

## TEAMS USER'S MANUAL FOR PREPARATORY STUDENTS

- 1) Undergraduate students must provide @std.iyte.edu.tr, and graduate students must provide @iyte.edu.tr. extension e-mail adress. You should be informed about this during the registration. If you do not know your e-mail address, you can contact with the IT Department.
- 2) Please visit <https://teams.microsoft.com/downloads> to install Microsoft Teams.
- 3) Undergraduate students should log in with @ogr365.iyte.edu.tr and graduate students should log in with @pers365.iyte.edu.tr e-mail address on Teams . Therefore, you should also provide e-mail addresses with this extension. These addresses are different from @std.iyte.edu.tr or @iyte.edu.tr addresses.
- 4) There are screenshots showing how to learn your Office365(ogr365) account by logging in with your @std.iyte.edu.tr or @iyte.edu.tr extension e-mail address and password at the link below:  
<https://uzem.iyte.edu.tr/office-365-kullanici-hesabi-yardim-sayfasi-ekran-goruntuleri-ogrenci/>
- 5) You can open the Teams program you downloaded and log in the application. On Teams, undergraduate students should log in with @ogr365.iyte.edu.tr and graduate students with @pers365.iyte.edu.tr e-mail address:  
<https://www.youtube.com/watch?v=VLpexdreUiQ&t=1s>
- 6) A participation code may be given to you by your class teachers to enter your class. When this happens, you must enter the code reported to you on Teams in order to log in to your class.
- 7) In order to enter the class, please click the **“Join or Create Team” (“Ekip Oluştur veya Bir Ekibe Katıl”)** button on the main screen to enter the class. Join your class by typing your code in the **“Join Team With a Code” (“Ekibe Kodla Katıl”)** section.

We recommend you to take a look at the informative content prepared by our IT Department. You can access the videos about using Teams at <https://uzem.iyte.edu.tr/microsoft-teams-egitimleri/> .

You can also benefit from instructive videos prepared by Microsoft:

<https://support.office.com/tr-tr/article/microsoft-teams-video-e%C4%9Fitimi-4f108e54-240b-4351-8084-b1089f0d21d7?ui=tr-TR&rs=tr-TR&ad=TR>

For the Microsoft Teams guide posted by the Microsoft team, you can visit:

<https://uzeb.iyte.edu.tr/wp-content/uploads/sites/160/2020/03/Microsoft-Teams-K%C4%B1lavuz.pdf>