



FACULTY OF BIOMEDICAL ENGINEERING CTU IN PRAGUE

Quick instructions on how to set up MS Teams for Windows 10 (students)

Installing MS Teams

- To use MS Teams, you **need to have a PC with a camera and microphone** (virtually any laptop or desktop PC with an external camera and microphone).
- Download MS Teams via the provided link below (it is also part of the Office 365):

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Microsoft | Microsoft 365 | Microsoft Teams | Features | Resources | Plans and pricing | Download Teams | All Microsoft | Search | Sign in

Now stay connected with family and friends with the new features in the Microsoft Teams mobile app¹. [Learn more >](#)

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#) [Download for mobile](#)

Chat

Ellis Family
Kasper: Hi mom, what is for dinner?

Amelie White
Sounds good. Thanks!

Laila Zakis
Can you confirm the place we are...

Elliot Ellis
Do you have that tracking number...

Tobias Wolfe
I'll send it to you later on tonight

David Mariano
Should be right around the corner

Vanessa Ellis
PR Rep. Resource: Your knowledge

Adventure Works Cycles - Marketing

1. What is your first reaction to the product?

Very positive: 50.55%, 1,236
Somewhat positive: 24.79%, 606
Neutral: 15.99%, 391
Somewhat negative: 4.17%, 102
Very negative: 4.50%, 110
Total Respondents: 2,445

Download Teams for work on your desktop

- **Always use the desktop app for online lessons!**

Download Teams for work on your desktop



Get the Teams mobile app¹



Enter your email address and we'll send a download link.

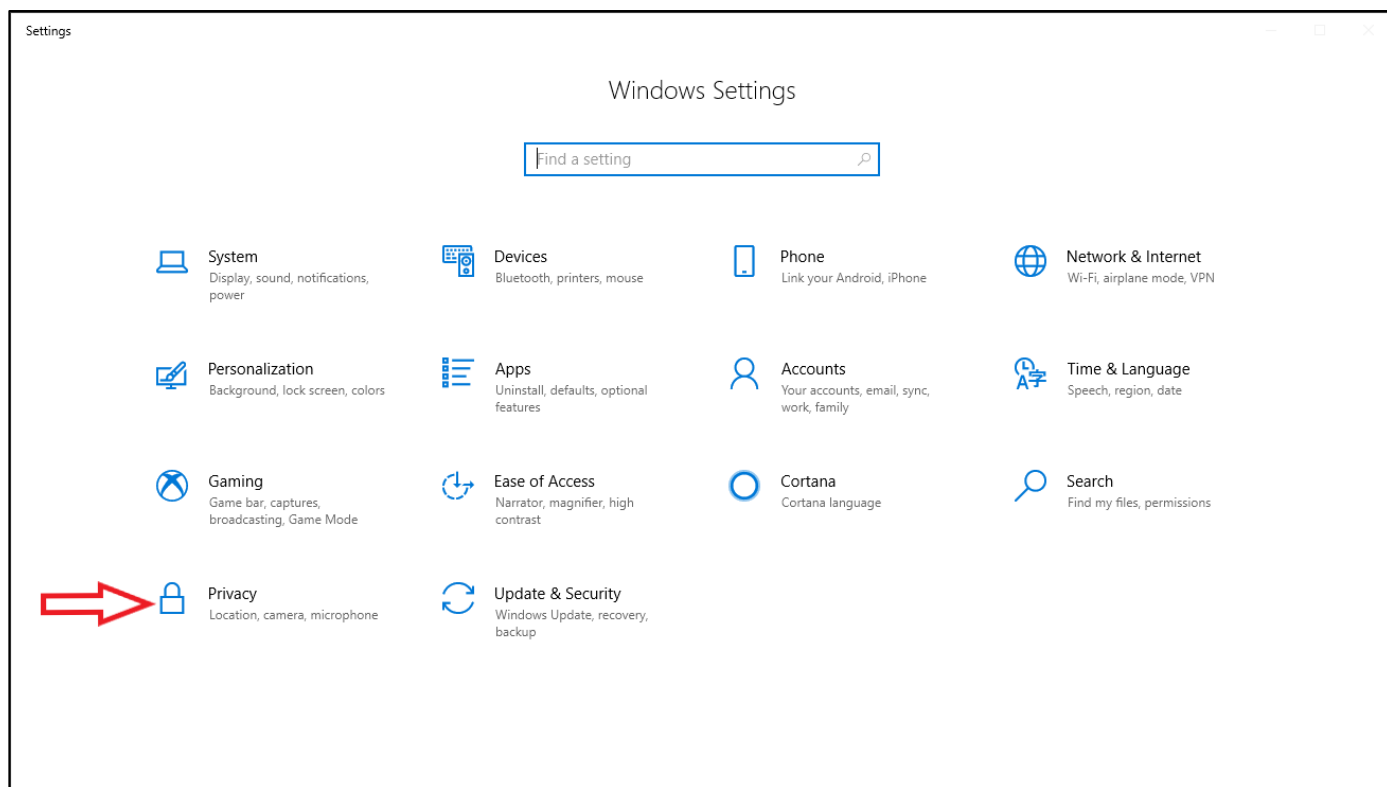
Send now

How your email address is used. ⓘ

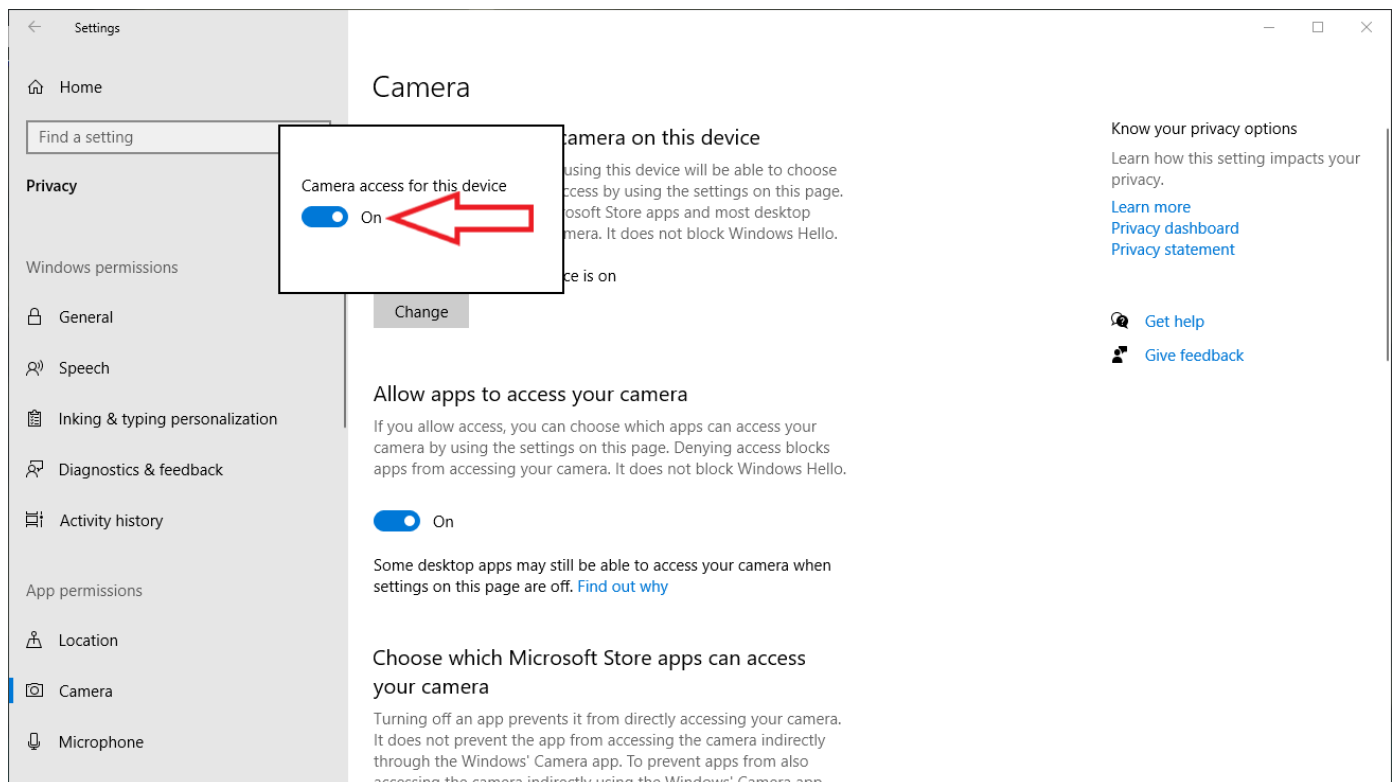
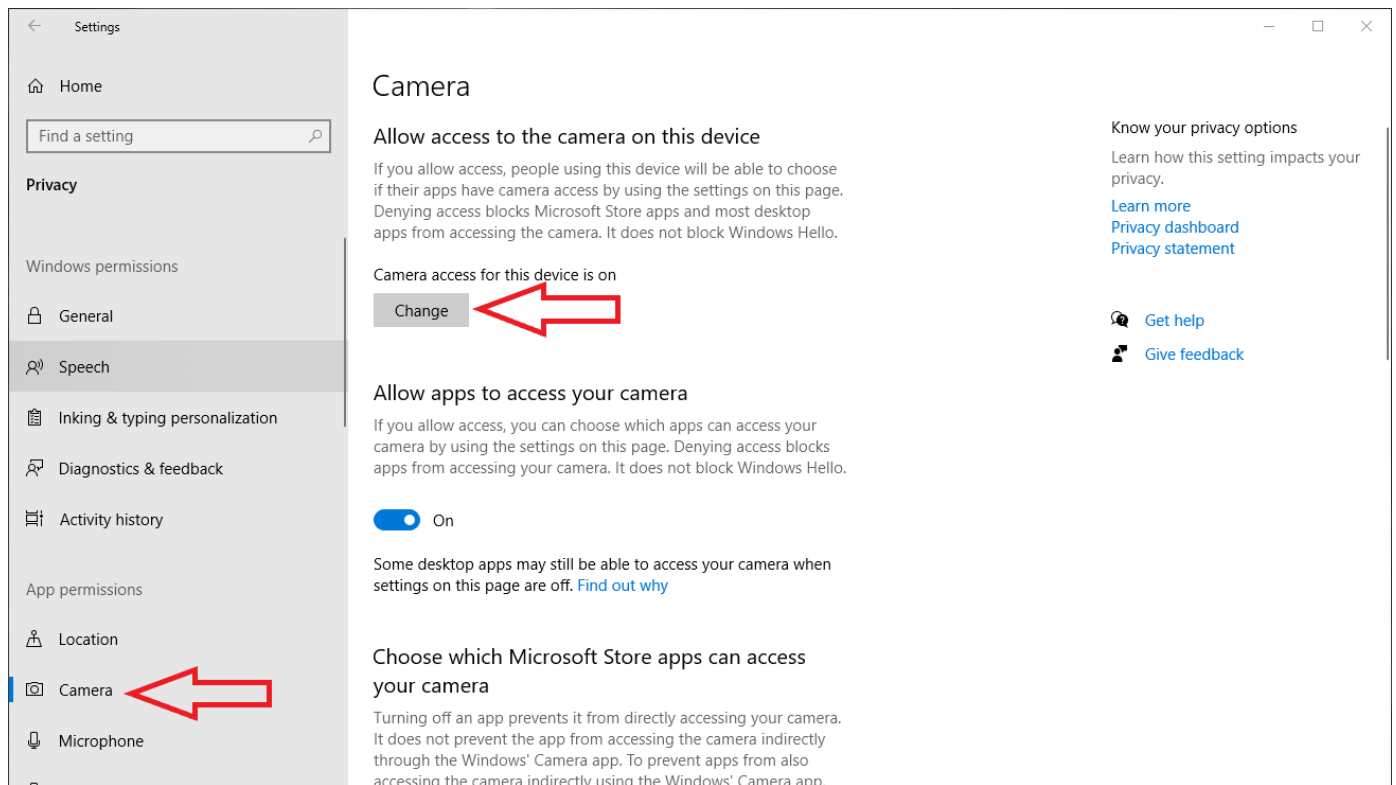
- Install the application from the downloaded file.
- The installation does not require any setup or configuration and will start itself when the installation is complete.
- The application can be installed on any PC regardless of administrator permissions.

Setting up your PC for MS Teams

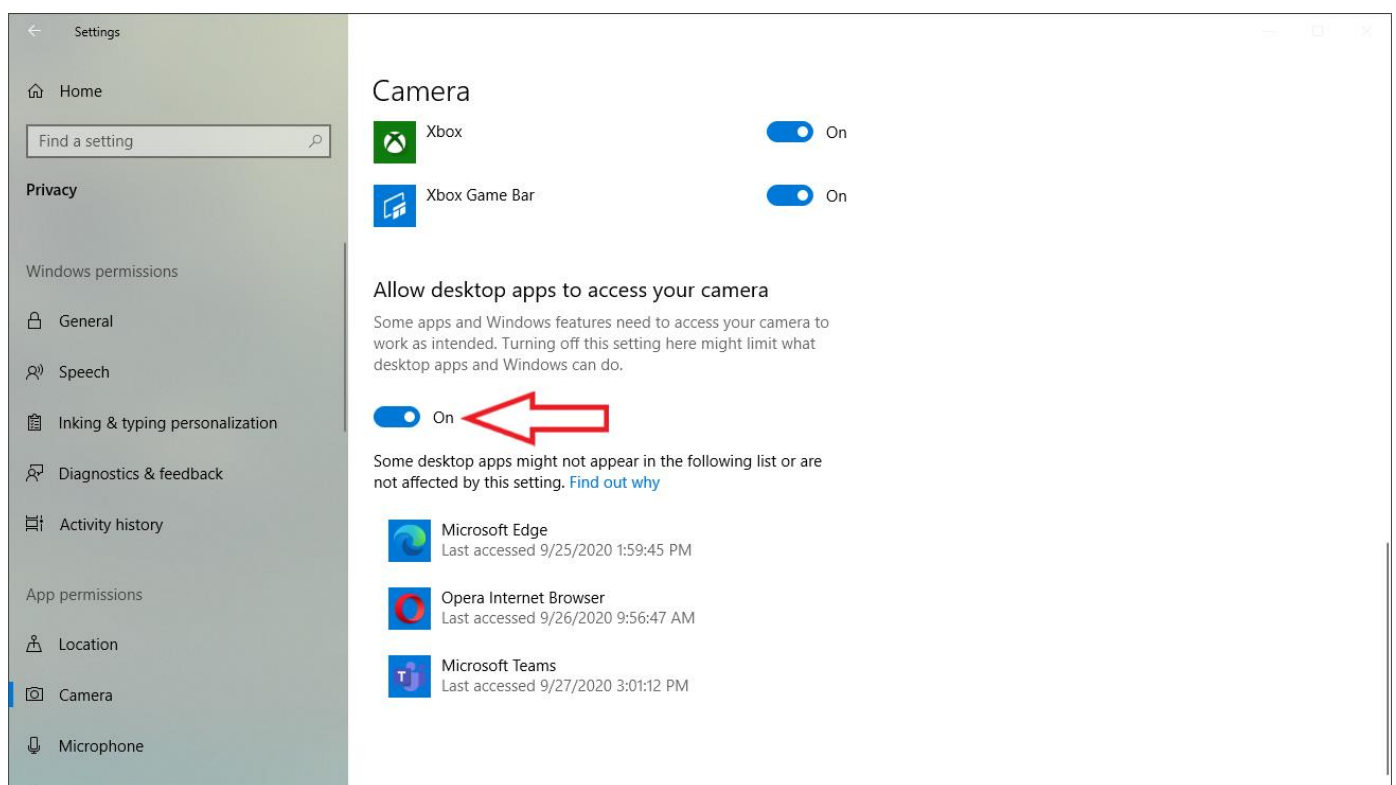
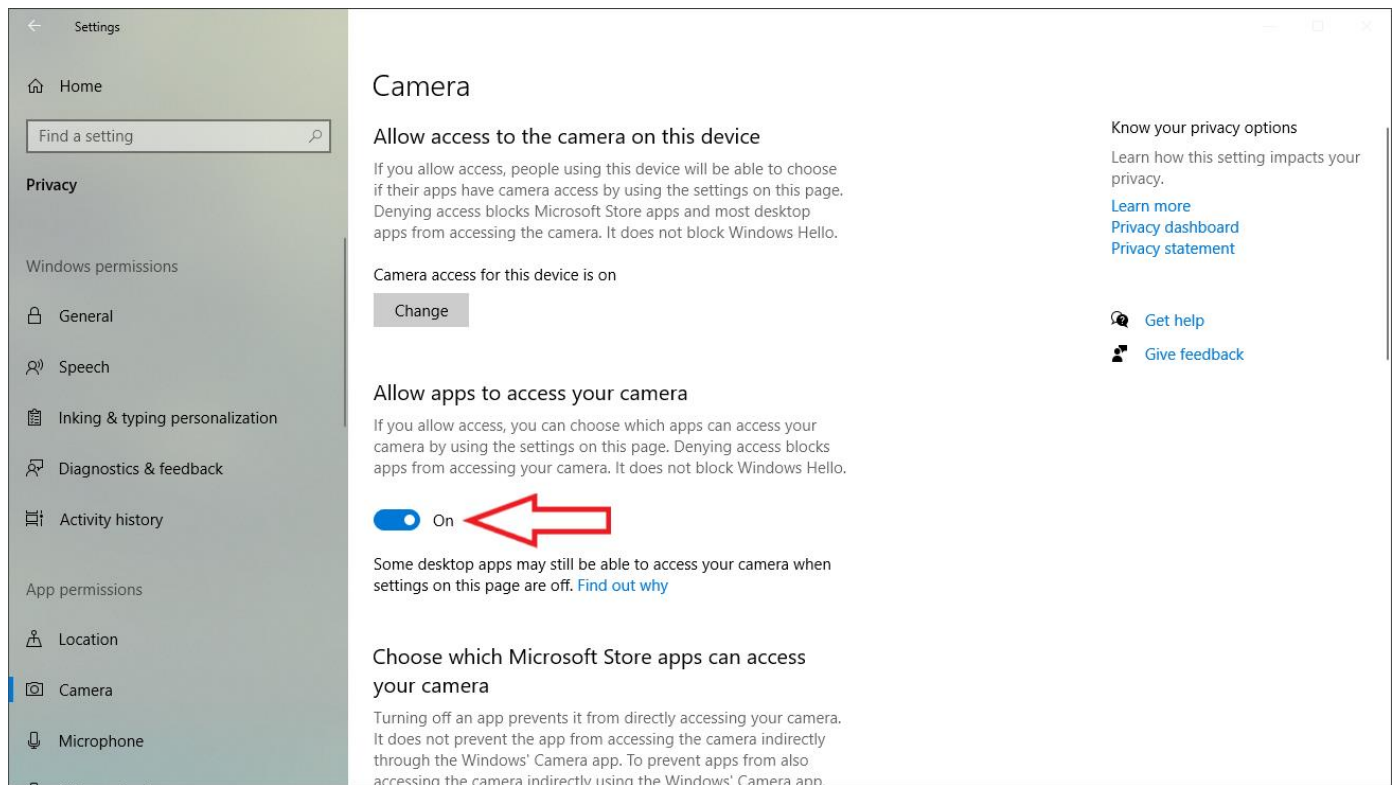
- **Check your PC settings, camera and microphone access permissions** before using MS Teams.
- If you use an external camera and microphone, check their connection and functionality with the PC.
- In **Windows settings** choose **Privacy**.



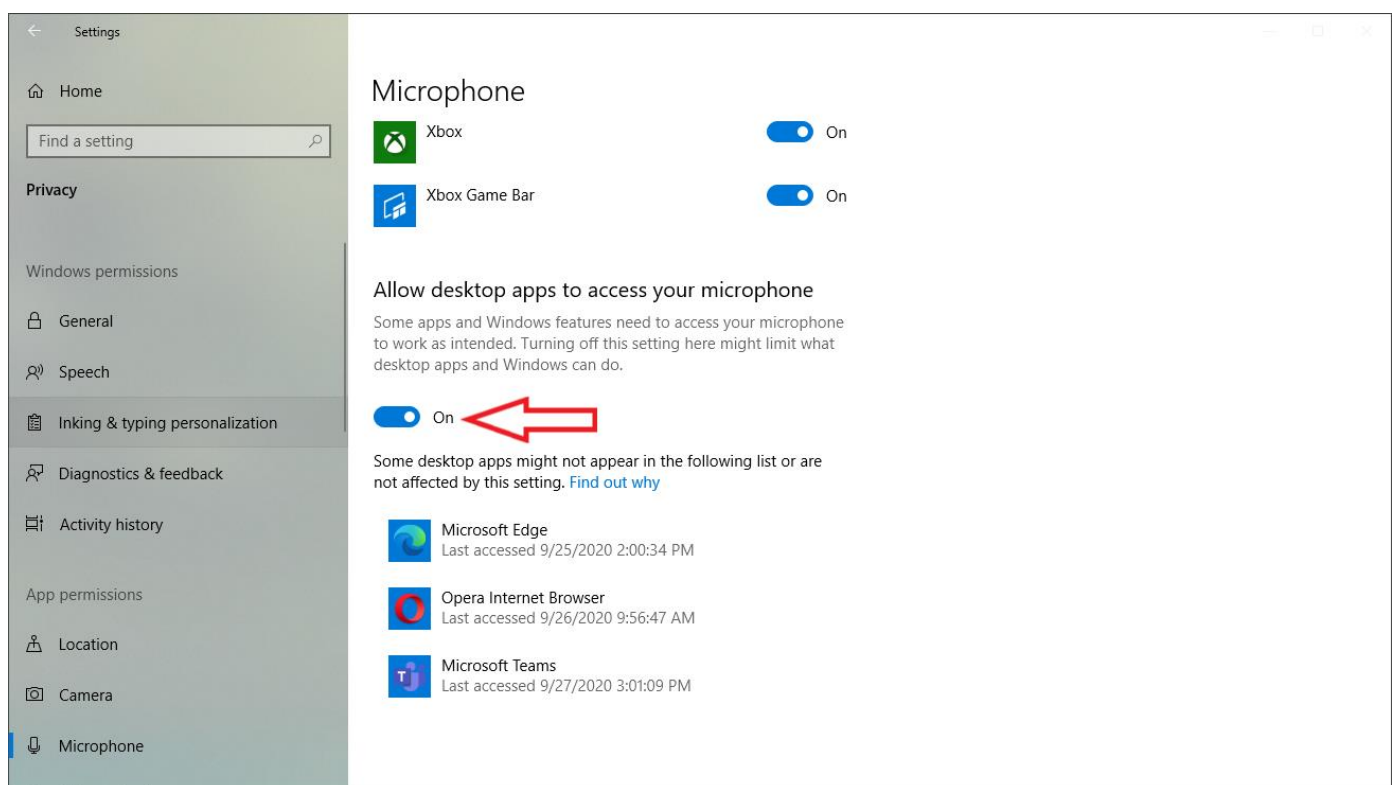
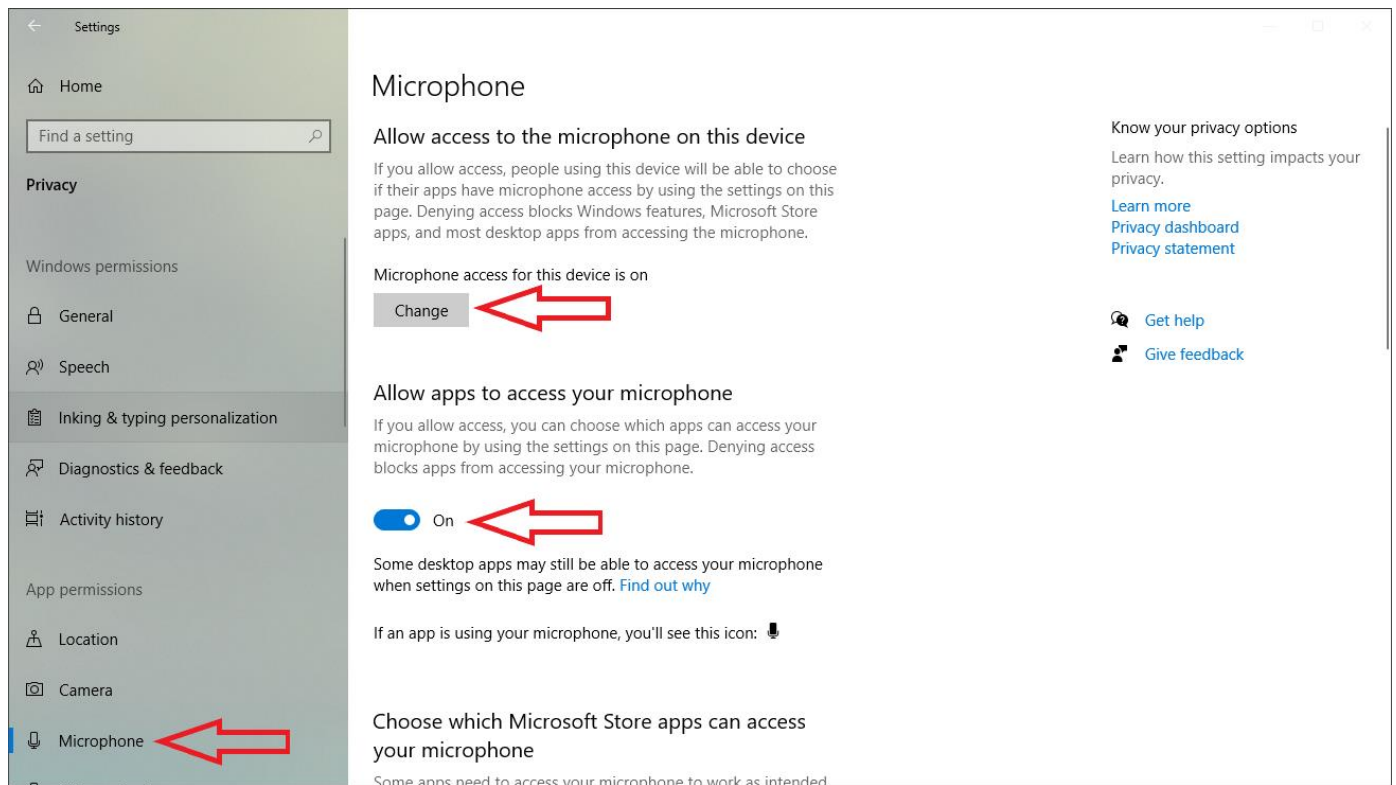
- Select **Camera** from the following **menu**.
- Then click the **Change** button at the top of the page under "Camera Access for this device is... "
- **Camera access** for this device must be **turned on**.



- **Allow apps to access your camera and Allow desktop apps to access your camera.**



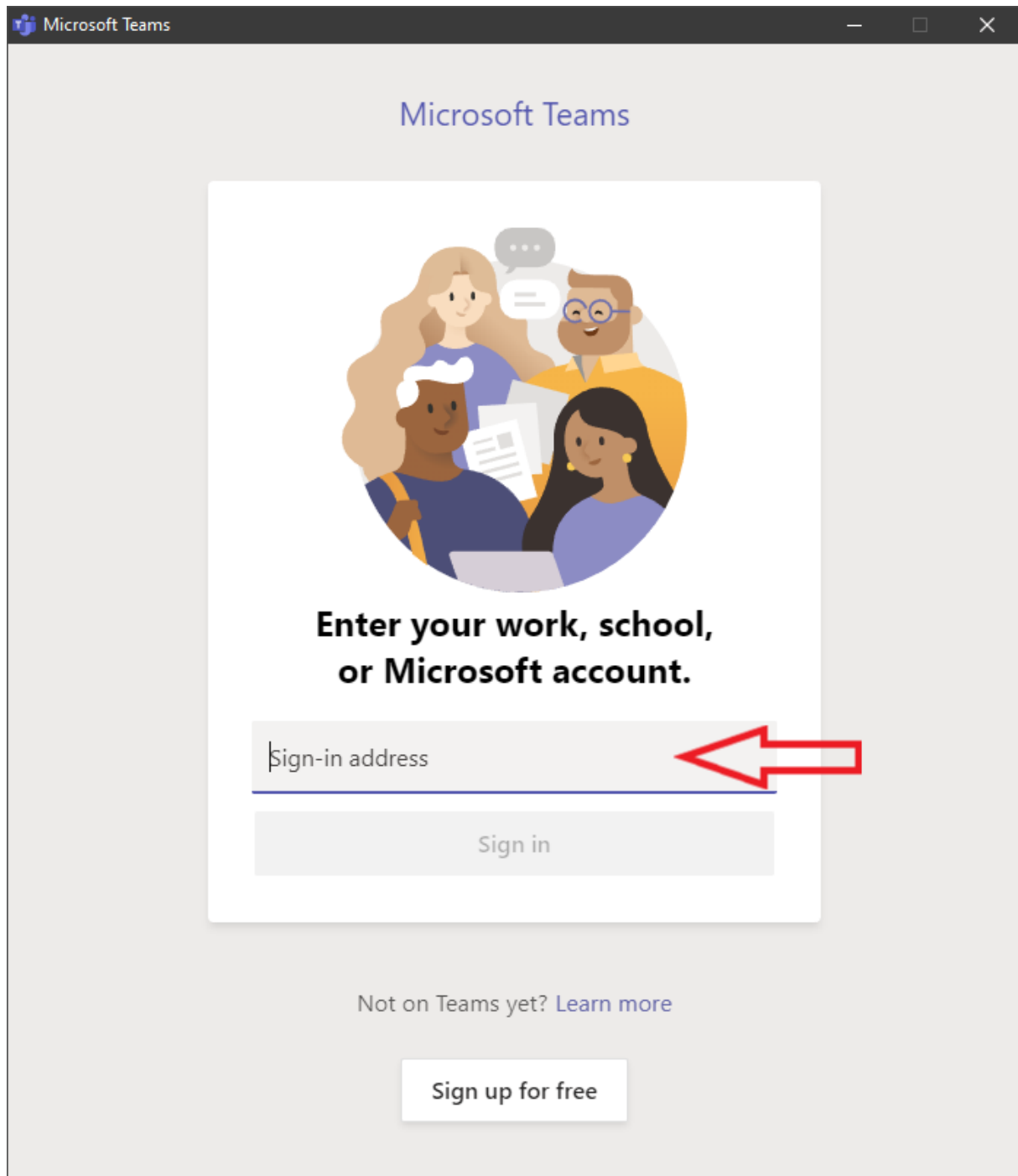
- The procedure for **granting access to the microphone** is the same as the camera.



- Now your PC is ready to start using MS Teams.

First time sign into MS Teams and logging in

- After the first launch of MS Teams, it is required to enter **your identity** either in the form of your faculty **email address** (e.g.: novjan1@fbmi.cvut.cz) **or** in the **abbreviated form without the faculty indication** (e.g.: novjan1@cvut.cz)



Microsoft Teams

Microsoft Teams

Enter your work, school,
or Microsoft account.

Sign-in address

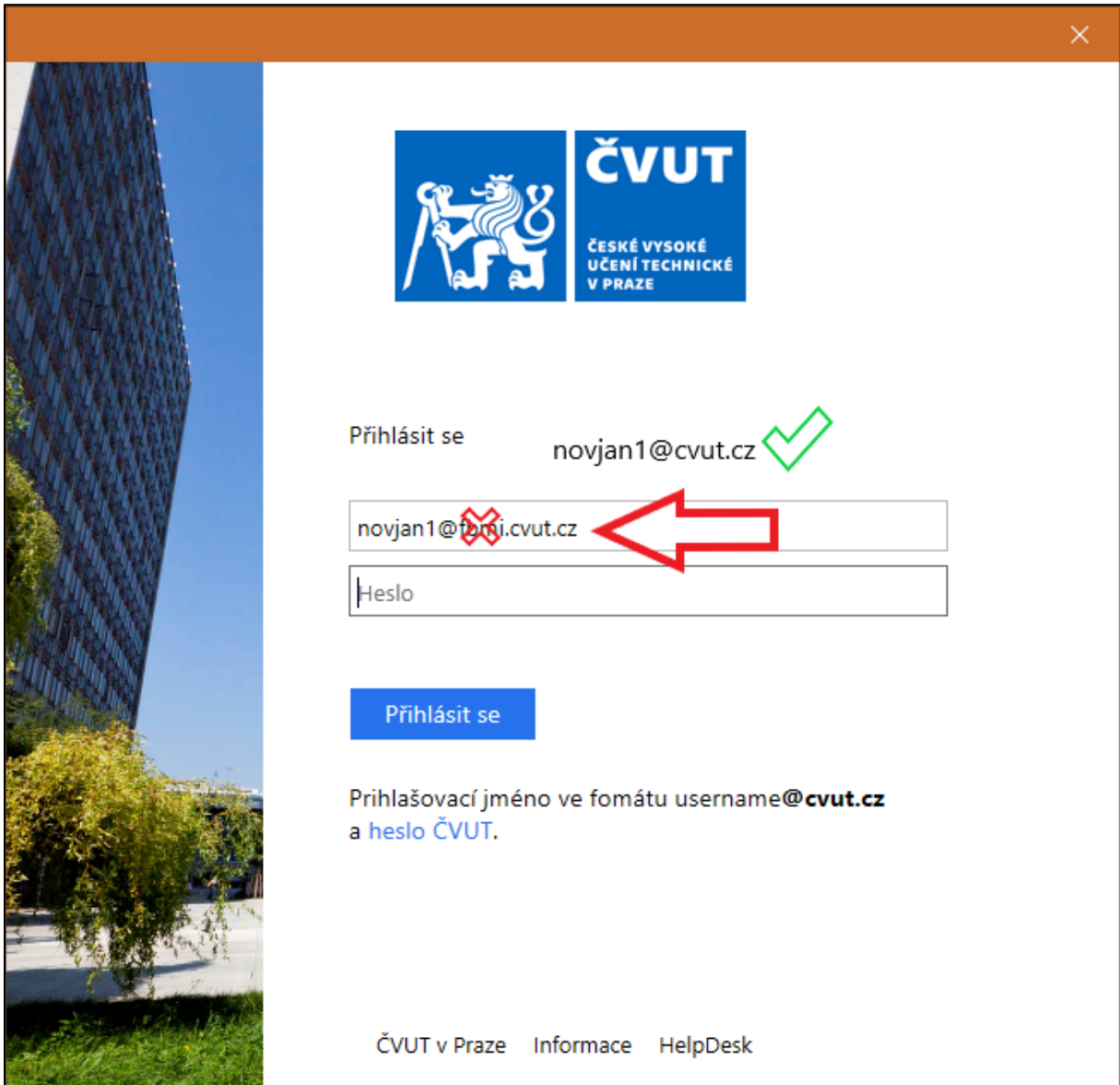
Sign in

Not on Teams yet? [Learn more](#)

Sign up for free

- The login to MS Teams within CTU will be displayed in the subsequent window.

- **User name is required to log in** (identical to your identity in the abbreviated form, without the "**fbmi**" section) that may be pre-filled in the box.
- The username may look like this: novjan1@cvut.cz
- **The password** is the same as the password you use to access the KOS and other CTU systems.



Přihlásit se novjan1@cvut.cz ✓

novjan1@fbmi.cvut.cz

Heslo

Přihlásit se

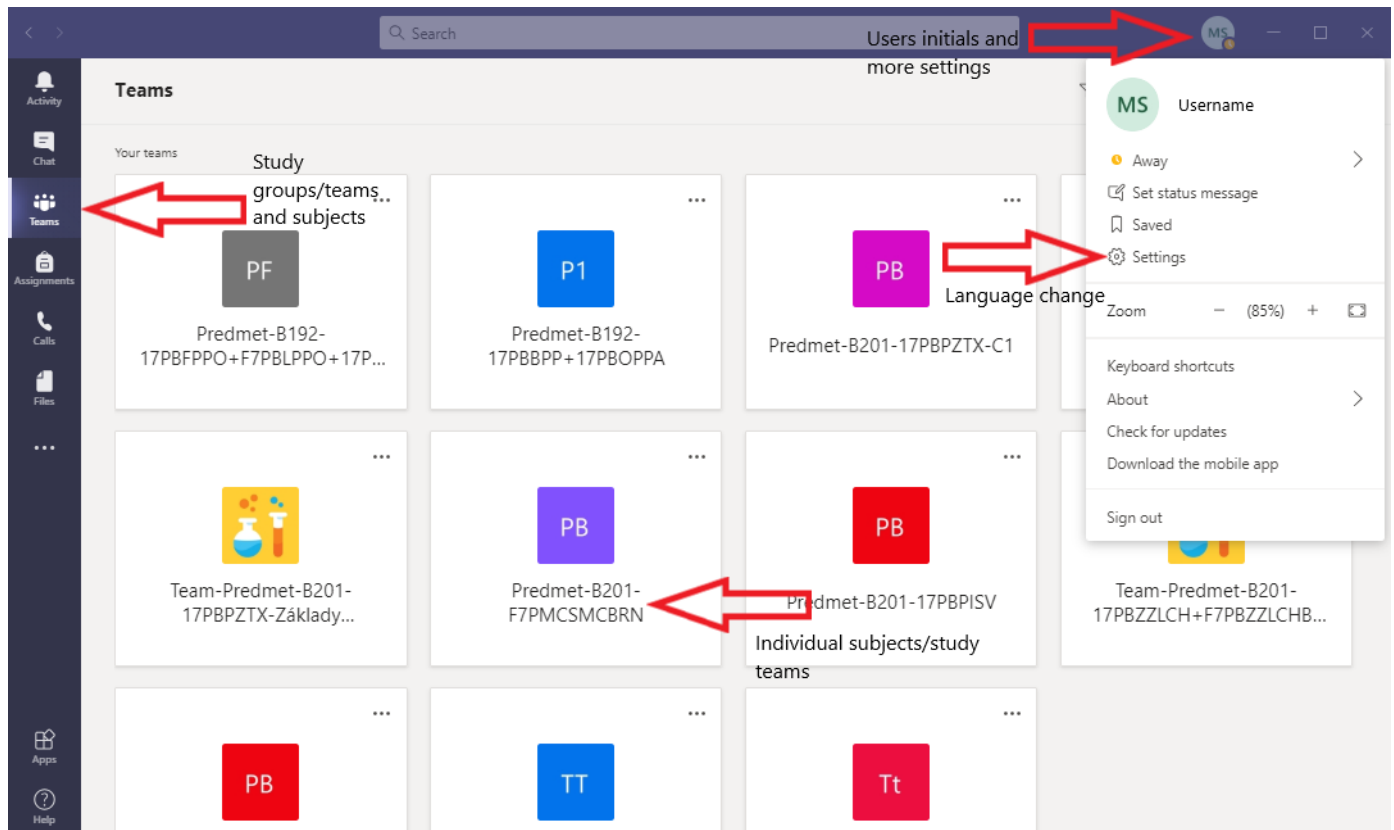
Přihlašovací jméno ve formátu username@cvut.cz a heslo ČVUT.

ČVUT v Praze Informace HelpDesk

- **Click allow** in all the subsequent windows after log in that may arise in the MS Teams.
- Logging in from the same PC is required only once if you do not log off manually during the previous session.

Using MS Teams

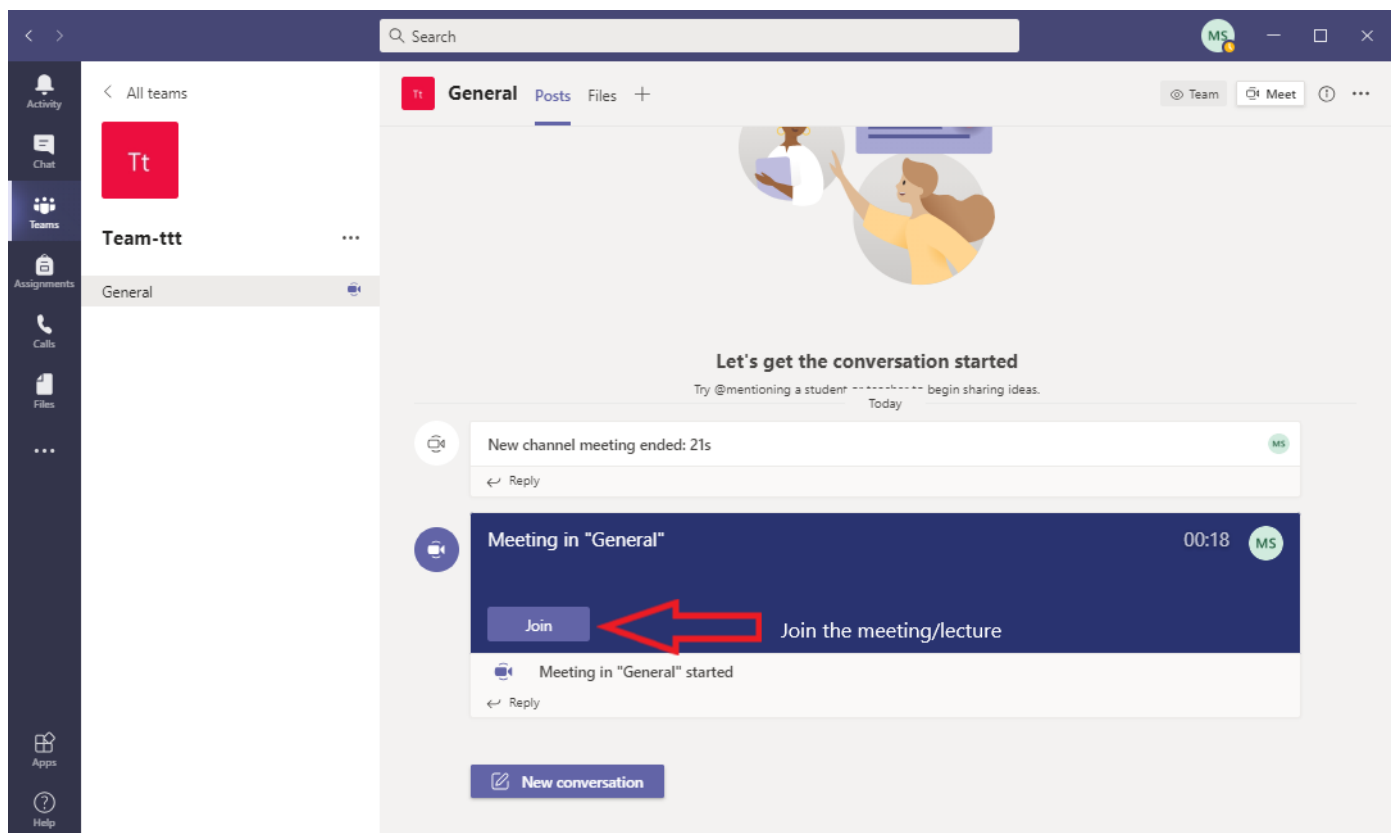
- After logging in, you will see **list of pre-prepared teams/courses** according to the corresponding codes of individual subjects **or parallels of exercises according to the schedule, etc.**



- **All additional settings are made via figure of 3 dots ...** and subsequent menus.
- You can **change the application language** by pressing your **initials in the upper right corner** and selecting **Settings** option. You can find the **App language** in the lower part of the **General** section.
- After selecting individual subjects, you will see their content.
- **In the left section, there is a list of channels** which allow you to communicate together or with the teacher. This further depends on the setting of the individual channels.
- In the top menu, there are tabs with Files, Notepad, Entry and Stamps, which can be used for further sharing of files or communication, entering tasks or tests.

Joining an online lecture/video conference

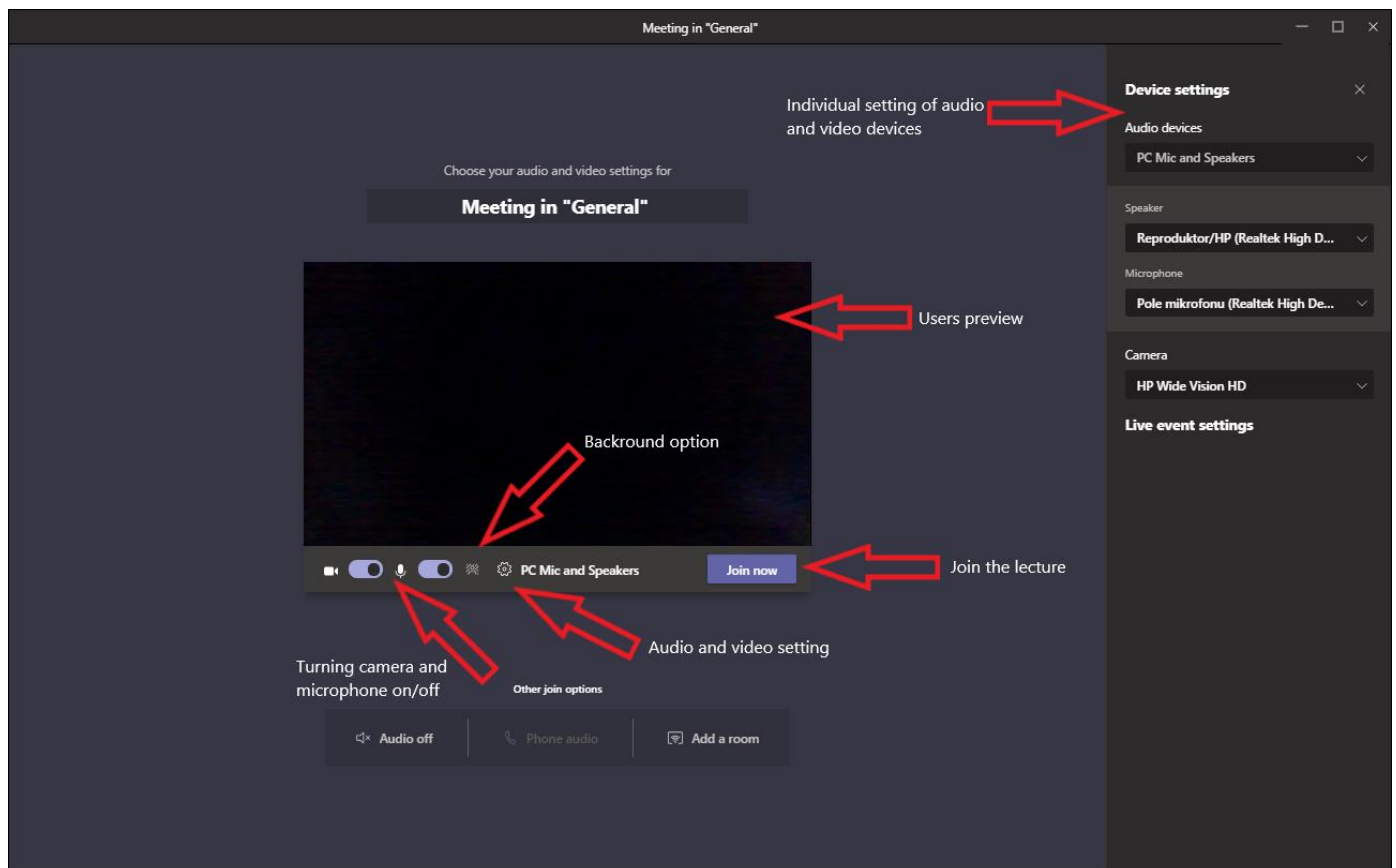
- When the **teacher initiates an online lecture**, a small camera icon will appear next to a channels name. If you select the channel, you will see a **message** in the thread **that the video conference has been started and you can join in**.
- The conversation thread will also record all activity that took place in the channel.
- **Students are advised to connect to video conferences only through the downloaded application and not via an Internet browser because the participants cannot be properly identified when accessing through a browser and some features are also limited.**



Join an online lecture/video conference and the set up

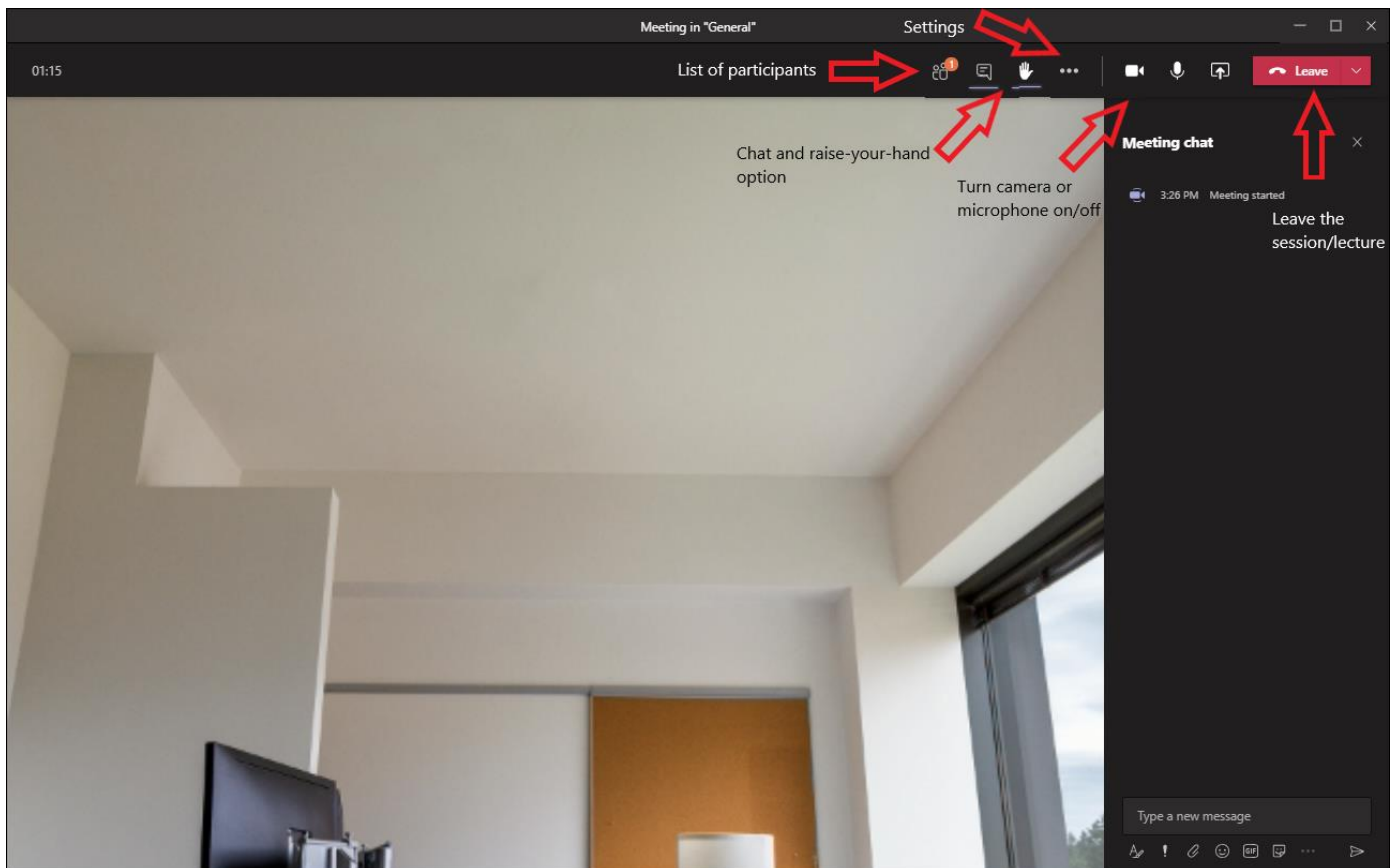
- **When you press the "Join" button in the selected channel of the subject**, a screen will appear with the **basic settings of your devices**.
- You can **activate the camera and microphone** for video conferencing and choose a device to play and record audio on this screen.
- When the camera is turned on, a custom preview of the participant is displayed.

- **You can select audio devices and cameras** from the lists on the right side of the screen after pressing the gear icon. **It's advised to keep the "PC MIC and Speakers" settings for laptops.**
- You can also choose a nice background from the selection which will be digitally projected behind the user.
- **All the settings can then be changed again during the video conference.** If you don't know which audio device you're using, you can choose a different setting during the video conference.
- If the app detects a **problem** with the input device, it **notifies you** and lists the respective settings.
- **After these preparations, click on the "Join" button and enter the video conference.**

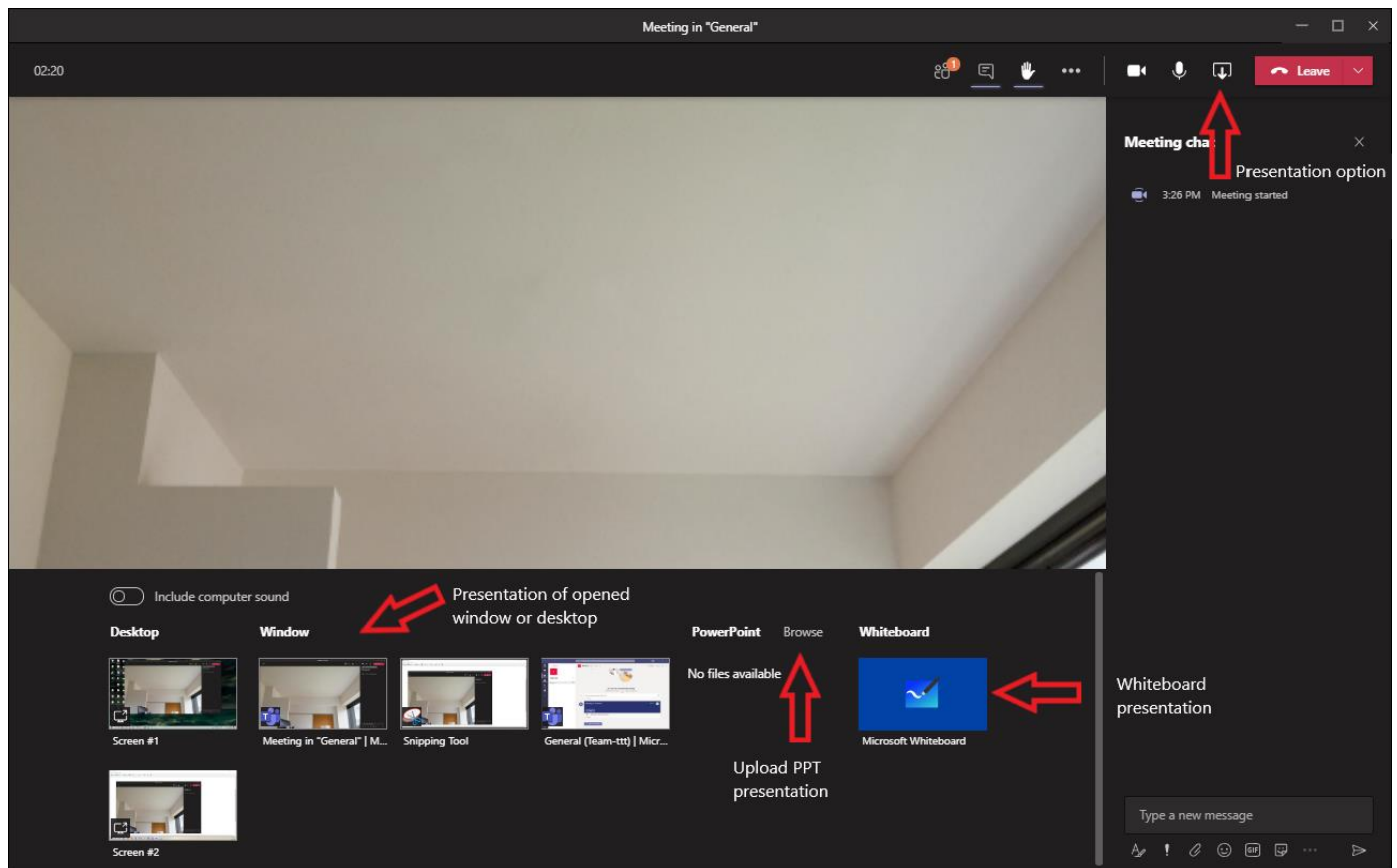


Basic functionalities during the video conference

- As part of a video conference, you can **view a list of participants**, view a **group chat**, make **additional settings**, **turn the microphone on and off** and leave the **video conference**.
- **The raise-your-hand** feature is used to notify the teacher and can be used by any of the participants. A hand icon will then appear next to the participant name in the list.



- You can **use additional features** to present the selected **PC desktop**, upload and present a **PowerPoint** presentation, or use the classic **whiteboard** feature for writing or drawing as part of the video conference.
- All the participants will only see the material presented when using the presentation feature.
- To end the presentation mode, there will be the **"End Presentation"** button in the top section **of the screen or the shared window**.
- Students can **also present** in this way if they are permitted to do so by the teacher.



- Some other functions of the application are described in more **detail in the CTU and Microsoft manuals:**

<https://ist.cvut.cz/en/support/user-manuals/ms-teams-manuals/>