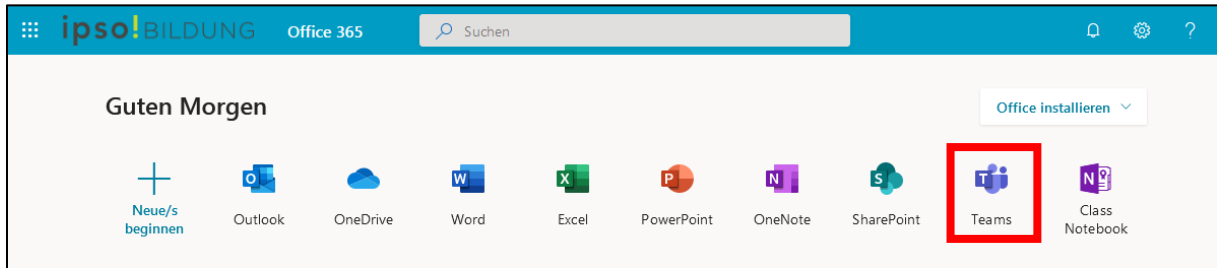


# Tutoriel - Microsoft Teams

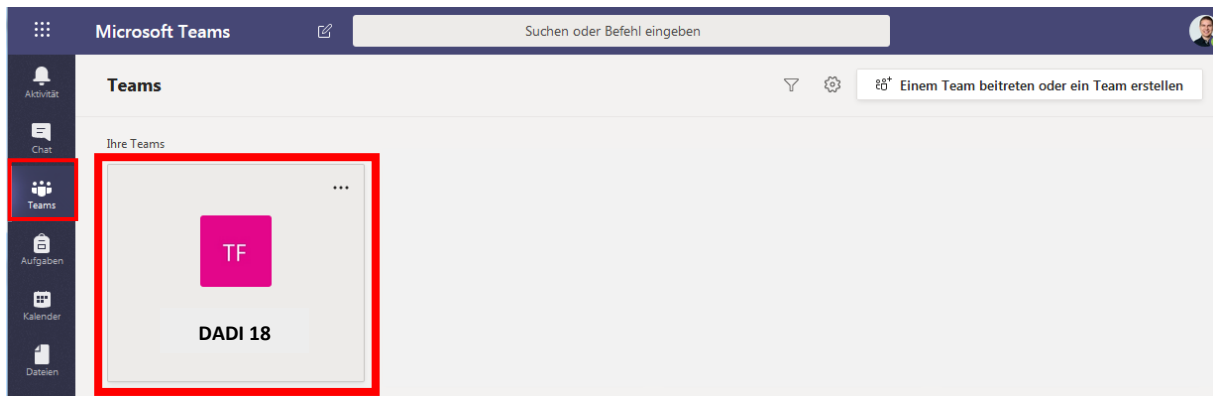
Pour enseignants et étudiants



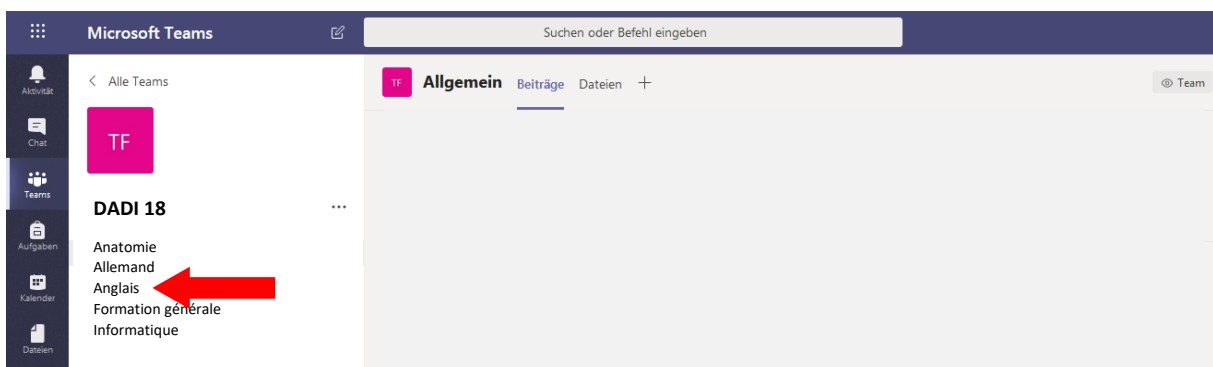
1. Connectez-vous à votre compte Office 365
2. Ouvrez l'appli Microsoft Teams



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

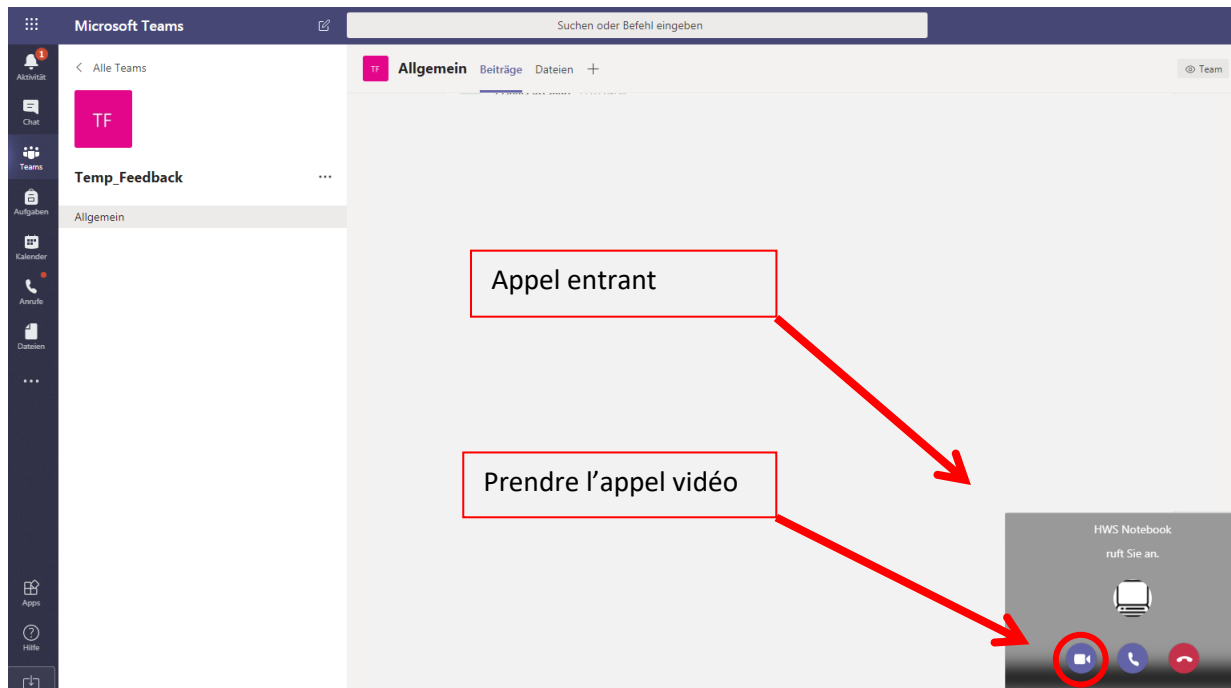


4. Ouvrez votre matière / module

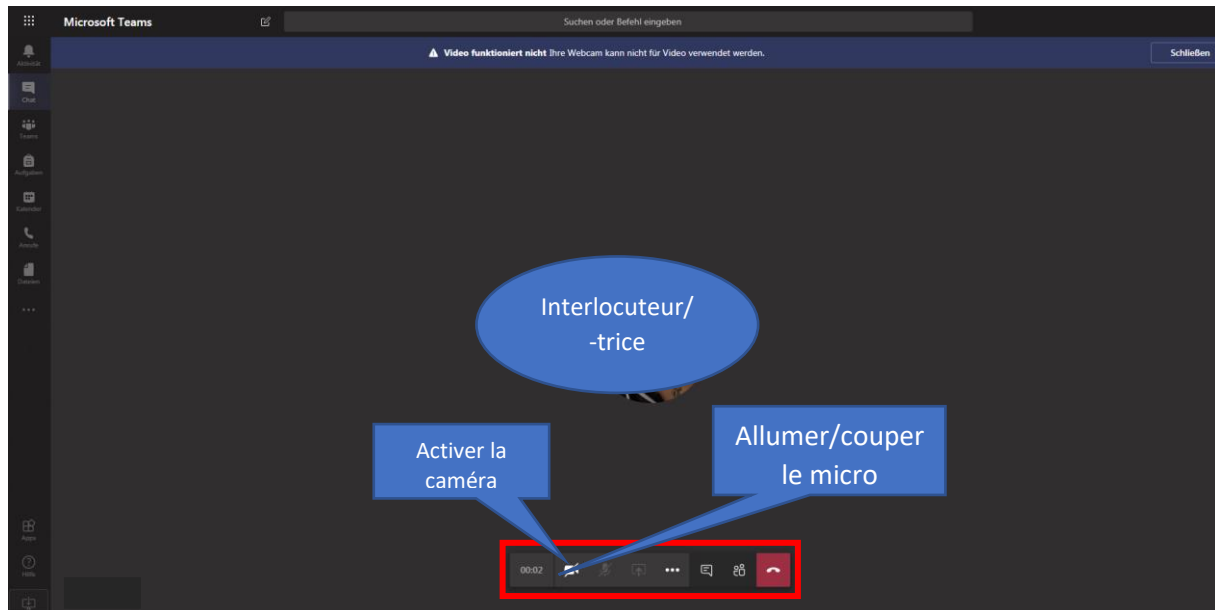


Teams vous permet de chatter dans les différentes matières et d'envoyer des fichiers.

## 5. Fonction Appel



## 6. Vue pendant un appel.



## 7. Agenda

The screenshot shows the Microsoft Teams interface with the 'Kalender' (Calendar) tab selected in the left-hand navigation pane. The main area displays a calendar grid for the week of May 10th to 13th, 2021. The days are labeled as Montag (10), Dienstag (11), Mittwoch (12), and Donnerstag (13). The time slots range from 8 Uhr to 11 Uhr. The calendar is currently empty.

## 8. Devoirs

The screenshot shows the Microsoft Teams interface with the 'Aufgaben' (Tasks) tab selected in the left-hand navigation pane. The main area displays a list of tasks under the heading 'Bevorstehend' (Upcoming). The tasks are:

- Zugewiesen (3)** (Assigned 3)
- Erledigt (2)** (Completed 2)
  - Präsentation Trainingsaufgabe LEAD1-BSN-T1911 ✓
  - Konflikt Trainingsaufgabe 3 "Analyse meiner Konfliktsituation" LEAD1-BSN-T1911 ✓

## 9. Partage de fichiers

The screenshot shows the Microsoft Teams interface with the 'Dateien' (Files) tab selected in the left-hand navigation pane. The main area displays a list of files under the heading 'Zuletzt verwendet' (Recently used). The files are organized into sections:

- Ansichten** (Views)
  - Zuletzt verwendet
  - Microsoft Teams
- Cloud-Speicher** (Cloud storage)
  - OneDrive

The right-hand pane shows a table of files with columns 'Typ' (Type) and 'Name' (Name). The files listed are:

Typ	Name
PDF	
Word	
Excel	
Image	
Excel	
PDF	
Excel	