

Teams Classes
for Students

LCI^{LX}

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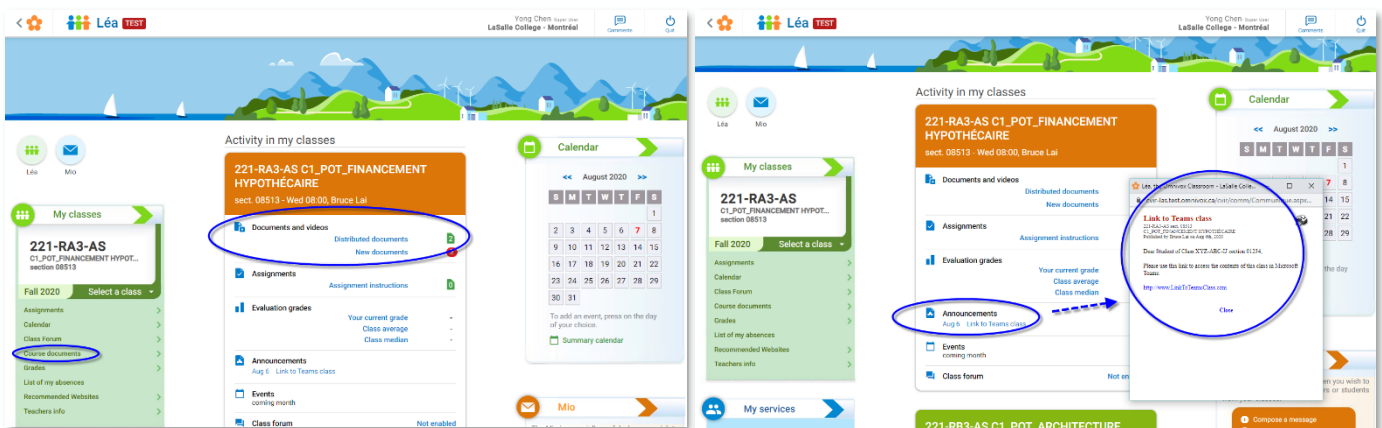
Find the class link in LÉA

Please note that the link in LÉA will most likely open a web browser where you will be asked if you want to use the web version of Microsoft Teams or install it on your computer or device.

It is strongly recommended that you install it on your computer or device.

The link to your Microsoft Teams class may be published as a class announcement or as a distributed document in LÉA.

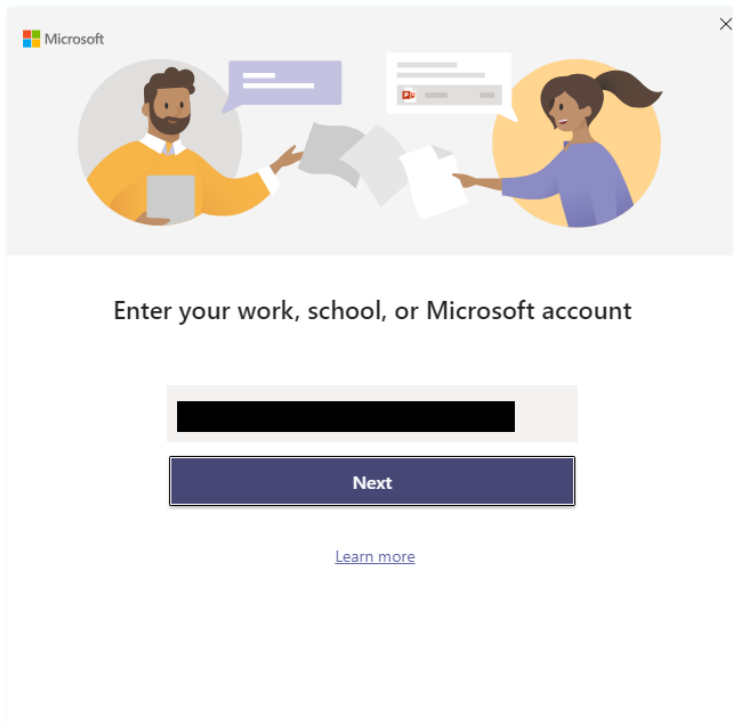
1. Go to LÉA and select a course and group (section).
2. You should see the link to your Teams class in the *Announcements* section or in the *Course documents* section.



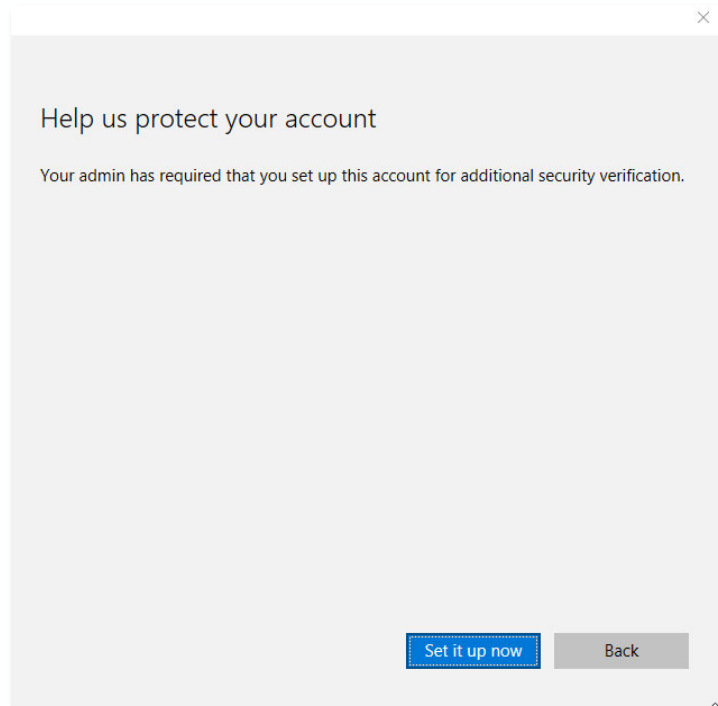
3. The announcement will contain a link to your class in Microsoft Teams. Click on the link to be directed to your class.

Sign in to Teams for the first time

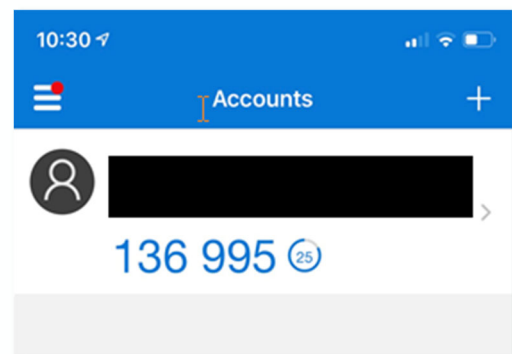
You should have received your login credentials from LCI when you registered. Please note it can take up to 24 hours for your Classes to synchronize with Teams. For any emergencies, please contact us using the chat button. Thank you for your patience.

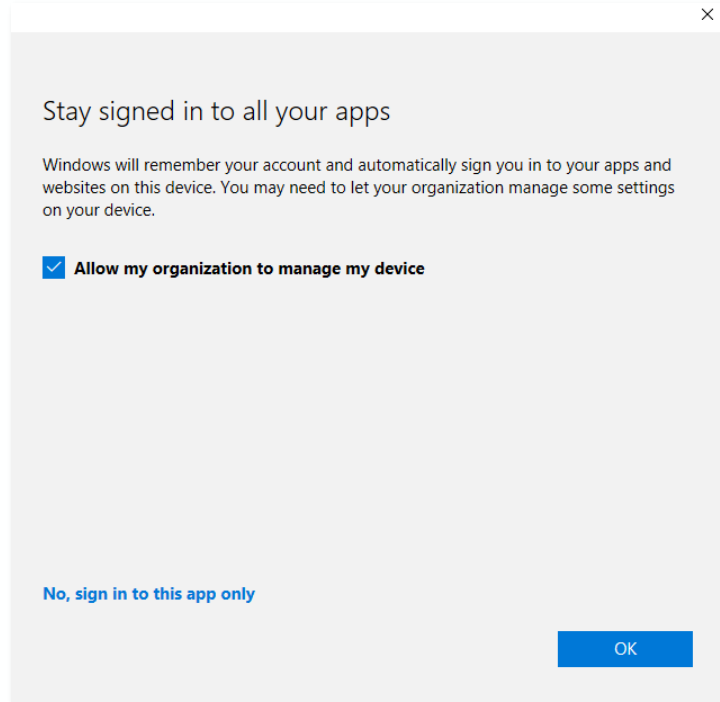


1. Launch Teams. (It is recommended that you install Teams on your computer or device.)
2. Enter the LCI email provided to you and click on *Next*.
3. On the next screen, enter the password provided to you and click *Sign in*.
4. You will be prompted to set up a two-step authentication method: click on **Set it up now**.



5. Choose **Mobile app** from the available options and click on **Next**.
6. On your personal phone, install the Microsoft Authenticator app (<https://www.microsoft.com/en-us/account/authenticator#getapp>), scan the QR code and click on **Next**.
7. Open Microsoft Authenticator on your phone and take note of the code found under your LCI account. Please be aware that you might have more than one account. You will need to enter the code that belongs to your LCI account.
8. Enter the code displayed on the Microsoft Authenticator app in Microsoft Teams when prompted and click on **Next**.
9. Enter your phone number and click on **Next**.
10. Confirm whether you would like Microsoft to keep you signed in and click **OK**.

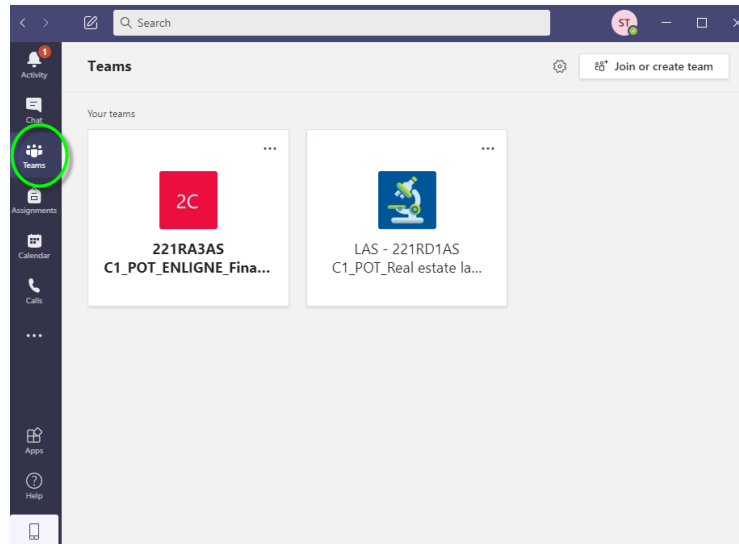




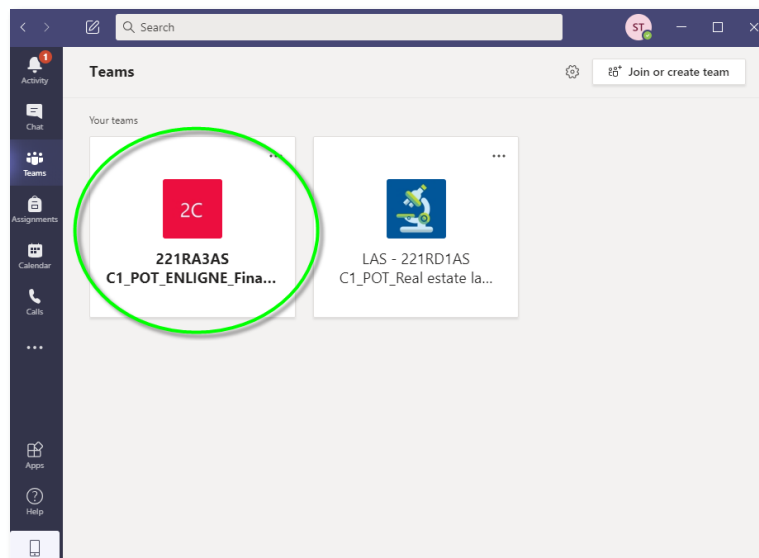
We recommend that you stay signed in. This way, you will not have to keep signing back into Teams.

Locate classes in Teams

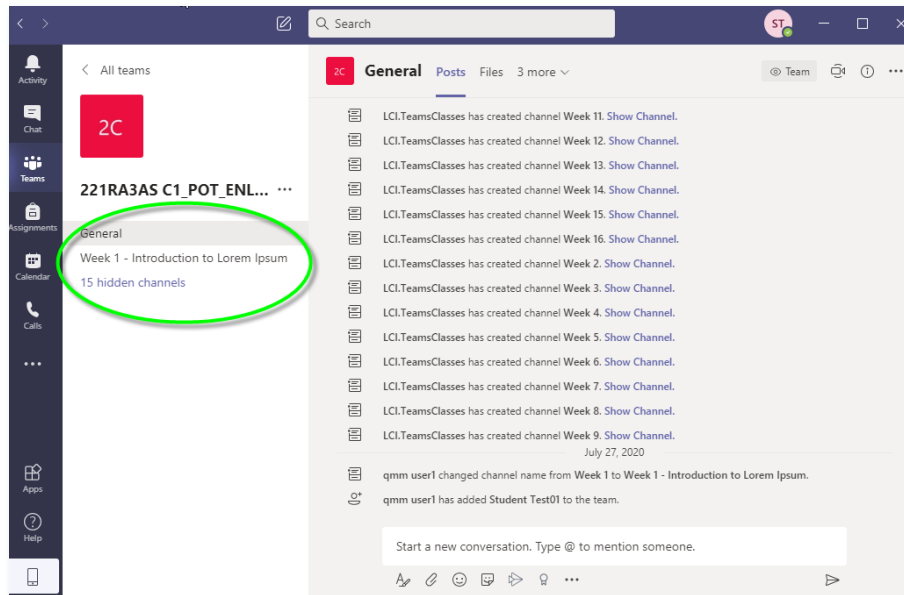
1. Click on the Teams icon located on the left of the application. This will allow you to see the classes you are registered in.



2. To access the class content, click on the icon that corresponds to the relevant class.

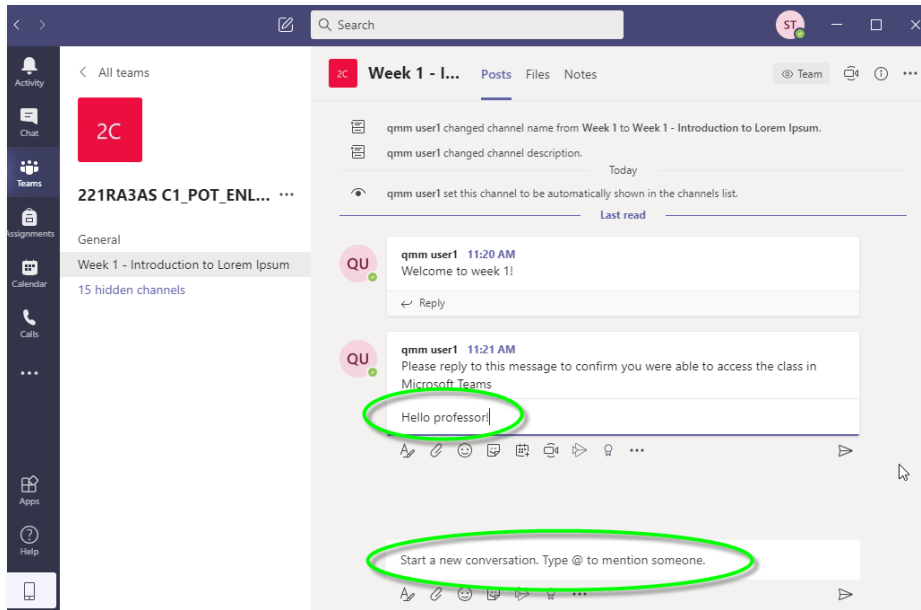


3. You will see the latest class activity and the list of channels made available by the teacher. These channels might change over time according to the progression of the class and decisions made by your teacher.

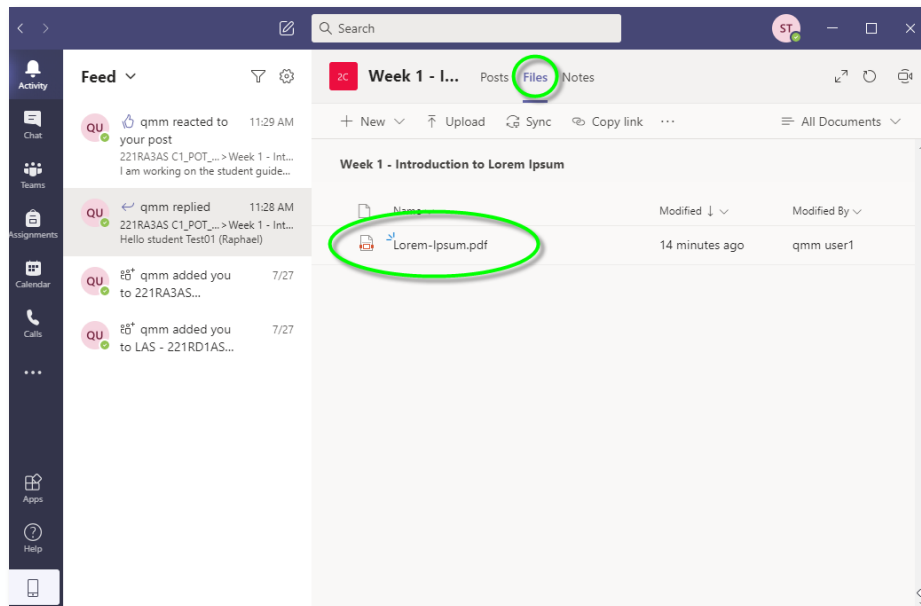


Use class channels

1. Click on a channel to see the posts in that channel. You can reply to a post or write a new one depending on the permission settings established by the teacher.



2. You can look for files that have been uploaded into the channel by selecting the *Files* tab. Click on the file to open it or right-click for more options.

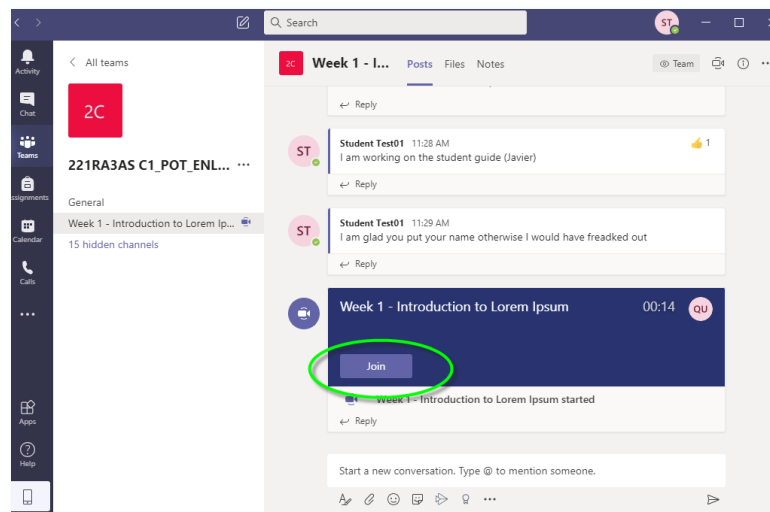


Join a class meeting

Your professor might schedule a meeting in advance or start one at the beginning of a session.

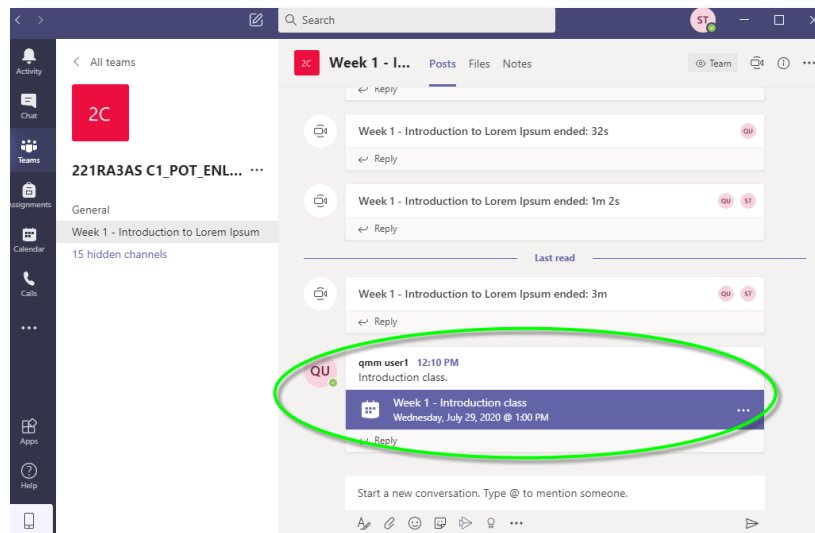
Class meeting started at the beginning of a session

1. You will receive a notification under the *Posts* tab in the channel where the teacher started the meeting. Click the *Join* button to participate in the meeting.



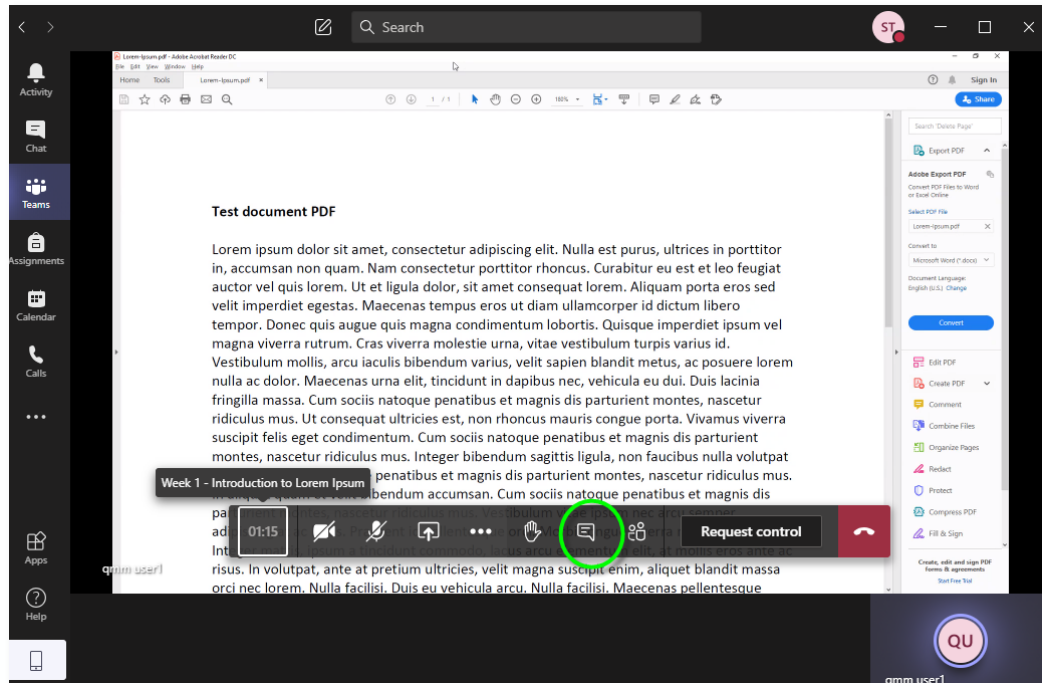
Scheduled class meeting

1. You will receive a notification under the *Posts* tab in the channel where the teacher scheduled the meeting.



Use chat during the meeting

1. You can open the chat window during the class at any time with the *Show conversation* button.



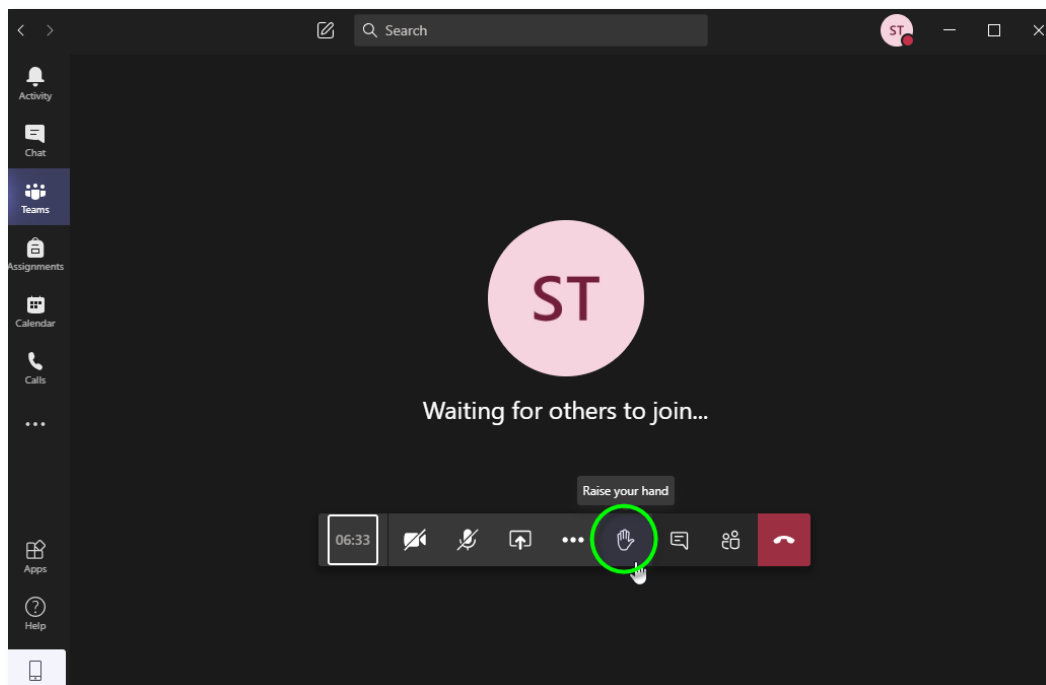
2. The chat window for the meeting will appear, where you can read messages posted by other members and post messages of your own by entering them into the appropriate field and clicking on the *Send* button.

NOTE: Both your classmates and your teacher will have access to this chat. The chat will also appear as a post in the Posts tab associated with the channel. If the meeting is recorded, it will appear there as well. This means you can revisit a meeting or chat by navigating to the week in which it took place.

Use the “Raise your hand” functionality

During a class meeting, you can signal to your teacher that you have a question or comment and would like the opportunity to speak without using your microphone.

At any time during the meeting you can click on the *Raise your hand* icon.



The icon will be filled to indicate that your hand is raised. You will also see a message above the icon indicating that your hand is raised. To stop raising your hand, you can click on the *Raise your hand* icon again and it will revert to its original state.