

# 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 [REDACTED]

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

 Klicken Sie hier...

**Ein Benutzerkonto wurde erstellt oder geändert.**

Benutzername: [TN-christian.winklmeier@vhs-gilching.de](mailto:TN-christian.winklmeier@vhs-gilching.de)  
Temporäres Kennwort: **Buh71377**

Nächste Schritte:

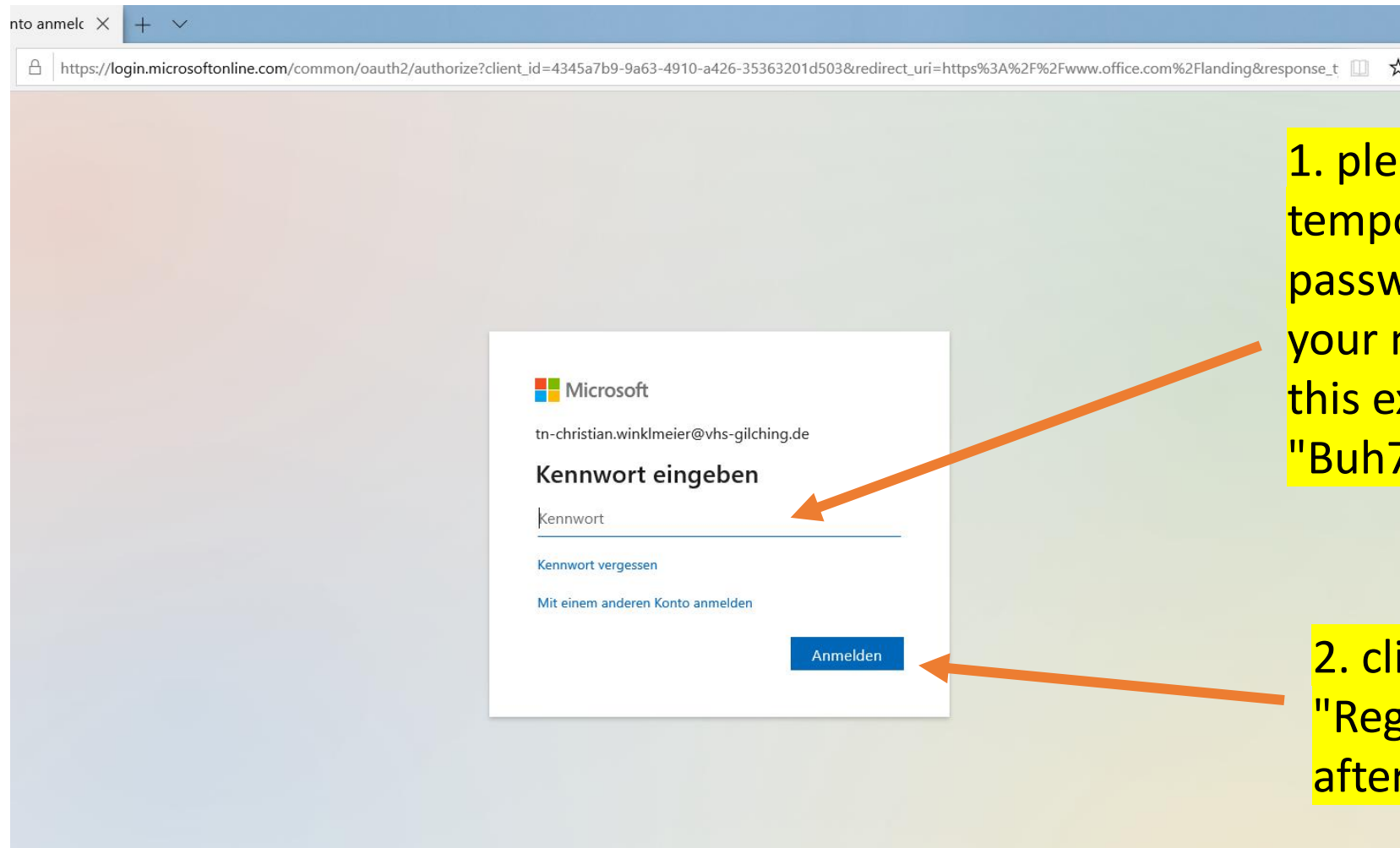
- Teilen Sie diese Informationen mit ihren Benutzern.
- Nachdem sie sich mit ihrem temporären Kennwort angemeldet haben, können sie ihr eigenes erstellen, indem sie die Anweisungen auf der Anmeldeseite befolgen.

[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](mailto:vorname.nachname@vhs-gilching.de) and the  
temporary password)

## 2. entering the password



The screenshot shows a web browser window with the URL `https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com%2Flanding&response_t`. The page content includes the Microsoft logo, the email address `tn-christian.winklmeier@vhs-gilching.de`, the heading **Kennwort eingeben**, a password input field containing the text `Kennwort`, a [Kennwort vergessen](#) link, a [Mit einem anderen Konto anmelden](#) link, and a blue **Anmelden** button. Two orange arrows point from yellow text boxes to the password field and the **Anmelden** button.

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

2. click on "Register" afterwards

# 3. enter your personal password

https://login.microsoftonline.com/common/login

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!

Microsoft

tn-christian.winklmeier@vhs-gilching.de

### Ändern Sie Ihr Kennwort

Sie müssen Ihr Kennwort ändern, weil Sie sich entweder erstmalig anmelden oder Ihr Kennwort abgelaufen ist.

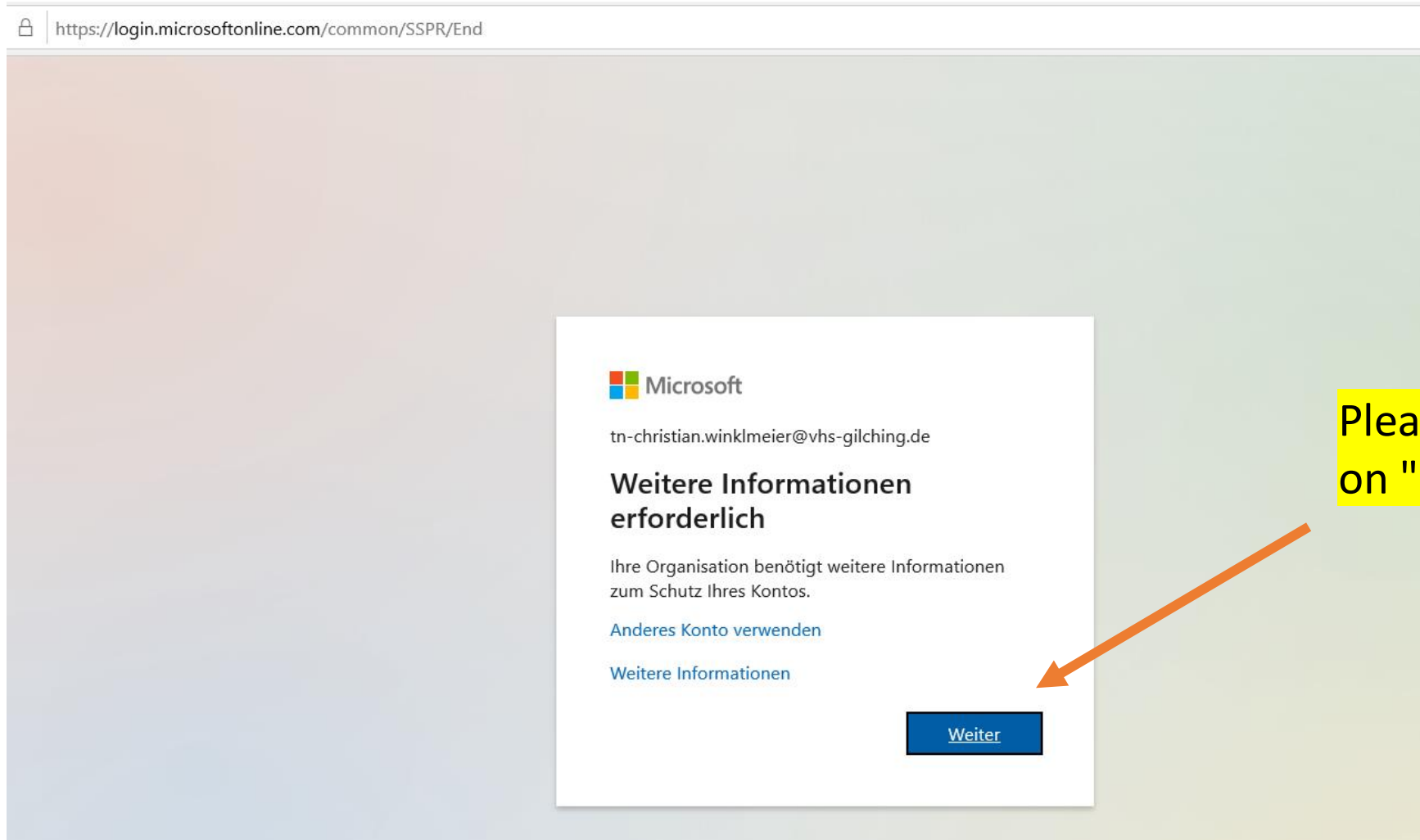
Aktuelles Kennwort

Neues Kennwort


Kennwort bestätigen

Anmelden

# 4. further information required



https://login.microsoftonline.com/common/SSPR/End

 Microsoft

tn-christian.winklmeier@vhs-gilching.de

**Weitere Informationen erforderlich**

Ihre Organisation benötigt weitere Informationen zum Schutz Ihres Kontos.

[Anderes Konto verwenden](#)

[Weitere Informationen](#)

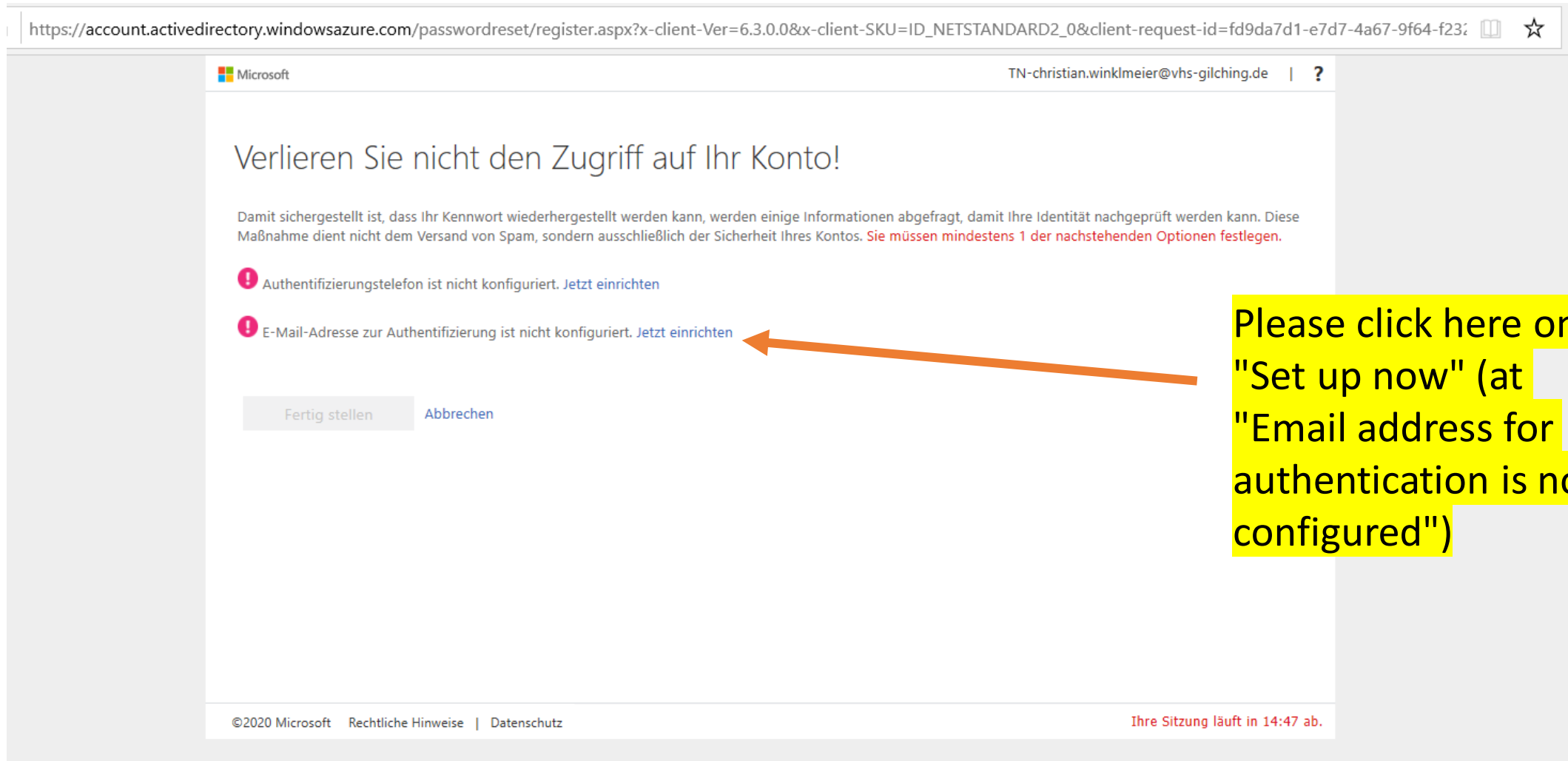
[Weiter](#)

Please click here on "Next"





# 5. securing your account



The screenshot shows a Microsoft account security page. At the top, the URL is `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-e7d7-4a67-9f64-f23...`. The page header includes the Microsoft logo and the user email `TN-christian.winklmeier@vhs-gilching.de`. The main heading is "Verlieren Sie nicht den Zugriff auf Ihr Konto!". Below this, a paragraph explains that information is requested for security. Two red warning icons are present: one for "Authentifizierungstelefon ist nicht konfiguriert. Jetzt einrichten" and another for "E-Mail-Adresse zur Authentifizierung ist nicht konfiguriert. Jetzt einrichten". An orange arrow points from a yellow callout box to the second link. At the bottom, there are buttons for "Fertig stellen" and "Abbrechen", and a footer with copyright information and a session timer.

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

## Verlieren Sie nicht den Zugriff auf Ihr Konto!

Damit sichergestellt ist, dass Ihr Kennwort wiederhergestellt werden kann, werden einige Informationen abgefragt, damit Ihre Identität nachgeprüft werden kann. Diese Maßnahme dient nicht dem Versand von Spam, sondern ausschließlich der Sicherheit Ihres Kontos. **Sie müssen mindestens 1 der nachstehenden Optionen festlegen.**

- ! Authentifizierungstelefon ist nicht konfiguriert. [Jetzt einrichten](#)
- ! E-Mail-Adresse zur Authentifizierung ist nicht konfiguriert. [Jetzt einrichten](#)

Fertig stellen Abbrechen

©2020 Microsoft Rechtliche Hinweise | Datenschutz Ihre Sitzung läuft in 14:47 ab.

Please click here on "Set up now" (at "Email address for authentication is not configured")

# 6. enter your private e-mail address

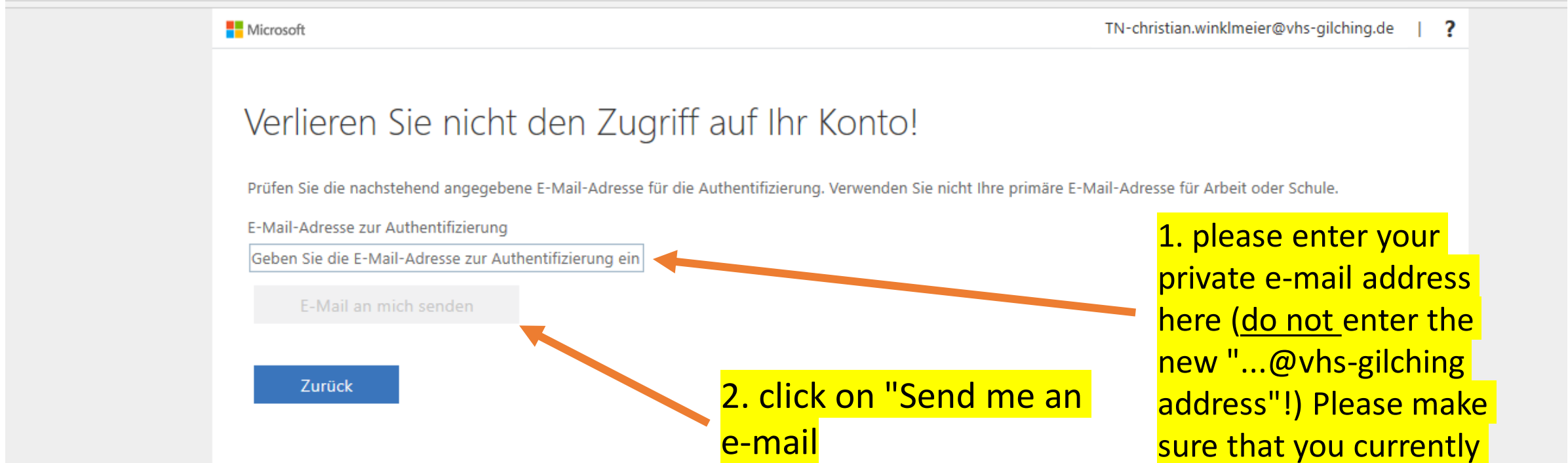
https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.3.0.0&x-client-SKU=ID\_NETSTANDARD2\_0&client-request-id=fd9da7d1-e7d7-4a67-9f6-

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



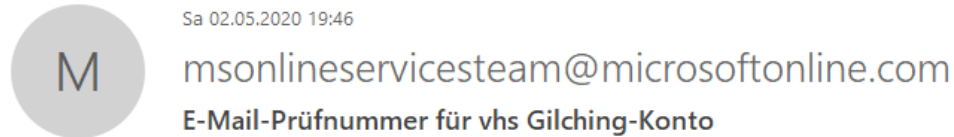
1. please enter your private e-mail address here (do not enter the new "...@vhs-gilching address"!)

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

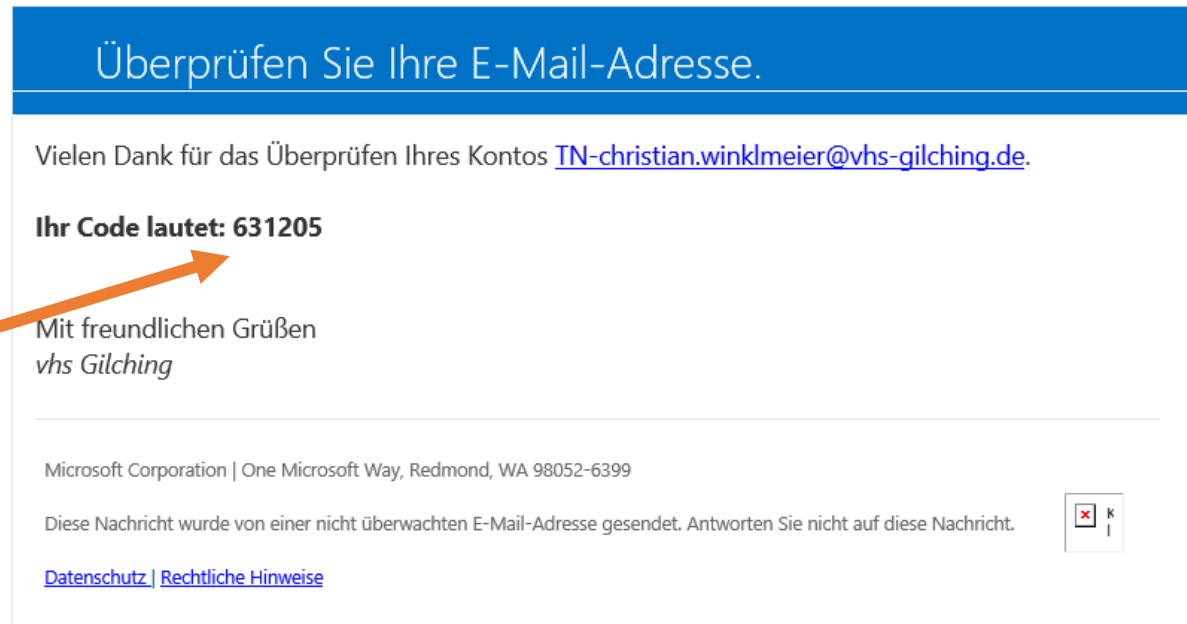


An ch. [REDACTED]

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

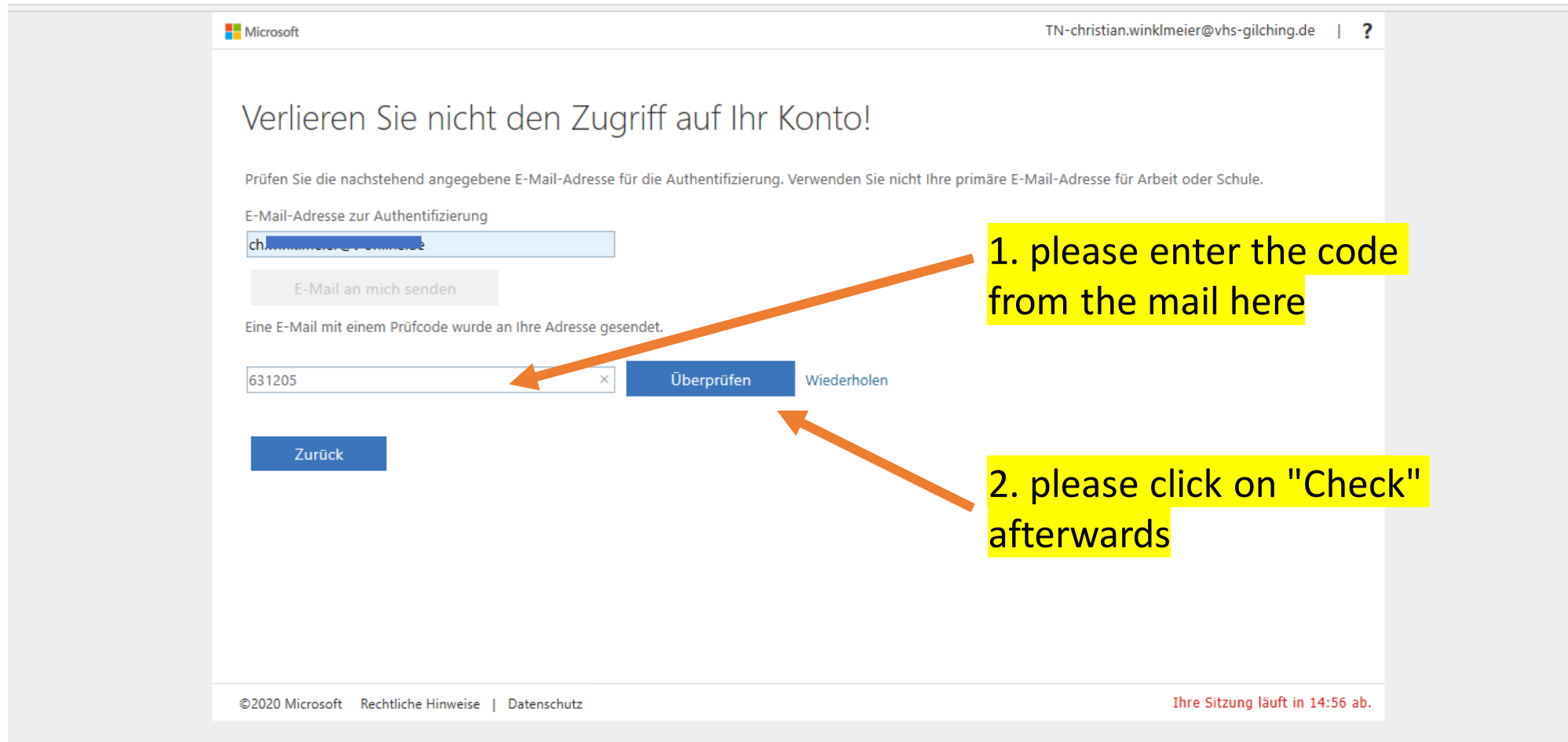
You will receive an email to the email address you entered in the previous step

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



# 8. entering the code

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-e7d7-4a67-9f64-f23: 



The screenshot shows a Microsoft account password reset page. At the top, there is a Microsoft logo and the user's email address: TN-christian.winklmeier@vhs-gilching.de. The main heading is "Verlieren Sie nicht den Zugriff auf Ihr Konto!". Below this, there is a message: "Prüfen Sie die nachstehend angegebene E-Mail-Adresse für die Authentifizierung. Verwenden Sie nicht Ihre primäre E-Mail-Adresse für Arbeit oder Schule." The "E-Mail-Adresse zur Authentifizierung" field contains a partially redacted email address. Below this is a button labeled "E-Mail an mich senden". A message states: "Eine E-Mail mit einem Prüfcode wurde an Ihre Adresse gesendet." The "Prüfcode" field contains the number "631205". To the right of the code field are buttons for "Überprüfen" and "Wiederholen". A "Zurück" button is located below the code field. Two orange arrows point from yellow text boxes to the code field and the "Überprüfen" button. The footer contains copyright information: "©2020 Microsoft | Rechtliche Hinweise | Datenschutz" and a session timer: "Ihre Sitzung läuft in 14:56 ab."

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

ch. ....@vhs-gilching.de

E-Mail an mich senden

Eine E-Mail mit einem Prüfcode wurde an Ihre Adresse gesendet.

631205

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

**1. please enter the code from the mail here**

**2. please click on "Check" afterwards**

# 9. finish

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-e7d7-4a67-9f64-f232



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](#)

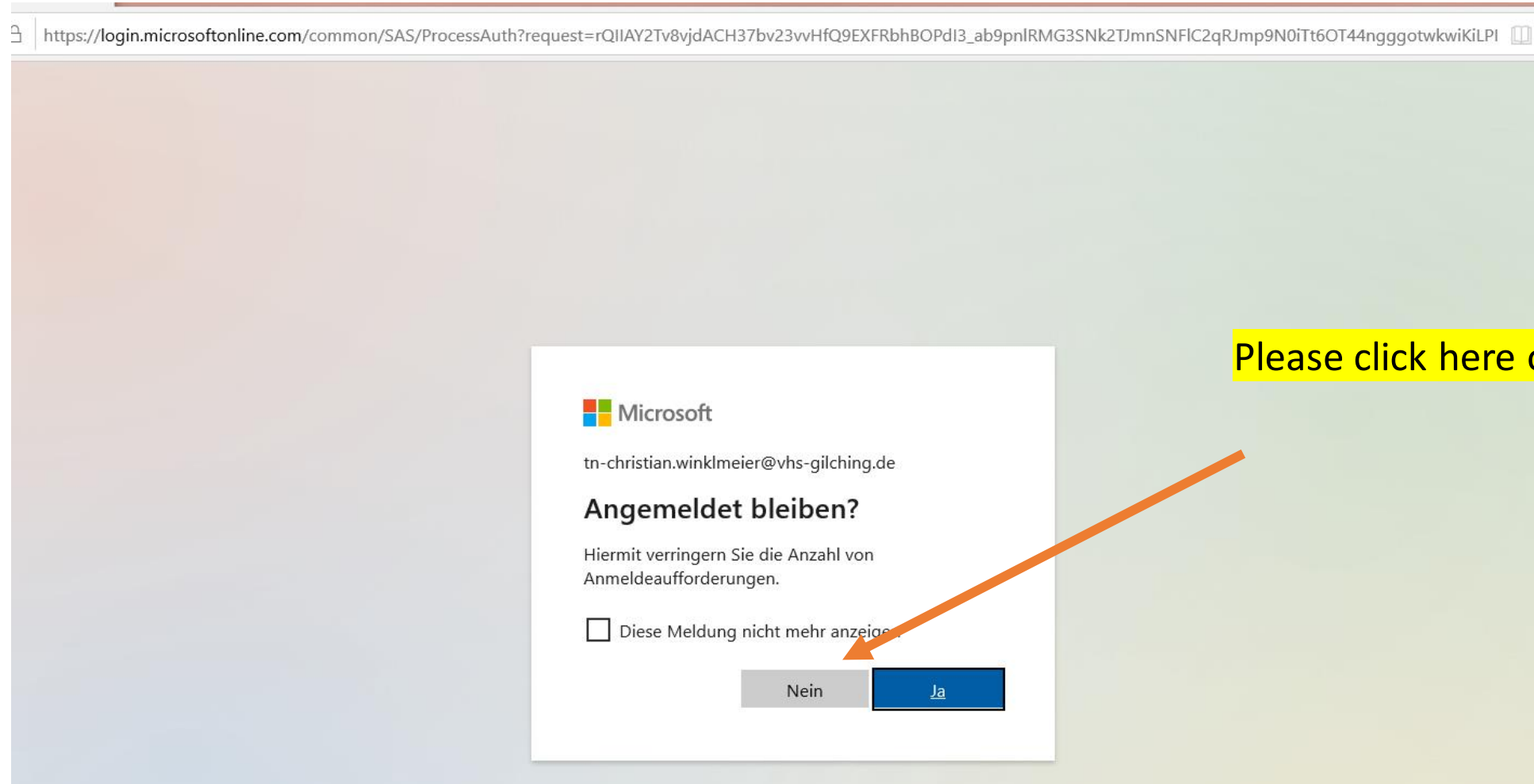
✓ E-Mail-Adresse zur Authentifizierung ist auf ch.v. [redacted] festgelegt. [Ändern](#)

Fertig stellen

Abbrechen

Please click on "Finish" here

# 10. click on "No



The screenshot shows a Microsoft login dialog box. The address bar at the top contains the URL: [https://login.microsoftonline.com/common/SAS/ProcessAuth?request=rQIIAY2Tv8vjdACH37bv23vHfQ9EXFRbhBOPdI3\\_ab9pnlRMG3SNk2TJmnSNFIC2qRJmp9N0iTt6OT44ngggotwkiKILPI](https://login.microsoftonline.com/common/SAS/ProcessAuth?request=rQIIAY2Tv8vjdACH37bv23vHfQ9EXFRbhBOPdI3_ab9pnlRMG3SNk2TJmnSNFIC2qRJmp9N0iTt6OT44ngggotwkiKILPI). The dialog box features the Microsoft logo and the email address `tn-christian.winklmeier@vhs-gilching.de`. The main heading is "Angemeldet bleiben?" (Stay signed in?). Below this, it states: "Hiermit verringern Sie die Anzahl von Anmeldeaufforderungen." (By doing this, you reduce the number of sign-in prompts.). There is a checkbox labeled "Diese Meldung nicht mehr anzeigen" (Do not show this message again) which is currently unchecked. At the bottom of the dialog, there are two buttons: "Nein" (No) and "Ja" (Yes). An orange arrow points from a yellow callout box on the right towards the "Nein" button.

Microsoft

tn-christian.winklmeier@vhs-gilching.de

**Angemeldet bleiben?**

Hiermit verringern Sie die Anzahl von Anmeldeaufforderungen.

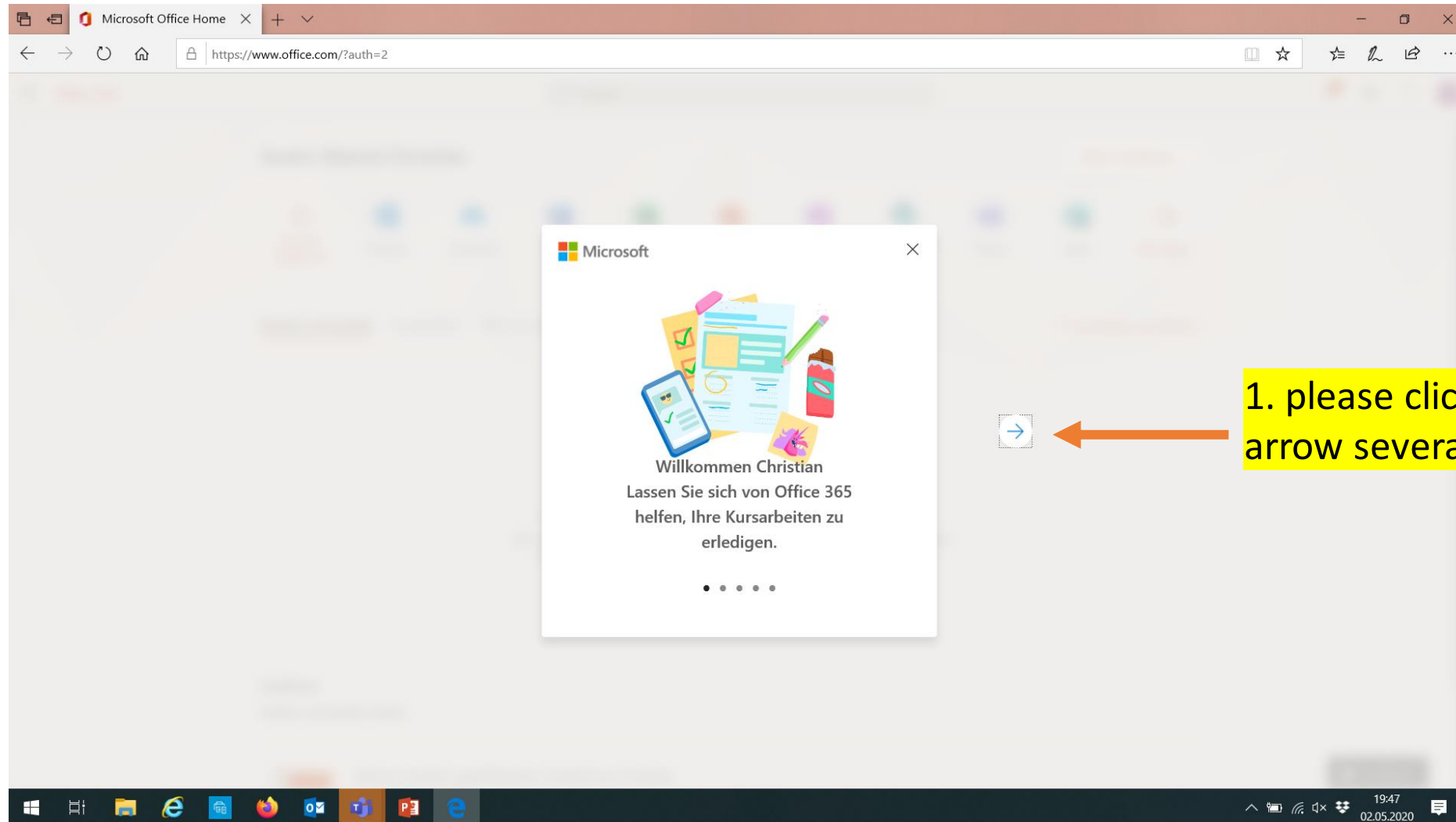
Diese Meldung nicht mehr anzeigen

Nein Ja

Please click here on "No"

2. close the browser

# 11. click on arrow



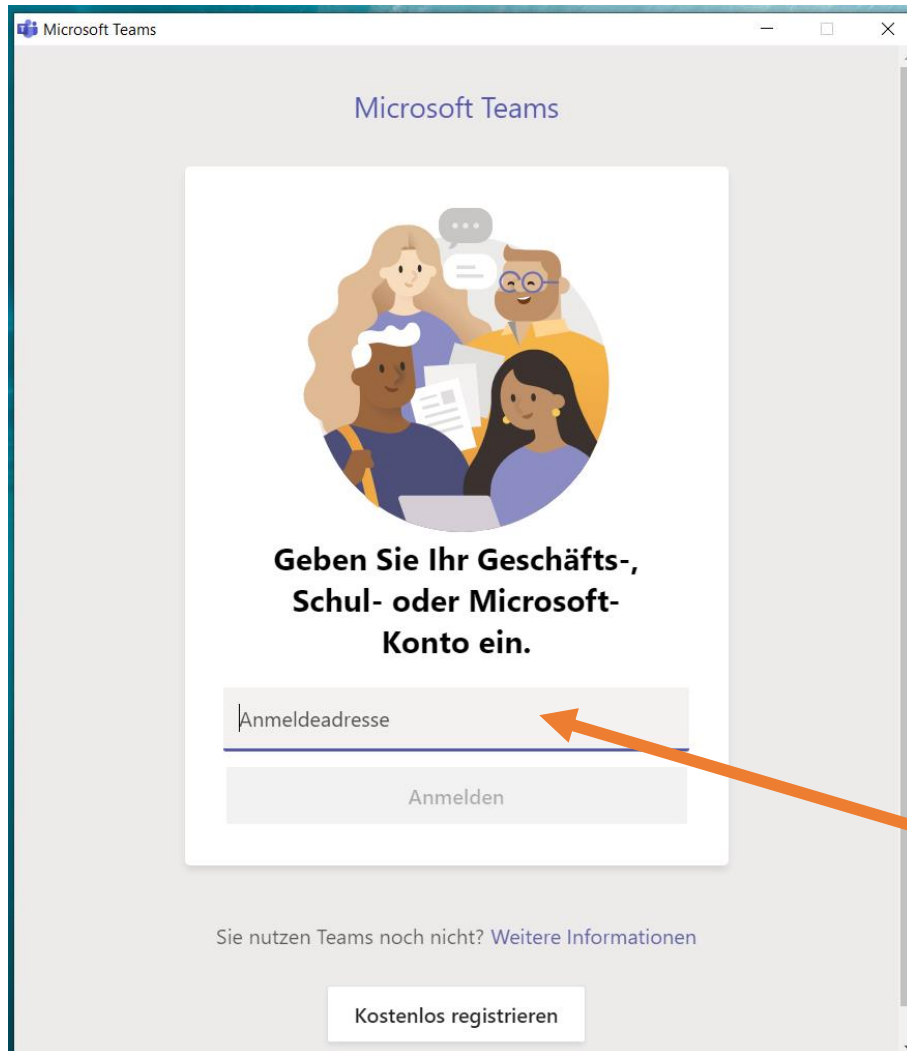
1. please click on the arrow several times

# 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.

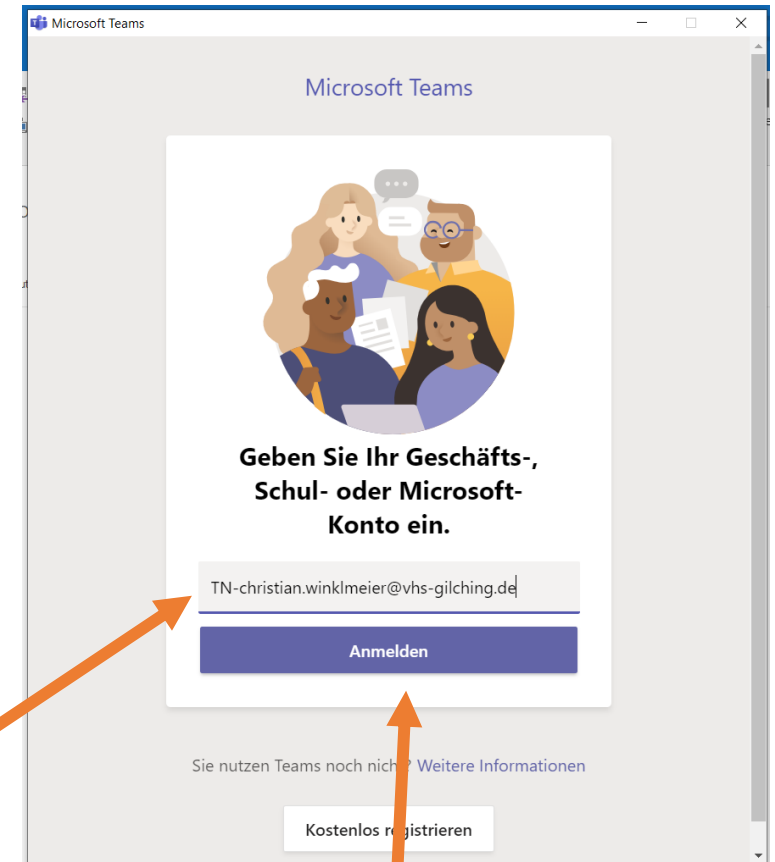


# 13. opening the programme



1. please open the teams app or the teams programme

2. please enter your vhs address  
(vorname.nachname@vhs-gilching.de) here



3. please click on "Register"

# 14. enter password

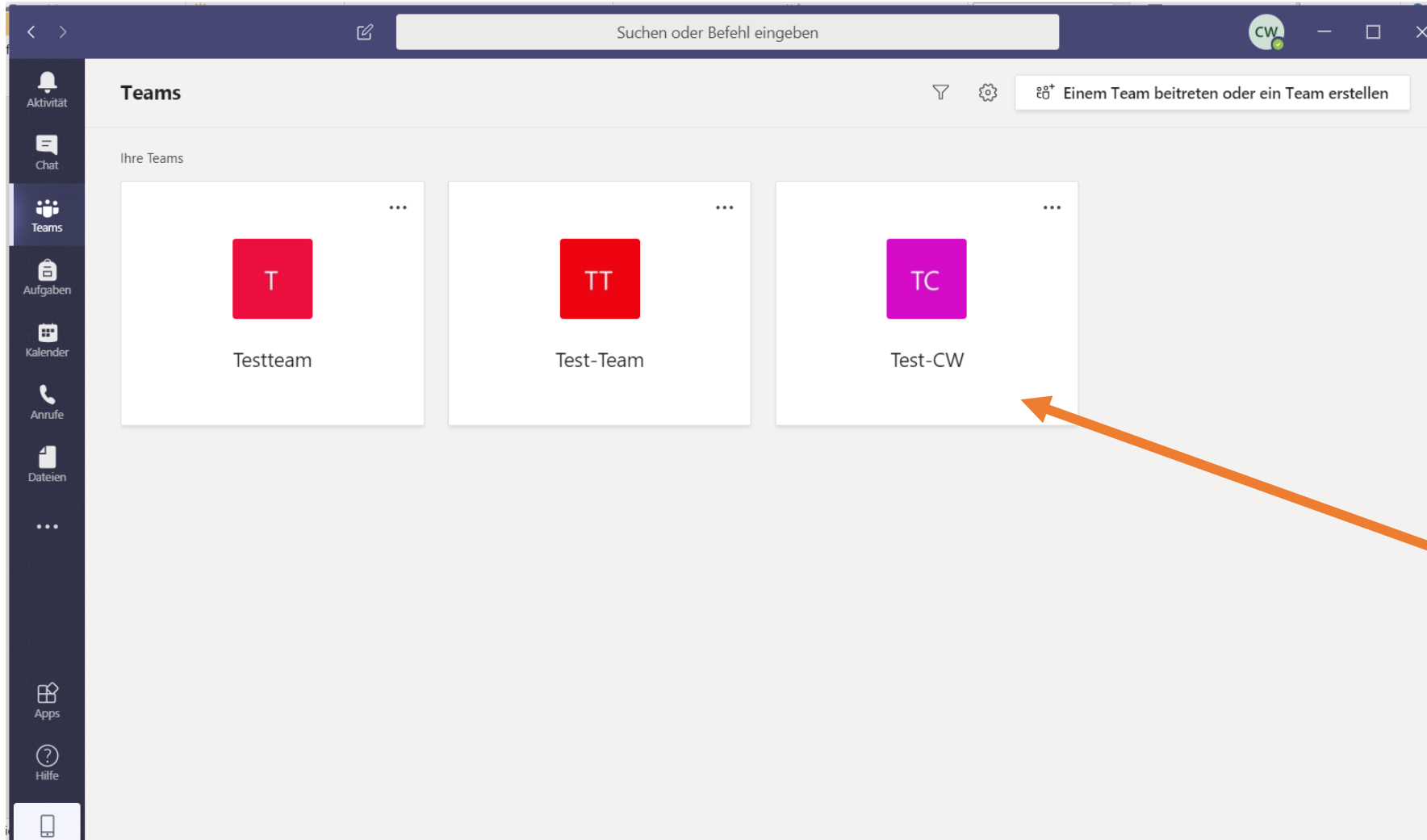
1. please enter the password you have chosen under slide 3.



2. click on "Register" afterwards

A screenshot of the Microsoft Teams login page. The window title is "Bei Microsoft Teams anmelden". The Microsoft logo is at the top. Below it is the email address "tn-christian.winklmeier@vhs-gilching.de". The main heading is "Kennwort eingeben". There is a text input field labeled "Kennwort" with a blue underline. Below the field are two links: "Kennwort vergessen" and "Mit einem anderen Konto anmelden". At the bottom right is a blue button labeled "Anmelden". At the bottom of the page are links for "Nutzungsbedingungen", "Datenschutz & Cookies", and a three-dot menu icon.

# 15. access to a course



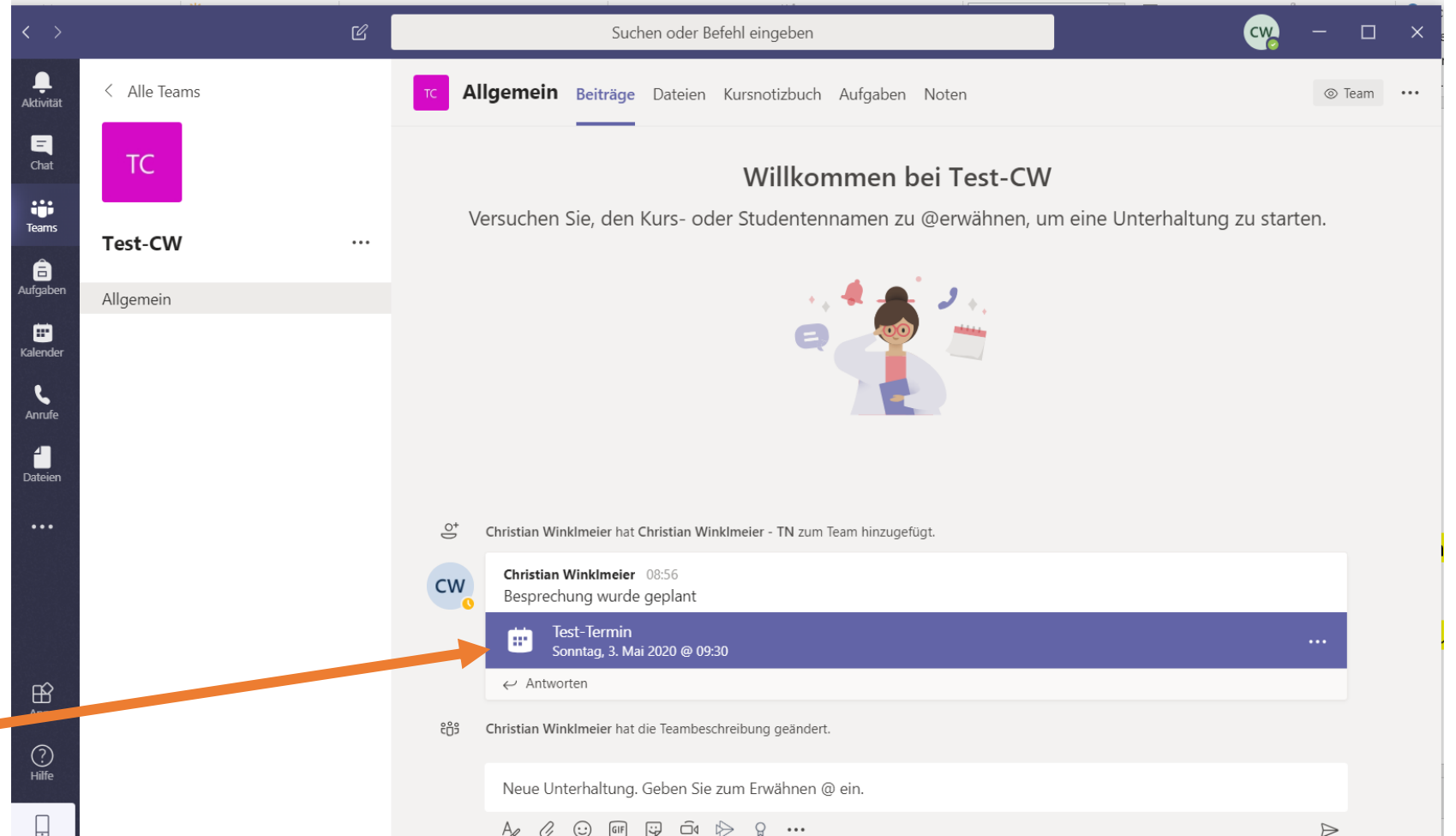
If you take part in a course, we will automatically add you to a "team" that represents your course and is only made up of people who are part of that course.

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

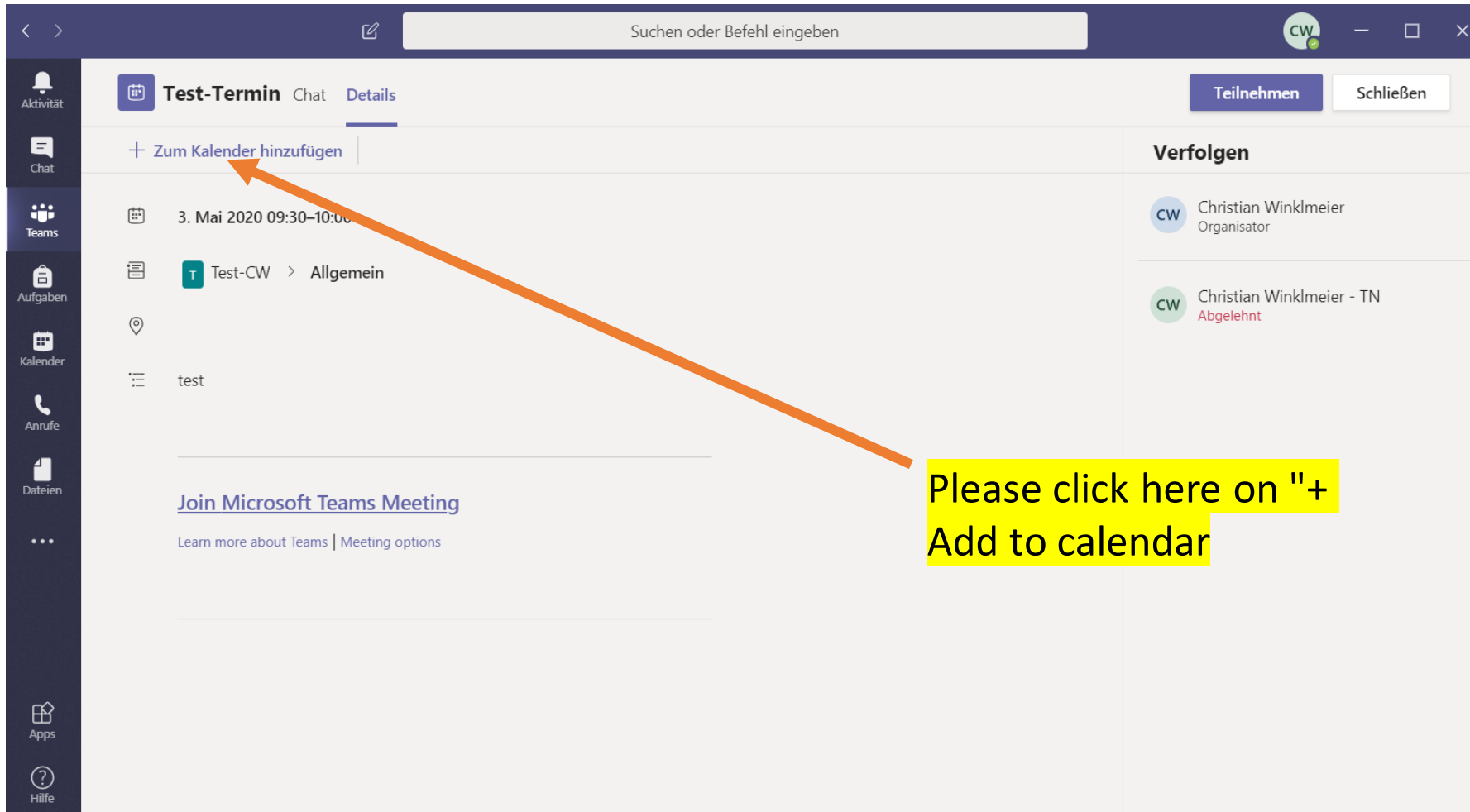
To keep a good overview of your course days, please add the course to your calendar. Proceed as follows:

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



The screenshot shows the Microsoft Teams interface. On the left, a sidebar contains navigation icons for 'Aktivität', 'Chat', 'Teams', 'Aufgaben', 'Kalender', 'Anrufe', 'Dateien', and 'Hilfe'. The main area displays a chat window for a team named 'Test-CW'. The chat header includes 'Allgemein', 'Beiträge', 'Dateien', 'Kursnotizbuch', 'Aufgaben', and 'Noten'. The chat content shows a welcome message, a notification that a user was added, a message from 'Christian Winklmeier' stating 'Besprechung wurde geplant' at 08:56, and a calendar event card for 'Test-Termin' on 'Sonntag, 3. Mai 2020 @ 09:30'. An orange arrow points from the yellow text box to the calendar event card. Below the event card is an 'Antworten' button. At the bottom, there is a text input field with the placeholder 'Neue Unterhaltung. Geben Sie zum Erwähnen @ ein.' and a toolbar with icons for attachments, emojis, and other features.

# 17. import appointments into calendar



The screenshot shows the Microsoft Teams interface for a meeting titled "Test-Termin". The top navigation bar includes a search bar with the text "Suchen oder Befehl eingeben" and a user profile icon labeled "CW". Below the navigation bar, the meeting title "Test-Termin" is displayed with tabs for "Chat" and "Details". To the right of the title are buttons for "Teilnehmen" (Join) and "Schließen" (Close). The main content area features a prominent blue button labeled "+ Zum Kalender hinzufügen" (Add to calendar), which is highlighted by an orange arrow. Below this button, the meeting details are listed: "3. Mai 2020 09:30-10:00", "Test-CW > Allgemein", and "test". At the bottom of the main content area, there is a link to "Join Microsoft Teams Meeting" and a sub-link "Learn more about Teams | Meeting options". On the right side of the interface, a "Verfolgen" (Follow) section lists participants: "Christian Winklmeier, Organisator" and "Christian Winklmeier - TN, Abgelehnt". The left sidebar contains navigation icons for "Aktivität", "Chat", "Teams", "Aufgaben", "Kalender", "Anrufe", "Dateien", "Apps", and "Hilfe".

Suchen oder Befehl eingeben

Test-Termin Chat Details

Teilnehmen Schließen

+ Zum Kalender hinzufügen

3. Mai 2020 09:30-10:00

Test-CW > Allgemein

test

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

Verfolgen

CW Christian Winklmeier  
Organisator

CW Christian Winklmeier - TN  
Abgelehnt

Please click here on "+  
Add to calendar

# 18. calendar view

Suchen oder Befehl eingeben

Kalender

Jetzt besprechen + Neue Besprechung

Heute < > April 2020 - Mai 2020 Woche

	27 Montag	28 Dienstag	29 Mittwoch	30 Donnerstag	01 Freitag	02 Samstag	03 Sonntag
8 Uhr							
9 Uhr							Test-Termin Christian Winklmeier
10 Uhr							
11 Uhr							
12 Uhr	Testkurs Christian Winklmeier -						
13 Uhr							
14 Uhr							

To attend a meeting (=on a course day), please go to the calendar and proceed accordingly.

1. please click on "Calendar" first

2. please click here on your course

# 19. participate in meeting

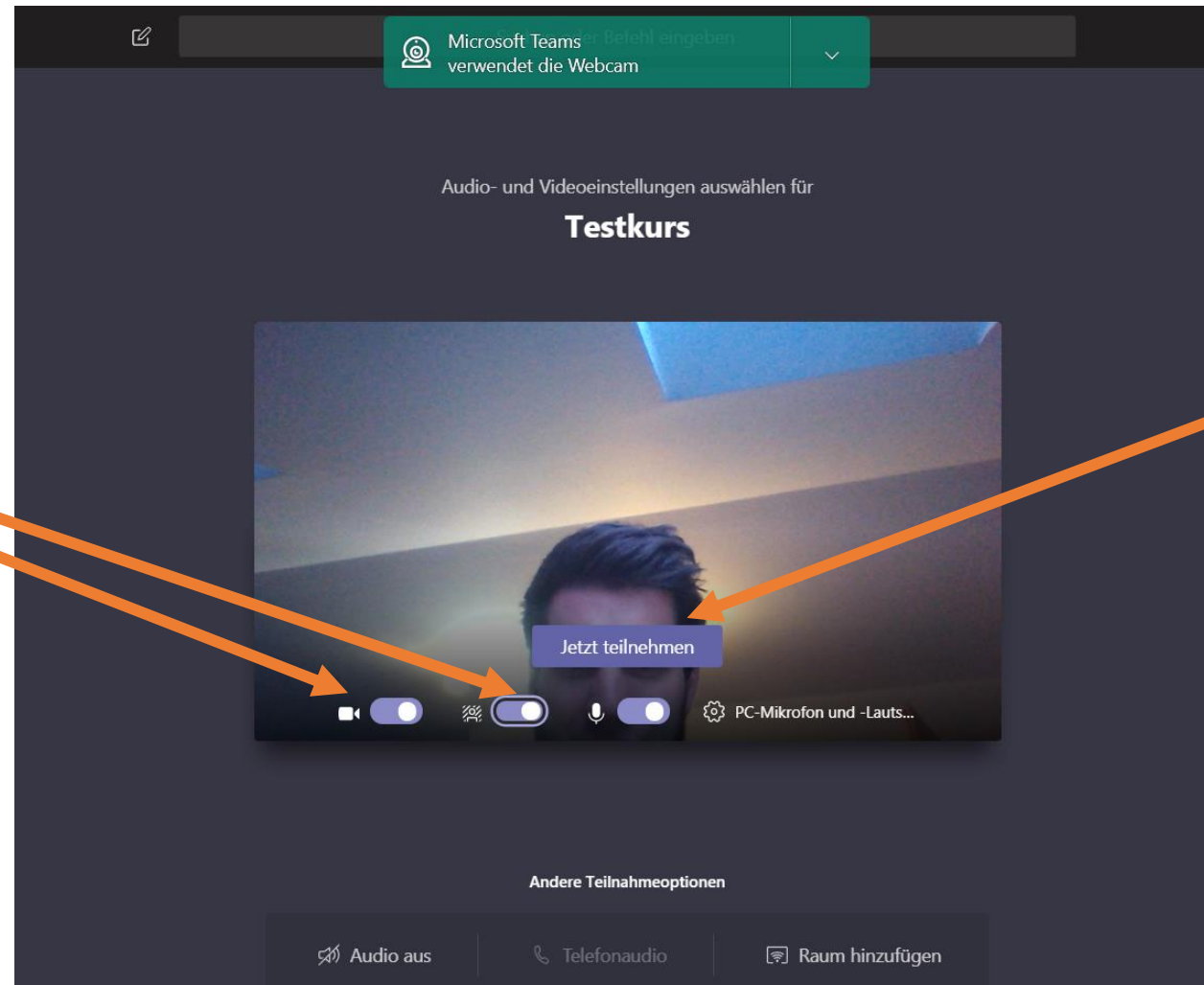
The screenshot shows the Microsoft Teams interface for a meeting titled "Testkurs". The top navigation bar includes "Suchen oder Befehl eingeben" and a user profile icon "CW". Below the navigation bar, there are tabs for "Testkurs", "Chat", "Dateien", "Details", "Terminplanungs-Assistent", "Besprechungsnotizen", and "Whiteboard". The "Details" tab is active, showing meeting information: "Besprechung absagen", "Zeitzone: (UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien", and "Besprechungsoptionen". The meeting title "Testkurs" is displayed in a text box. Below it, the organizer "CW Christian Winklmeier" is listed. The meeting date and time are "27.04.2020" at "12:00" to "12:30" for "30 Min.", with a "Ganztägig" toggle. A note says "Vorgeschlagen: Keine Vorschläge verfügbar." and the recurrence is "Wiederholt sich nicht". There is a field for "Ort hinzufügen" and a rich text editor with various formatting options. At the bottom, there is a link "An Microsoft Teams-Besprechung teilnehmen" and "Weitere Informationen zu Teams | Besprechungsoptionen". On the right side, there is a "Verfolgen" section with two entries: "CW Christian Winklmeier - TN Organisator" and "CW Christian Winklmeier Unbekannt". A blue "Teilnehmen" button and a grey "Schließen" button are located at the top right of the meeting details area. An orange arrow points from a yellow callout box to the "Teilnehmen" button.

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](mailto: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>**