

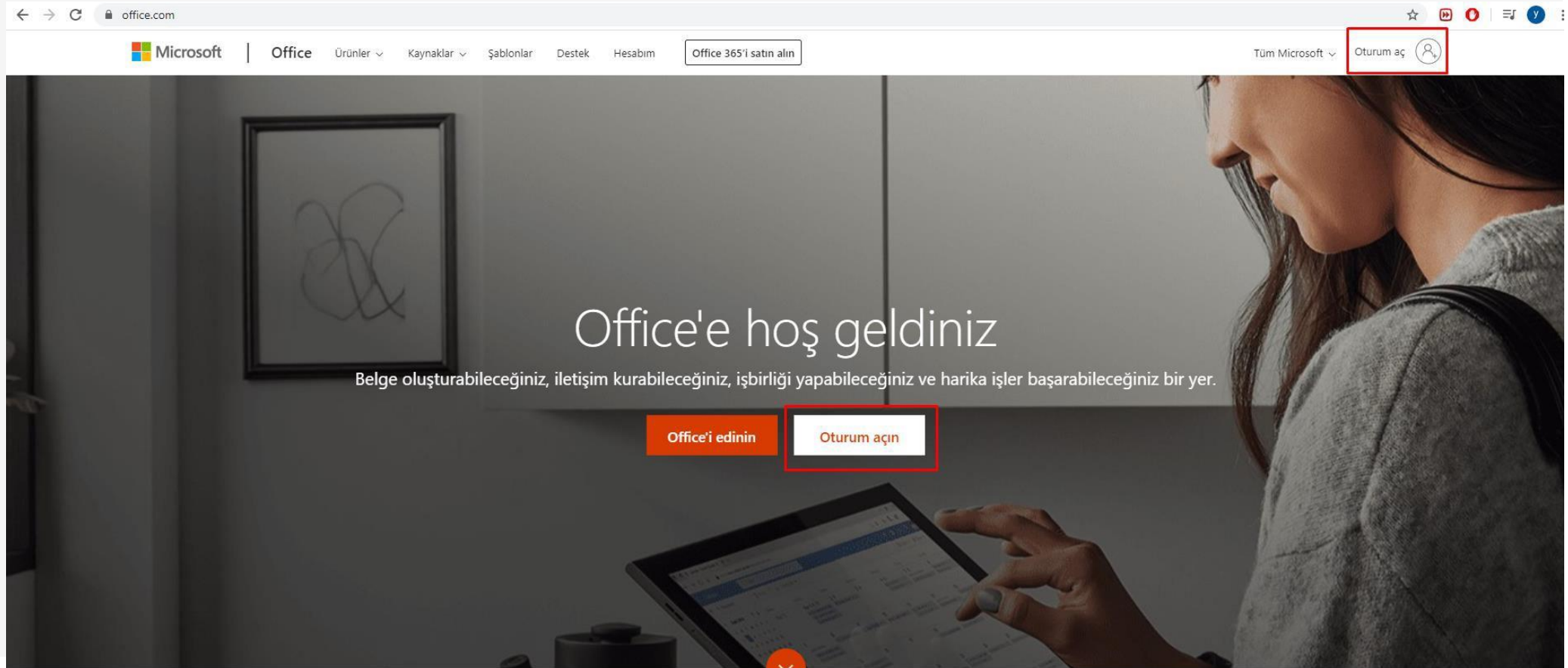
MICROSOFT TEAMS USER GUIDE

Department of Information Technologies

SETUP

1

Visit the website mail.nisantasi.edu.tr and log in with your university account (with your Mail, Computer password)

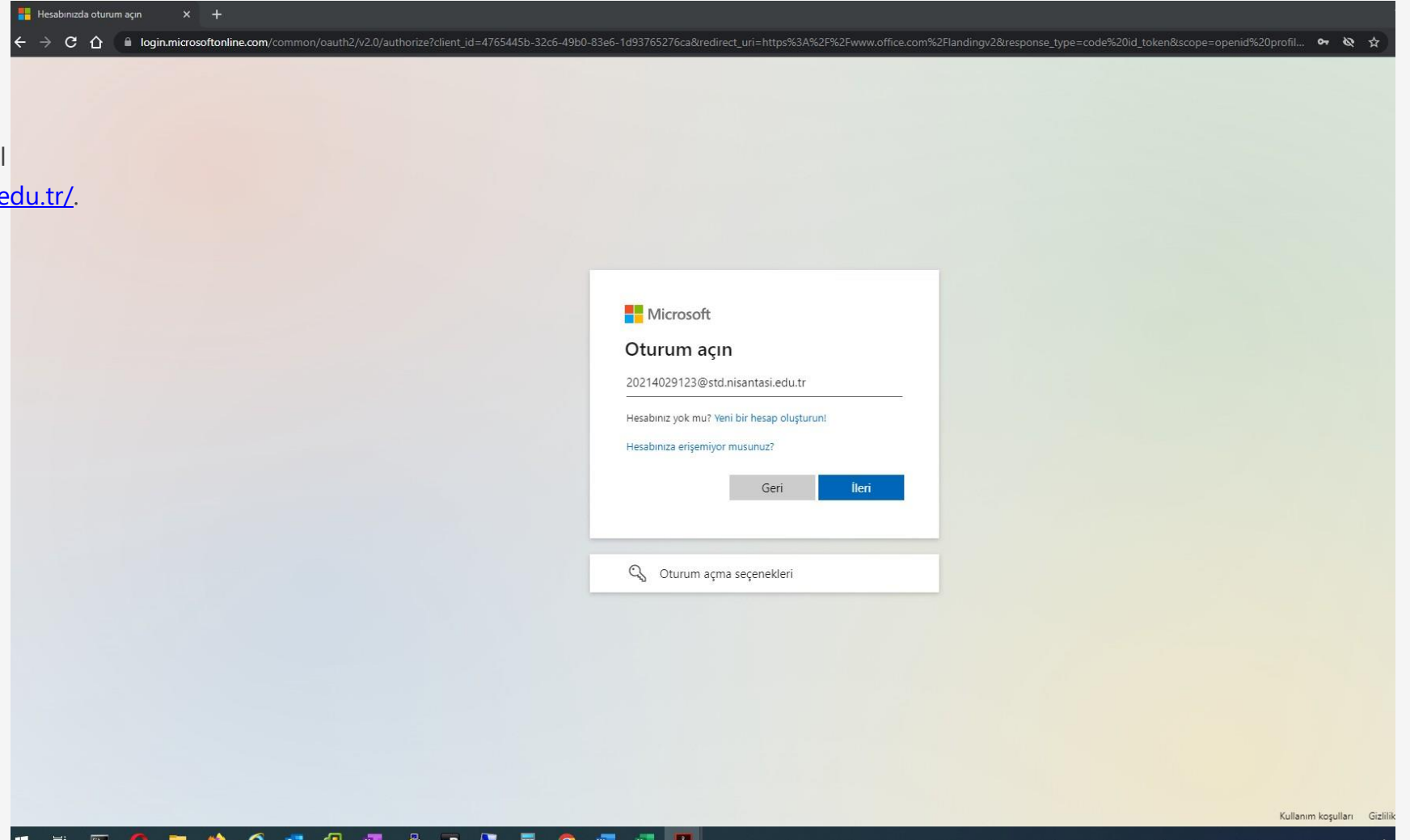


SETUP

2

You can access your Nişantaşı University Mail Account from the link : <http://mail.nisantasi.edu.tr/>.

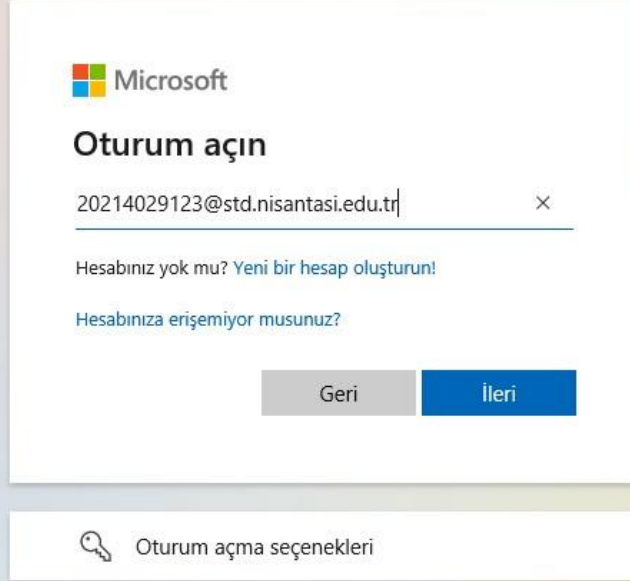
Example: 20189121520@std.nisantasi.edu.tr
> > > Password: (OBIS PASSWORD)



SETUP



Applications that you can use with your university account from the link "<http://mail.nisantasi.edu.tr/>" will be listed. You select the Teams application here and continue.



Microsoft

Oturum açın

20214029123@std.nisantasi.edu.tr

Hesabınız yok mu? [Yeni bir hesap oluşturun!](#)

[Hesabınıza erişemiyor musunuz?](#)

[Geri](#) [İleri](#)

 Oturum açma seçenekleri

Günaydın

Office uygulamasını yükleyin



For Teams Login:

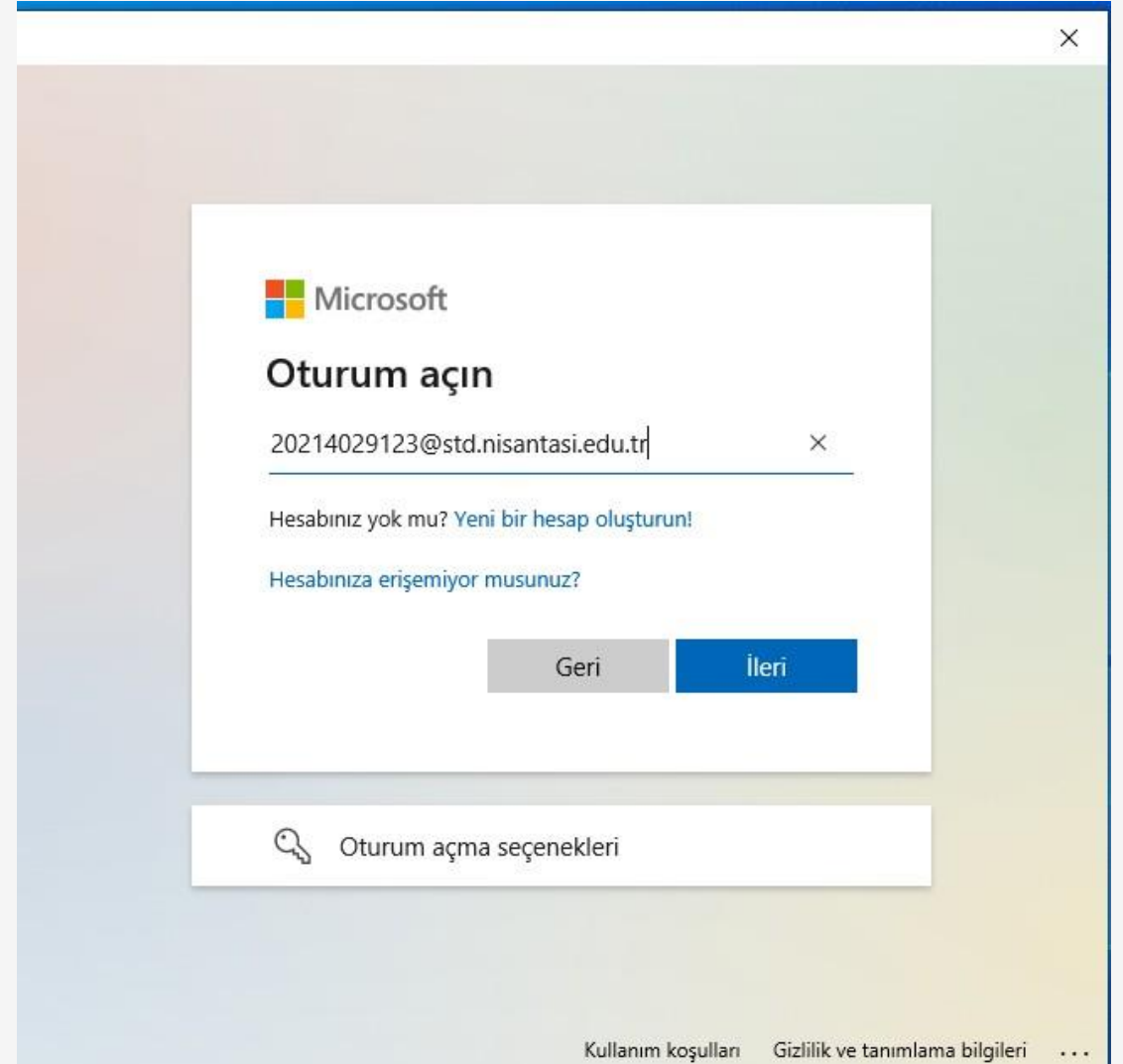
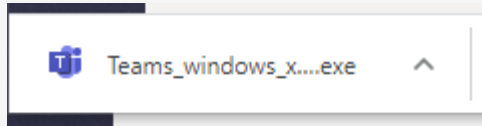
Example: 20189121520@std.nisantasi.edu.tr

> > > Password: (OBIS PASSWORD)

SETUP

You can download the application by clicking the Download Desktop application button at the bottom left of the page. (Teams can also be used on the web browser, but it is recommended to use the desktop application, as it will perform better on such things as desktop application, notifications and video conferencing)

You can run the .exe file and install it on your computer without the need for an admin password for installation.



Quick Start Guide

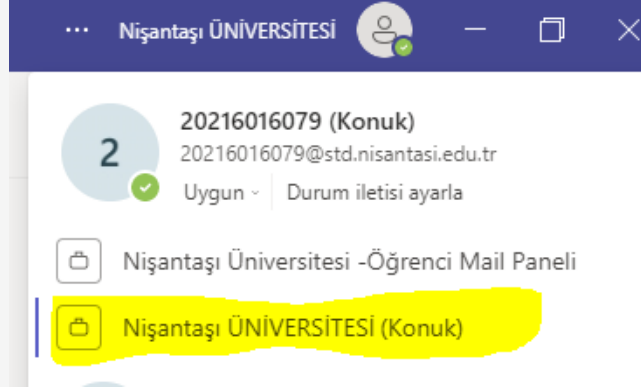
New to Microsoft Teams? Use this guide to learn the basics.

The image shows a screenshot of the Microsoft Teams application interface with several callout boxes explaining key features. The interface includes a left sidebar with navigation options (Activity, Chat, Teams, Calendar, Calls, Files), a central workspace for a team (Mark 8 Project Team) showing channels (General, Design, etc.) and a chat conversation, and a right sidebar for the current user's profile and settings. The callout boxes are as follows:

- Move around Teams**
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.
- View and organize teams**
Click to see your teams. In the teams list, drag a team name to reorder it.
- Find personal apps**
Click to find and manage your personal apps.
- Add apps**
Launch Apps to browse or search apps you can add to Teams.
- Join or create a team**
Find the team you're looking for, join with a code, or make one of your own.
- Every team has channels**
Click one to see the files and conversations about that topic, department, or project.
- Start a new chat**
Launch a one-on-one or small group conversation.
- Add tabs**
Highlight apps, services, and files at the top of a channel.
- Use the command box**
Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings**
Change app settings, change your pic, or download the mobile app.
- Manage your team**
Add or remove members, create a new channel, or get a link to the team.
- Add files**
Let people view a file or work on it together.
- Reply**
Your message is attached to a specific conversation.
- Compose a message**
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

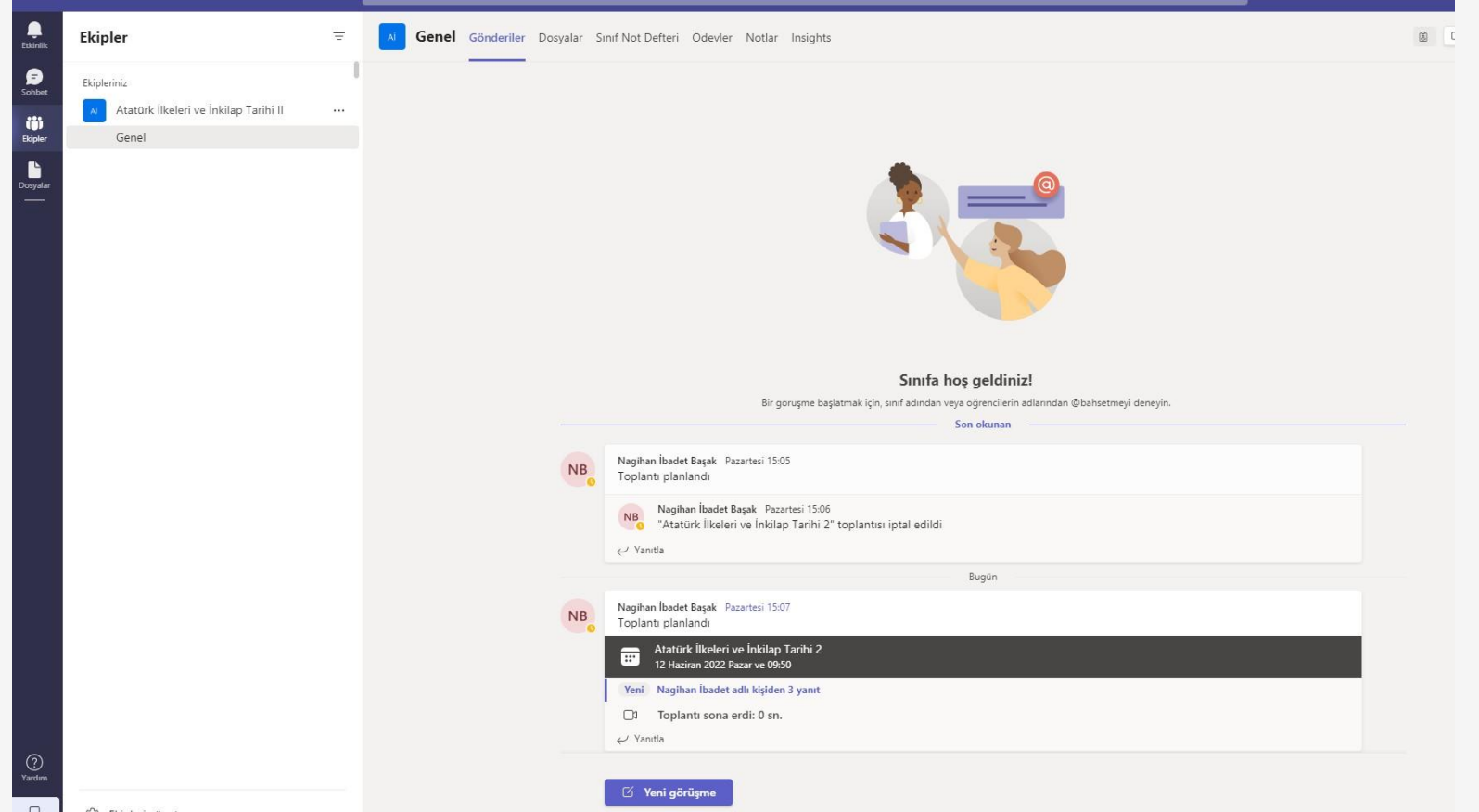
START- Teams

Click on Nişantaşı UNIVERSITY and select the yellow marked place and again type your obis password and confirm.



Click the Teams section on the right, and you will see the group created by our Supervisor in our Teams.

For example: Atatürk's Principles and Reforms II



START - CHAT

2

You can search and select people in the chat area and send private messages.

Sohbet

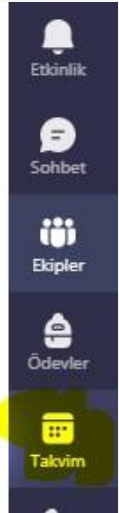


You can start a new chat from the place marked with yellow

The screenshot displays the Microsoft Teams chat interface. On the left, a sidebar titled 'Sohbet' (Chat) shows a list of recent conversations. The selected chat is 'Bilgi Teknolojileri D.B To...' with a yellow sticky note icon next to it. The main chat area on the right shows the conversation details for 'Bilgi Teknolojileri D.B Toplantı'. It includes a search bar, a 'Katıl' (Join) button, and a list of messages. A message from 'Ozan Akkul (Konuk)' is highlighted, showing the text 'duyuyorum abi'. The interface also shows a list of participants and a chat history section.

START- Calendar

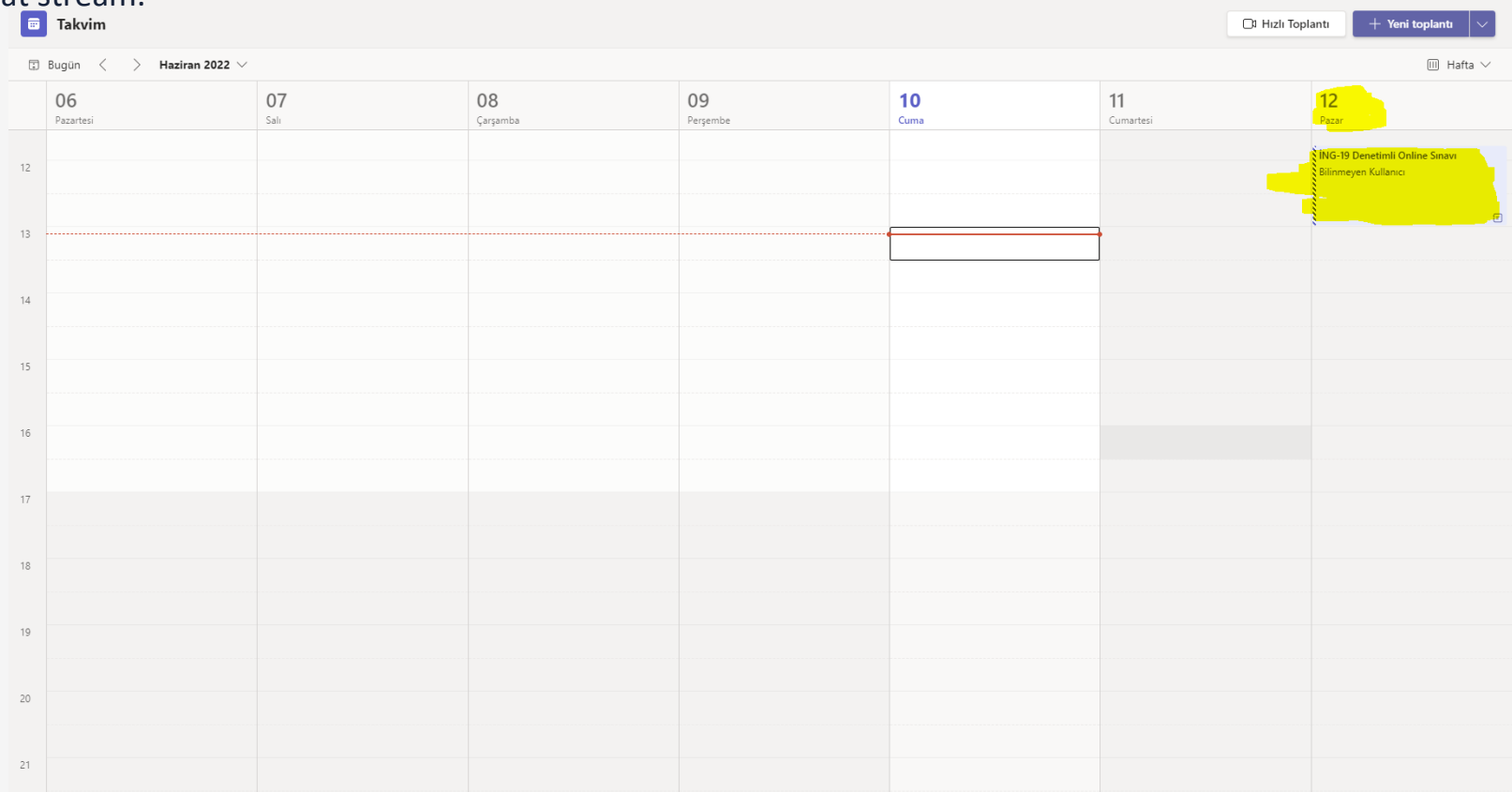
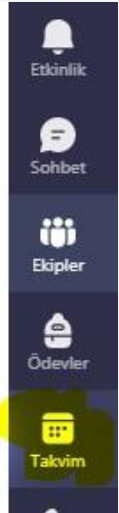
3 You will see that you have an Online Supervised Exam in the Calendar section.



Takvim						
Bugün < > Haziran 2022						
06 Pazartesi	07 Salı	08 Çarşamba	09 Perşembe	10 Cuma	11 Cumartesi	12 Pazar
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START- Calendar

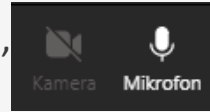
- 4
- You can join the event by clicking on the calendar
 - You can access it from the link just below.
 - When you come to the (team) page, you can join the lesson by clicking the join button which is above the meeting post in the chat stream.



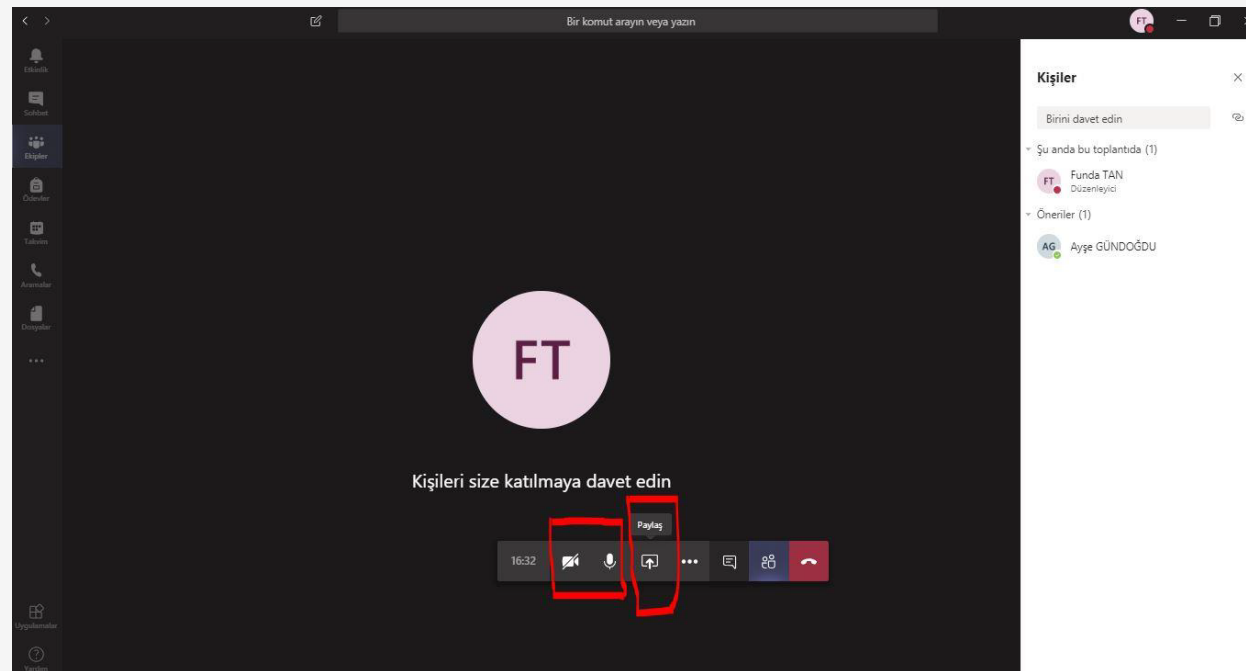
EVENT - Video and Camera

You can turn on/off your camera and microphone from the toolbar.

If there is a line on the camera and microphone, the microphone is currently on, as shown in the figure.



the microphone is currently on, as shown in



It is obligatory to have your camera and microphone on during the exam.