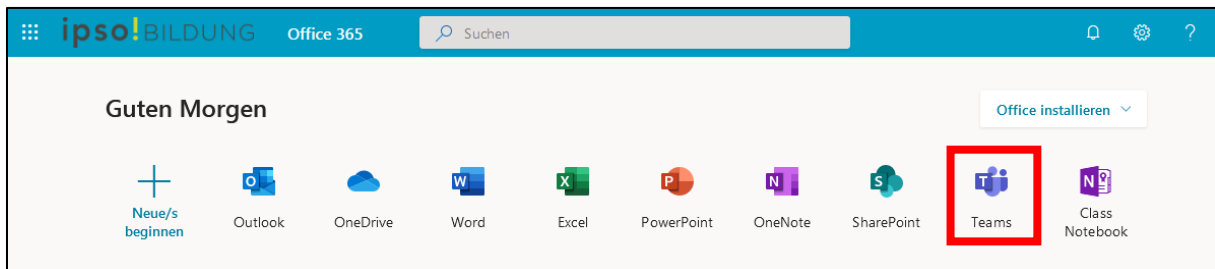


# Quick start guides for Microsoft Teams

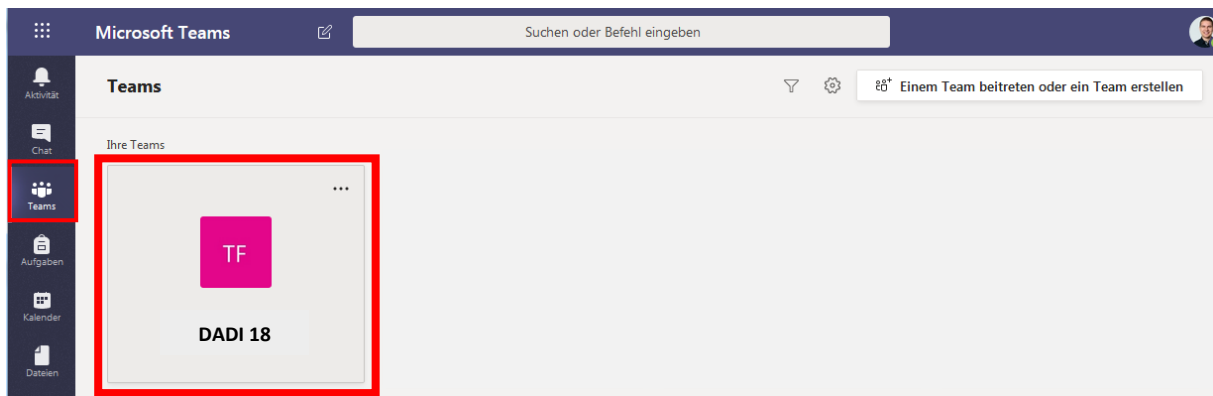
## For students



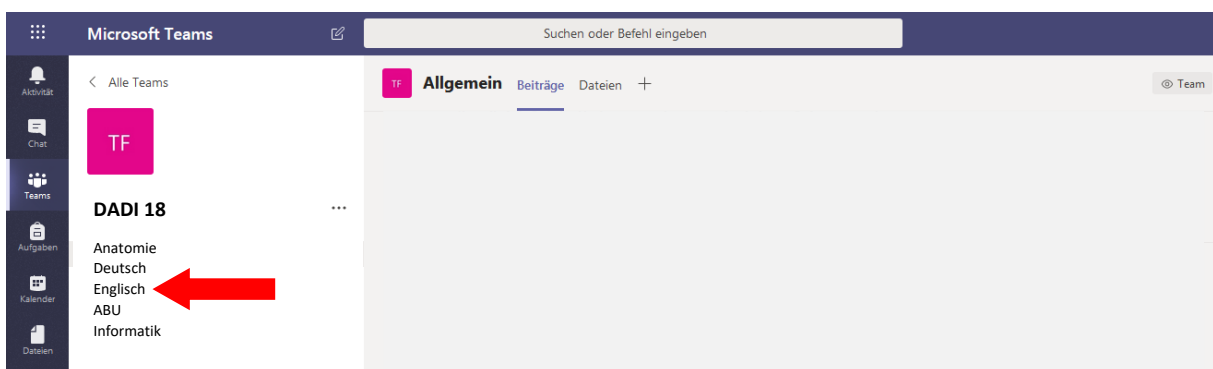
1. Login to your Office 365 account
2. Open the App Microsoft Teams



3. Click on your Team (class), for example «DADI 18»

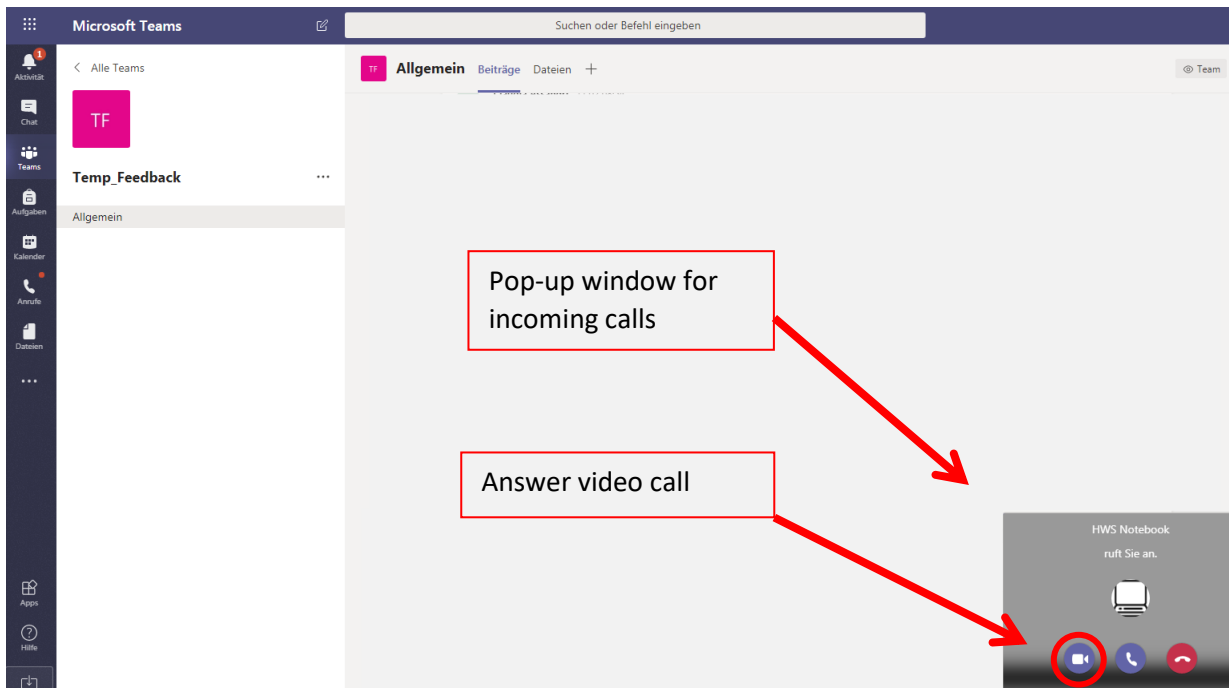


4. Open your class / module

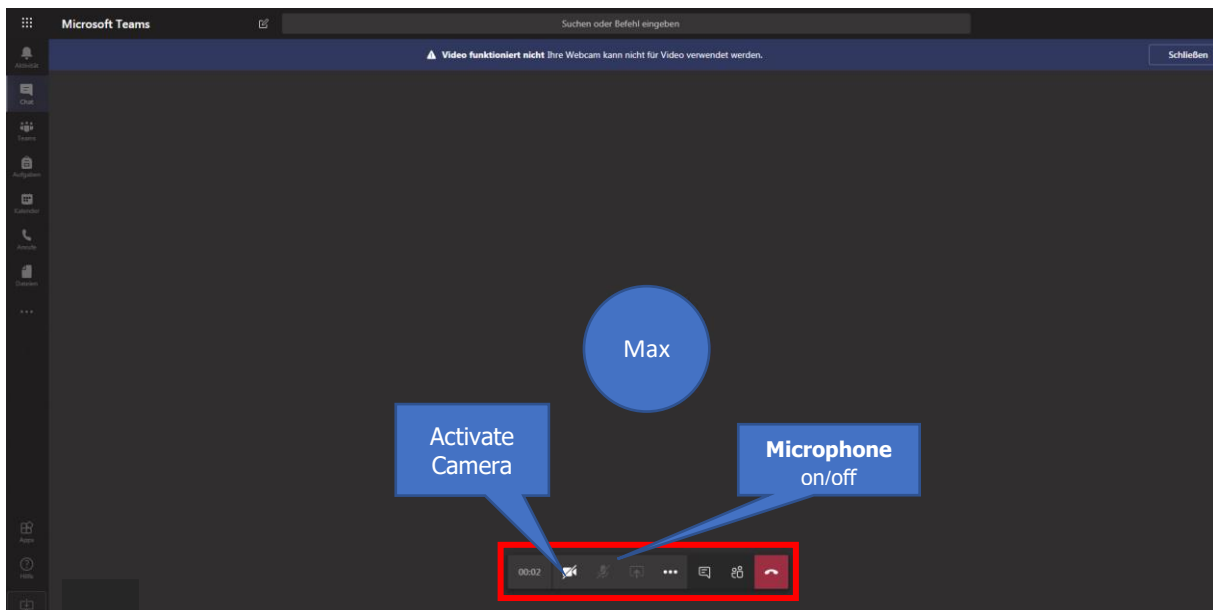


In Teams you can chat within each class and files can be stored in each of them.

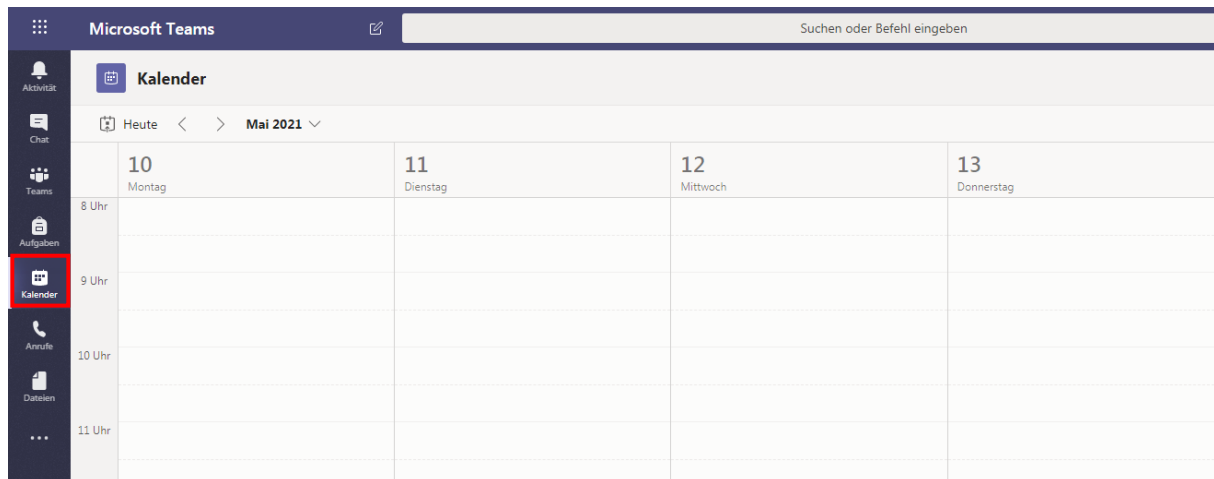
## 5. Call function



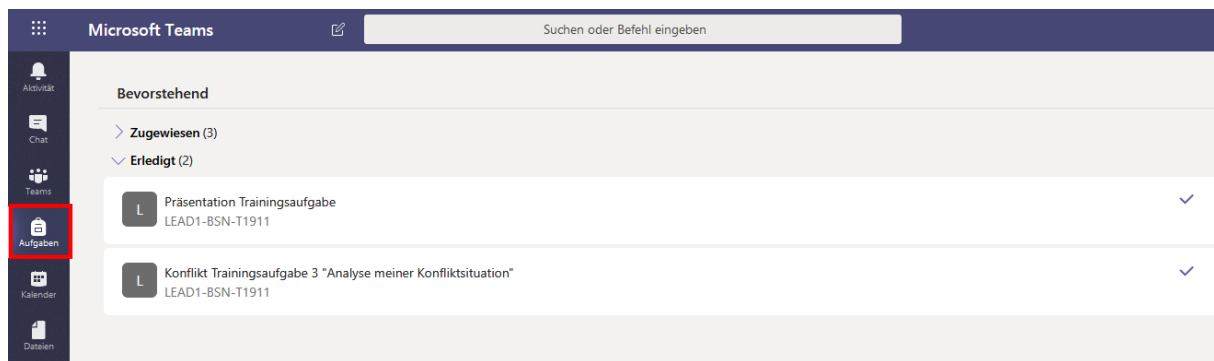
## 6. View during a video conversation.



## 7. Calendar (=Kalender) view



## 8. Tasks (=Aufgaben)



## 9. File storage (=Dateien)

