

Pázmány Péter Catholic University



**MS TEAMS DOCUMENTATION FOR  
INTERNATIONAL STUDENTS**

31 August 2020  
v0.2



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## 2 Introduction

As of the Fall semester of 2020, the University introduces the (partially) remote form of education. This form is being supported by a system that has three fundamental building blocks: i) Neptun; ii) Moodle; iii) Microsoft Teams.

In this document, a brief introduction to the Microsoft Teams (Teams hereafter) is given.

This document has been written by the Remote Education Workgroup of the Faculty with the assistance of the IT Department, based on the earlier version written by Zoltán Mandácskó.

You can get assistance anytime from the IT Department by writing to [it@helpdesk.ppke.hu](mailto:it@helpdesk.ppke.hu), or reach the Workgroup at [tavoktatas@itk.ppke.hu](mailto:tavoktatas@itk.ppke.hu).

### 2.1 Properties of Teams system

The system is supporting online classes, consultations, or other “in-person” meetings, oral exams, board meetings. The Teams is used as a communication tool to organize (large) meetings, videoconferences. (The system has additional functions, however not all of them are used at the University, sometimes other solutions are recommended.)

Basic properties:

- You can participate in video calls or conferences up to 300 participants, as well as you can send messages to others.
- During a call, you can share your screen or any application, or you can view other’s screens or applications.
- A desktop application is available for Windows, macOS and Linux systems (deb and rpm package)
- A mobile application is available for Android and iOS
- You can use it from your internet browser. The web application is (at least partially) compatible with the most widespread browsers
- The University has a license agreement with Microsoft; hence the system is supported and periodically updated.

### 2.2 Glossary

Some of the expressions used in the Teams are not the same as in the Neptun system. (Furthermore, the Teams is not always using the expressions that are accepted in Hungarian higher education.) The following table contains the essential expressions and their equivalents.

Teams	Description (Neptun)
<b>Team / Group / Class</b>	A course of a subject (Automatically generated based on Neptun data)
<b>Teacher</b>	Lecturer (Professor)
<b>Channel</b>	A class can have several channels for different topics or workgroups
<b>Meeting</b>	Video call with multiple participants (for example lectures, seminars)
<b>Guest</b>	Teams users (team members) that are not officially affiliated with the University (guest lecturers, attendees)



### **2.3 Teams system at PPCU – Summary**

The detailed rules of accessing and using the Teams system are defined in a separate document: “Regulation on the Use of Microsoft Teams Online Educational Communication System.” You must accept and observe the regulation. (Translation to English is a work in progress.)

According to the Regulation, the University gives access to the Teams for all employees and students with active status. Chapter 3. describes how to access the Teams system.

Furthermore, based on Neptun data, the teams for each course in the current semester are automatically created in the Teams system. ***These teams (and its files) are going to be deleted at the end of the semester.*** Chapter 4. describes in details the use of the teams. ***Please consider that the Teams system at the Pázmány Péter Catholic University might differ from other Teams systems that you already familiar with, in functionality or features.***



### 3 Accessing Teams

You can use Teams from a desktop application or your favorite web browser (Chrome, Edge, Firefox, Opera, Safari) as well. The login process is almost the same in all cases. You can find the details of the login in the next section.

As Teams supports the most widespread web browsers, the system is accessible from anywhere. However, the web-based application might have restricted functionalities as not all web browsers are supported to have full functionality or might be instable. Also, the desktop application has even more features that are not accessible from the web-based application. Consequently, we recommend to install the desktop application, that is available for all platforms. You can find some guidance for installation in Chapter 7.

#### 3.1 Signing in from web browser

The credentials to sign to Teams are independent of the platform. To log in from a web browser, use the following link:

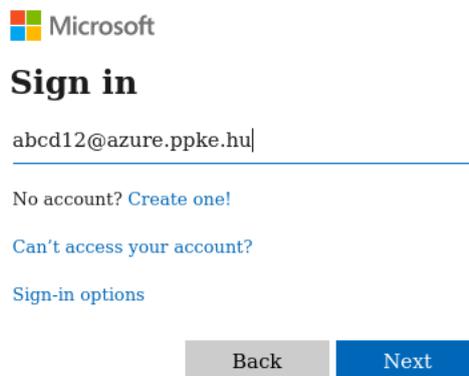
<https://portal.office.com>

Your username is the following:

NEPTUNCODE@azure.ppke.hu

You have to replace NEPTUNCODE with your personal Neptun code. In case of ABCD12:

ABCD12@azure.ppke.hu



1. Figure Sign in screen

On the next page, you have to enter your password. ***If you have never used this account (this is your first sign in), then jump to Section 3.2 Hiba! A hivatkozási forrás nem található., where the initial password and steps are given.*** If you have already used this account and have set a secondary credentials (e.g. email or other data), then follow the steps in section 3.3 in case of a forgotten password. Otherwise, write to [it@helpdesk.ppke.hu](mailto:it@helpdesk.ppke.hu) to contact the IT Department.

***If you have used the system in the Spring semester of 2020, then you must also provide your secondary credentials (e.g. email or other data) at the first new sign-in attempt. You can find a description of this in Section 3.3.***



← abcd12@azure.ppke.hu

## Enter password

Password

[Forgot my password](#)

Sign in

2. Figure Entering the password.

After a successful sign in, you can choose to let the system to remember you as follows:



ppke.hu

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

3. Figure It is not recommended to use this feature on a public computer

### 3.2 First sign in

If you have not yet used your account, then you have to use the following initial password:

Ppke[dateofbirth]

The [dateofbirth] must be replaced with your date of birth in the following format: YYYYMMDD

Example (if your date of birth is August 26<sup>th</sup>, 2020):

Ppke20200826

By hitting the “Sign in” button, the next step is to set a new password. First, you must enter the current, default password as above. Second, you shall enter the new desired password twice. The new password has to be eight characters long at least, and has to meet three of the following criteria:

- contains lowercase letter
- contains uppercase letter
- contains number
- contains special character



abcd12@azure.ppke.hu

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

••••••••

••••••••••••••

••••••••••••••

Sign in

4. Figure Changing initial password

After signing in, you have to add further information. The process is described in the following section.



abcd12@azure.ppke.hu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

5. Figure Asking for more information

### 3.3 Adding secondary credentials

You need to add secondary data at the first sign in, or if you have never added such information to your account before.

After clicking on the Next button, you must add at least one of the listed security information. It is essential because you can restore your account by yourself in case of a forgotten password. You can choose phone or email and then click on “Create now”. (In this document, we are adding an email.)

On the next page, you have to enter a working email addresses. (Add an email account that you have currently access because you have to verify that email address during the procedure.)



Once you have entered your email address, you have to click on the "Send" button. A new email arrives in your incoming box, and the sender is [msonlineservicesteam@microsoftonline.com](mailto:msonlineservicesteam@microsoftonline.com). The mail should contain a six-digit verification code.

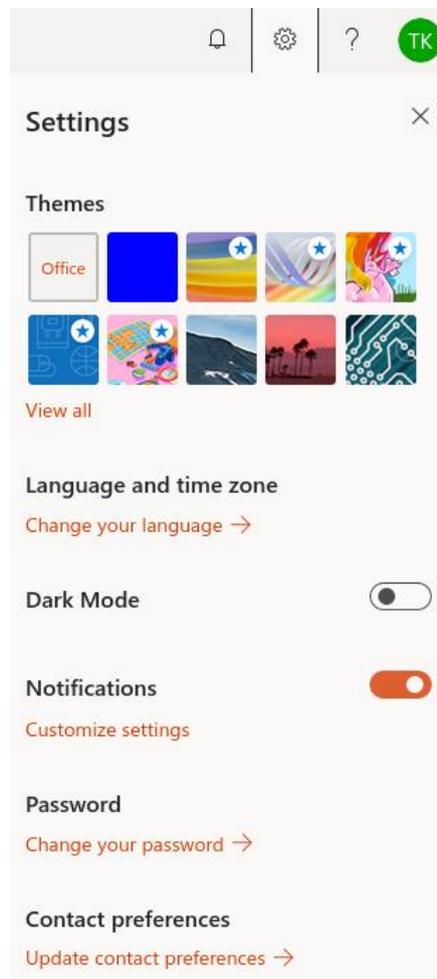
Copy the code from the email to the webpage and hit the "Verify" button.

Once the verification is done, you receive a confirmation. You can use this secondary email address to restore access to your account if you forget your password.

Click on the "Finish" button. All set!

### 3.4 Changing password

You can change your password after a successful sign-in. On the welcome page, click on "Settings" (gear sign) on the right top corner, and then select "change password."



The new password must be eight characters long at least, and has to meet three of the following criteria:

- contains lowercase letter
- contains uppercase letter
- contains number
- contains special character

After clicking on the "Send" button, you have to enter the same password again. Then you can sign in the webpage again, by using the new password. Once you have changed your password, you have to sign in again on all devices and applications you are using.



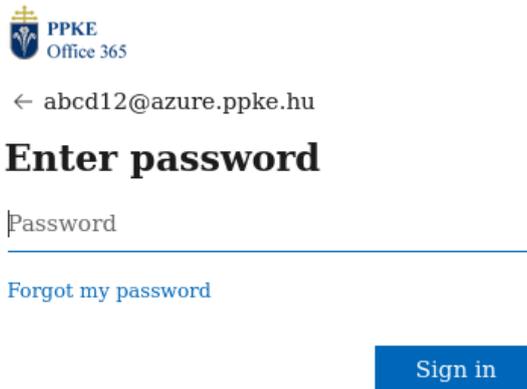
### 3.5 Restoring forgotten password

In case you already have set a secondary credential to your account then you can restore access to your account by using the following link, and your account name:

<https://portal.office.com>

NEPTUNCODE@azure.ppke.hu

You have to click on the “Forgot my password” text as shown.



On the next page, you have to enter your username (it is automatically filled in a couple of seconds), and you have to enter the characters you see on the image to the second field.

### Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.



On the next page you can choose one of your secondary credentials to which the password reset code is sent:



## Get back into your account

verification step 1 > choose a new password

---

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (sa\*\*\*\*\*@\*\*\*\*\*).

Email

[Cancel](#)

Once you selected an option and asked for sending the code, you receive a message on the relevant platform (email inbox or text message) with the six-digit code. You have to copy the code to the webpage and click on the “next” button.

## Get back into your account

verification step 1 > choose a new password

---

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

Enter your verification code



Next

[Try again](#)

[Contact your administrator](#)

If you are unable to reset your password after retrying, please [contact Support](#) for assistance.

[Cancel](#)



If the code was entered correctly, you can set a new password on the next page.

The new password must be eight characters long at least, and has to meet three of the following criteria:

- contains lowercase letter
- contains uppercase letter
- contains number
- contains special character

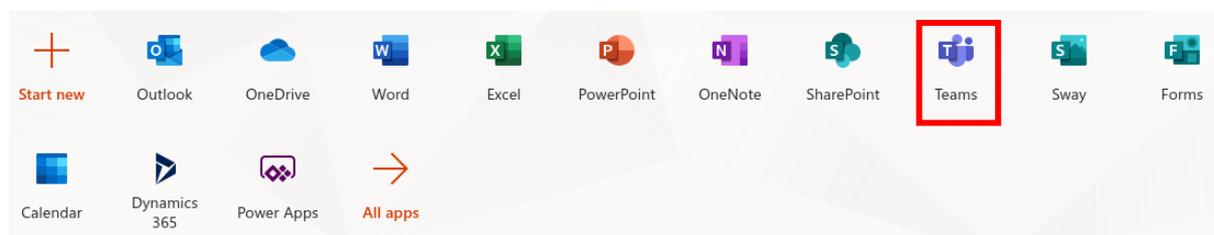
Once you have set your password, you have to sign in again on all devices and applications you are using.

Get back into your account

✔ Your password has been reset

### 3.6 Accessing Teams from the browser

After a successful sign-in, Teams can be started by clicking on its icon.



The Teams web application can also be accessed directly from

<https://teams.microsoft.com/>

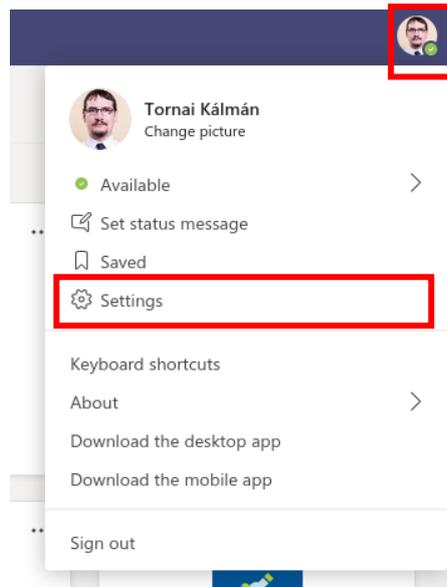
### 3.7 Changing language

After the first login, the Teams uses English on the user interface. This document also shows the English UI on the screenshots. If you wish to change the language to your language, or if the Teams is using Hungarian, then you can follow these steps.

First, click on your profile picture or your monogram in the right top corner.

Then choose the “Setting” menu item, then the “General” page, and the “Language” section. After setting the language, click on the “Save and restart.”

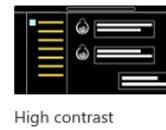
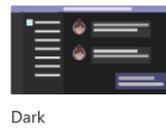
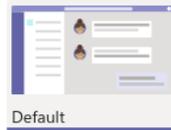
When your interface shows up in Hungarian, then you have to find the “Beállítások” (Settings), “Általános” (General) and “Nyelv” (Language) words. “Mentés és újraindítás” stands for “Save and restart.”



6. Figure Settings menu

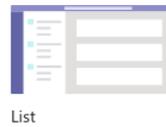
### Settings

- General
- Privacy
- Notifications



### Layout

Choose how you want to navigate between teams.



### Language

Restart to apply language settings.

App language determines the date and time format.

- English (United States)
- Lietuvių (Lietuva)
- Magyar (Magyarország)
- Nederlands (België)
- Nederlands (Nederland)
- Norsk, Bokmål (Norge)

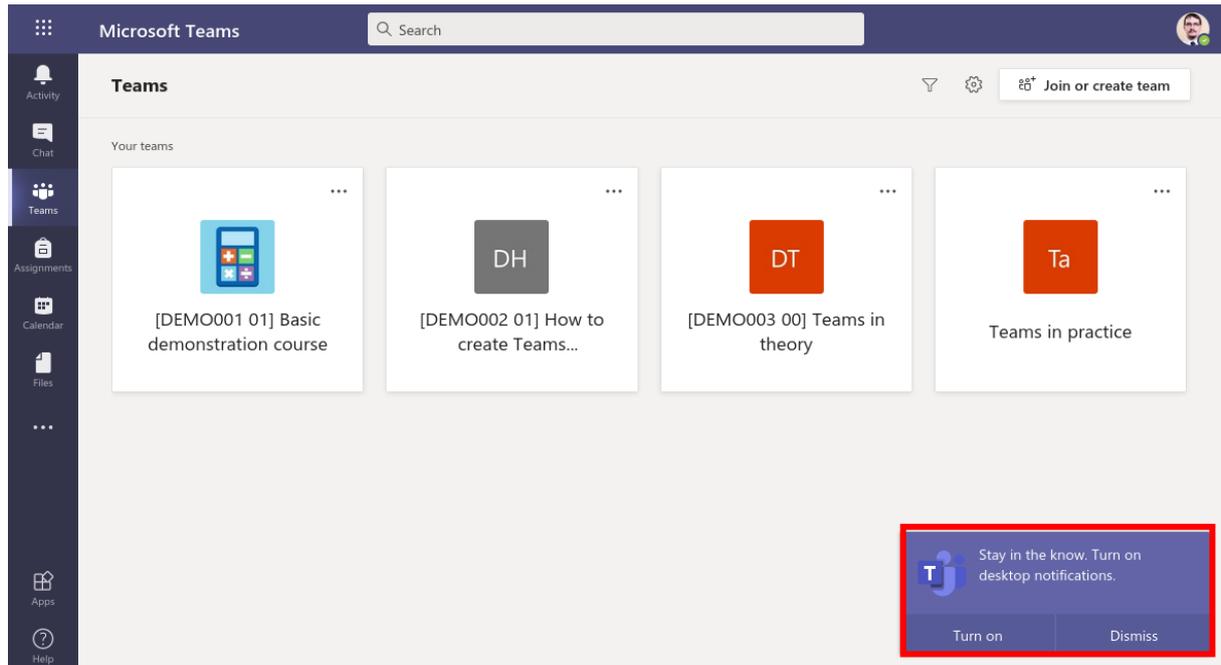
7. Figure Language selection



## 4 Attending courses via Teams

After signing in as a student, you see your teams on the screen in a tiled layout. Some of them are automatically generated, based on courses you have taken in Neptun. Additional teams might also be visible.

*The teams belonging to courses taken in Neptun are synchronized only once a day. Therefore, they appear in the Teams system on the day following the course registration. Besides that, Lecturers have the right to keep a team inactive. In that specific case, you will see the corresponding team (even though you have registered in Neptun), only once the Lecturer has activated the team.*

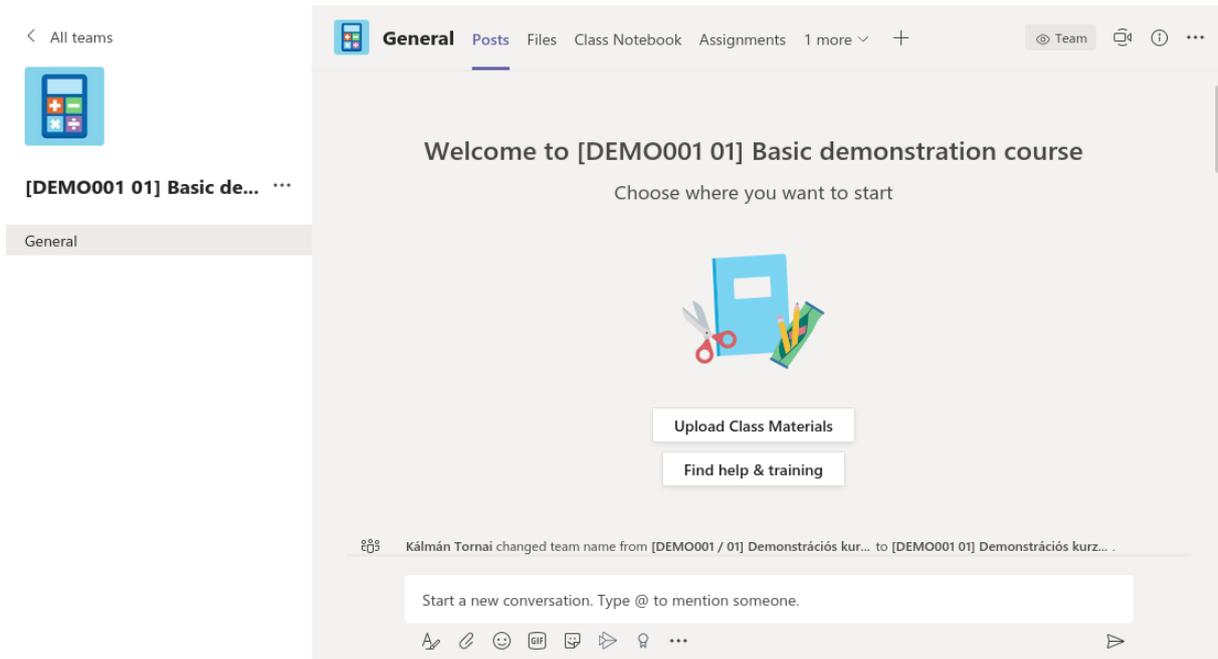


8. Figure Welcome screen after signing in

After you have signed in, Teams offers that you can have desktop notifications about events, even when Teams is running in the background. It is useful to turn on as you are notified about calls and incoming messages via pop-up messages.

### 4.1 Using a team

To open a team, you simply need to click on its tile. (To access the tiles, you might have to select the “Teams” on the left-hand side menubar on your window.)



9. Figure Messageboard of a team

***The automatically generated teams have several – educational purposes – features because they have been created as “Class” type teams. However, as by definition, the Teams system is used for communication purposes at the University, this document describes only its communication-related features.***

The naming convention for automatically generated teams is the following:

[SUBJECTCODE COURSECODE] Subject Name

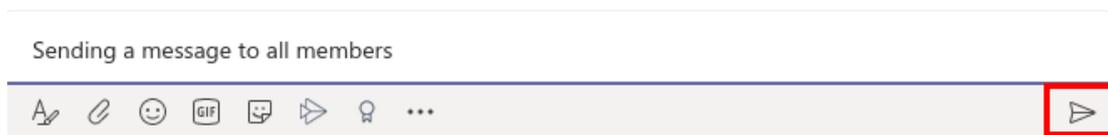
Example:

[P-ITEST001 01] MS Teams for experts

***The naming convention was determined to identify the courses unambiguously.***

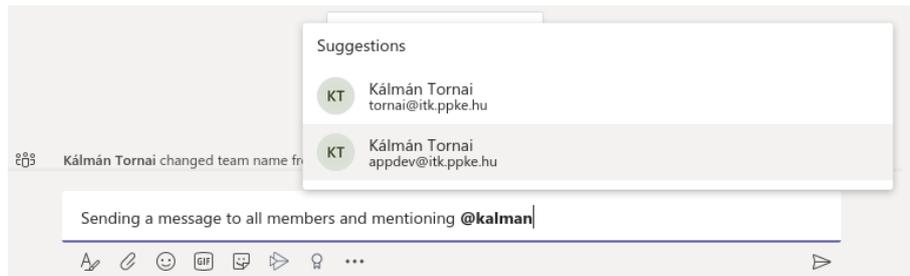
#### 4.1.1 Messaging in a team

After opening a team, its “General” channel is visible. Everyone in the team can see the content of this channel. Public messages can be sent and received here.

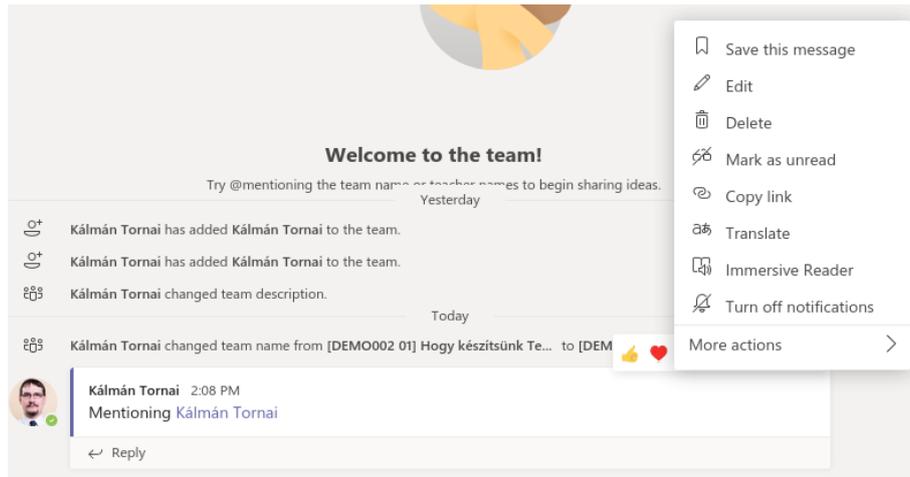


The message is sent upon pressing the Enter key, or by the clicking on the sending button. Other icons are for formatting messages or sending emojis.

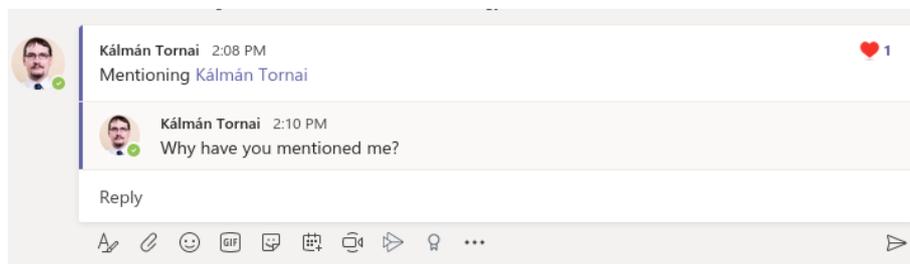
If you type the @ character, you can mention someone (or an entire channel). In this case, the mentioned person or channel is notified about the message.



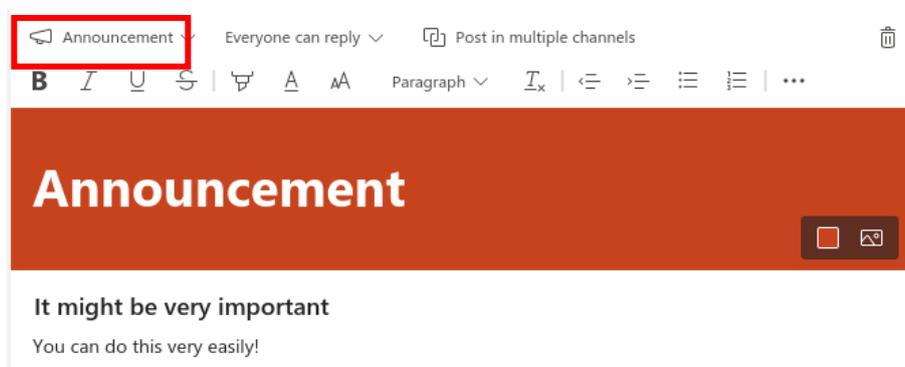
The messages can be edited, deleted, or you can like them as well. To access these features, just hover your mouse over the message and click on the three dots.



By replying, you start a thread of conversation. Participants of the conversation are automatically notified about new replies.



Eye-catching announcements can also be created; the following image shows an example.



#### 4.1.2 Participating in a meeting

*At the time of the edition of the present document, the new feature “new meeting experience” is available for everyone in the Teams, but it might not have been activated for you yet. This mode has*



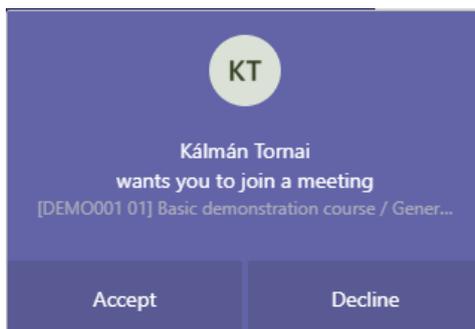
*several advantages, some of them are introduced in this document. If what you see on your screen differs considerably from the documentation when using the desktop application, please check your settings as described in Chapter 7.3.*

The meeting function can be used to listen to a lecture or participate in teamwork in a given team and channel . At the moment of writing this document, this feature is not available on all platforms. You can use it in the desktop application and with Chrome or Edge browsers. ( It is not working with Safari or Firefox.)

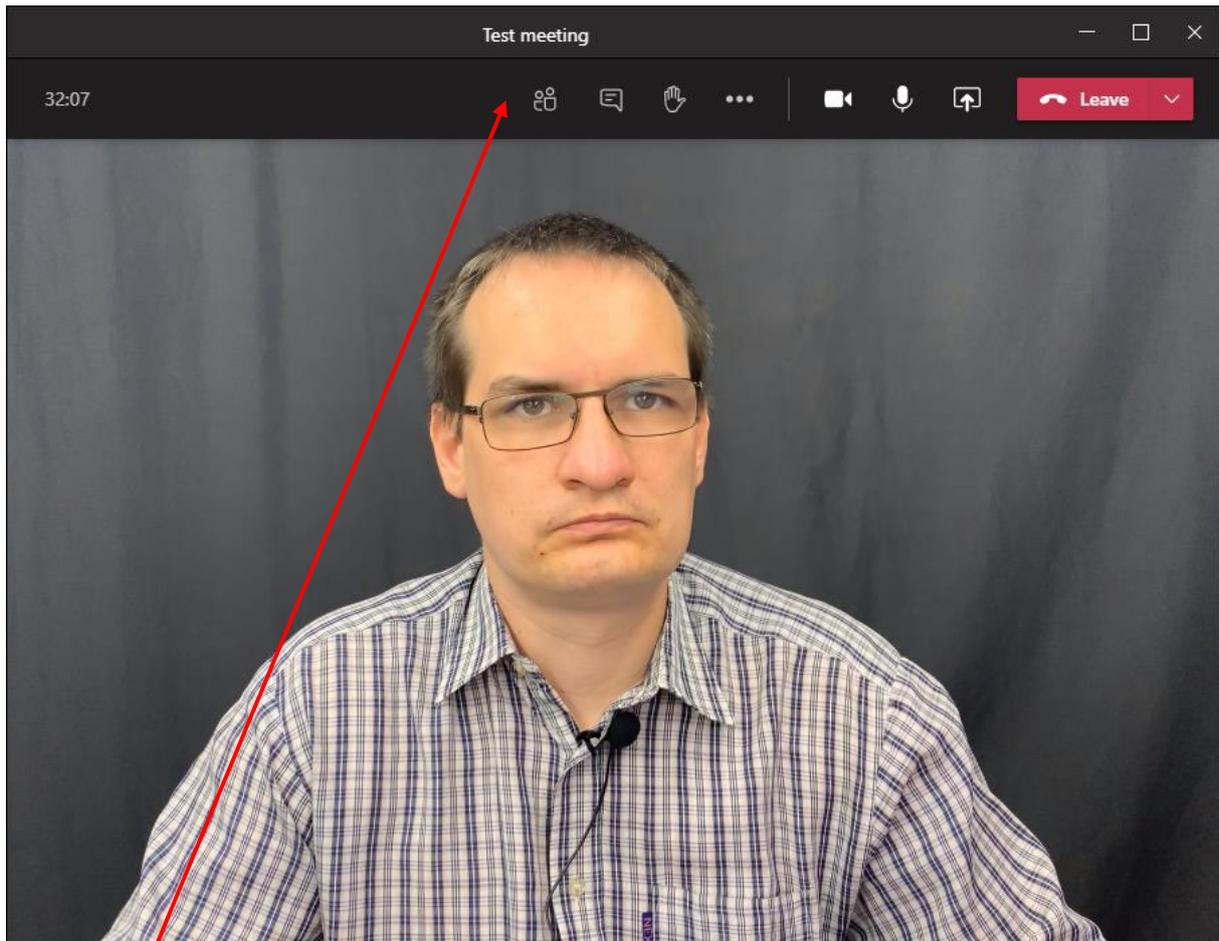
Anyone can connect to an ongoing meeting who is in that team and channel. In the message board, they can find a notification and a “Join” button.



An ongoing meeting opens in a separate window. Before joining, you have to select whether you want to turn on our camera and microphone or not. For students, it is recommended not to use the camera and connect with a muted microphone. The organizer of a meeting can invite people to participate. A notification appears in that case.



You may see below the screenshot of an ongoing meeting. Let us see what we can do!



In the menubar, you can find the essential icons to access features.

#### 4.1.3 Managing the participants

The first icon shows the participants of the meeting. You can read their names and status.



##### 4.1.3.1 Roles

Participants can have three roles:

- Organizer – This is the role of the person who started the meeting.
- Presenter – Every other participant has this role after entering the meeting. (Except for the organizer.) This role can be revoked.
- Attendee – Basically, for students. They have the least rights to use features

Features available for anyone:

- Leave the meeting and return to it. (Unless it is ended.)
- Mute and unmute themselves
- Pin and unpin someone on the layout
- Raise and lower their hand
- Manage their camera

##### 4.1.3.2 Inviting others

On the participants' panel, other members can be invited to join.

#### 4.1.4 Chat during the meeting



The second icon opens a chat panel on the right-hand side. The features are similar to the channel's chat. The messages sent during the meeting are stored in the channel, you can read them later as well.

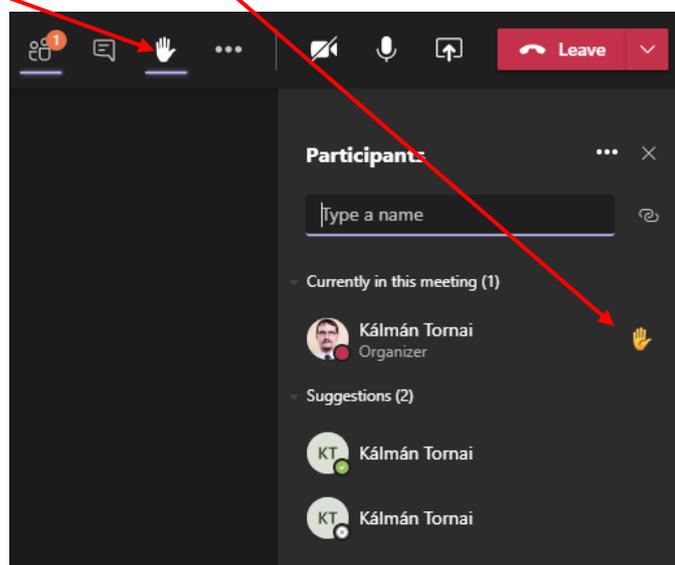
Students can write here questions that the Lecturer can answer during the lecture.

#### 4.1.5 Raising the hand

During the conference, anyone can raise their hand to signal a question or comment (without disturbing or interrupting the presenter).



If someone rose their hand, a hand sign is visible on the participants' panel. You can lower your hand by clicking on the hand button again.



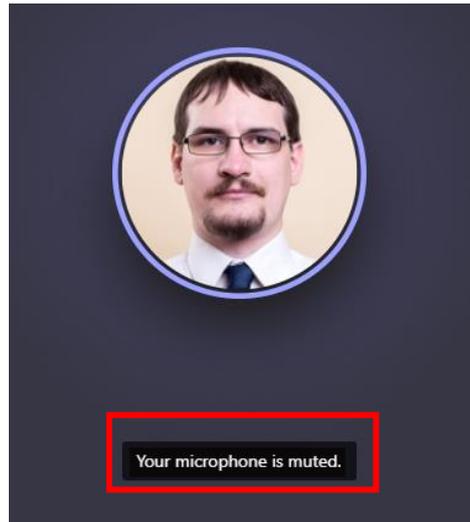
#### 4.1.6 Managing the microphone and camera during the call



The camera and microphone can be turned on and off anytime. The presenter should turn on both, while the attendants should turn both of them off. (That case the call generates less network traffic resulting in a better quality of sent/received images.)

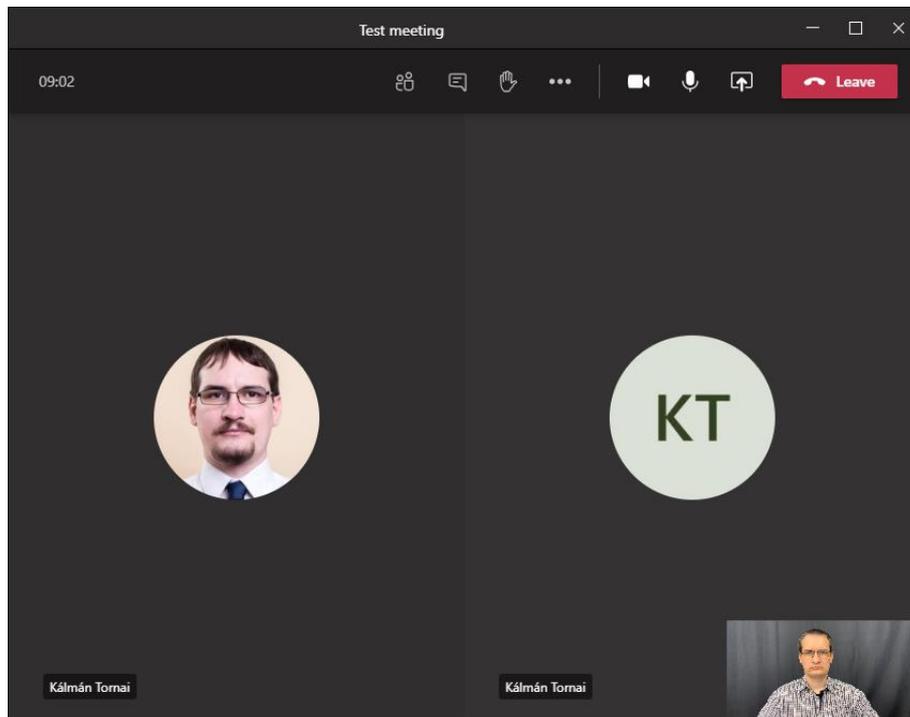
When someone is muted, we cannot hear their voice. In that case, the microphone indicator next to the name is crossed out.

If you speak while your microphone is muted, then Teams shows a warning.



If you want to comment or ask a question, please check your settings before speaking .

During a call we typically see this screen:

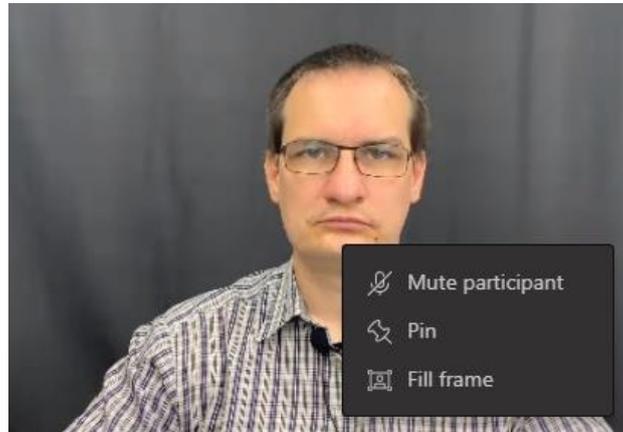


Participants of the meeting are arranged in a tiled layout and are using the largest area of the screen. The example shows two participants; one of them has a profile image. The other one is using the automatically generated monogram. ***The layout manager dynamically changes the position of the tiles, prioritizing those participants who are transmitting video images during the meeting. Also, the speaker is always visible.*** If there is no space left in the grid, then further participants appear on the bottom line, next to our own image.

(If you use the Teams from a web browser, then only one image is visible – the speaker.)



You can pin one or more participants. Then you can see them regardless of the current speaker and the number of participants . For this, right-click on someone’s image and use the “pin” menu item. (There is an “unpin” feature as well.)



#### 4.1.7 Sharing content (being a lecturer)

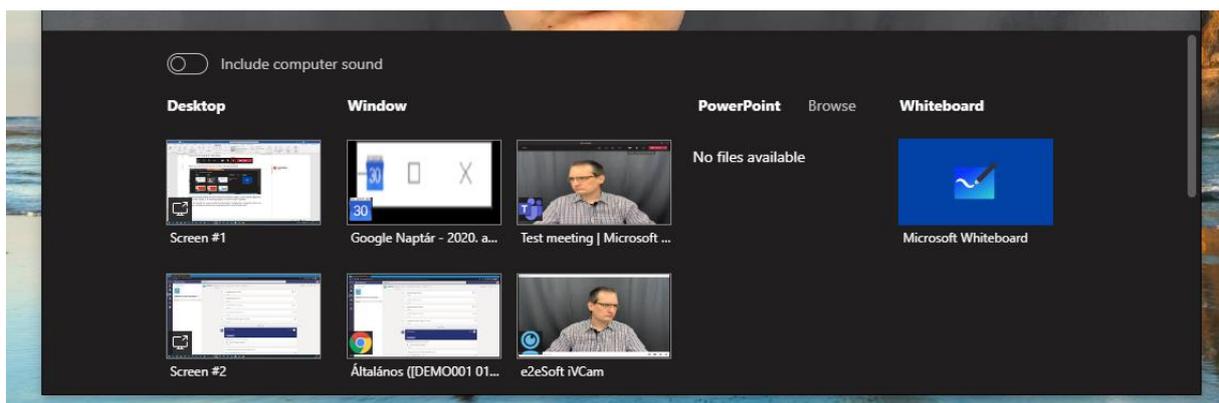
One of the most useful features of the Teams is that you can share your desktop or one of your applications (PowerPoint, for instance) live during the call. As a student, you are going to use it during exams or oral reporting.

***Only participants having a “Presenter” role in a meeting can share content. If you are just an “Attendee” this feature is unavailable for you.***

First click on “Share options.”

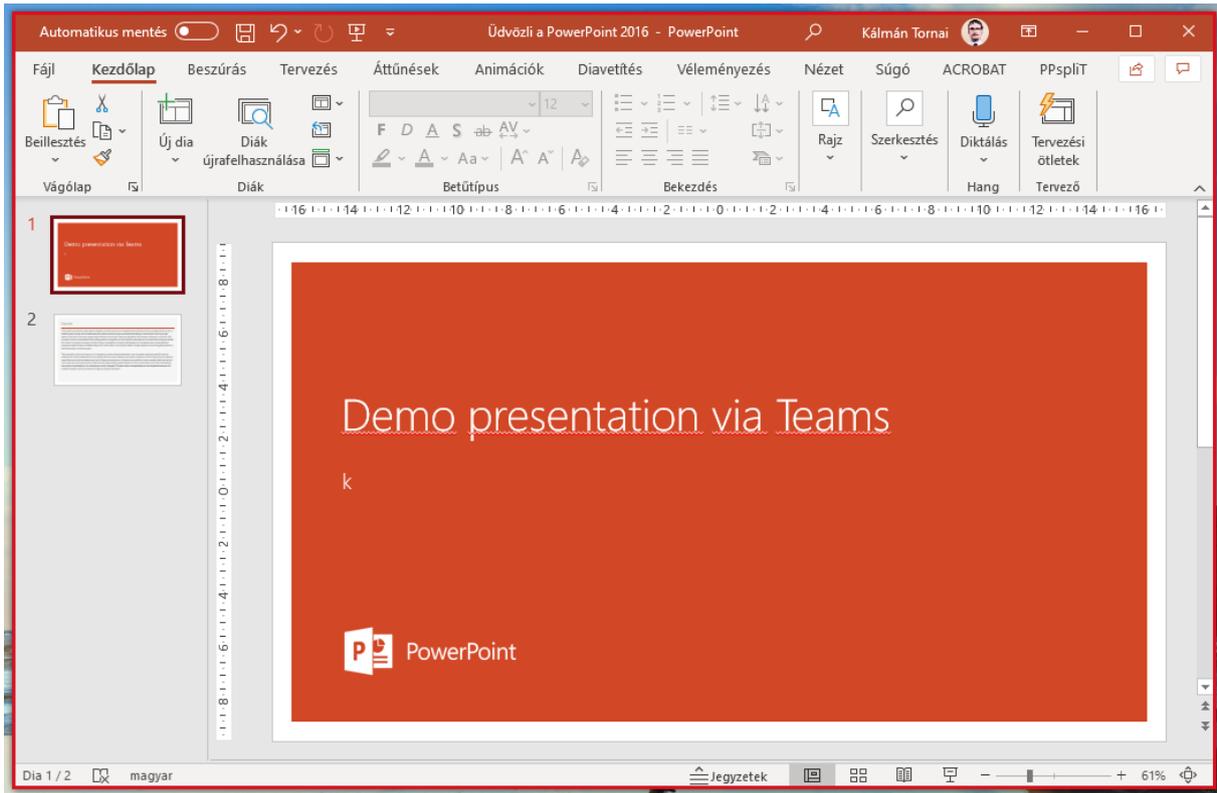


Below you see the items that you can share with other participants.

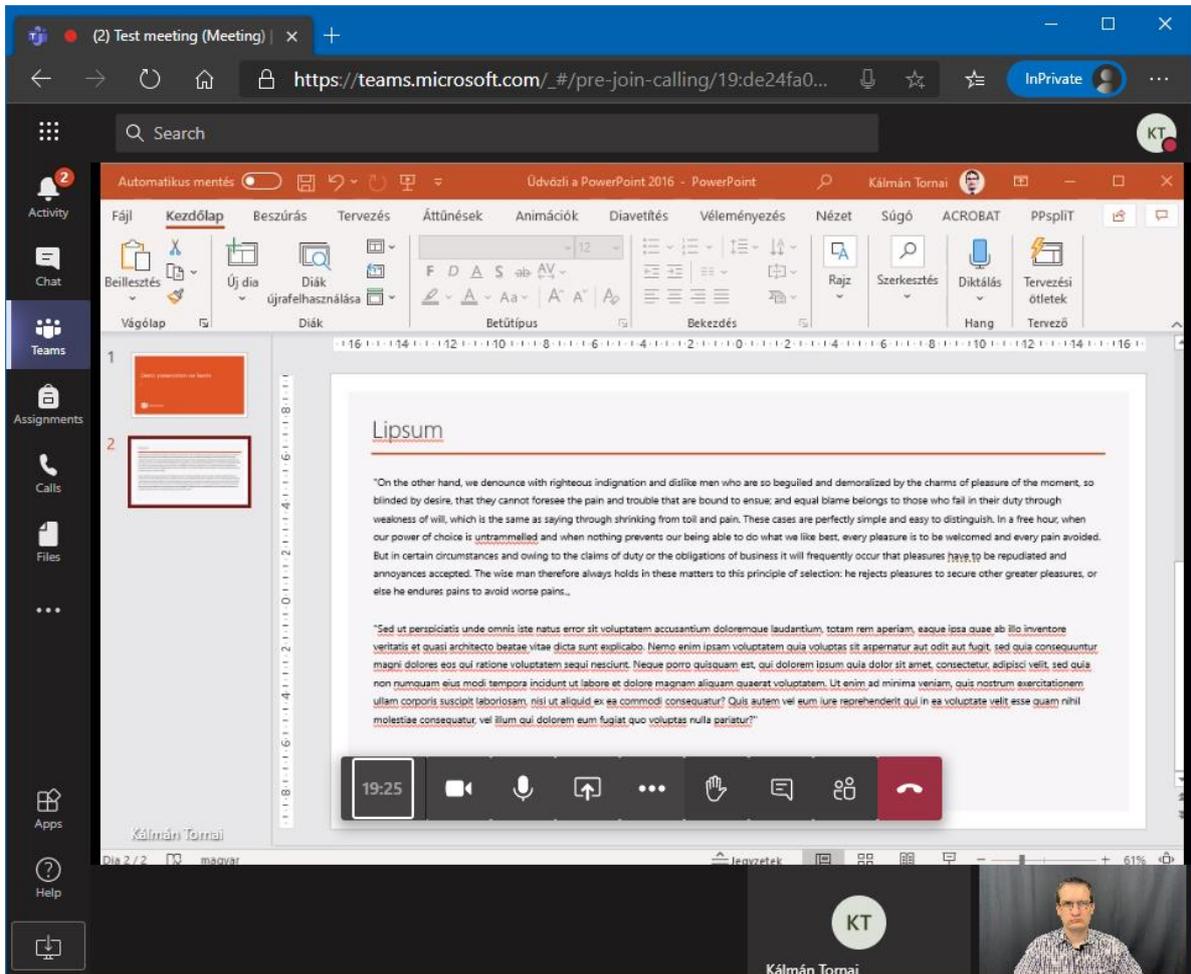


To share your entire desktop, choose from the first column. In order to share a specific application, use the other columns. In the following example, we check how to share a slideshow.

Once you selected to share your screen or application, the meeting is collapsed into a minimized window, and you see a red border around the screen or the application that is currently shared.



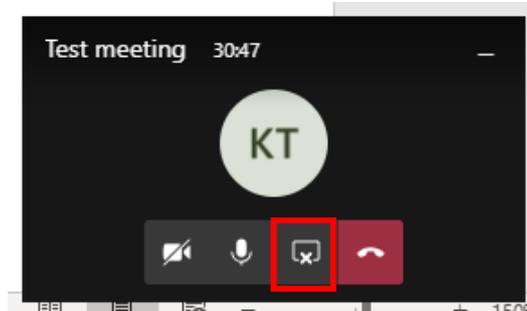
In this case, participants of the meeting see your application in full size instead of the grid.





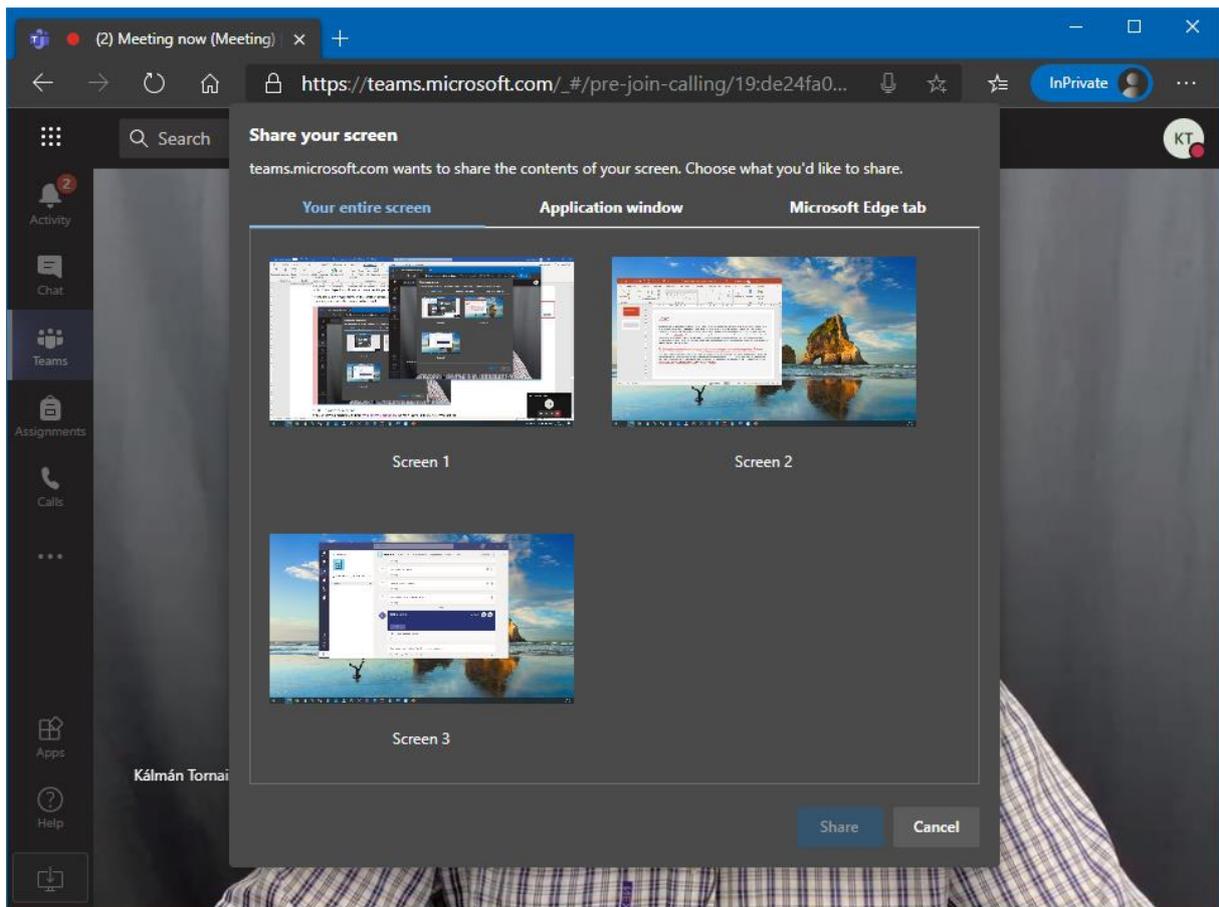
***It is essential to open the document before starting the sharing. It is also a good idea to start the presentation in advance.***

The control window of the meeting becomes minimized during screen sharing:



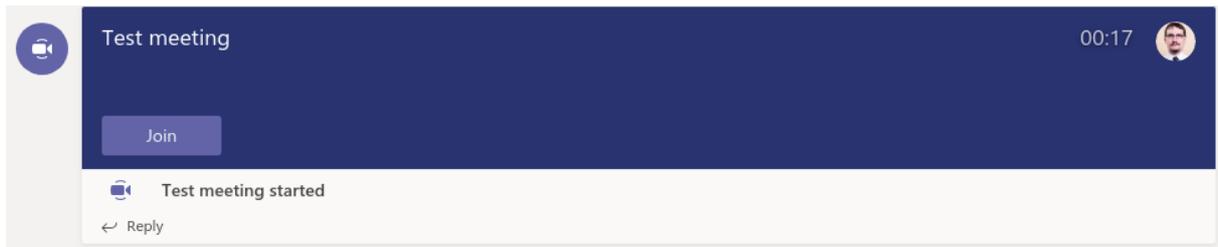
You can stop sharing by pressing the button indicated above. If you stop sharing, the meeting returns to the default layout and shows the images of the participants.

If you are use Teams from a web browser, the sharing screen is similar. However, you see a separate window offering different sharing options.



#### 4.1.8 Leaving the meeting

You can leave a meeting anytime by clicking on the red “Leave” button. After you left the meeting, it is possible rejoin if the meeting is still running. Go to the corresponding team and channel to find the “Join” button.



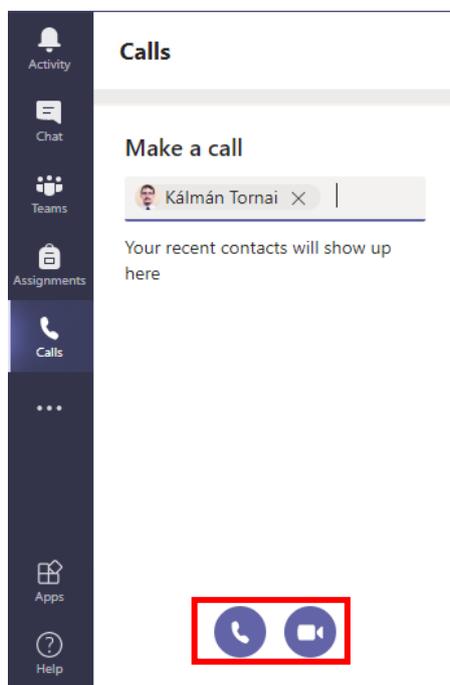
The Organizer of the meeting can “end” the meeting. In that case, everyone forcibly leaves the meeting and cannot rejoin. (Ending the call stops sharing and recording as well.)



## 5 Private calls, chat

In Teams, you can place calls or send messages outside of a team as well. To use these features, select “Chat” or “Calls” from the left-hand side menu bar.

To make a call, click on the “Make a call” button, and then find the contacts to call them. You can also select more contacts to initiate a conference call. (This conference call does not create any team. Furthermore, the maximum number of participants in a conference call is less than in a meeting.)



By clicking on the camera icon, you start a videocall that works similarly to a meeting.

***If you do not see the “Calls” menu on your menu bar, then you are using Teams from an unsupported browser. The calls are working correctly in Desktop applications and from Chrome and Edge browsers. (Safari, Firefox is not supported at the moment of writing this document.)***

Chat can be used for messaging.

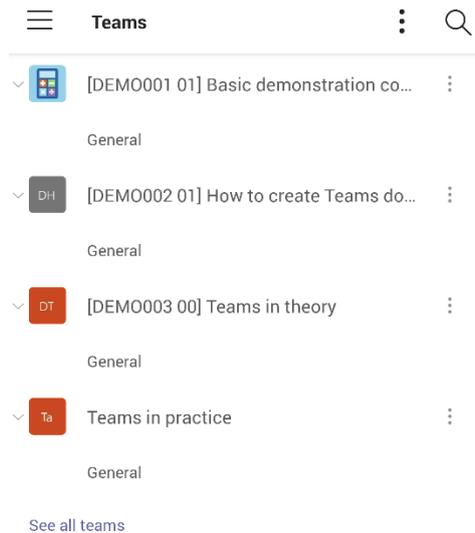


## 6 Mobile application

Teams is available on Android and iPhone as well. You can download and install the application. It is useful to keep in touch and to be notified about important messages. You can also initiate calls within the Teams from your phone and join meetings. (Meetings cannot be organized on mobile devices.)

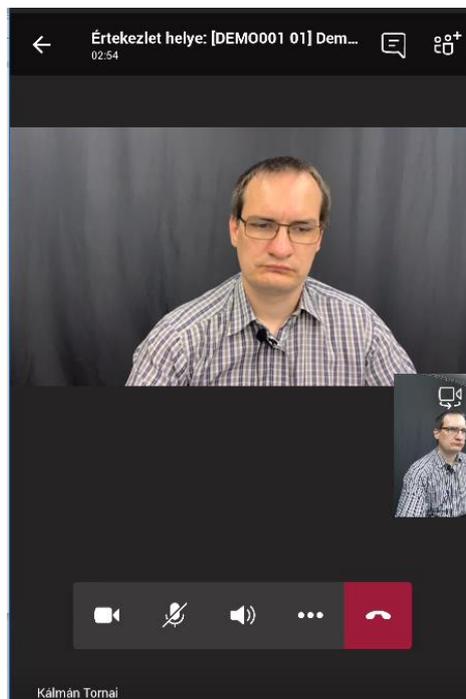
A sign-in procedure is the same as described above.

The user interface of the application differs from the desktop application, but it is easy to find the features.



10. Figure Android, showing teams

You can join calls from two devices simultaneously; hence you can use your phone as a camera.



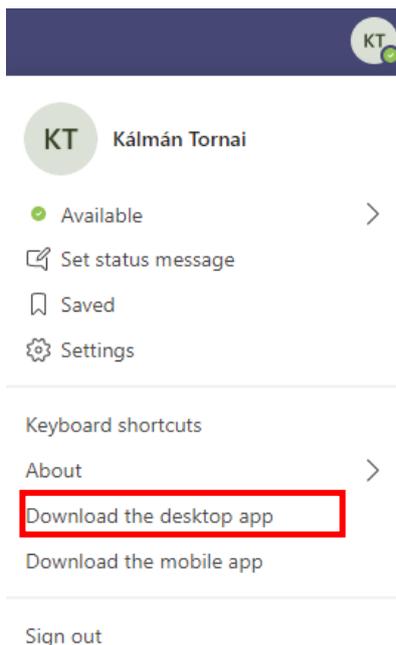


## 7 Installing on desktop, basic settings

We recommend installing the desktop version on the application instead of using it from a web browser. The following section guides you on how to install Teams on Windows system. On Apple's macOS, the steps are similar.

### 7.1 Installation on Windows

Sometimes after signing in, or when you tried to access unsupported features, your browser recommends you downloading the software. If these recommendations are not available for you, you can select the “Download desktop app” from the menu that is available by clicking on your monogram or image in the right-top corner.



Depending on your web browser, you must accept the download, and then start the downloaded installer. After finishing the installation, you can start the Teams from the Start menu (or Launcher). The sign-in procedure is the same.

Sometimes you can find a “download desktop app” icon on the left-hand side menu bar in the web application:

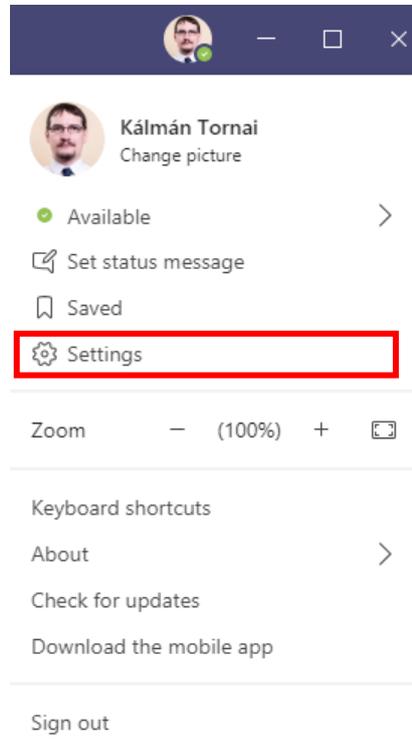




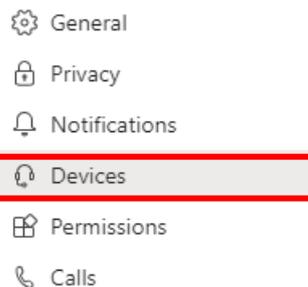
## 7.2 Setting up the camera and microphone

When using the desktop application, the operation system's default camera and microphone is used for calls and meetings. If you have used other messaging applications, then Teams should work fine without any additional checkup.

You can check settings by clicking on “Settings” from the menu. That is available by clicking on your profile image or monogram.



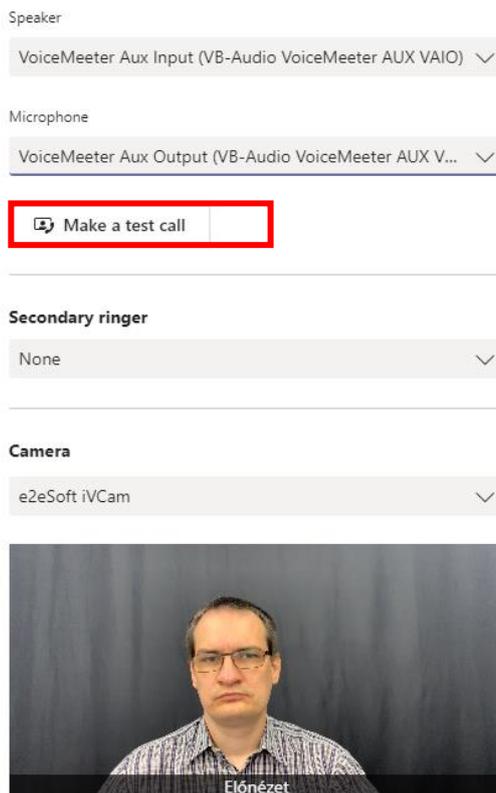
In “Settings”, choose “Devices” on the left-hand side.



You see your current settings on the right-hand side. ***Do not change these settings unless something is not working like there is no sound or the webcam image is not showing up, and you are confident that the camera is not covered on unplugged.***

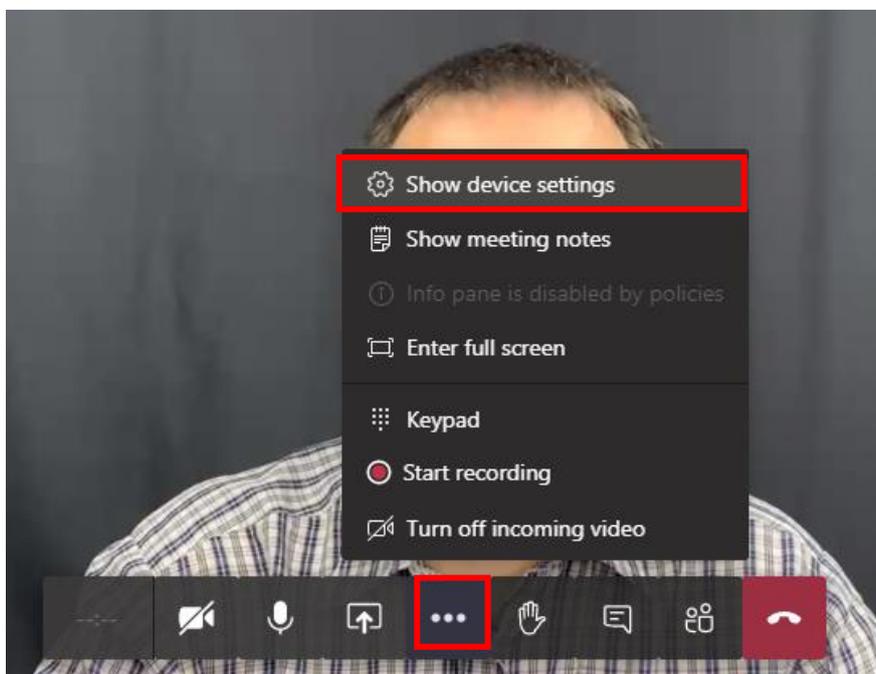
There is a test-call button here to check your microphone and headphones.

You can also manage notifications, in the “Settings” menu.



Occasionally you cannot find these settings on the menu. Possible reasons could be i) you are using Teams from a web browser; ii) you do not have a camera and microphone installed on your system.

In the first case, please use the desktop application. However, during a call, you can access the device settings by clicking on “More options” (three dots) and “Device settings” as shown:

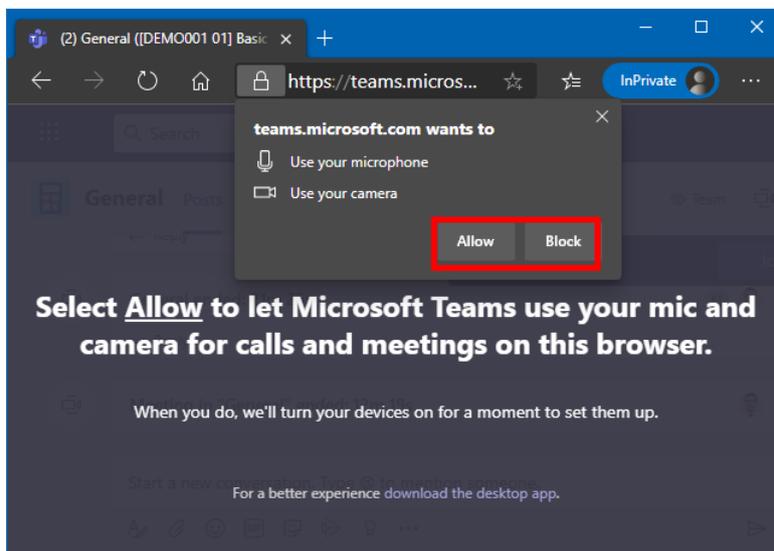




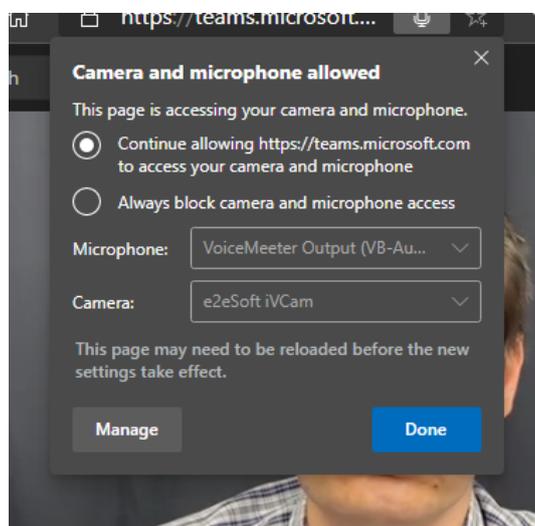
In the second case, please plug in a camera. If you are confident that there is a camera connected to your computer, then it could be disabled. Make sure that the little cover is removed (you can see the camera lens), or check the cables.

### 7.2.1 Granting access to camera and microphone in a web browser

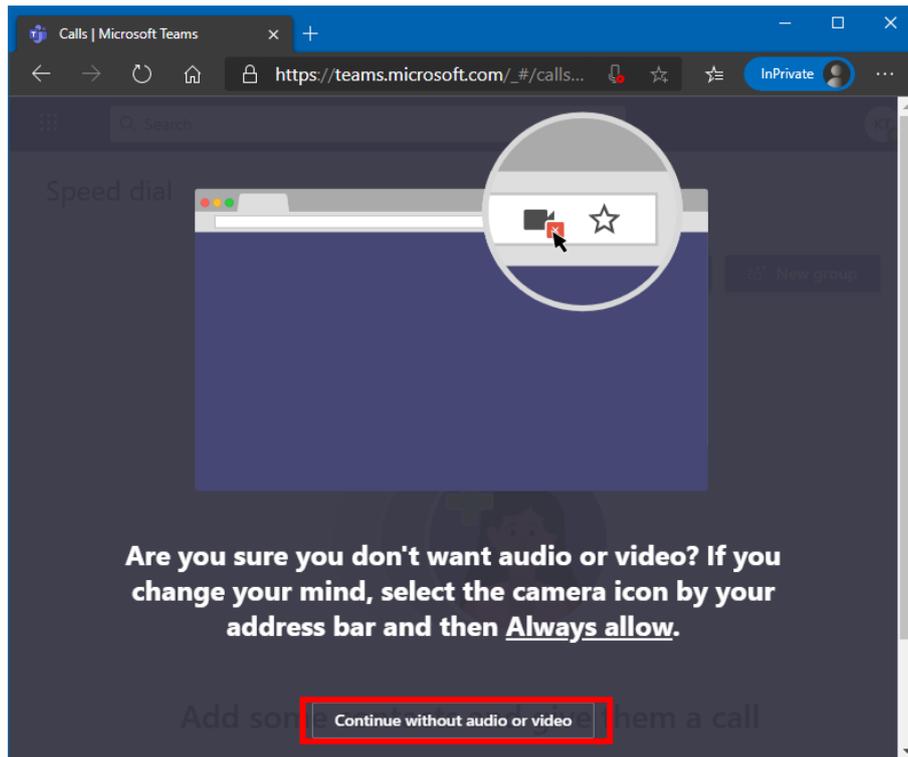
Before the first call, you must allow access to the camera and microphone in the web browser. In Chrome and Edge, Teams shows the following screen if it does not have the rights to access the camera and microphone :



You should click on the "Allow" button. You can manage these permissions later by clicking on the camera or microphone icons next to the address of the webpage.



You can change the settings(revoking, or granting access) anytime. If Teams has no access to the audiovisual devices, then you can use the software, but others cannot see and hear you.



### 7.3 Turning on the „new meeting experience.”

As the new meeting experience is not enabled by default in the desktop application, you have to turn it on manually. Please click on your profile image or monogram, then choose “Settings” from the menu. Click on the “General” tab, and scroll down to find the feature.

