



الجامعة اللبنانية  
Lebanese University



## Student Start Guide

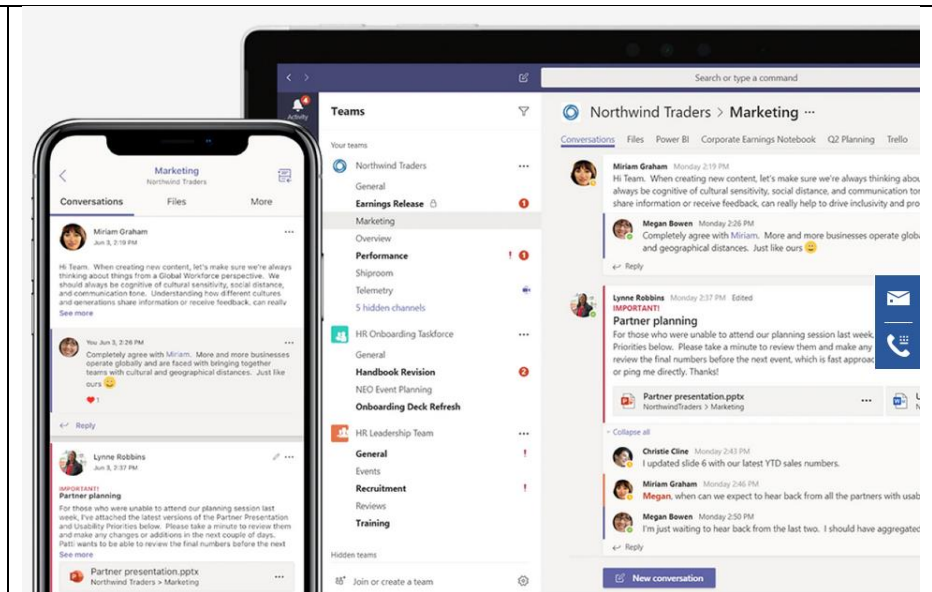
# Microsoft Teams Distance Learning Platform

Your **distance learning** toolbox:

**Microsoft Teams for Education:** a **platform** enabling lectures, discussions that scale from one-on-one chat to larger group conversation, and the option of focused content work, like assignments and a Class Notebook.

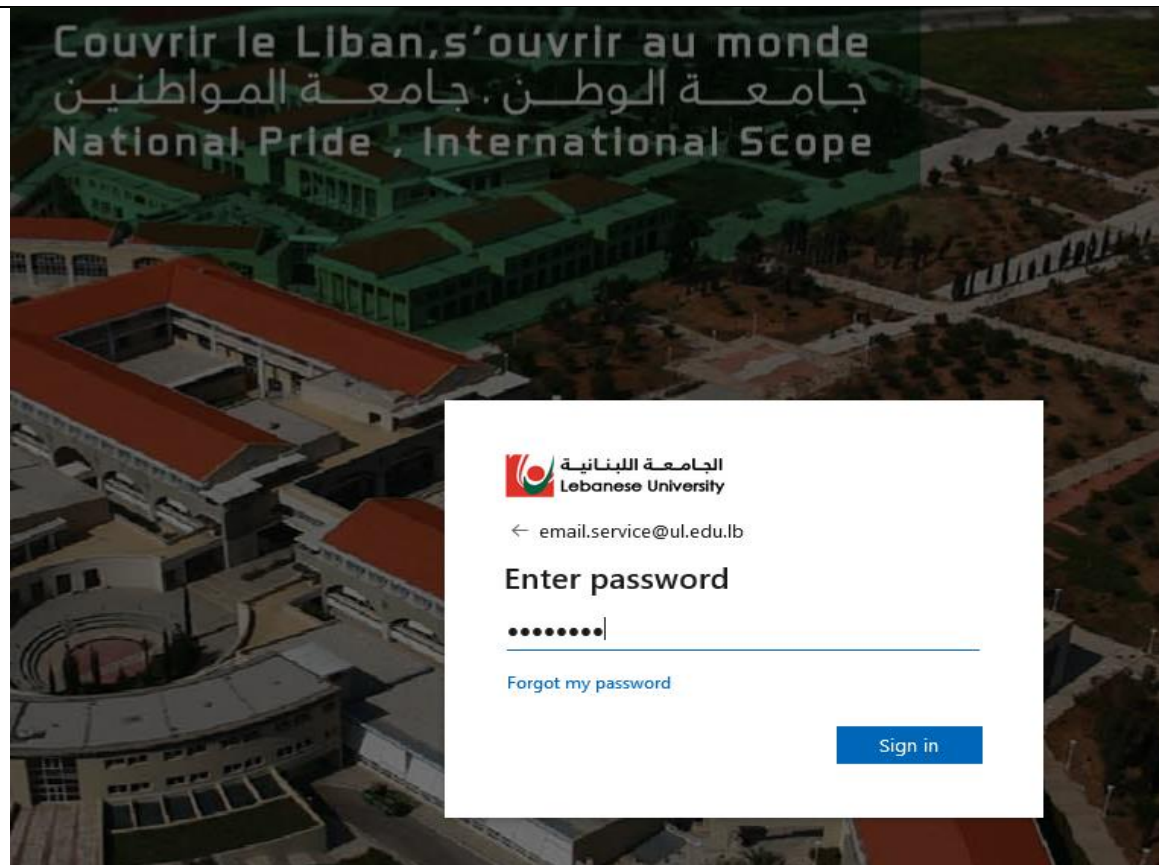
# Microsoft Teams requirements

- PC, smartphone, tablet, or laptop device.
- Internet Connection
- Web Browser (Chrome, Edge)



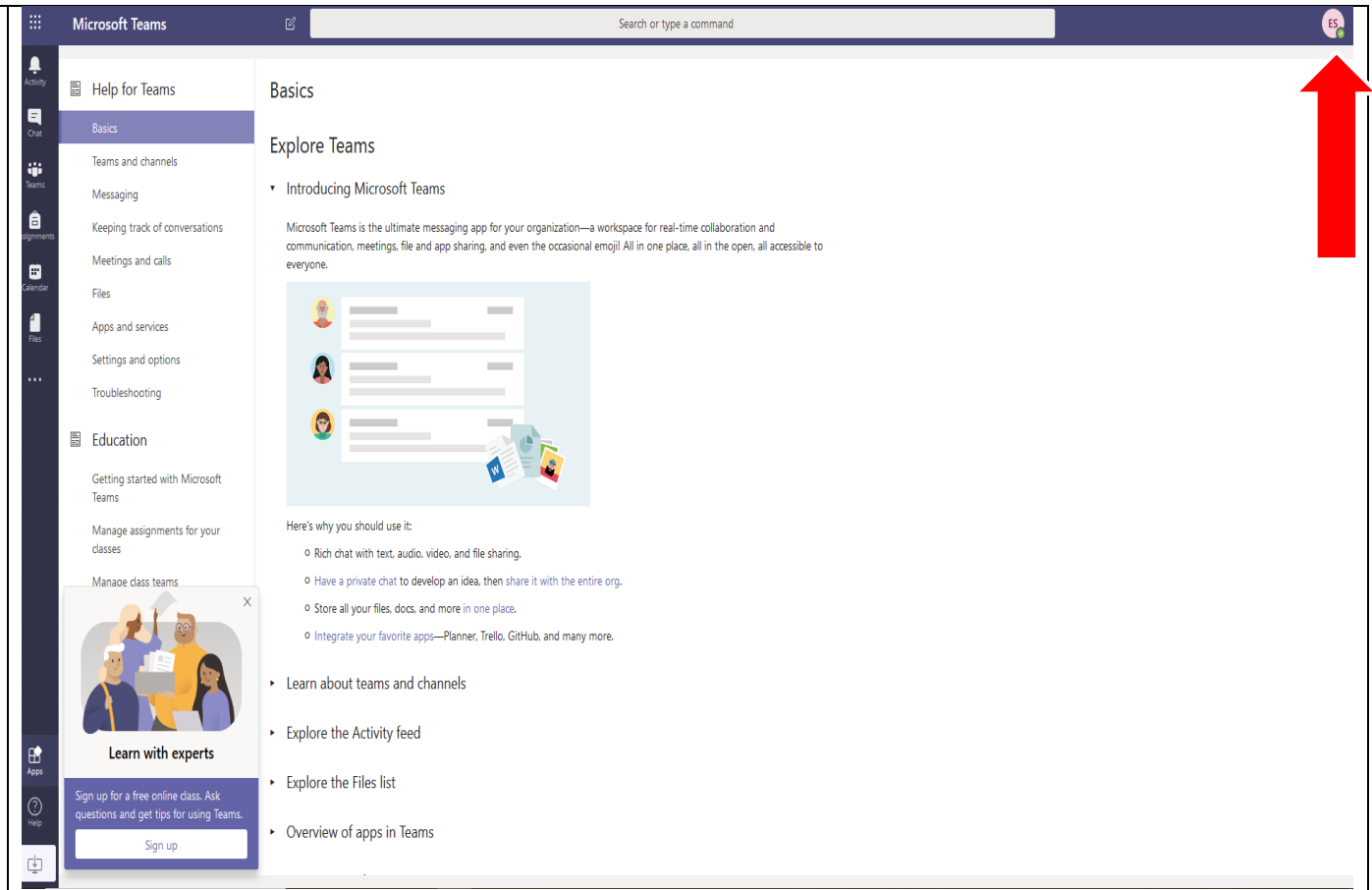
# Teams Web Access

- From the web browser:  
<https://teams.microsoft.com>
- Login using your UL email and password. This opens the Teams web app



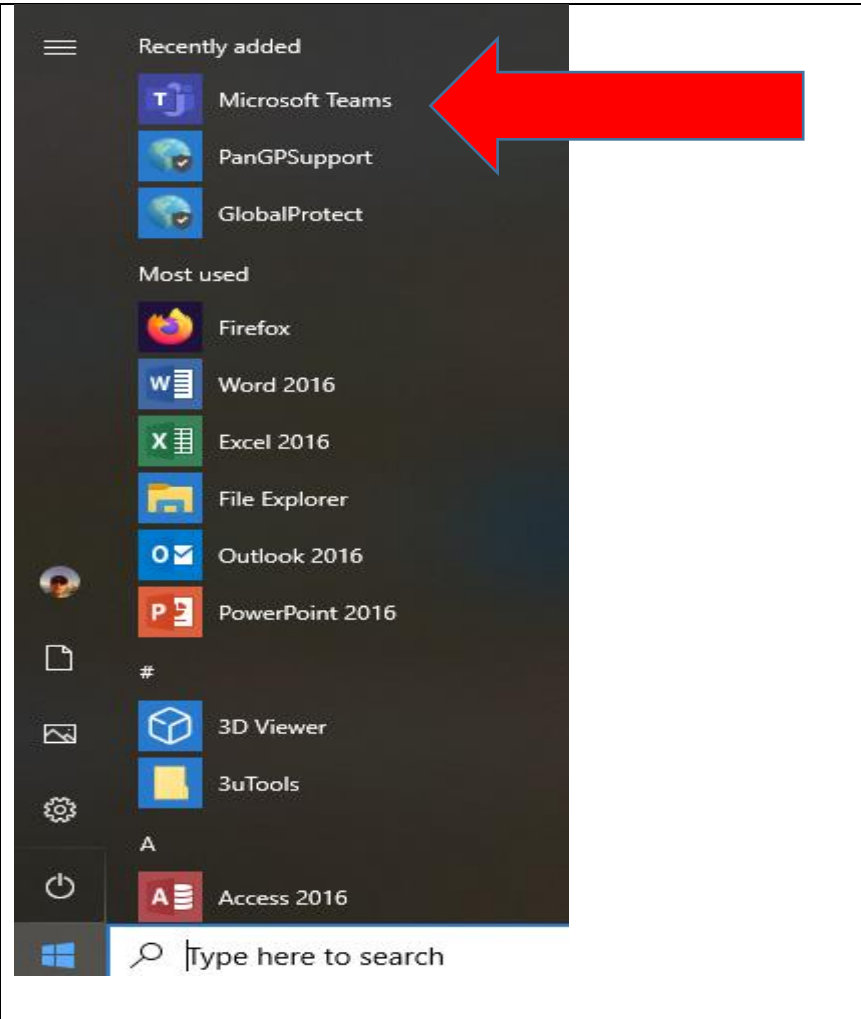
# Teams Web Interface

- Once Teams is open online, click Profile Photo on top right of team window and select Download Desktop App.
- Once installed, launch Teams and sign in with your UL email account



# Teams Application Interface

- In **Windows**, click Start → Microsoft Teams.
- On **Mac**, go to the Applications folder and click Microsoft Teams.
- On **mobile**, tap the Teams icon. Then sign in with your UL o365 username and password.



## Access to the Course Channel

### 2 possibilities:

- If you are already registered in the course: Just click on the icon of the course
- If you have a **code** given by the instructor: You have to click on Teams on the left menu then select **Join a team with a code** then enter the code

