MS Teams

Microsoft Teams is a collaboration app that you can use with your students. You can create a team for your course. In the team you can chat, share files and start videocalls with all the team members.

Below you find a collection of tutorials that are useful for education:
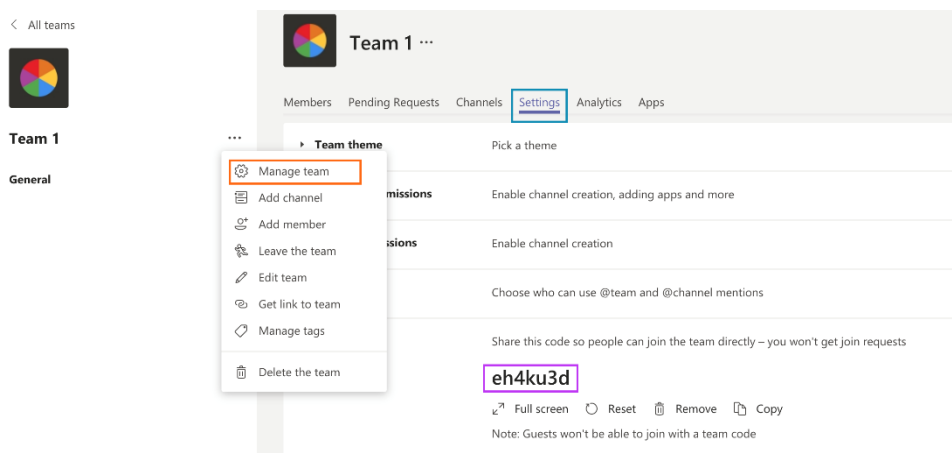
How to download and log in on MS Teams

We advise you download MS Teams instead of using the web-based version to have all MS Teams functionalities. It can be downloaded at: https://products.office.com/nl-nl/microsoft-teams/download-app

- Log in using: ULCN-username@VUW.leidenuniv.nl (this is not the same as your email address!!) and your ULCN password.
- Students log in with: s+student number@vuw.leidenuniv.nl
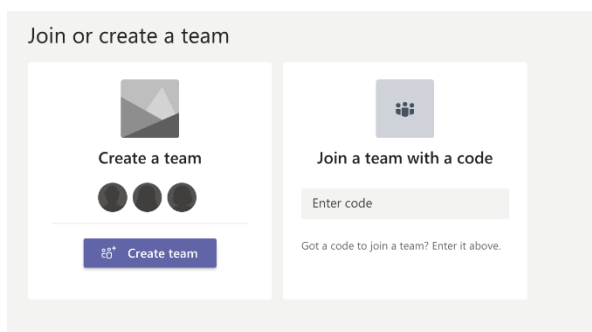 Example S1234567@vuw.leidenuniv.nl

Short overview of MS Teams

Get your team up and running

We advise you to invite your students for a team instead of adding them individually. You can do so by pasting the code of your team on Blackboard/Brigthspace. The code can be found here:

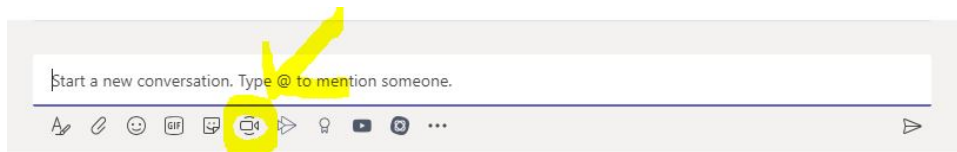Students can use this code to enter a team:

Work and collaborate in channels

TIP: use the channels to divide students into smaller groups (like tutorial groups), to discuss a certain topic or project.

Plan and produce a live video event
Inform your students via Blackboard or Brightspace about the time slot for the live event. Ask your students to be present in MS teams at the specific day and time and start the live meeting right away from MS Teams at that moment. The students can then join the meeting.

You can start the meeting by just clicking on the video camera icon, in the taskbar as shown below.

Call a student 1-on-1 (see from 18s onwards how to call a student that is not in one of your teams). Please note: you can find a student using their last name. But to be able to find the student he or she must have been logged into Office 365 *at least once*.

Call and chat a select group of people
You can also start calls with more than one person. Do so by creating a chat with all the people you want to call.

Would you like to know more about MS Teams? Go to the support website where you can find all the video tutorials of MS Teams.