

Watching Lectures with Microsoft Teams

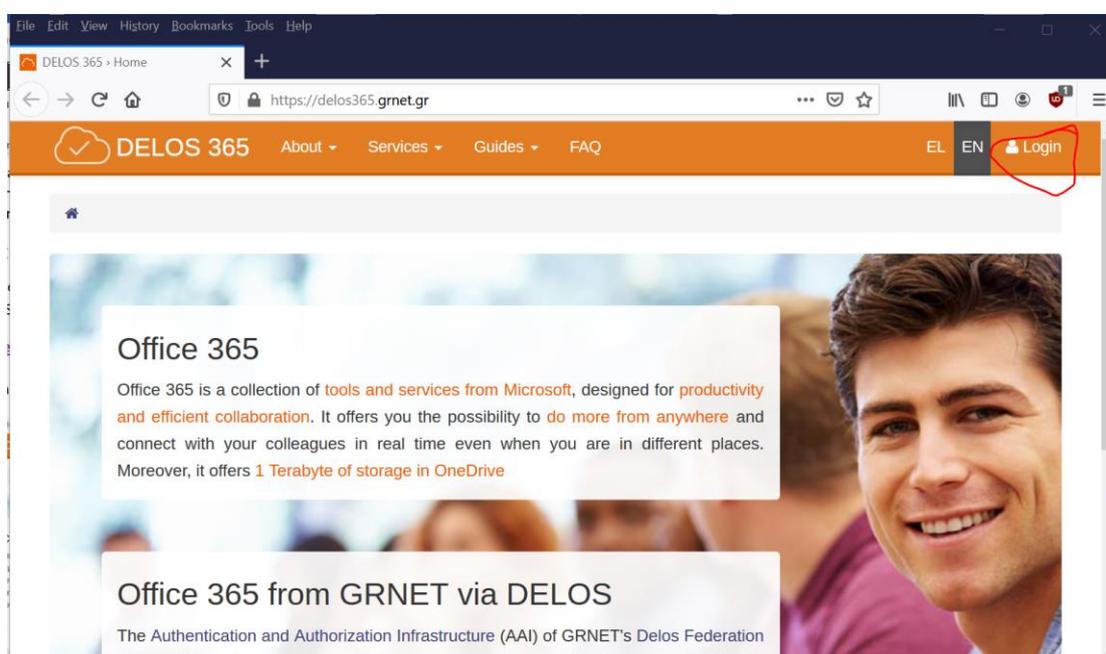
To watch a remote lecture, you need a computer or a mobile phone with the correct application and headphones or speakers – you do not need a camera or a microphone.

STEP ONE: Connect to DELOS 365

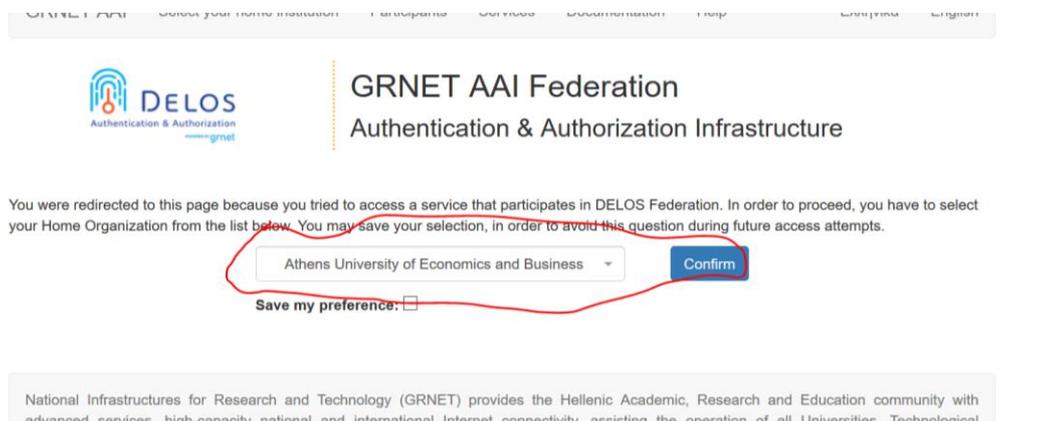
In order to connect to and attend a lecture as a verified user, you first need to activate your DELOS 365 account. To do so, visit this address:

<https://delos365.grnet.gr/>

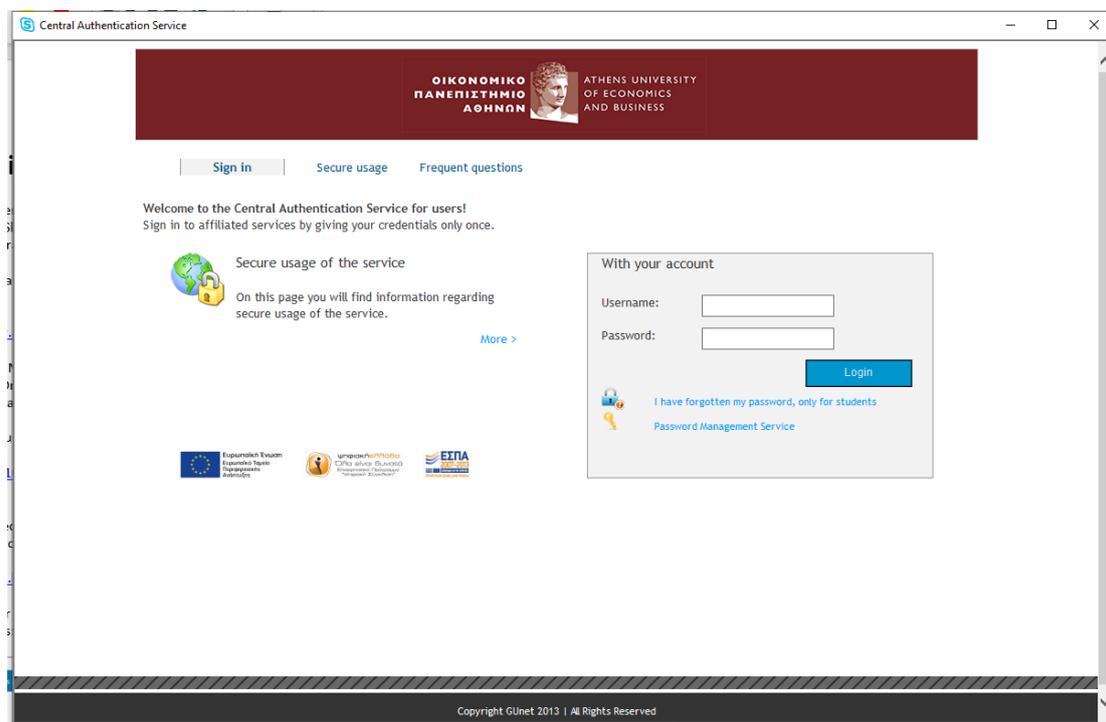
Choose the EN icon to switch to English, and then click on Login:



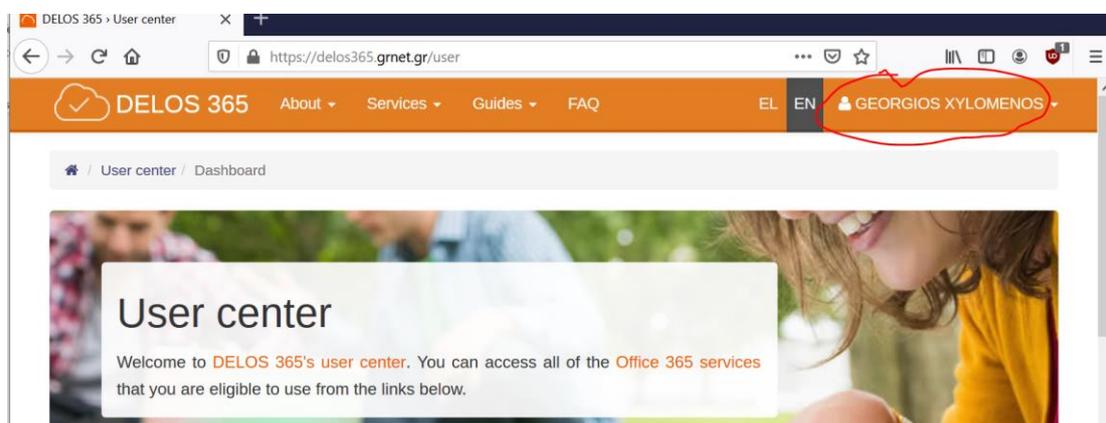
If this is the first time you are visiting DELOS 365 from your browser, you will see the following page, where you need to select “Athens University of Economics and Business” as your institution and then click on **Confirm**:



You will then see the following page from the AUEB Single Sign On (SSO) server, where you must enter the data from your AUEB account, that is, your username (without @aueb.gr) and your password, and then click on **Login**.



If your credentials are correct, you will be returned to the DELOS 365 page, but now you will see your **name** on the top right corner.

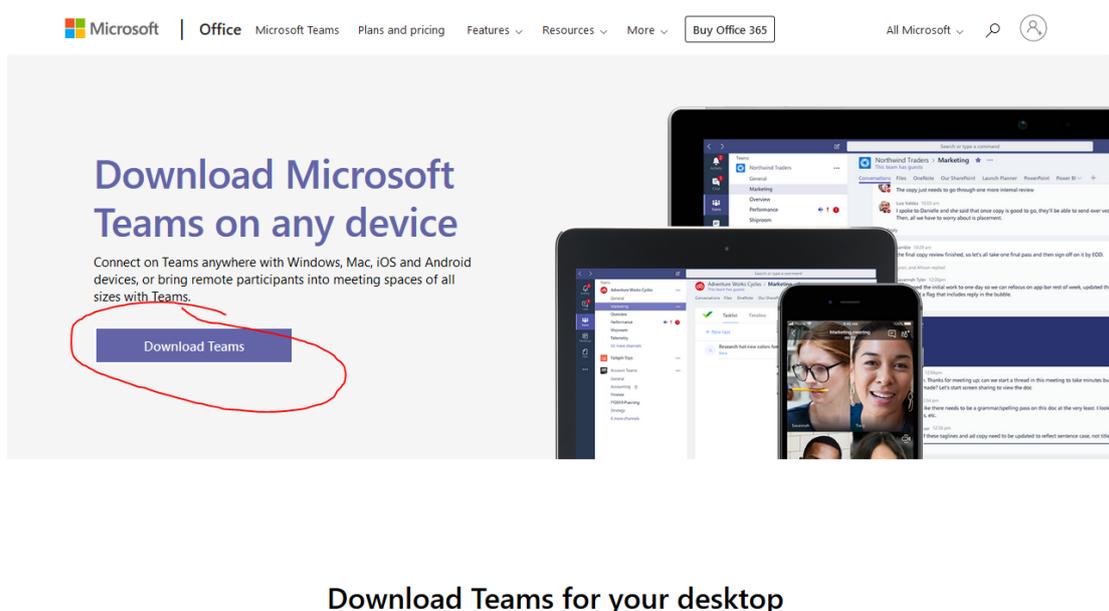


STEP TWO: Install Microsoft Teams

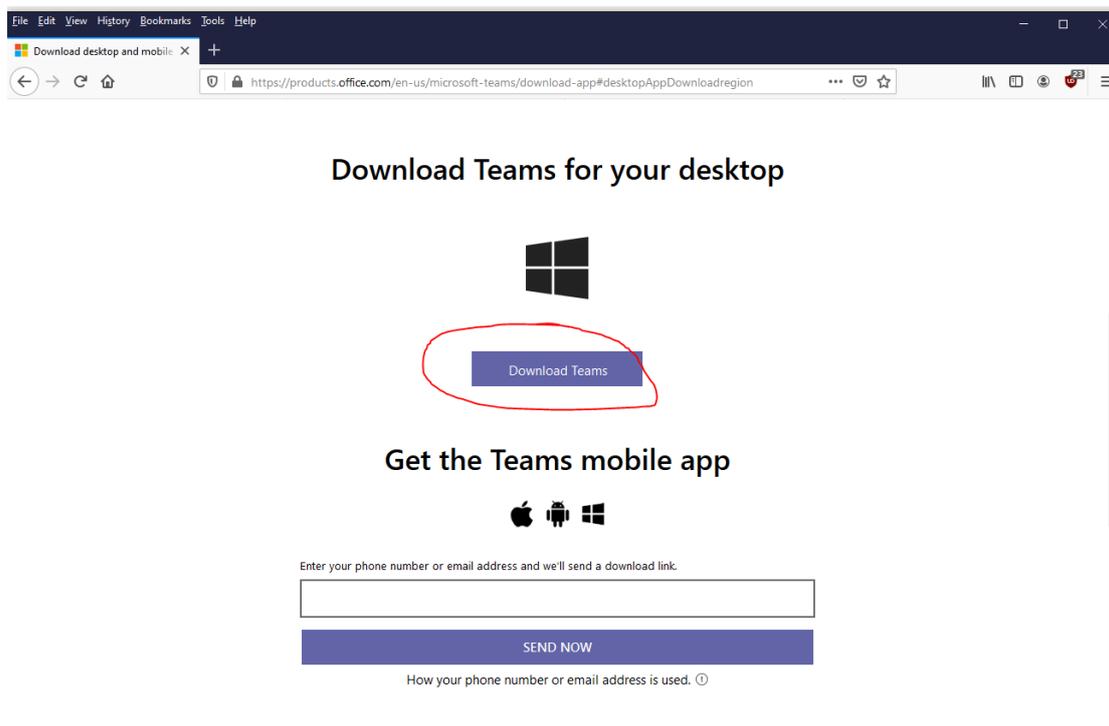
You then need to install **Microsoft Teams**. If you already have Office 365 installed, Teams may already be available on your computer. You can also install it without installing the entire Office 365 suite. To install it on your computer (Windows or Mac) computers click on the following link:

<https://products.office.com/el-gr/microsoft-teams/download-app>

Select **Download Teams** as shown below:



Depending on your computer, you will be prompted to download the corresponding version – the following figure shows the Windows version.



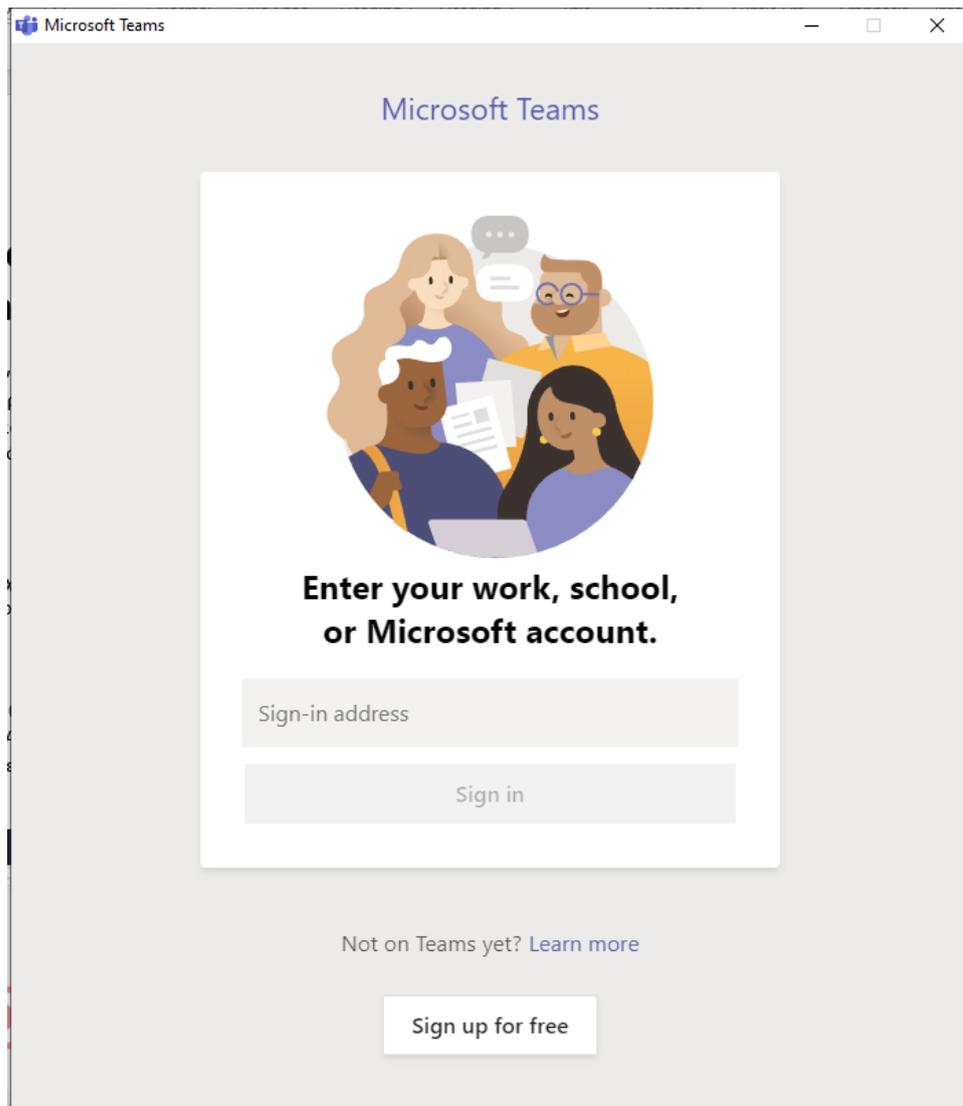
Select **Download Teams**. Depending on your browser and operating system, you will see a dialog box prompting you to download the installer, which you will then run to install the application. Note that Teams is also available as a web application:

<https://teams.microsoft.com>

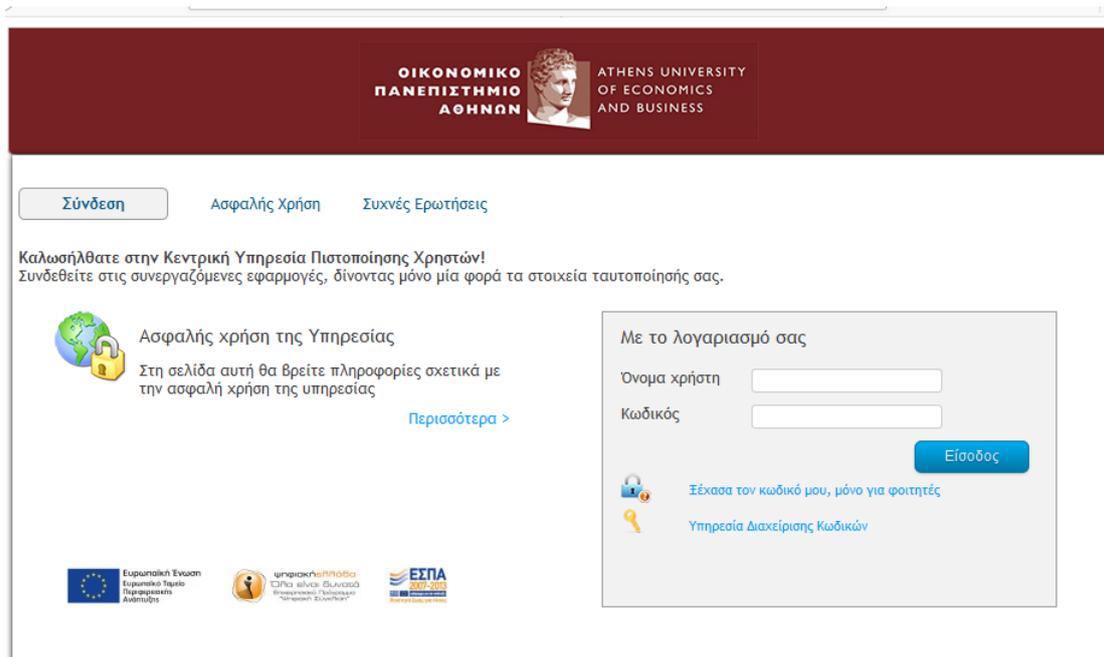
If you are using the web application, it is best to use Chrome, as other browsers may not support your microphone and camera. Finally, Teams is also available on Android and iOS, from the corresponding app stores (Play Store and Apple Store).

THIRD STEP: Join a class team

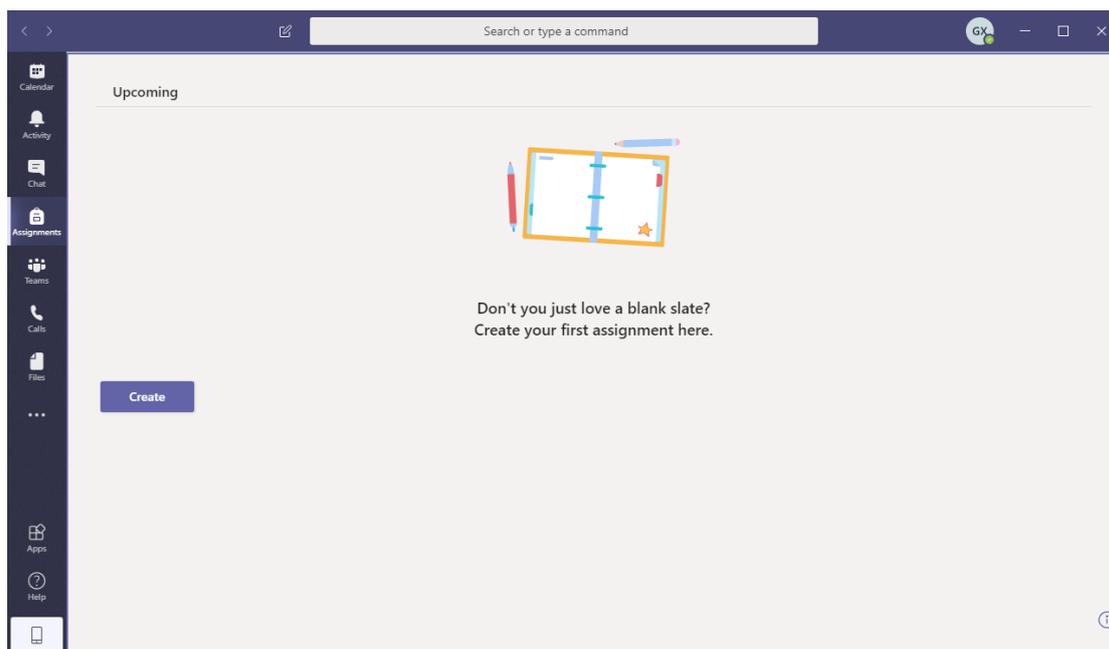
To use Teams, you start it like any other application. If you are not already logged in, you will see the following sign on screen:



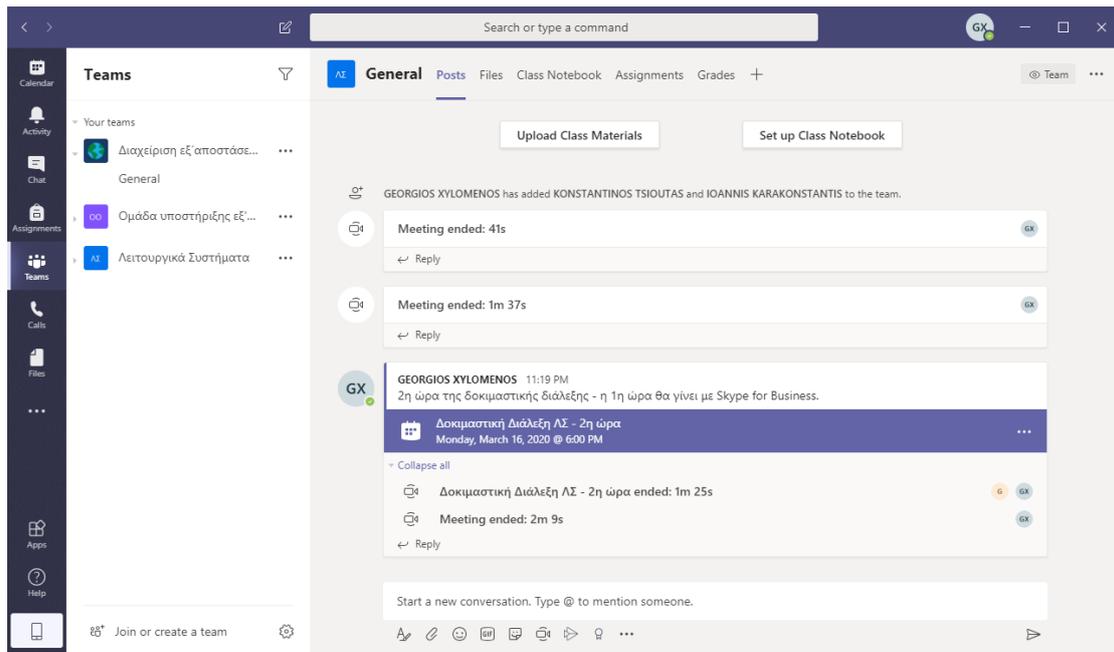
To login, enter your AUEB e-mail (xxx@aub.gr). You will be redirected to the AUEB Single Sign On (SSO) server, shown below, where you will enter your AUEB username (not the entire e-mail) and password e-mail.



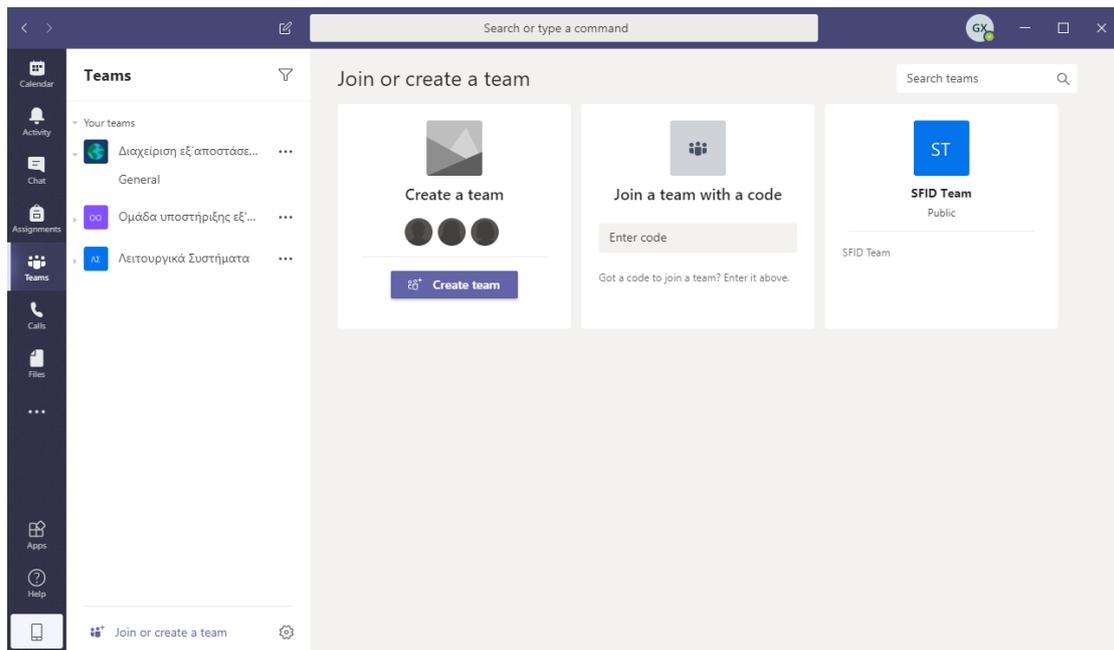
After a small delay, the application window will open, which will be similar to the following.



To join a Class team, you must click the Teams icon on the left side of the screen, to show the teams you are a member of:



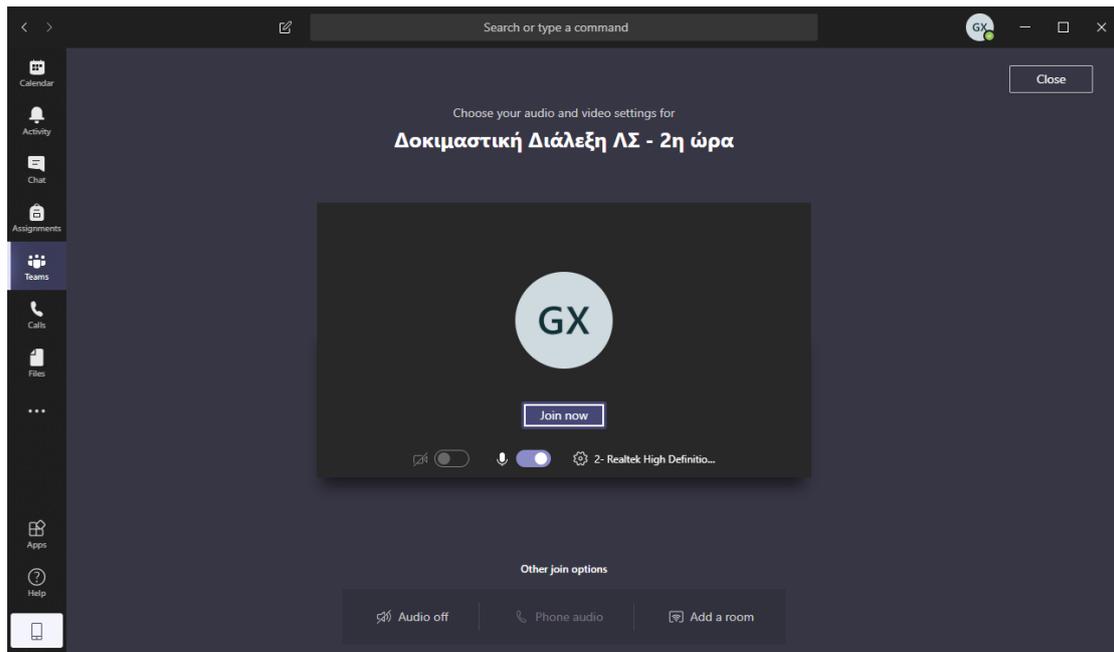
If the instructor has already added you to the team, you can choose it directly to see the messages and scheduled lectures. If not, you can click **Join or create a team** on the bottom part of the screen. You will see the following:



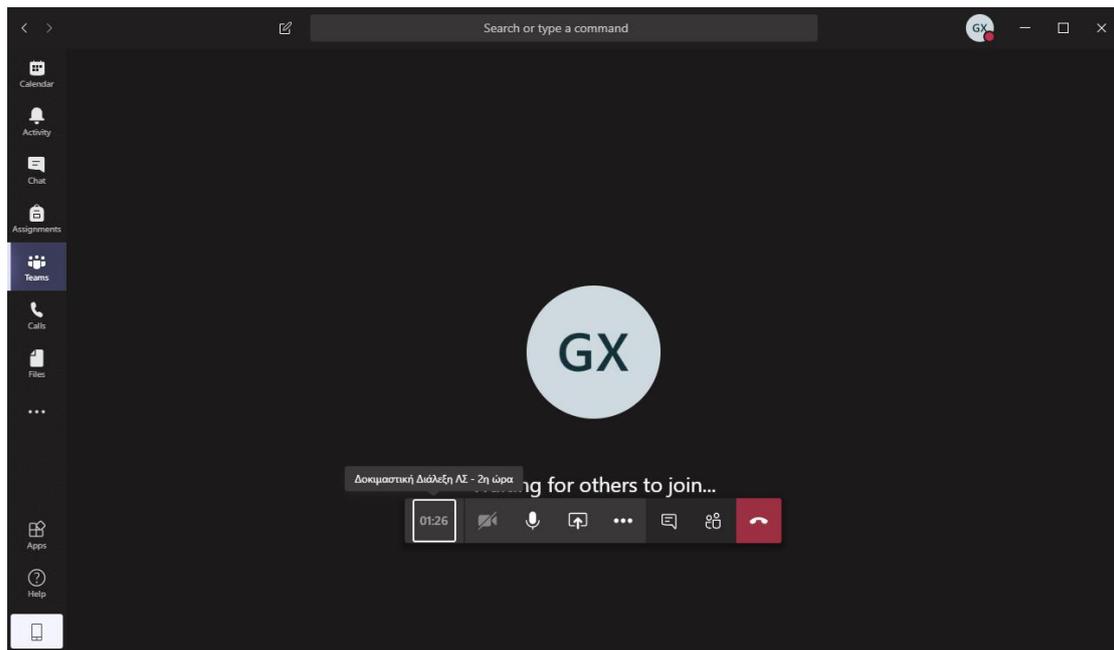
Click on **Join a team with a code** and type the class code sent to you by the instructor. At this point, you are part of the team and can see the scheduled lectures.

STEP FOUR: Attend a lecture

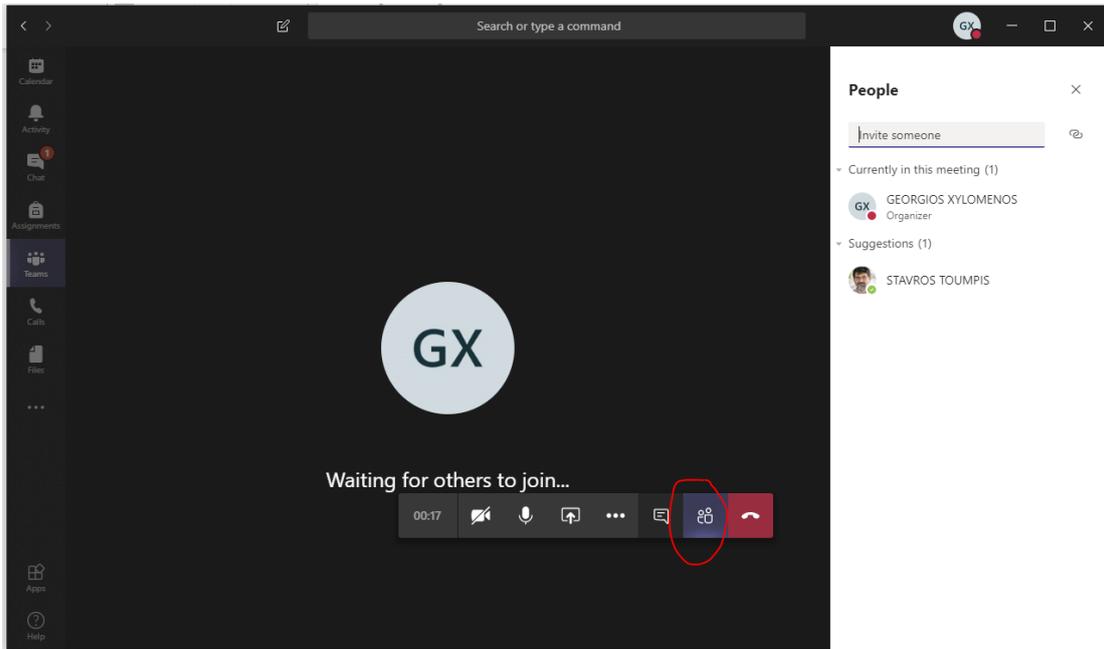
By clicking on a scheduled lecture or on the link your instructor sent you, you can see its information and click on **Accept** to add it to your calendar or **Join** to join the lecture directly. When you click **Join** you see the following screen:



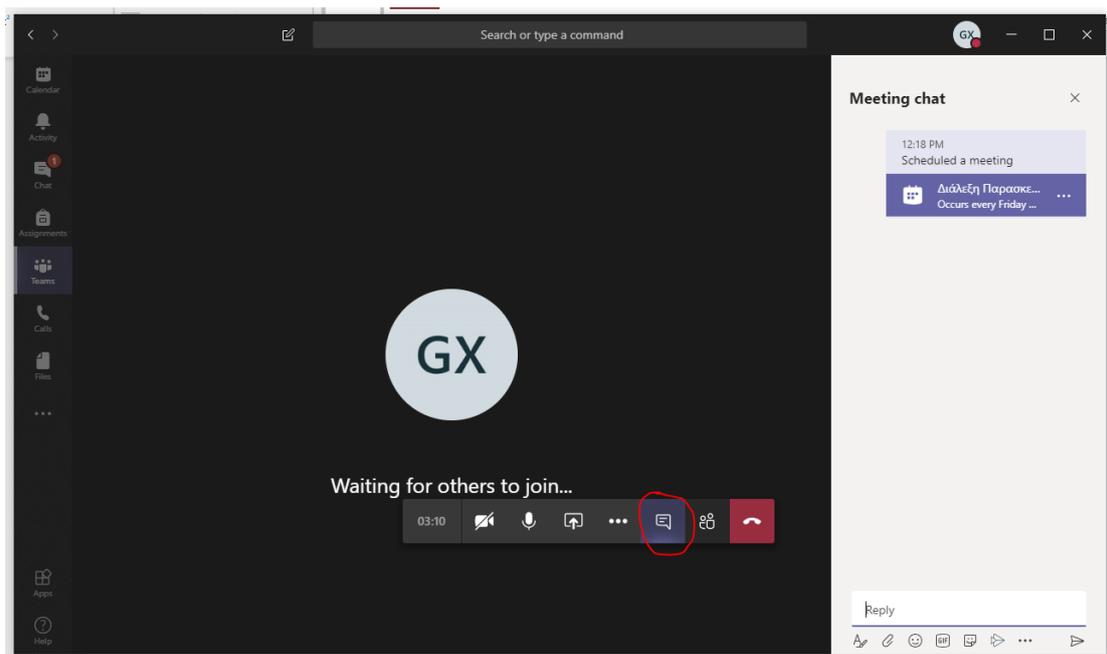
At this point, you should switch off your camera and microphone to avoid burdening the system, and then click on **Join now** to enter the lecture. Your screen during the lecture will look as follows:



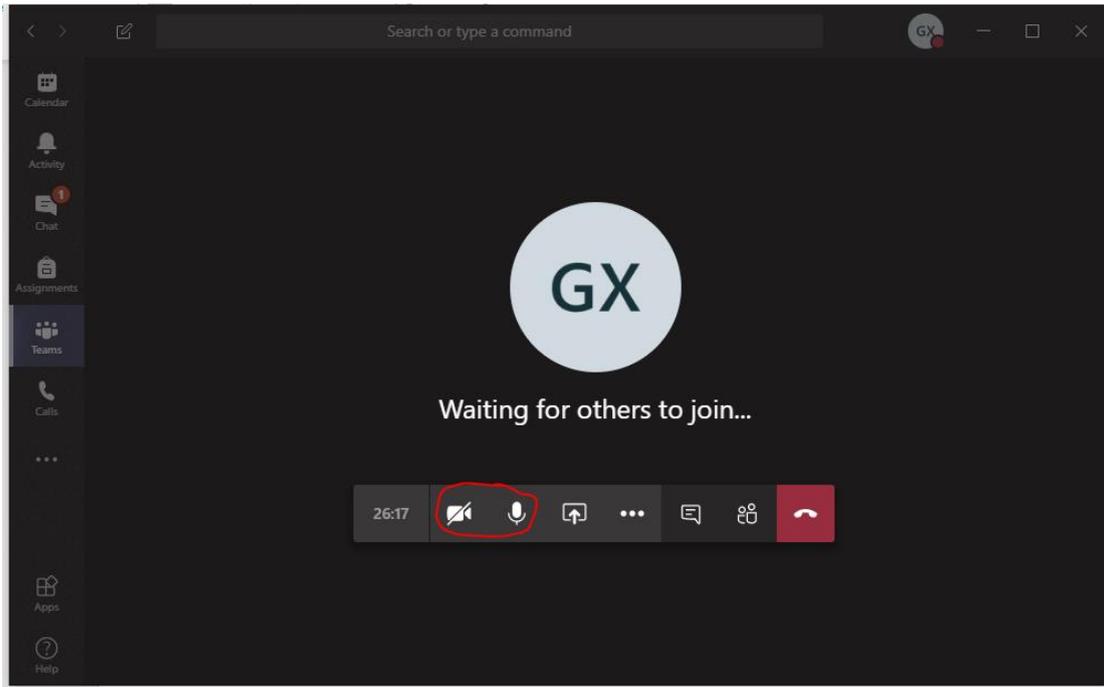
On the bottom of the screen you can see the lecture controls. By choosing the people icon, you can see the attendees:



Similarly, by choosing the text icon, you can see the chat window, via which you can send messages and see the messages of the other attendees:



Note that these messages remain visible in the General channel of the team. In all application screens, you can switch on or off your camera and microphone by using the corresponding icons:



Finally, you can leave the lecture by choosing the telephone icon.

