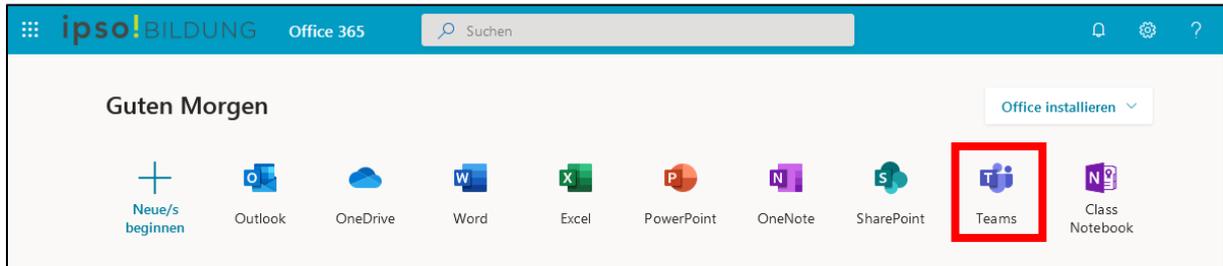


Tutoriel - Microsoft Teams

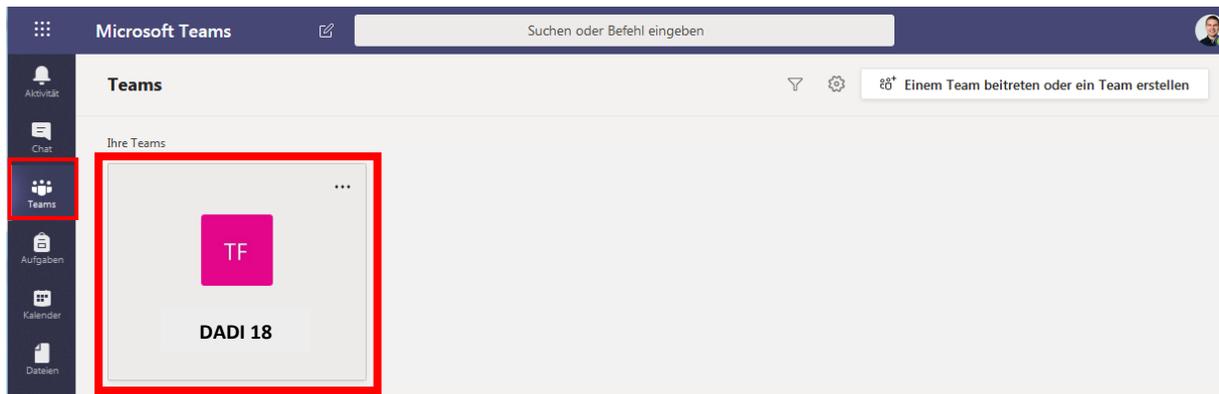
Pour enseignants et étudiants



1. Connectez-vous à votre compte Office 365
2. Ouvrez l'appli Microsoft Teams



3. Ouvrez votre Équipe (cours). Ici, l'exemple est « DADI 18 »

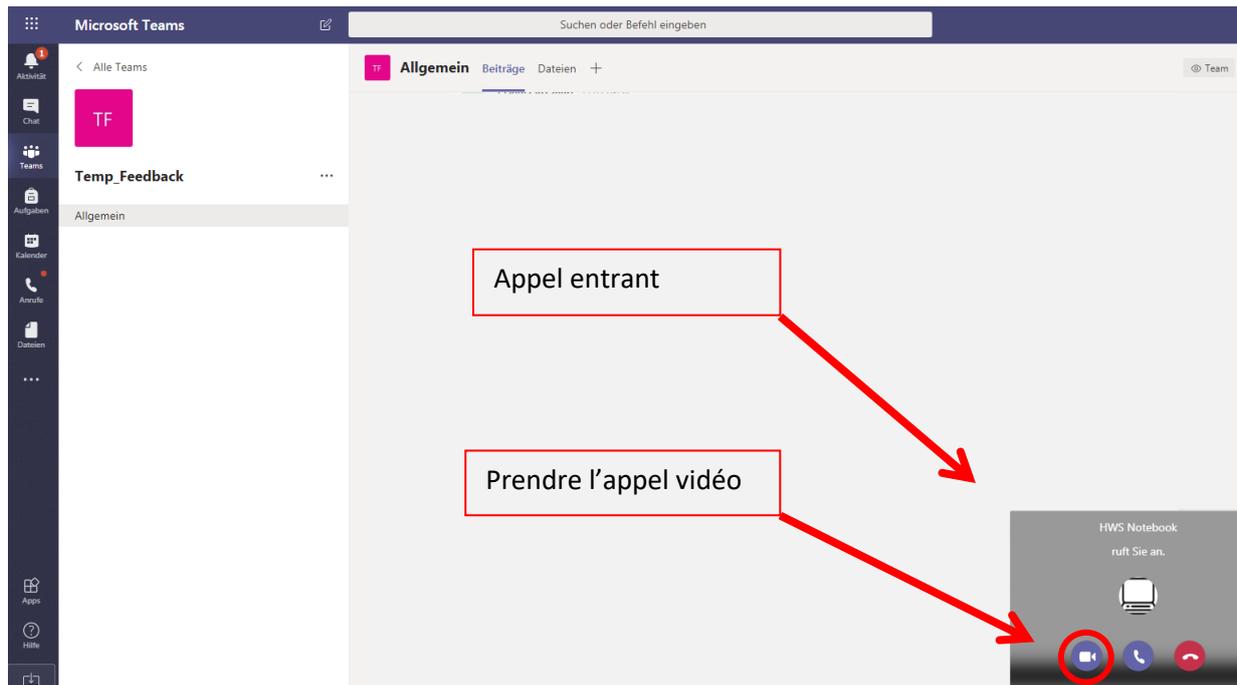


4. Ouvrez votre matière / module

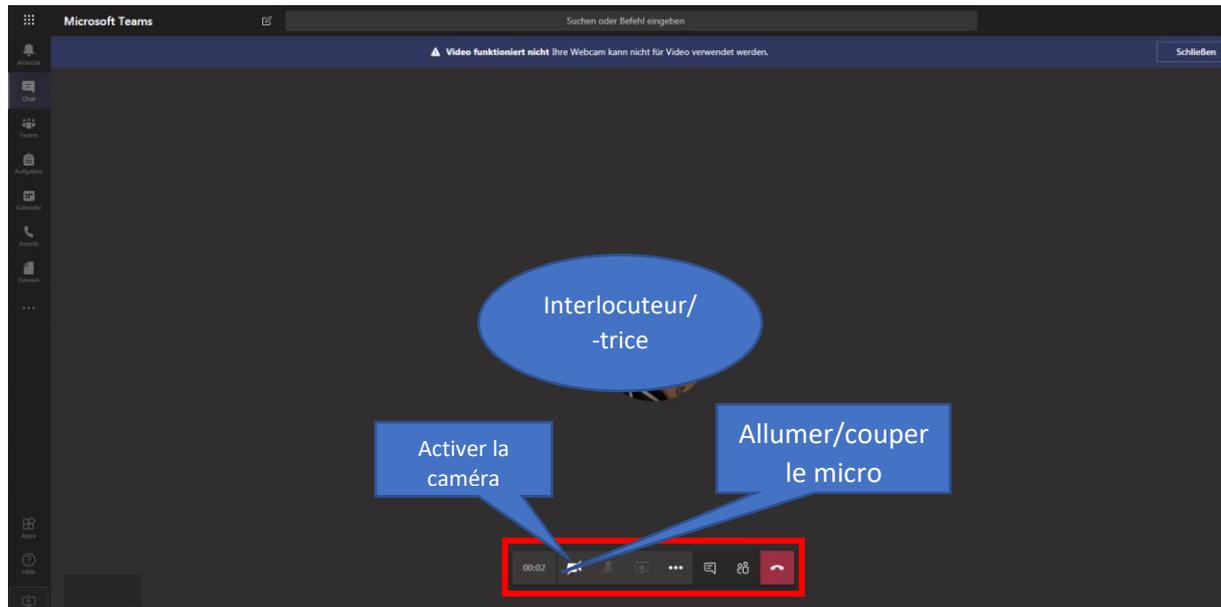


Teams vous permet de chatter dans les différentes matières et d'envoyer des fichiers.

5. Fonction Appel



6. Vue pendant un appel.



7. Agenda

Microsoft Teams interface showing the calendar view. The top bar includes the search bar with the text 'Suchen oder Befehl eingeben'. The left sidebar contains navigation icons: Aktivität, Chat, Teams, Aufgaben, **Kalender** (highlighted), Anrufe, Dateien, and a menu icon. The main area displays a calendar grid for 'Mai 2021' with columns for days 10, 11, 12, and 13, and rows for times 8 Uhr, 9 Uhr, 10 Uhr, and 11 Uhr.

8. Devoirs

Microsoft Teams interface showing the 'Aufgaben' (Tasks) view. The top bar includes the search bar with the text 'Suchen oder Befehl eingeben'. The left sidebar contains navigation icons: Aktivität, Chat, Teams, **Aufgaben** (highlighted), Kalender, and Dateien. The main area displays a list of tasks under the heading 'Bevorstehend'. The tasks are: 'Zugewiesen (3)' and 'Erledigt (2)'. Two tasks are listed: 'Präsentation Trainingsaufgabe LEAD1-BSN-T1911' and 'Konflikt Trainingsaufgabe 3 "Analyse meiner Konfliktsituation" LEAD1-BSN-T1911', both with a checkmark indicating completion.

9. Partage de fichiers

Microsoft Teams interface showing the 'Dateien' (Files) view. The top bar includes the search bar with the text 'Suchen oder Befehl eingeben'. The left sidebar contains navigation icons: Aktivität, Chat, Teams, Aufgaben, Kalender, Anrufe, **Dateien** (highlighted), and a menu icon. The main area displays a list of files under the heading 'Zuletzt verwendet'. The files are organized into sections: 'Ansichten' (Views) with 'Zuletzt verwendet' and 'Microsoft Teams'; and 'Cloud-Speicher' (Cloud Storage) with 'OneDrive'. A table of files is shown with columns 'Typ' and 'Name', listing various file types like PowerPoint, Word, Excel, and PDF.