

## **GUIDE FOR USING TEAMS FOR PREPARATORY STUDENTS**

- 1) Undergraduate students must obtain an email address ending with @std.iyte.edu.tr, and graduate students must obtain an email address ending with @iyte.edu.tr. This information should have been provided to you during registration. If you do not know your email address, you can contact the Information Technology Department.
- 2) Visit <https://teams.microsoft.com/downloads> to download the Microsoft Teams program.
- 3) In the Teams program, undergraduate students must log in with an email address ending in @ogr365.iyte.edu.tr, and graduate students must log in with an email address ending in @pers365.iyte.edu.tr. Therefore, you need to obtain email addresses with these extensions. These addresses are different from @std.iyte.edu.tr or @iyte.edu.tr addresses.
- 4) The following link contains screenshots showing how to learn your Office365 (ogr365/pers365) account using an @std.iyte.edu.tr or @iyte.edu.tr email address and password: <https://uzem.iyte.edu.tr/office-365-kullanici-hesabi-yardim-sayfasi-ekran-goruntuleri-ogrenci/>
- 5) Once you have downloaded the Teams program, you can open it and log in to the application. Undergraduate students and graduate students must log in with email addresses ending in @ogr365.iyte.edu.tr and @pers365.iyte.edu.tr, respectively: <https://www.youtube.com/watch?v=VLpexdreUiQ&t=1s>
- 6) Your class instructors may provide you with an access code to enter your class. If this happens, you will need to enter the code in Teams to join your class.
- 7) To join your class, click the “Join or Create Team” button on the main screen. Enter your code in the “Join Team With a Code” section to join your class.

We recommend that you review the informative content prepared by our Information Technology Department regarding this topic. You can access videos about using Teams at <https://uzem.iyte.edu.tr/microsoft-teams-egitimleri/>

You can also watch tutorial 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>

You can visit the website below for accessing the Microsoft Teams manual sent by Microsoft:

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