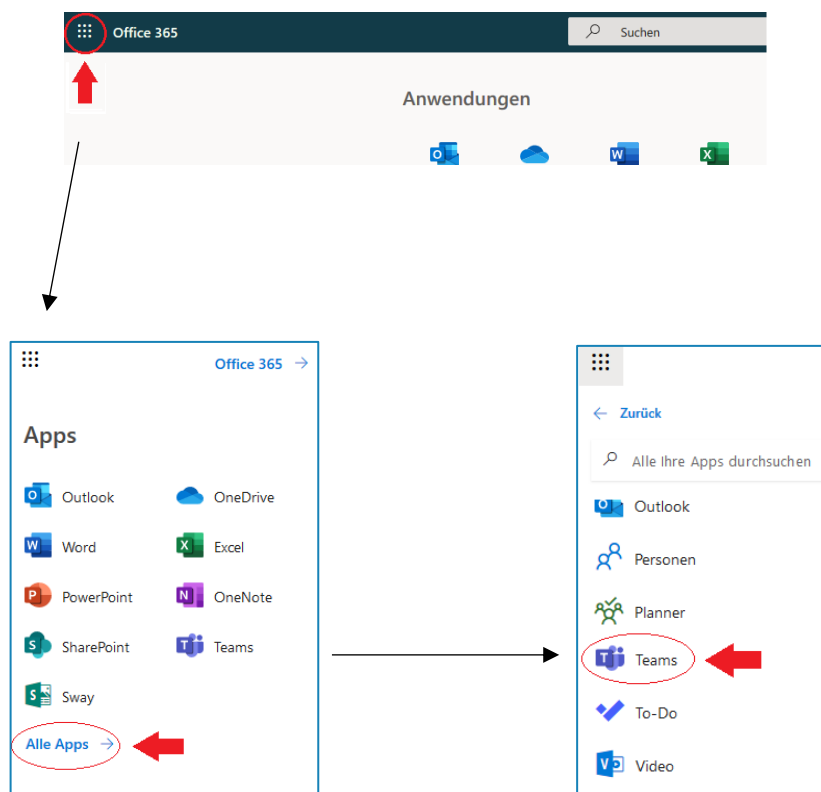


GUIDELINE FOR THE OPERATION OF MICROSOFT TEAMS

THE IMPLEMENTATION OF THE COLLOQUIUM

INSTALLATION

Microsoft Team is part of the Microsoft Office 365 product package, which also runs your IU mail account. To install Microsoft Teams, you need to log in via your www.office.com website and select the app you want. You can find it as follows:



Teams will now appear in Microsoft Office 365. The last step is to download the app to your computer. This is very important, as the colloquium can only run properly with the app.

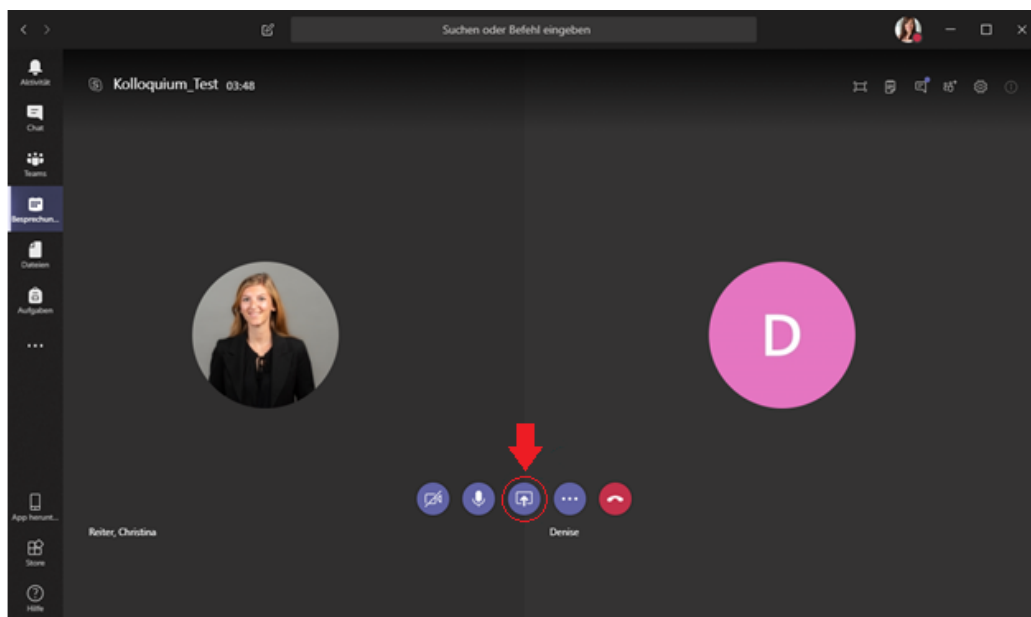
PROCESS OF THE COLLOQUIUM VIA MICROSOFT TEAMS

The first step is to register in the Microsoft Teams app. You log in with the link, which you get from your supervisor in advance, to the scheduled colloquium date, afterwards.

Your login data for the app are the same as for your IU mail account.

Now you have to click on the button "Desktop präsentieren" as shown below and start your presentation in Power Point.

The colloquium can then take place.



IMPORTANT

Please be aware of the following for a proper process:

- Keep your **identity card** ready for the colloquium so that your supervisor can identify you.
- You need a **strong** internet connection
- The colloquium is **not** possible on the iPad because you cannot release the presentation here.
- **Only** use Microsoft Office Power Point for the presentation. Free versions of Open Office or Apple products do not display the presentations without complications.

NOTE:

Please remember that for the colloquium, you have to complete the related registration form, upload it to the application manager and all fees must have been paid.