

## How to participate to a MS Teams Panteion online lecture/meeting using MS Windows (students)

### Introduction

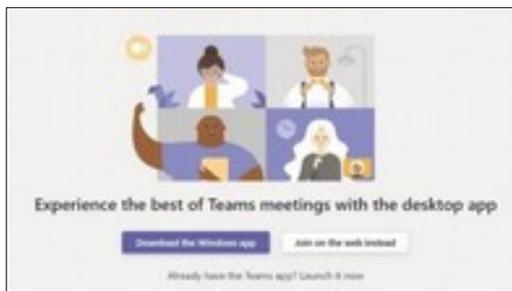
We will describe how to participate to a programmed MS Teams Panteion online lecture using MS Windows. Use of headphones and microphone is mandatory, camera use is not.

Links to online lectures will be made available on the e-class platform or on your Department website, depending on the chosen policy of each Dept.

#### 1.

Paste the meeting link into your browser, and press Enter. Note: only Chrome and MS Edge browsers are supported.

#### 2.



Choose "Join on the web instead".

This will allow to join meetings without installing any program (usually heaveir for the computer).

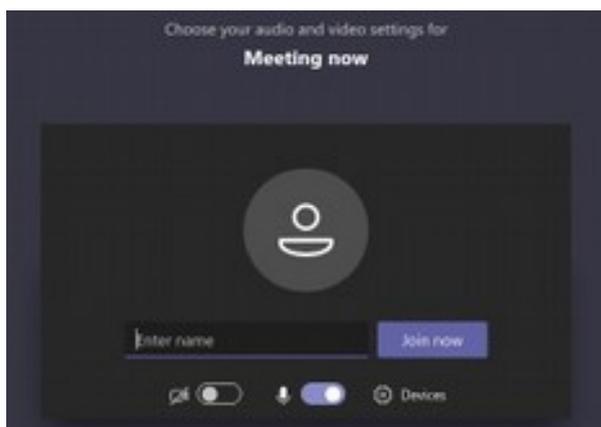
**NOTE:** if you already have access to MS Teams via another Microsoft account, then the meeting will automatically open there.

#### 3.



Accept both permission requested (Allow), so you can be seen and heard during the lesson if the teachers allows it.

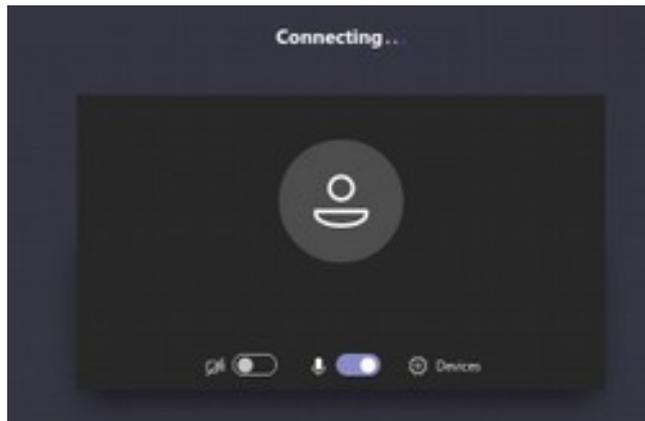
#### 4.



In the field "Enter name", type your name and surname, then click on "Join now".

Entering your real name is strongly recommended - it is the way the teacher recognizes you in the virtual class.

5.



The actual lecture screen will be similar to the left one. Teachers will select settings for students (video, voice, dm). You can disconnect from the meeting by pressing the Hangup button.

**NOTICE**

During the lecture microphone should be turned off so not to generate any noise.