



UNIMORE

UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

Teaching activity with Microsoft Teams

'how-to' guide for students and pre-enrolled students

By IT Services

Office365 is Microsoft collaboration environment available to all Unimore students. **Microsoft Teams** is the App of Office365, Microsoft collaboration environment, through which you can join your teachings teams, attend video lessons, and participate in the activities you will be assigned.

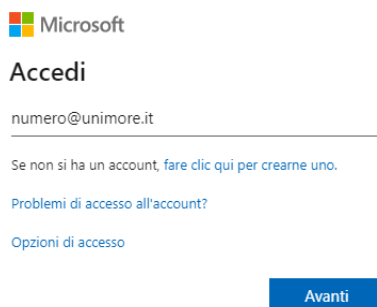
Starting from the academic year 2020/2021, the University has activated a team for each teaching of the following Departments

- “Enzo Ferrari” Department of Engineering
- Department of Sciences and Methods for Engineering
- Department of Education and Human sciences
- Department of Geological Science and Chemistry
- Department of Life Sciences

Access Microsoft Teams and your teachings

Connect to www.office.com using Microsoft Edge or Google Chrome

Click on Access and enter **number@unimore.it** (or number@studenti.unimore.it) where “number” is your username assigned to you by Esse3.



After clicking on “Next” you will be taken to the University Single Sign On (**SSO**) page, where you will have to enter your Esse3 username and password.

Select **Teams** among the Apps available

For better results, you can download the Teams desktop App by clicking on the last icon at the bottom on the left side after logging in via web, or directly going to <https://teams.microsoft.com/downloads>

Are you a regular student who has passed all examinations within the prescribed time? In Microsoft Teams you will find all active teachings and join the relevant classes. If you cannot find one of your teachings, please see the list

of active teachings and ask to participate, the teacher will receive a notification and will let you in the class.

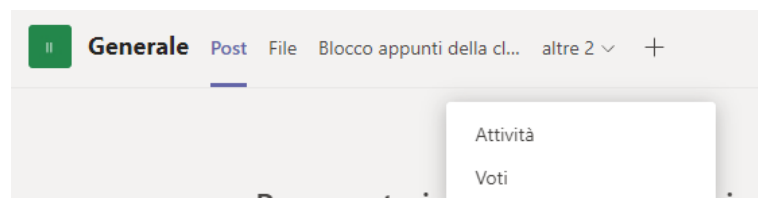
Are you a pre-enrolled student and would like to participate in the lectures of a teaching? Ask to join the team of the class choosing among the active teachings, please contact the relevant teacher directly for any issues

See the list of active teachings on Microsoft Teams for a.y. 2020/2021
<https://unimore365.sharepoint.com/sites/Office365Didattica2020-2021>

Login using your Unimore username and password.

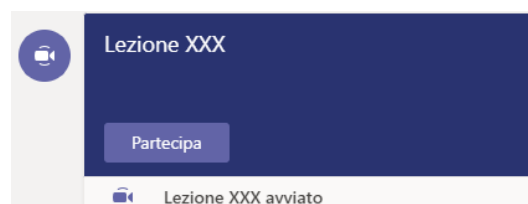
What can you do in your class team?

After logging in, you will be in the **General** channel



- in **Post** you can chat with the teacher and the other students of the class
- in the **File** section you can view the material shared by the teacher
- you may access the **Class Clipboard**, the file sharing space
- you may access **Activities**, to participate in the tests assigned by the teacher and **Scores** to view the list of the marks assigned to you

When the teacher activates a video lesson, you may participate by clicking on the **Join** button that will be available in the chat



During the vide lesson, use the icons on the central bar to manage your microphone and video camera, raise your hand to communicate with the teacher, use the chat, check the list of participants, and more, based on how the teacher decides to use the tools available.



Please note that each teacher is free to use one or more of these tools at his/her own discretion. Always ask your teacher which tools are actually used.

Support

“Enzo Ferrari” Department of Engineering supportteams.dief@unimore.it

Department of Sciences and Methods for Engineering
supportteams.dismi@unimore.it

Department of Education and Human sciences supportteams.desu@unimore.it

Department of Geological Science and Chemistry
supportteams.dscg@unimore.it

Department of Life Sciences

supportteams.dsvmo@unimore.it (Modena headquarters)

supportteams.dsvre@unimore.it (Reggio Emilia headquarters)