

How to use Microsoft Teams for online learning on a computer

1. The Adult Education Centre or the teacher of the course will send you an invitation with a link you can use to access your distance learning lesson by email. If you have not received an invitation, check your spam folder. Accept the invitation if the email asks for it. Notice that if you have a calendar, the invitation is transferred from your email to your calendar.
2. Select “**Click here to join the meeting**” or “**Liity Microsoft Teams -kokoukseen**” in your meeting invite.
3. The Teams sign up page is opened, click **Join online instead**.
4. Next, a box will appear on your screen with a **Join Now** button in the middle, please click on it.
5. You are now in your online classroom. At the bottom of the screen, you will see a toolbar with different symbols such as participants, microphone and chat. Please mute your microphone and turn your webcam off by clicking the microphone and camera symbols in the toolbar. When they are turned off, the icons will change into a crossed-out microphone and camera. If you want to ask something, unmute your microphone by clicking the icon.

Having trouble with joining your online lesson?

Microsoft Teams may not be running properly on The Windows 7 operating system. Please use Windows 10 if possible.

When joining your online class, please use Microsoft Edge, Safari or Google Chrome browsers. Internet Explorer and Mozilla Firefox do not support Microsoft Teams.

In Windows 10, you can change the default browser. First, select the start icon on the lower left corner of your screen. After that, select the wheel icon (i.e. settings). Click settings, then applications. From there, change your default browser to Google Chrome or Microsoft Edge.

How to use Microsoft Teams for online learning on a mobile device or a tablet

1. The Adult Education Centre or the teacher of the course will send you an invitation with a link you can use to access your distance learning lesson by email. Accept the invitation if the email asks for it.
2. Select “**Click here to join the meeting**” or “**Liity Microsoft Teams -kokoukseen**” in your meeting invite. Install the software on your device if you have not done that already. Select **Install/Hanki Teams-sovellus** (for example, via Google Play). Once the app has finished downloading and installing, tap the **Open** button.
3. Open the meeting invite again and click the Join Microsoft Teams meeting link.
4. Now choose which browser you want to use to open Teams (e.g. Samsung Internet, Google Chrome or another browser).
5. Join the meeting as a guest.
6. You are now in your online classroom. At the bottom of the screen, you will see a toolbar with different symbols such as participants, microphone and chat. Remember to allow access to the camera and microphone on your device. Keep the microphone on if you want to say something to the other participants. When the sound is muted, the icon will change into a crossed-out microphone.

We hope you will enjoy distance learning with us!