

Microsoft Teams and Online Classes

Quick Start Guide

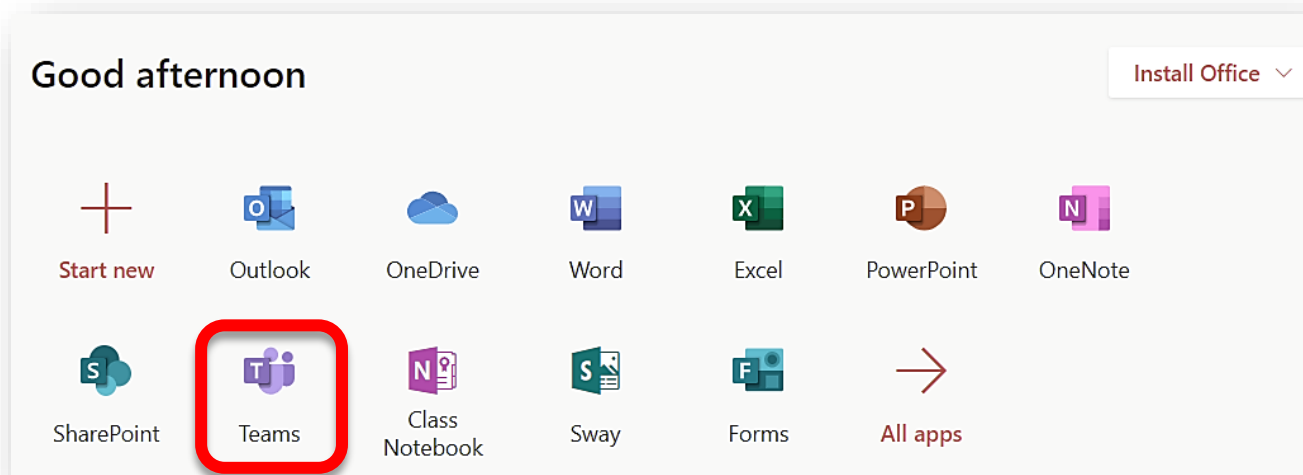


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Accessing Microsoft Teams

Laptop or MacBook

Make sure you are connected to wifi and open up a web browser (Chrome, Edge, Firefox, Safari, Opera etc.) to go to the Internet



Find UWTSD on the web



<https://www.uwtsd.ac.uk> :

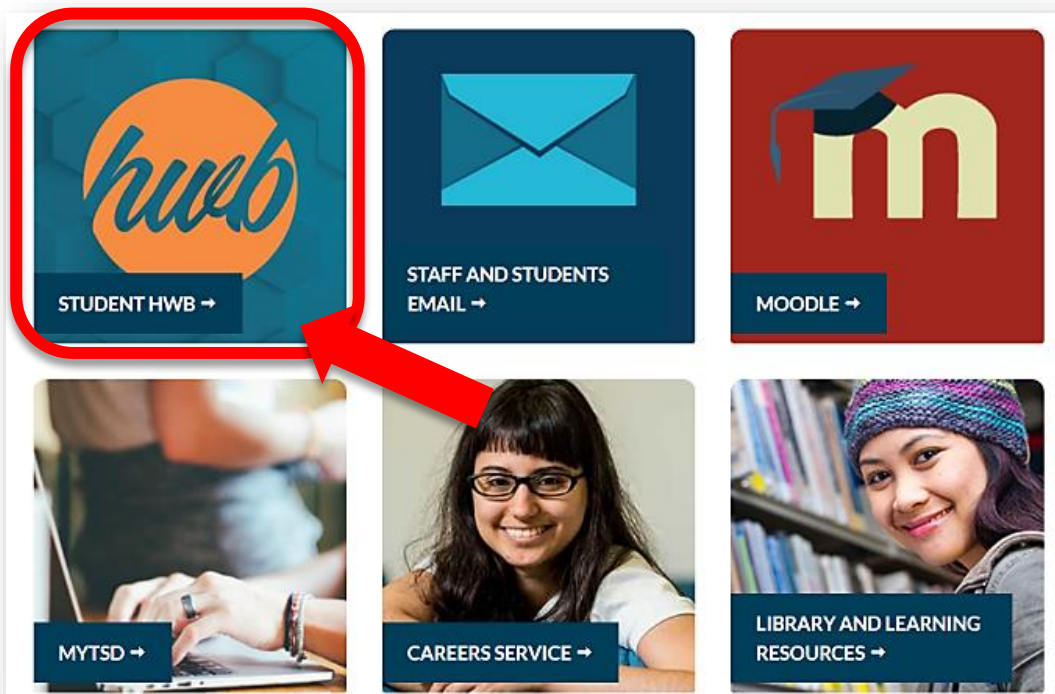
UWTSD Home | UWTSD

The **University of Wales Trinity Saint David** is a university with three main campuses in Lampeter, Carmarthen and Swansea.

Go to [UWTSD Quick Links](#) at the top of the UWTSD home page.



Click on the **STUDENT HWB** square



Sign in with your university student email and password:

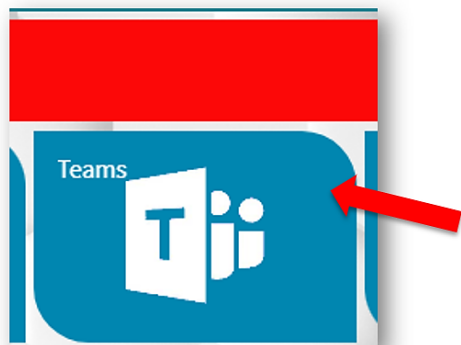
- Your student email address is yourstudentnumber@student.uwtsd.ac.uk
- Example **1234567@student.uwtsd.ac.uk**

Your university password is generally your own date of birth in the format **dob12.05.92**

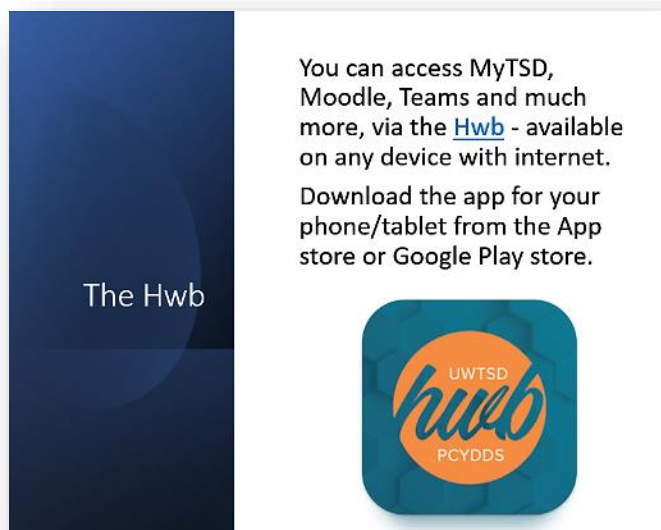
- *Type all letters and numbers with no spaces, taking care to type the dots too!*

Teams on HWB

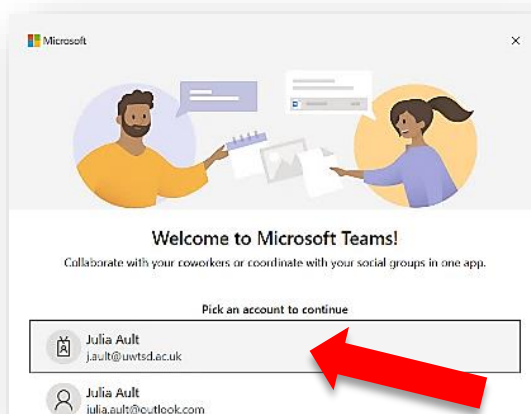
Click on Teams from the HWB



Hwb App



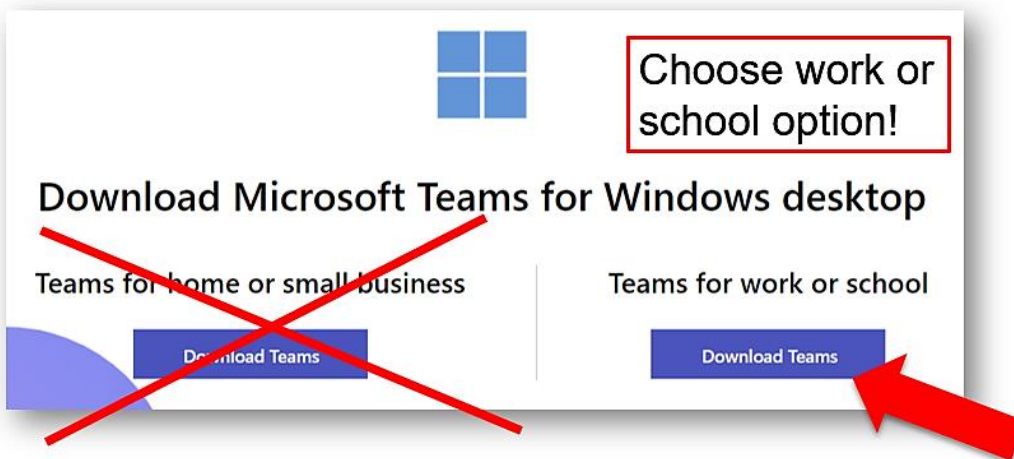
Login to Teams



Microsoft Authenticator

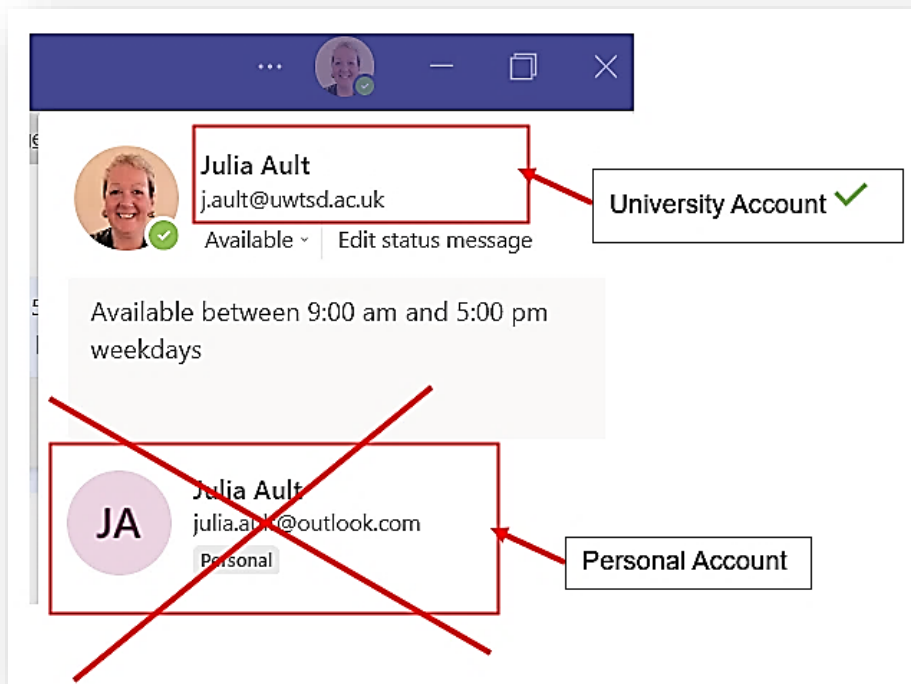


Download Teams for Desktop



Student Account

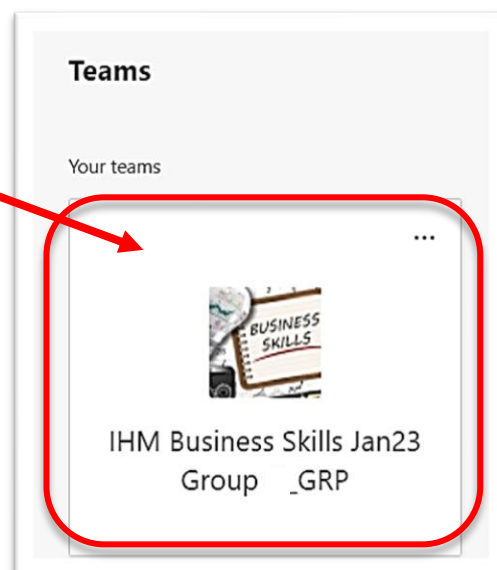
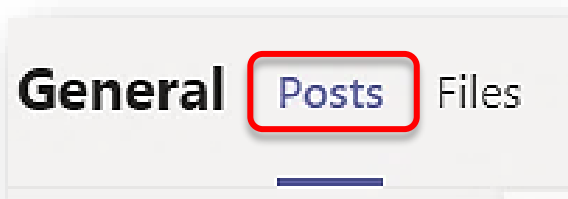
Please make sure you are using your student/university account to sign into Microsoft Teams and not your personal account. Click the circle on the top right of your screen (top left if on phone!). It will tell you which account is logged in. It needs to display your student/university account, not your personal one. **You will need to sign-out and then sign-in using your student details if you are not in the correct account**

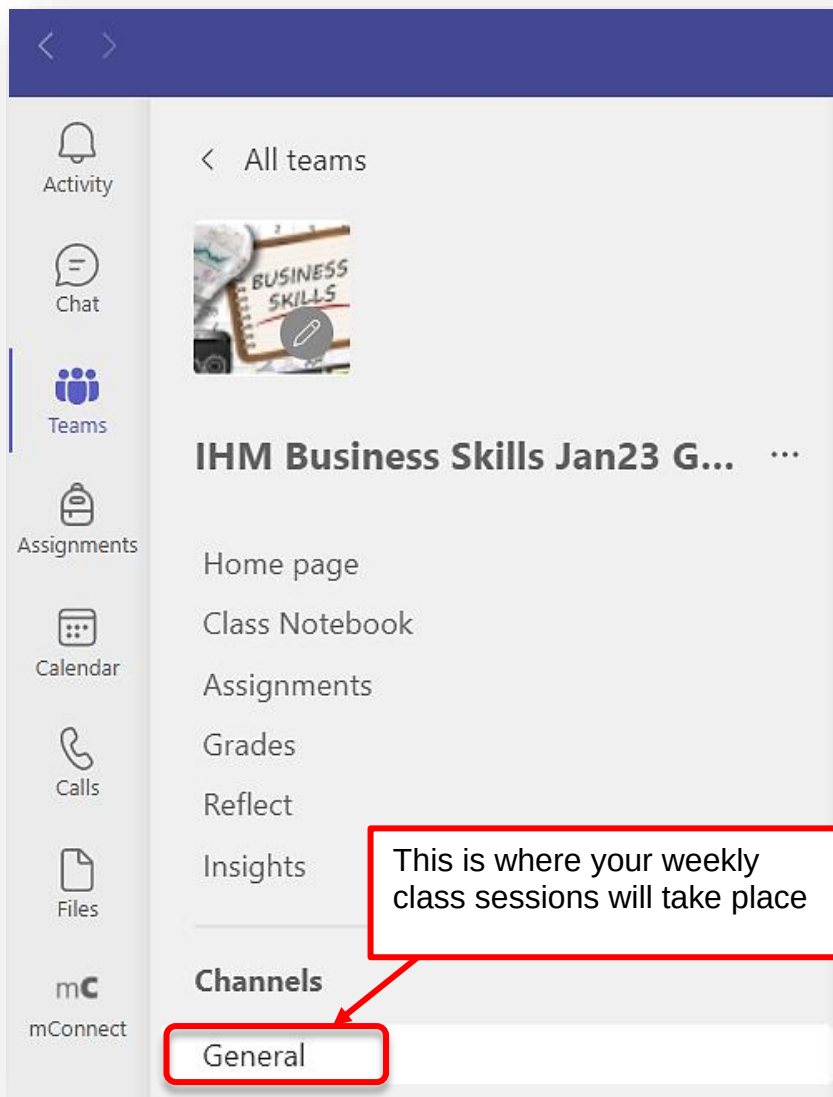


Group Team

Click on your Group Team for your module (you will have been given this information by your Tutor)

You should arrive in the General channel in the Posts tab

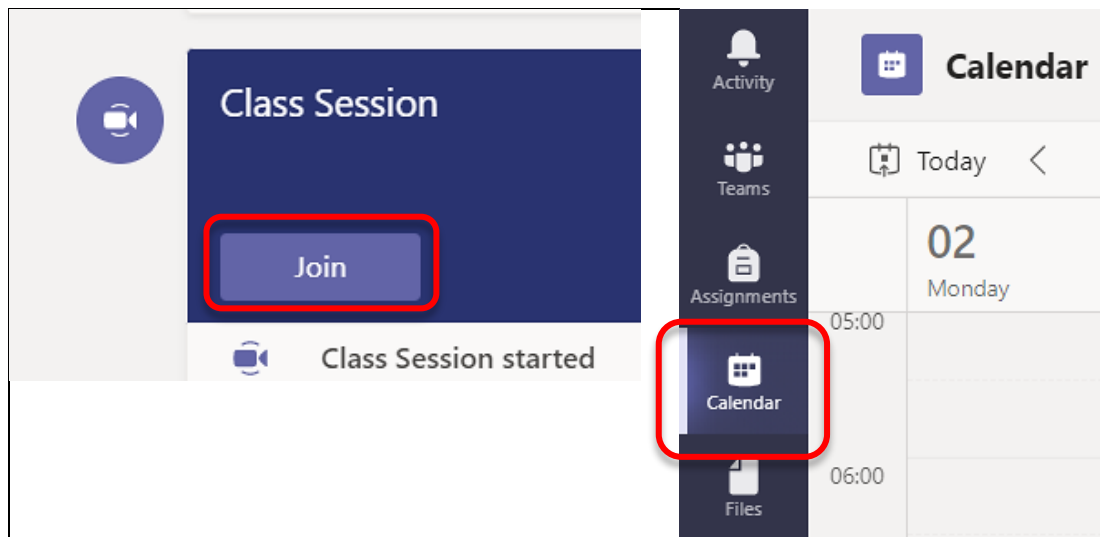




Online Classes

If you come into the general channel at the specified class session times, you will see a Meeting (it will probably say Class Session or something similar) and the word **Join**

Click on **Join** and then you will be in the Meeting/Class Session. Remember to check that you have a microphone and camera and you will probably be asked to mute your microphone unless you are speaking, to prevent any background noise from disrupting the class.

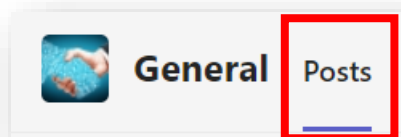


You should also see scheduled meetings on your **Teams Calendar** once your tutor has set these up for you and these will have a **Join link** at the scheduled time.

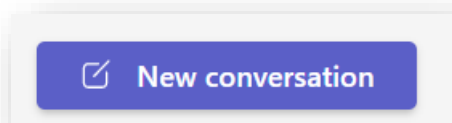
Overview of Team Basics

Posts

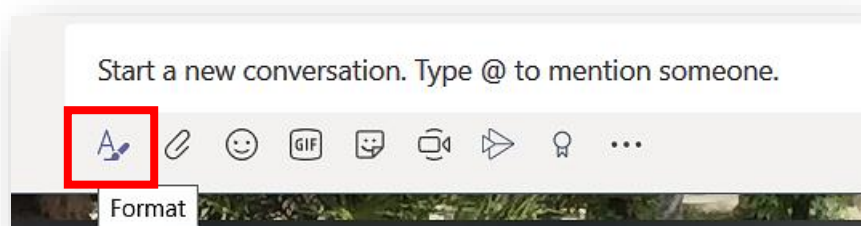
When you access a Team, you will arrive on the **Posts** page in the General Channel.



At the bottom of the page, you can create conversations or reply to those already there, just as you would in any online application.



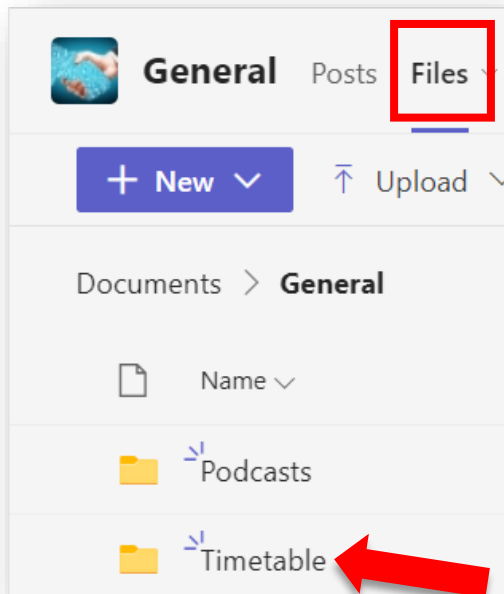
Once you click on this button, you can click on Format (the Large A at the end) to start a new conversation



Files

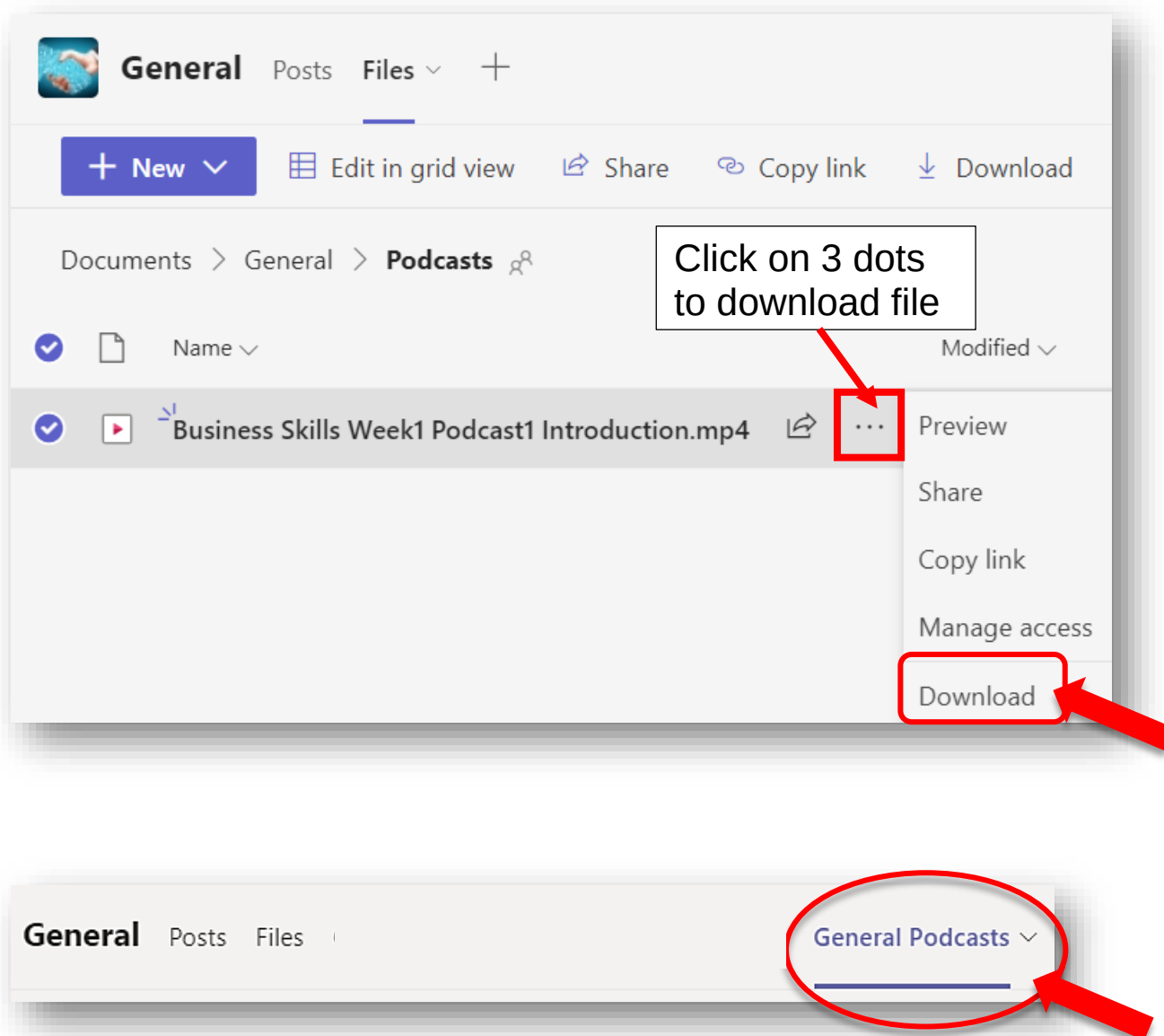
Clicking on **Files** allows you to view files and folders.

Clicking on a folder takes you inside to view its contents and open/download files



Podcasts and Videos

Any podcasts/class session recordings etc. that have been added by Tutors may be available to you as files or as links to a stream in a Tab in any channel, depending on how this has been set up by your tutors.



[Assignments and Grades](#)

These features are not used at the moment as the university uses Moodle and Turnitin for these tasks.

[Sidebar and Calendar](#)

This contains links to your Activity Feed from all Teams you are enrolled in, the Teams Dashboard, Chat, Files, Apps, plus a Team calendar which can be used to schedule online classes, note down assignment submission dates, collaborative task meetings etc

Teams on Mobile Devices (Phone/Tablet)

You can also access Teams on your phone or tablet (Windows, Apple or Android) *but NOT during class sessions of course!!*

Go to the App Store on your mobile device and download the **Microsoft Teams** app

