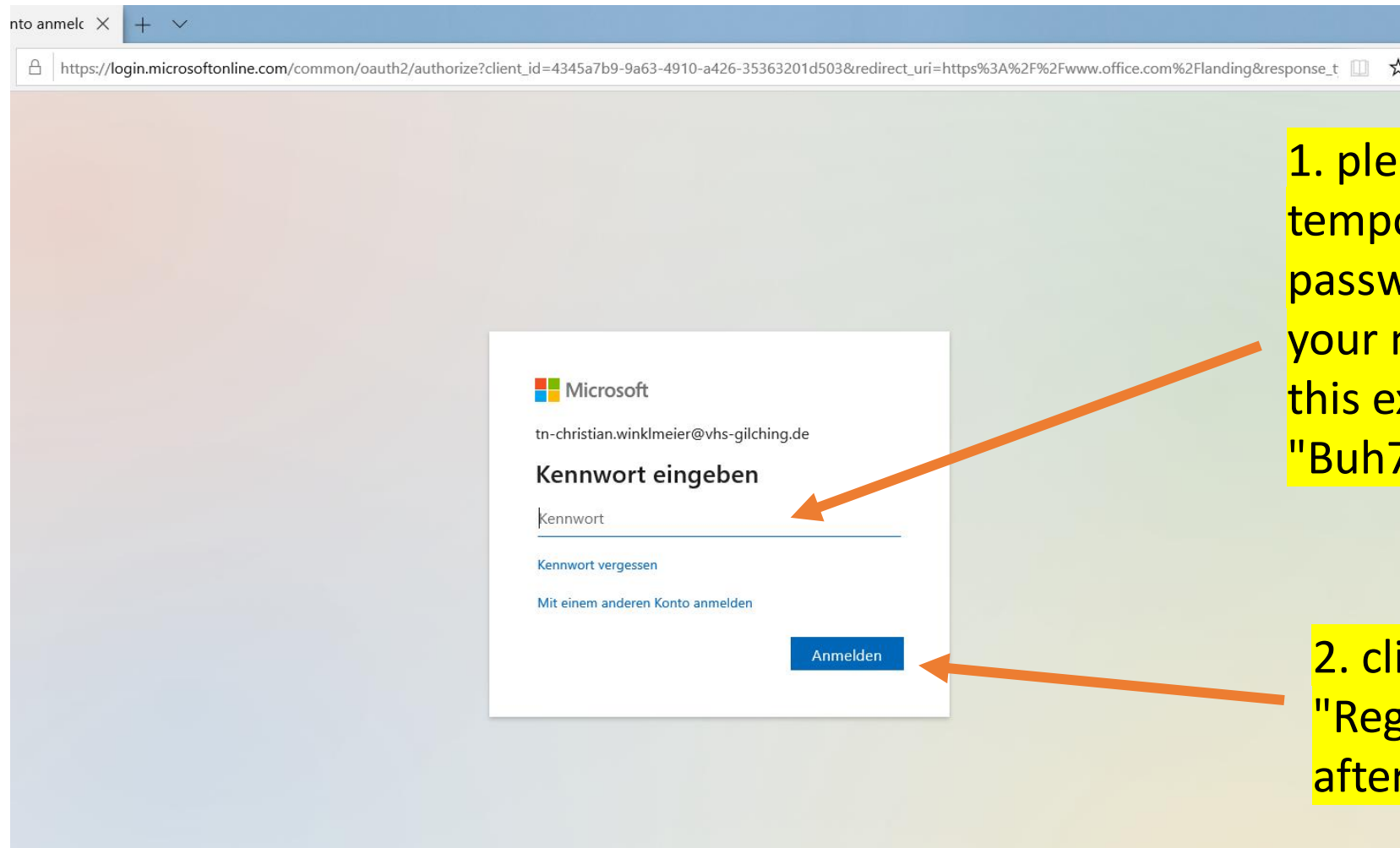
- Teilen Sie diese Informationen mit ihren Benutzern.
- Nachdem sie sich mit ihrem temporären Kennwort angemeldet haben, können sie ihr eigenes erstellen, indem sie die Anweisungen auf der Anmeldeseite befolgen.

Bei Office 365 anmelden

Please click here on "Click on "Register with Office 365

Please keep this mail, especially the user name (= your own mail address according to the scheme vorname.nachname@vhs-gilching.de and the temporary password)

2. entering the password

1. please enter the temporary password from your mail here, in this example "Buh71377

2. click on "Register" afterwards

3. enter your personal password

1. please enter the temporary password from your mail here, in this example "Buh71377

Please enter your private password twice.

3. then click on "Register

Important: Please make sure you remember your private password. You will need it for all future team registrations!
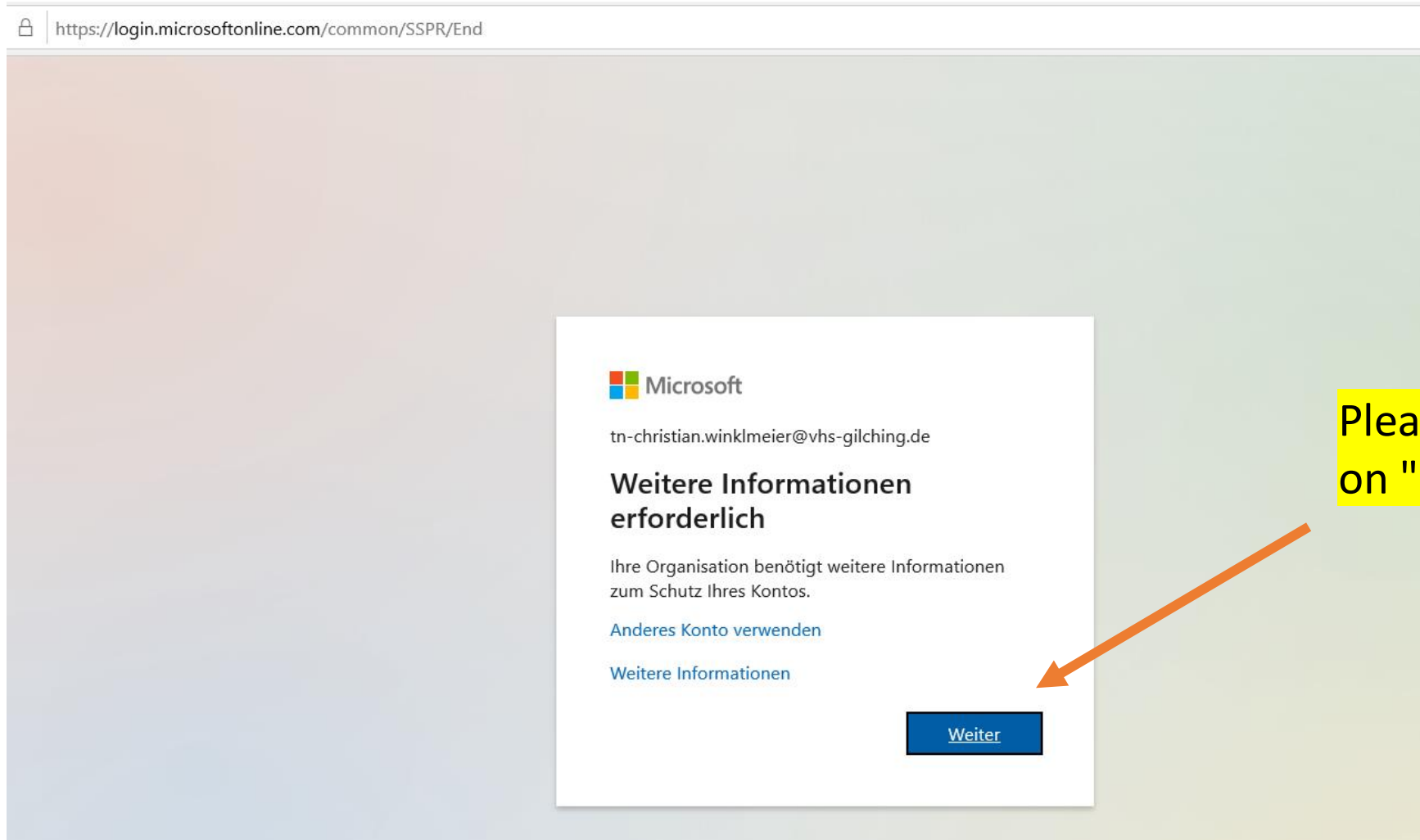
4. further information required
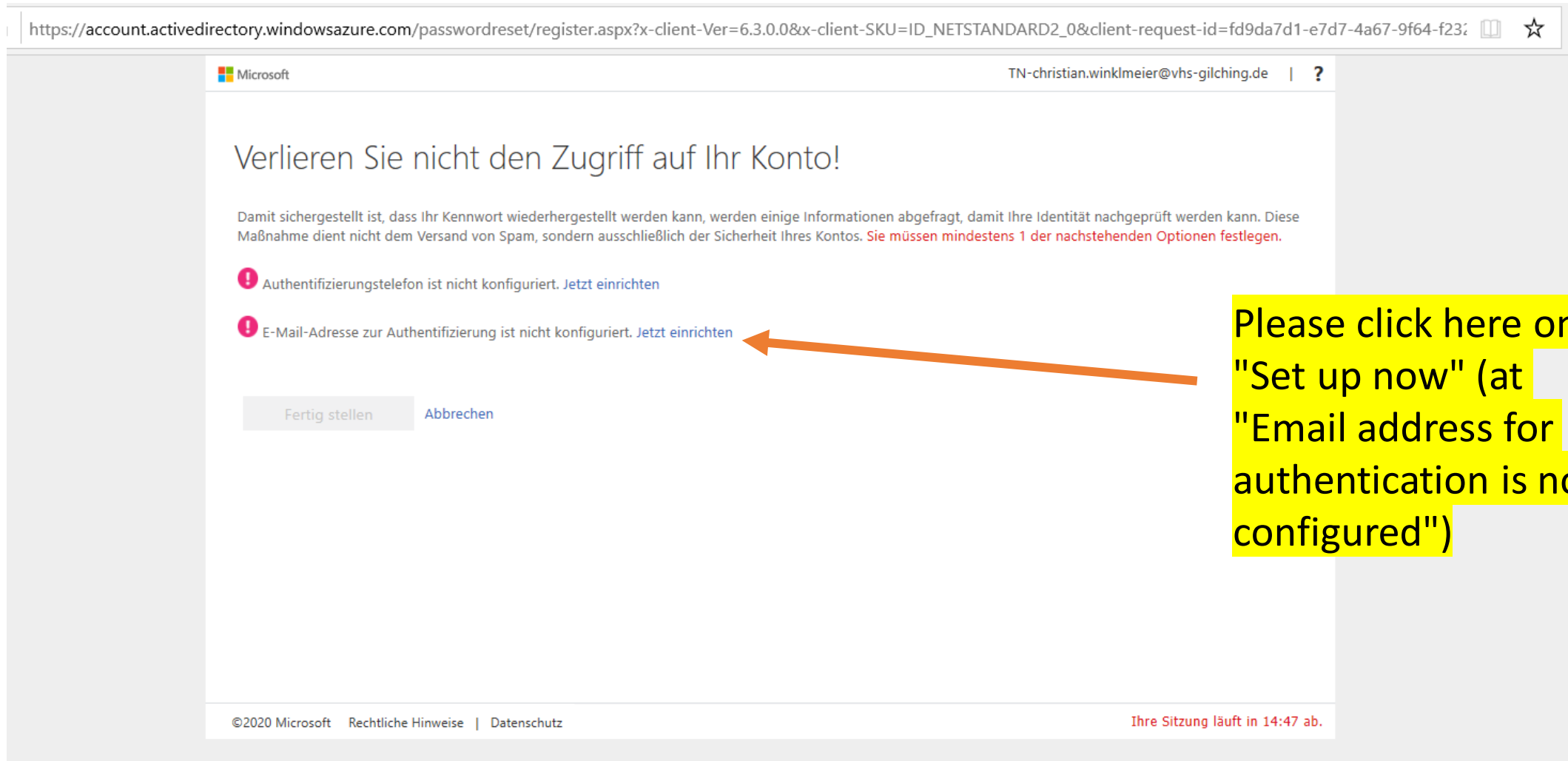
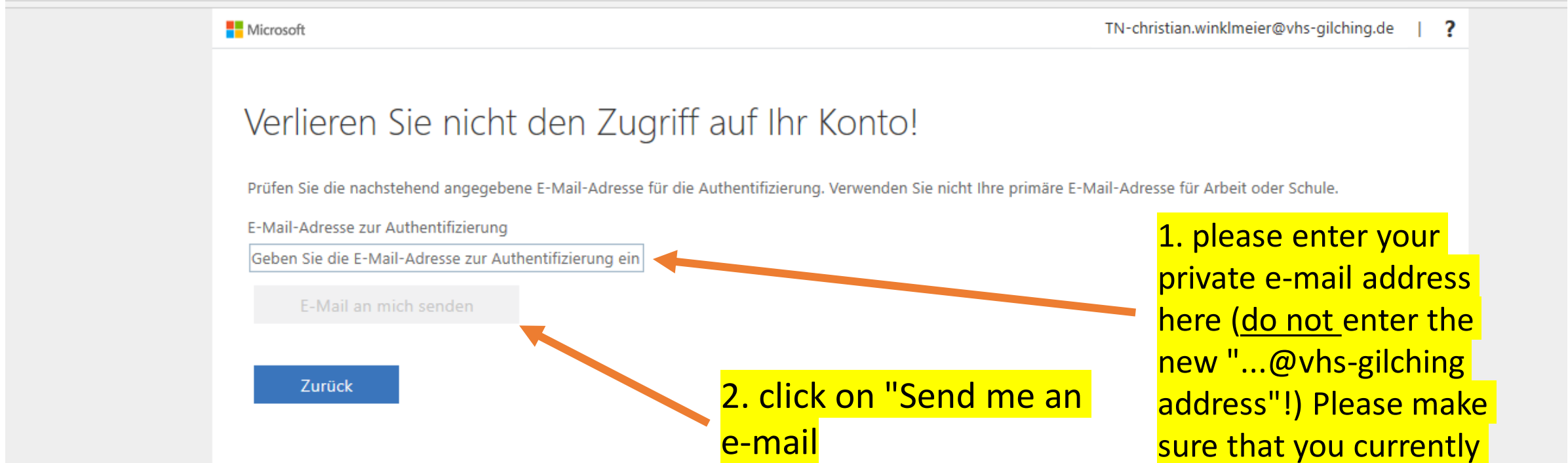# 5. securing your account

6. enter your private e-mail address

https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.3.0.0&x-client-SKU=ID_NETSTANDARD2_0&client-request-id=fd9da7d1-e7d7-4a67-9f6...

Microsoft   TN-christian.winklmeier@vhs-gilching.de | ?

Verlieren Sie nicht den Zugriff auf Ihr Konto!

Prüfen Sie die nachstehend angegebene E-Mail-Adresse für die Authentifizierung. Verwenden Sie nicht Ihre primäre E-Mail-Adresse für Arbeit oder Schule.

E-Mail-Adresse zur Authentifizierung

Geben Sie die E-Mail-Adresse zur Authentifizierung ein

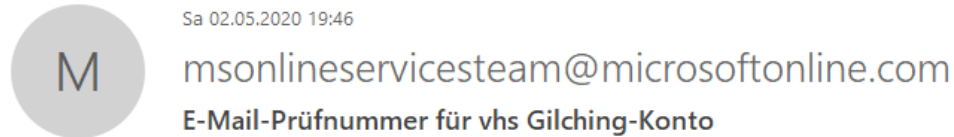E-Mail an mich senden

Zurück

1. please enter your private e-mail address here (do not enter the new "...@vhs-gilching address"!) Please make sure that you currently have access to this mail address and the incoming mails.

2. click on "Send me an e-mail

Please carry out these steps. For example, if you forget your password, you can restore your account via your email address. Please remember the e-mail address you used for this procedure
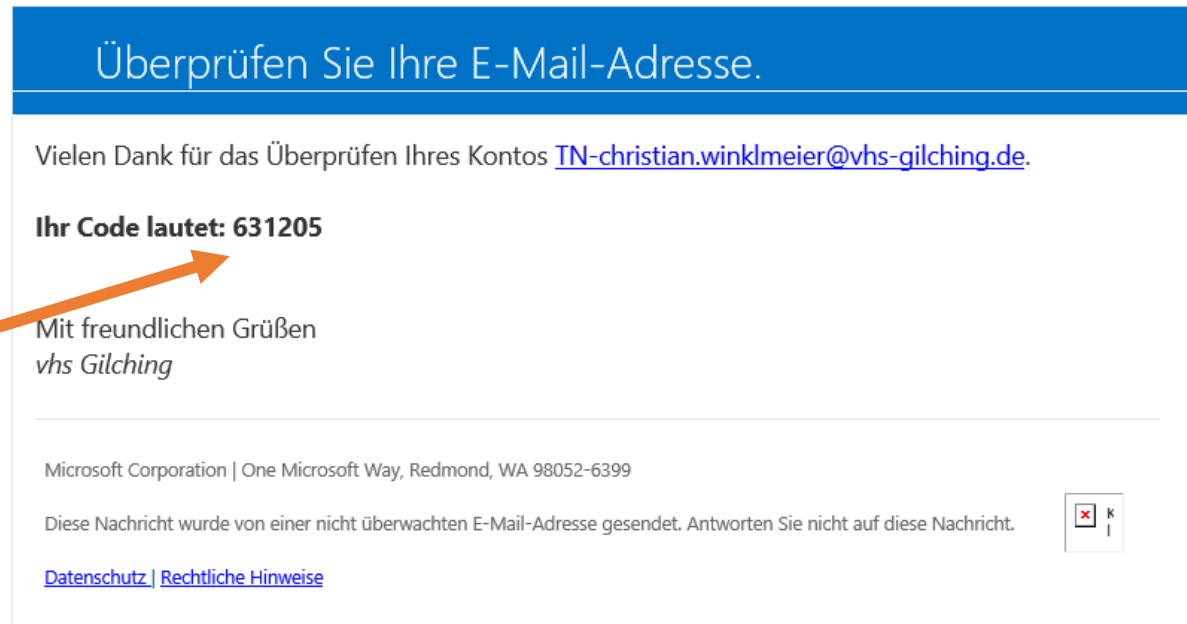
7. receipt of another mail

M

msonlineservicesteam@microsoftonline.com

E-Mail-Prüfnummer für vhs Gilching-Konto

An   ch.▮▮▮▮▮▮▮▮▮▮▮▮

ⓘ Klicken Sie hier, um Bilder herunterzuladen. Um den Datenschutz zu erhöhen, hat Outlook den automatischen Download von Bildern in dieser Nachricht verhindert.
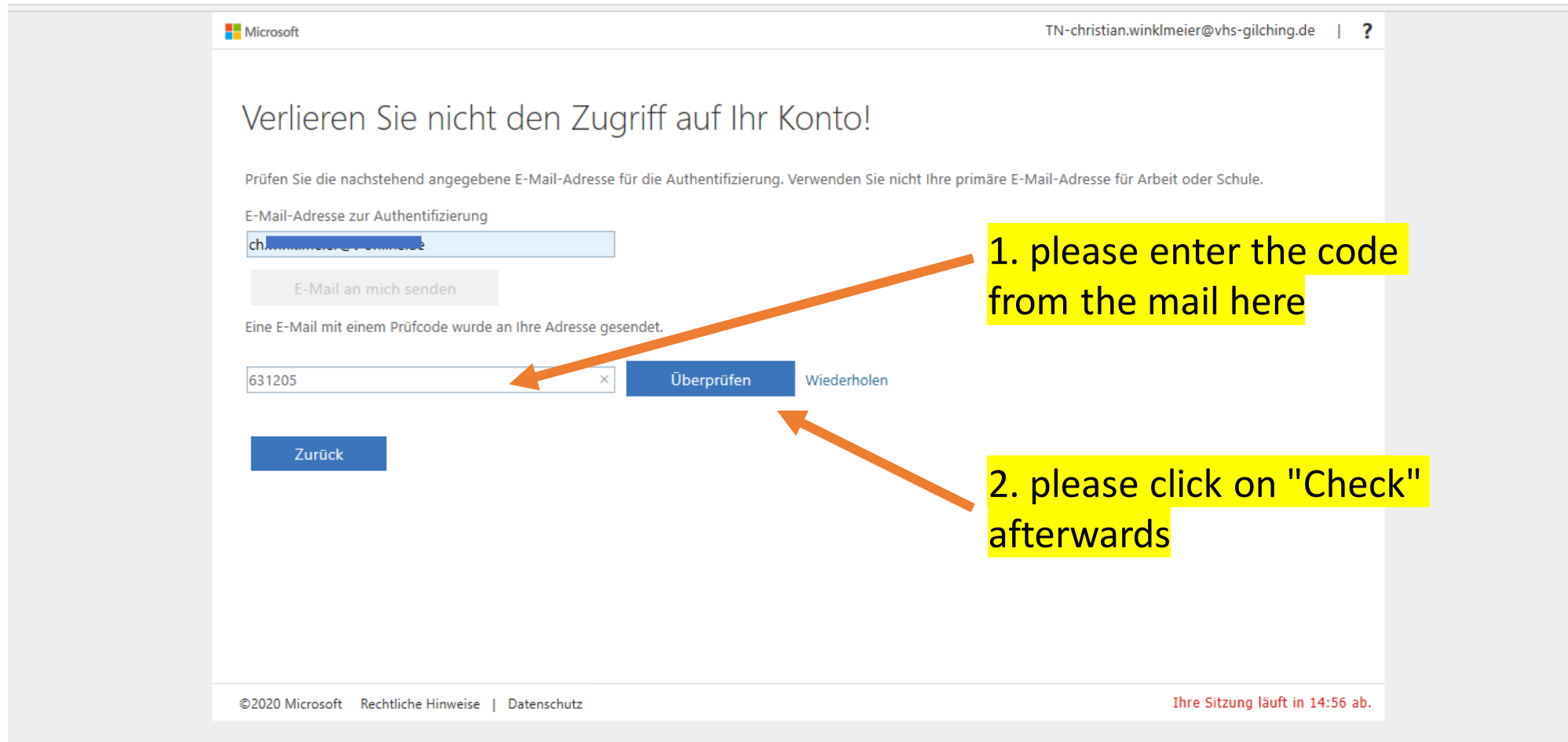
You will receive an email to the email address you entered in the previous step

Please write down the code given in the mail. If you do not receive an email, please check your spam folder.

Überprüfen Sie Ihre E-Mail-Adresse.

Vielen Dank für das Überprüfen Ihres Kontos TN-christian.winklmeier@vhs-gilching.de.

Ihr Code lautet: 631205

Mit freundlichen Grüßen
vhs Gilching

Microsoft Corporation | One Microsoft Way, Redmond, WA 98052-6399

Diese Nachricht wurde von einer nicht überwachten E-Mail-Adresse gesendet. Antworten Sie nicht auf diese Nachricht.

Datenschutz | Rechtliche Hinweise

8. entering the code

9. finish

Microsoft
TN-christian.winklmeier@vhs-gilching.de | ?

Verlieren Sie nicht den Zugriff auf Ihr Konto!

Vielen Dank. Wir werden die nachfolgenden Informationen zur Wiederherstellung Ihres Kontos verwenden, falls Sie Ihr Kennwort vergessen. Klicken Sie auf "Fertig", um diese Seite zu schließen.

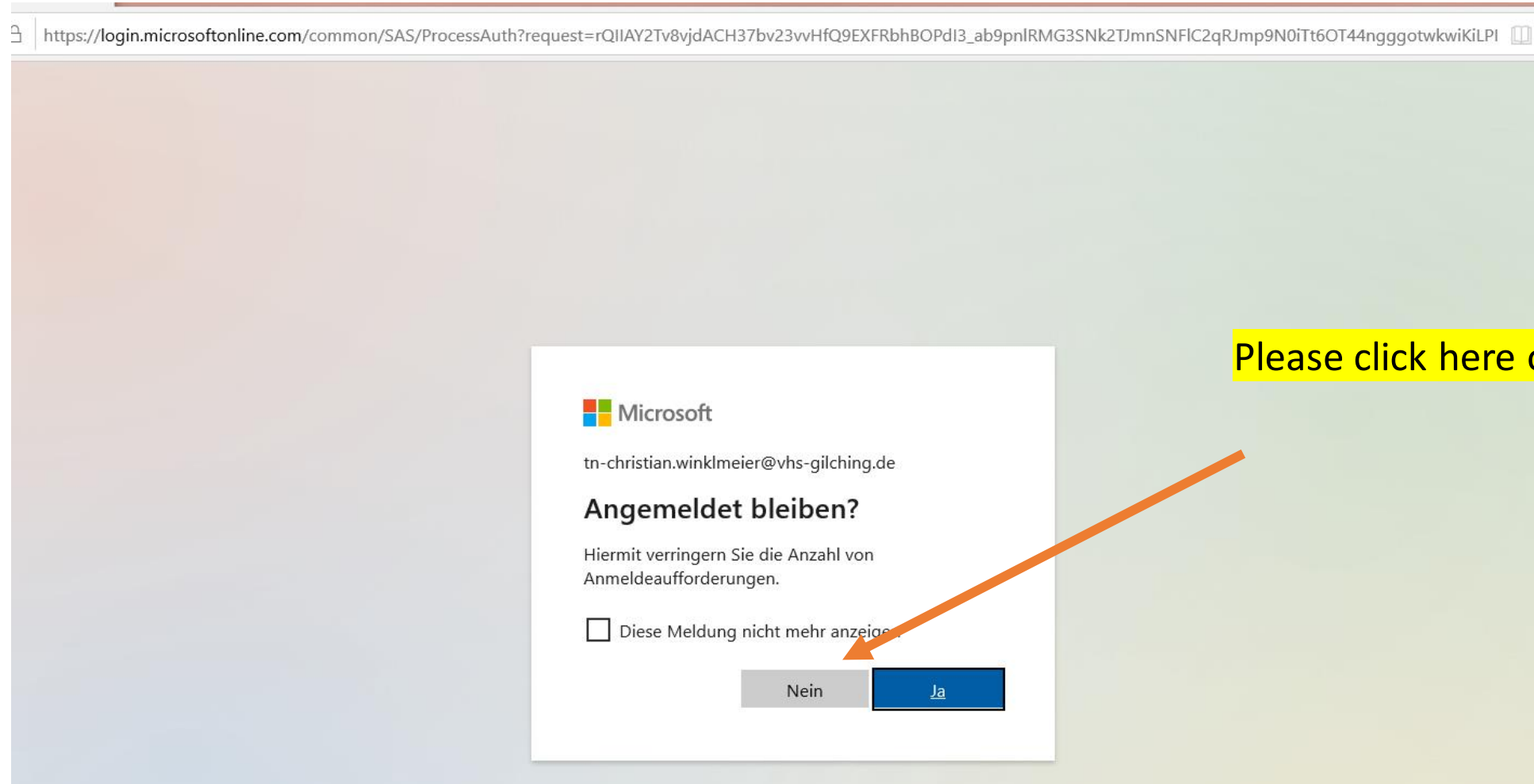⊗ Authentifizierungstelefon ist nicht konfiguriert. Jetzt einrichten

✓ E-Mail-Adresse zur Authentifizierung ist auf ch.w████████████e festgelegt. Ändern

[Fertig stellen]   Abbrechen

Please click on "Finish" here

©2020 Microsoft   Rechtliche Hinweise | Datenschutz   Ihre Sitzung läuft in 14:56 ab.

10. click on "No

11. click on arrow

12. download the teams app

✓ If you want to work with an Apple (MacBook, iPhone or iPad) or Android device (e.g. Samsung smartphone or tablet), search for "Microsoft Teams" in the "App Store" or "Google Play Store" and install this program.

✓ To download teams to your laptop or PC, please go to the following page and follow the individual steps
  https://www.microsoft.com/de-de/microsoft-365/microsoft-teams/download-app

✓ There is also a Linux version: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#allDevicesSection. You can choose between the Linux DEB and Linux RPM versions. After the installation process you only have to login with your created account. It is not yet a full version, but a preview, but still functional.

13. opening the programme
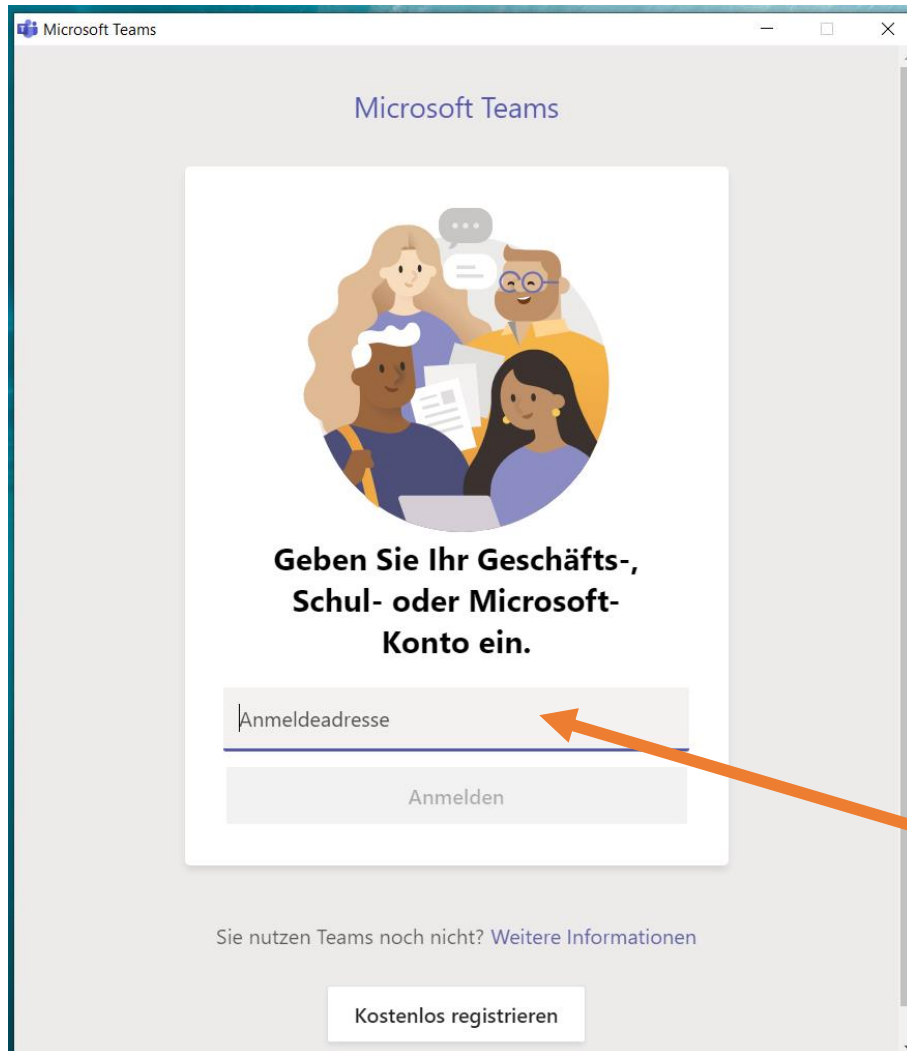
1. please open the teams app or the teams programme

2. please enter your vhs address (vorname.nachnahme@vhs-gilching.de) here
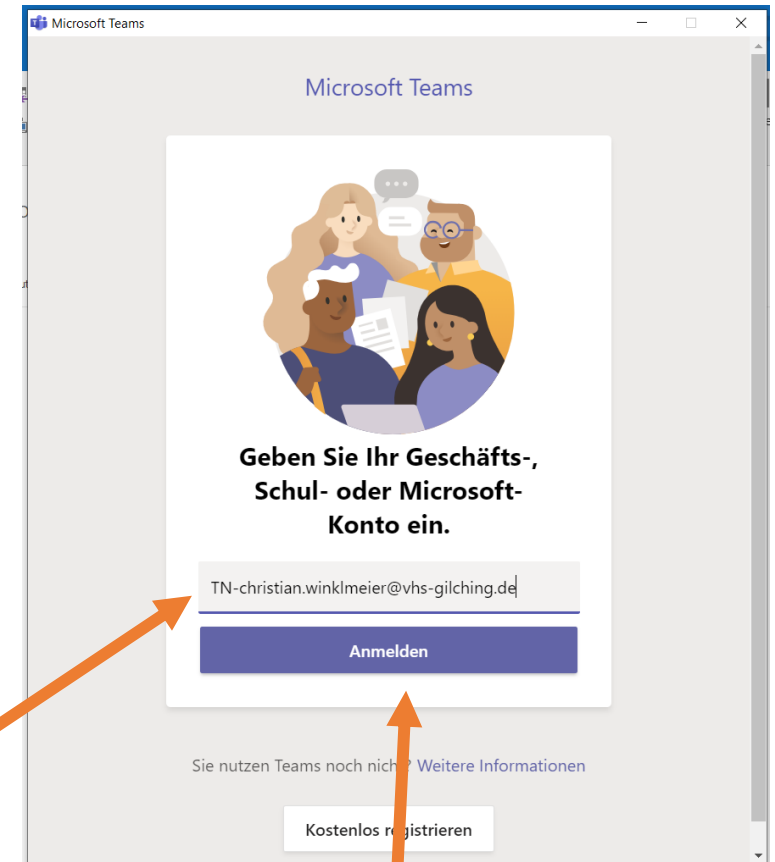
3. please click on "Register

14. enter password

Bei Microsoft Teams anmelden

Microsoft

tn-christian.winklmeier@vhs-gilching.de

Kennwort eingeben

Kennwort

Kennwort vergessen

Mit einem anderen Konto anmelden

Anmelden

1. please enter the password you have chosen under slide 3.

2. click on "Register" afterwards

Nutzungsbedingungen   Datenschutz & Cookies   . . .

15. access to a course
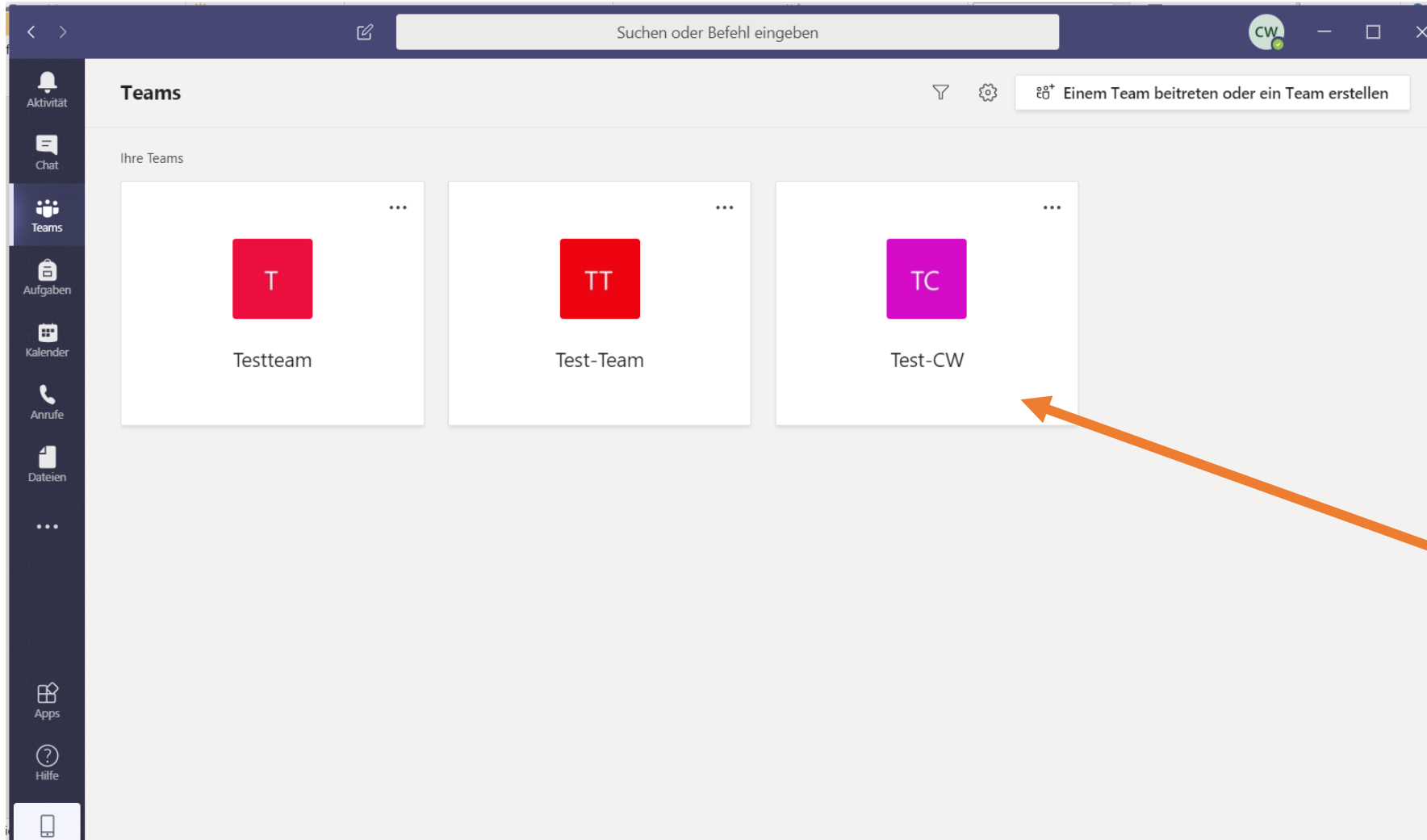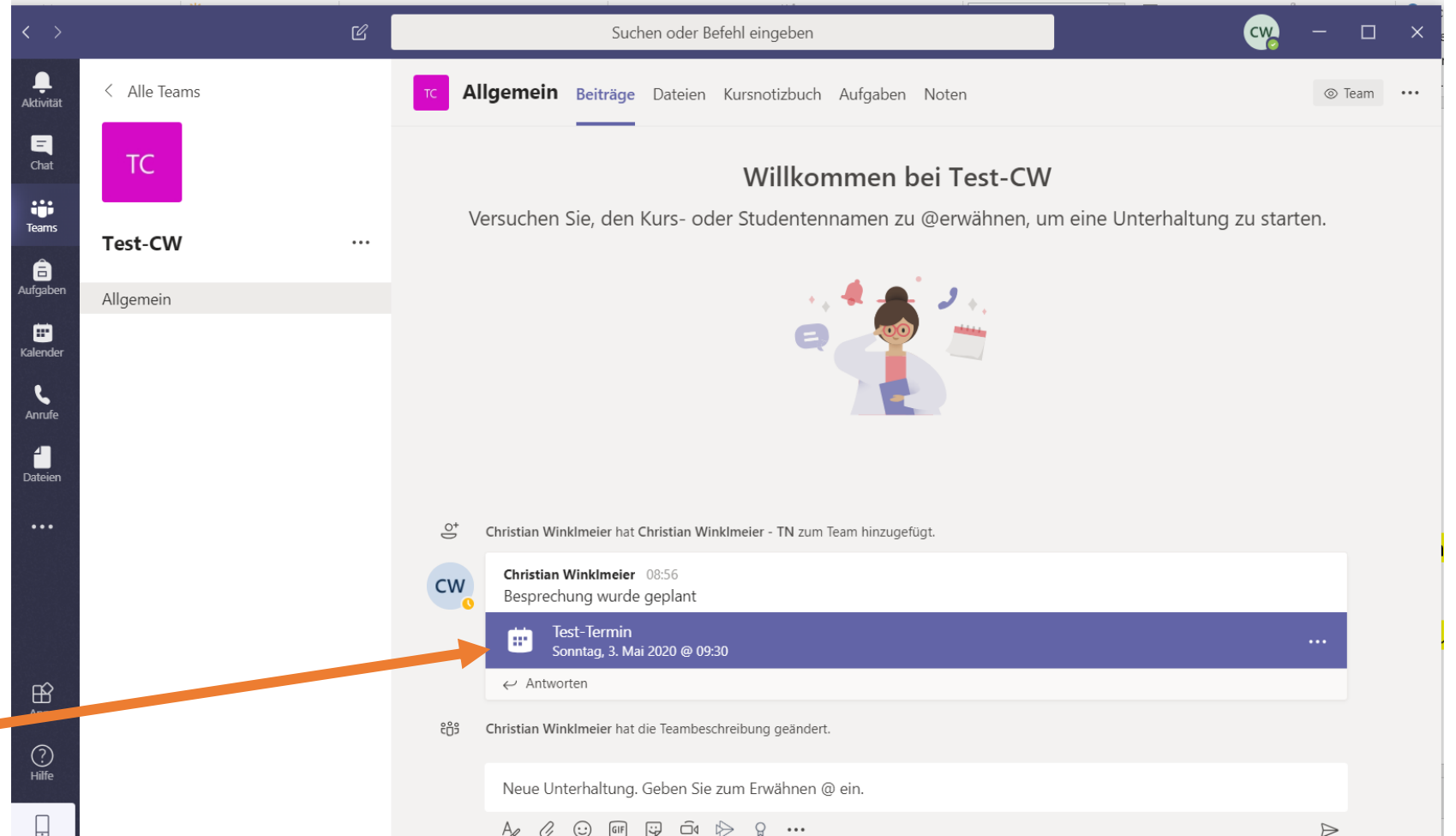
If you take part in a course, we will automatically add you to a "team" that represents your course and is only made up of people who are part of that course.

Please click here on the appropriate course (We create the courses according to the scheme 20-1-E course number and title, so that you can immediately see which course is meant)

16. adding the course days to your calendar
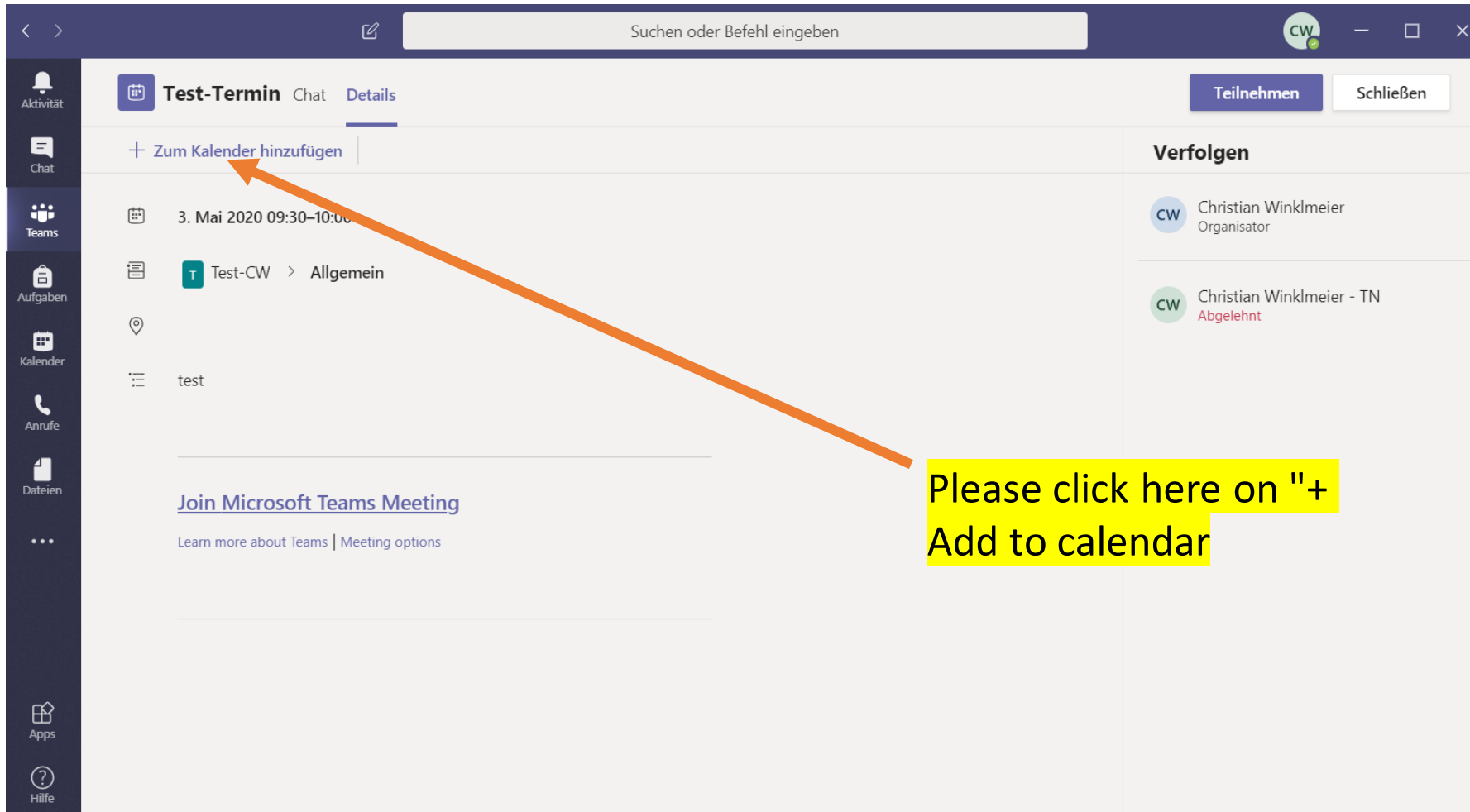
To keep a good overview of your course days, please add the course to your calendar. Proceed as follows:

Please click on the date or series of dates in your corresponding team/course

17. import appointments into calendar

Please click here on "+ Add to calendar

18. calendar view

1. please click on "Calendar" first

2. please click here on your course

19. participate in meeting

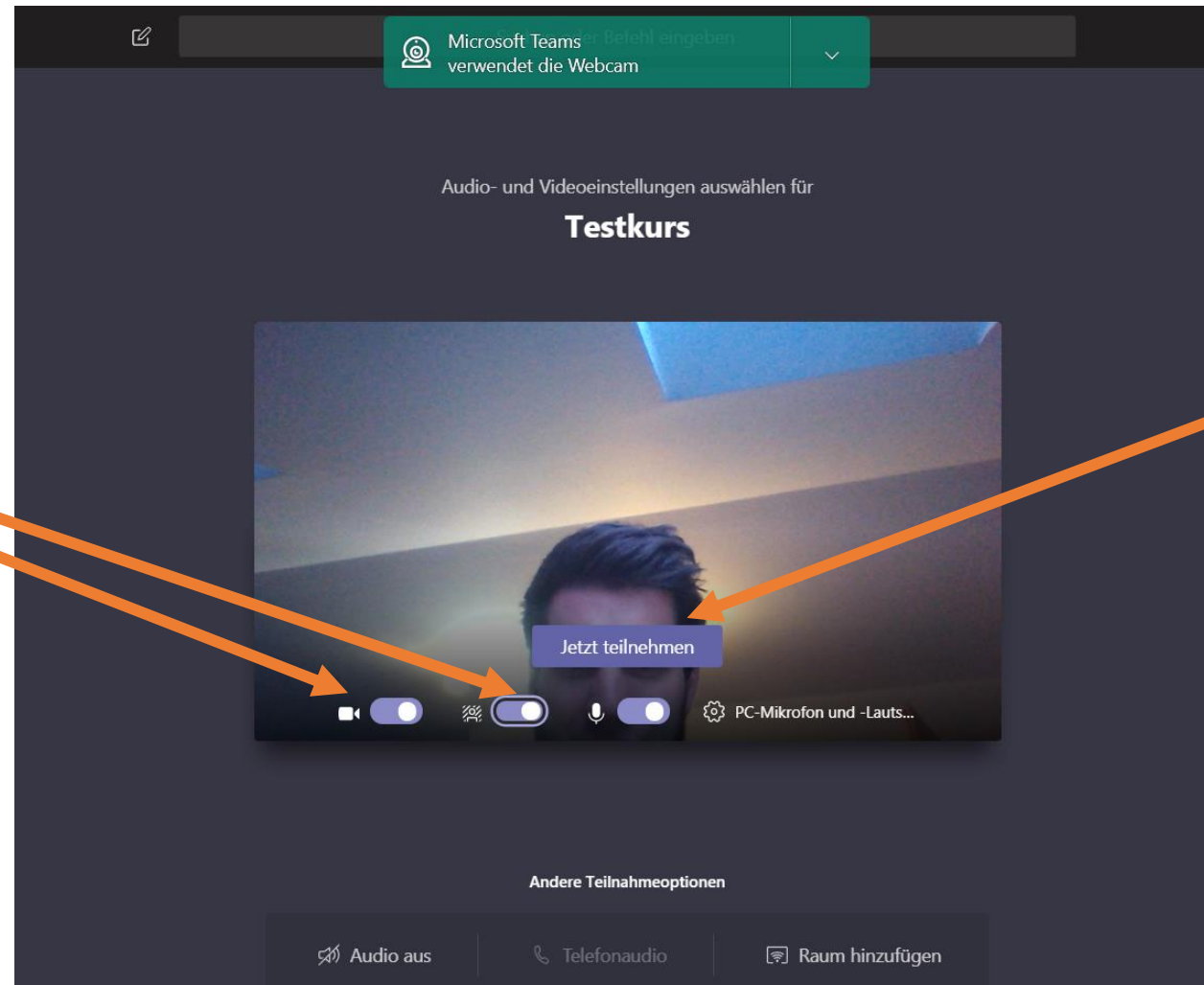Please click on "Participate

20. check settings

1. check here whether your camera and microphone are switched on (blue bar)

2. click on "Participate now

21. congratulations!

You have done it! Now you can participate in your course!

We will show you all the functions that can be used in a meeting in one of our following team training courses

If you have any problems, please contact us at the e-mail address vhs@vhs-gilching.de. We have already been able to help many participants from afar and are optimistic that we will continue to do so well. Please do not despair if a single step does not work, but contact us and we will solve the problem!

Thank you for your attention and enjoy the online courses of the Volkshochschule Gilching, Weßling & Wörthsee!

You can find the current online offer at
https://programm.vhs-gilching.org/index.php?id=146#inhalt