



UNIVERSITÀ  
DEGLI STUDI  
DI PALERMO

Area Sistemi Informativi e Portale di Ateneo

# Guide for Microsoft Teams installation and use (students)

Version	Release	Date
1.0	First	4/2/2020



This document briefly describes the instructions for activating and configuring the Microsoft Teams platform. Through this platform it is possible to create/follow video lectures, connect yourself with colleagues, ask questions to teachers and more.

- 1) Log in to the website: <https://you.unipa.it/> and click on the "Log in to your account" ("Accedi al tuo account" in Italian) icon at the bottom right

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**Office 365**

Posta	Calendario	Persone	Newsfeed	OneDrive	Siti	Attività
Delve	Video	Word Online	Excel Online	PowerPoint Online	OneNote Online	<b>Accedi al tuo account</b>

2) Enter your Unipa credentials without "@unipa.it"

urn:federation:MicrosoftOnline

Enter your Username and Password

Username:  
mario.rossi

Password:  
.....

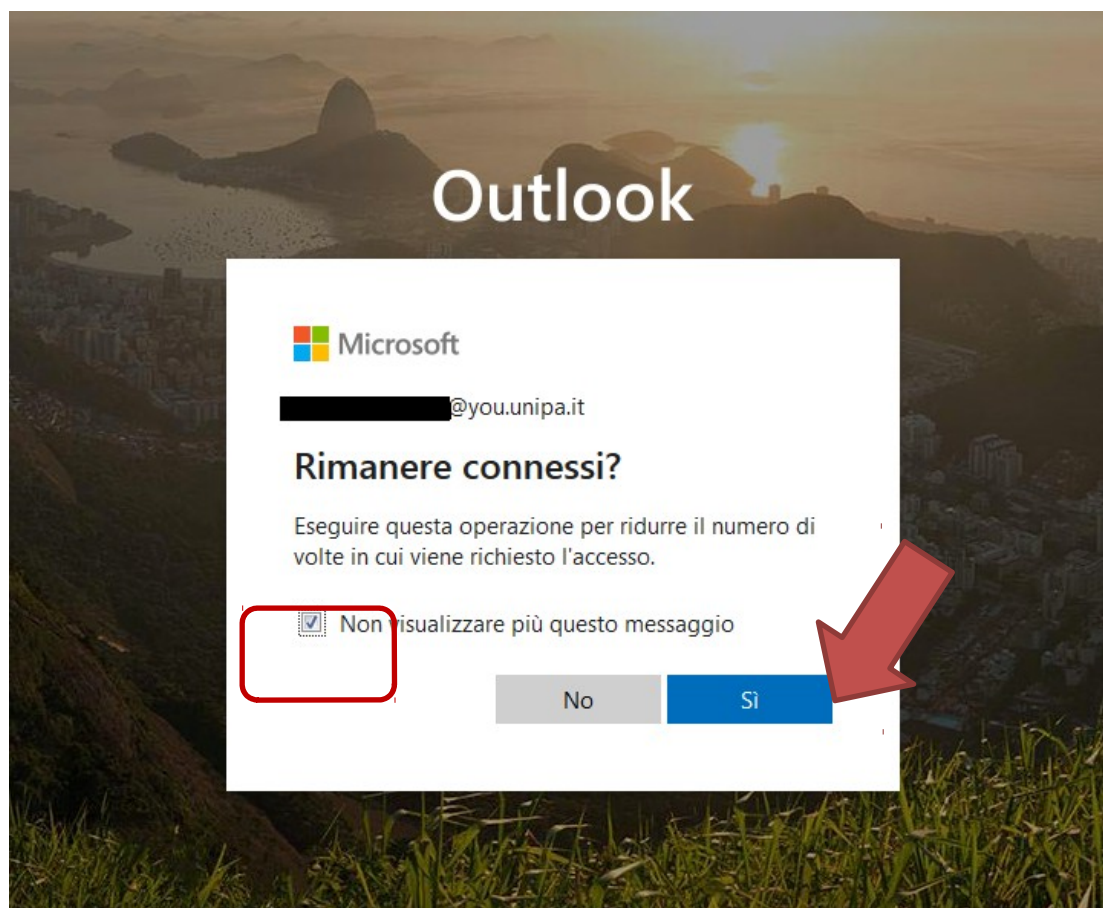
LOGIN

Entra con SPID

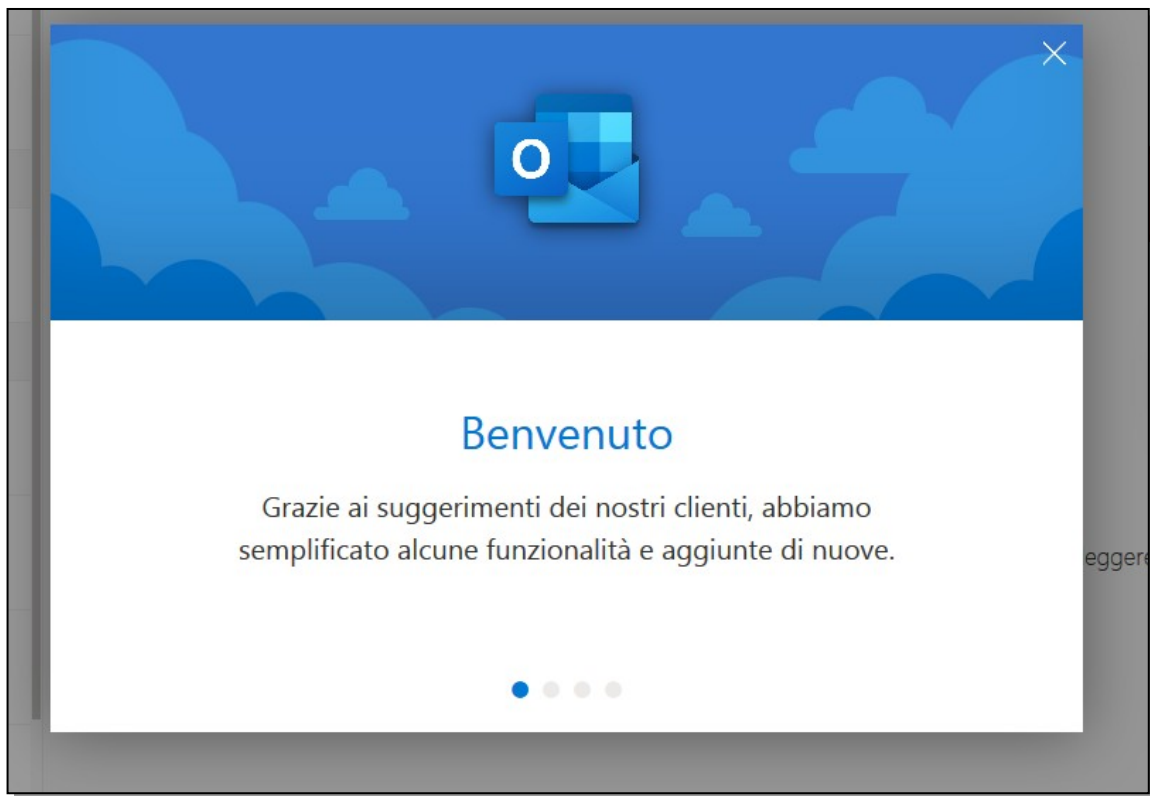
For security reasons, please authentication!

[Privacy](#) [Phishing](#) [A](#)

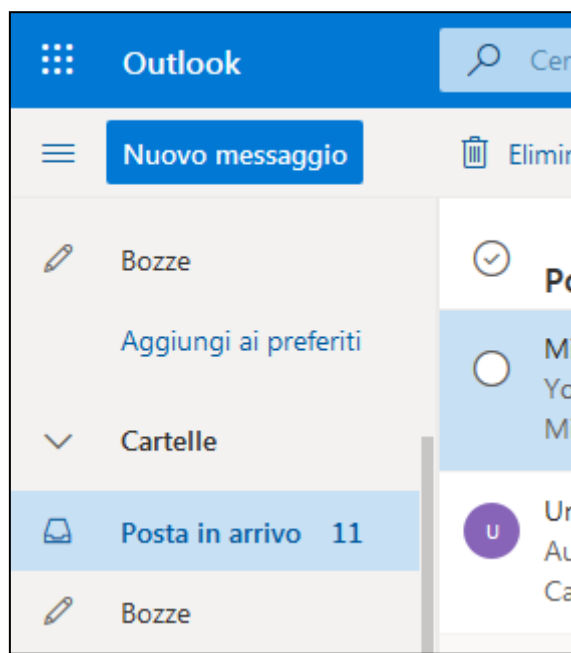
3) Tick "Don't show again ..." ("Non visualizzare più questo messaggio" in Italian) and click on "Yes" (Sì)



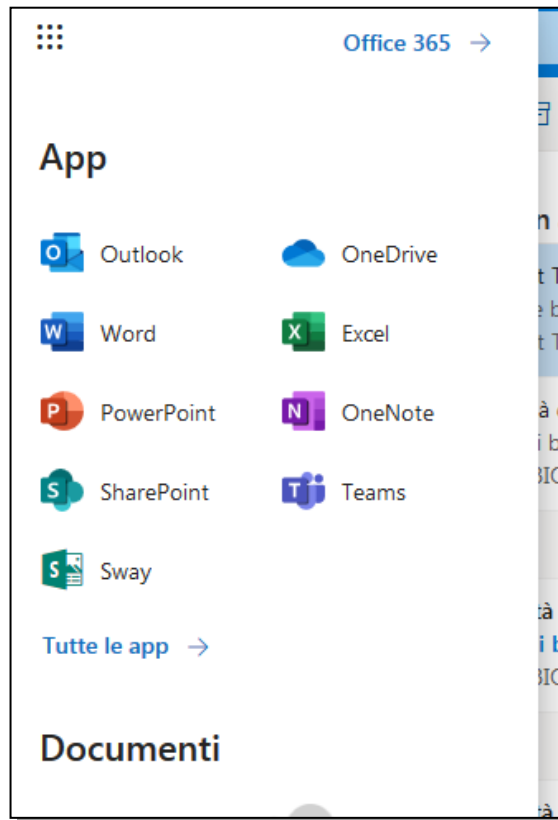
- 4) The first time the welcome screen appears: you will have to close it



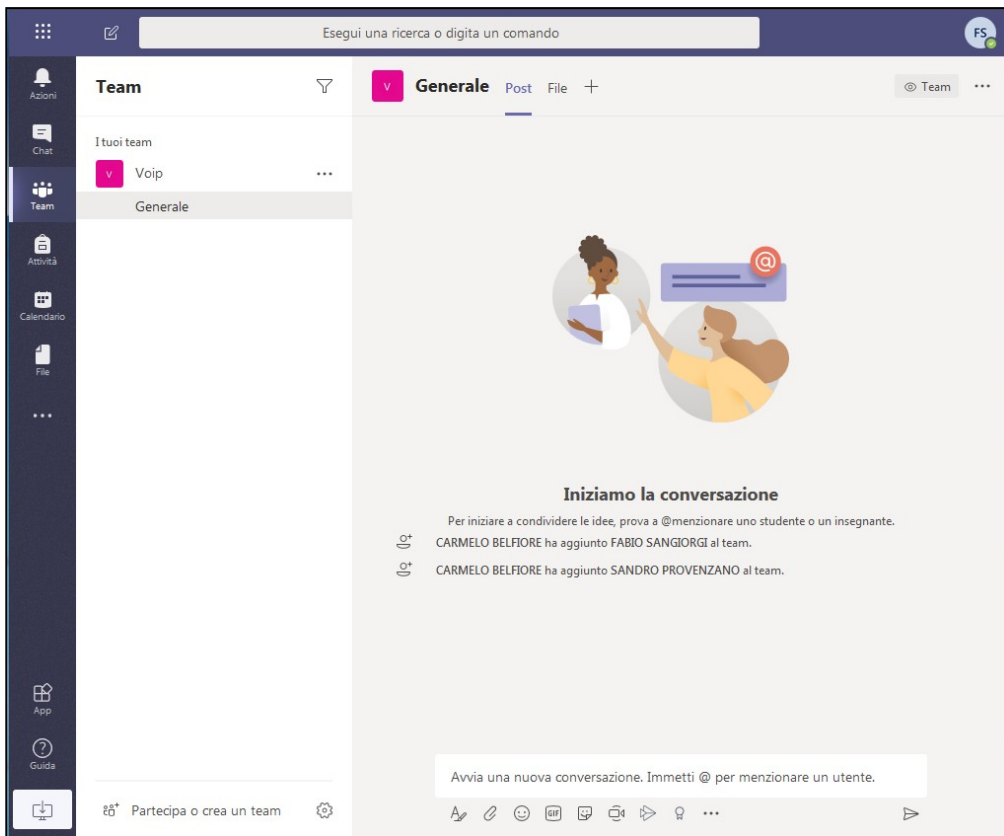
- 5) Select the application grid on the top left



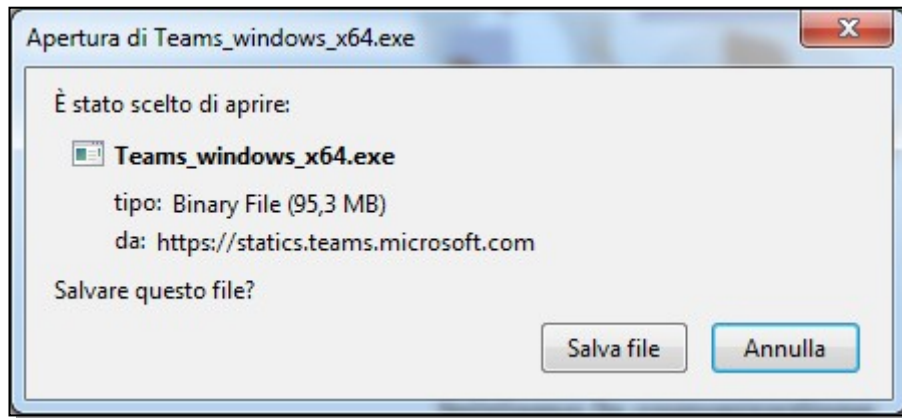
- 6) Click on the "Teams" application



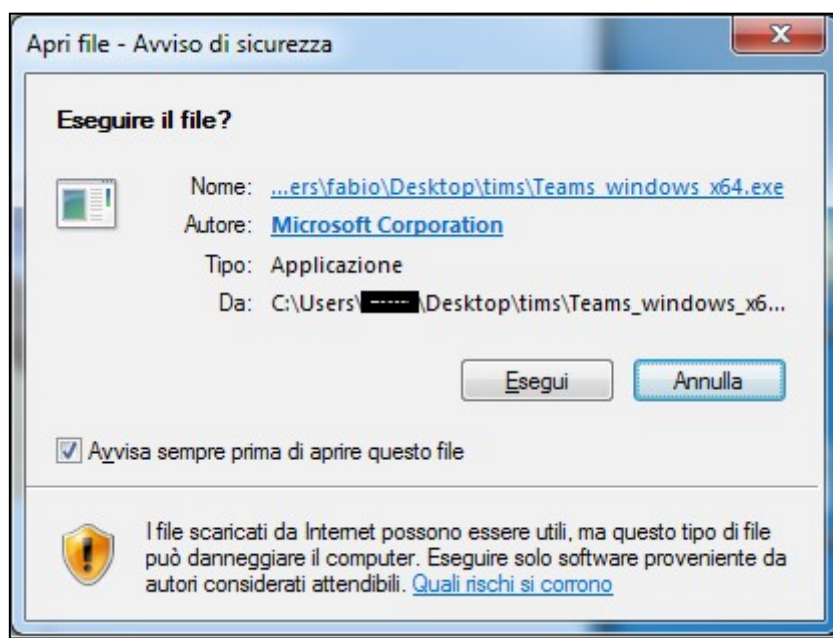
7) Click on the link at the bottom left to download the desktop version of the application



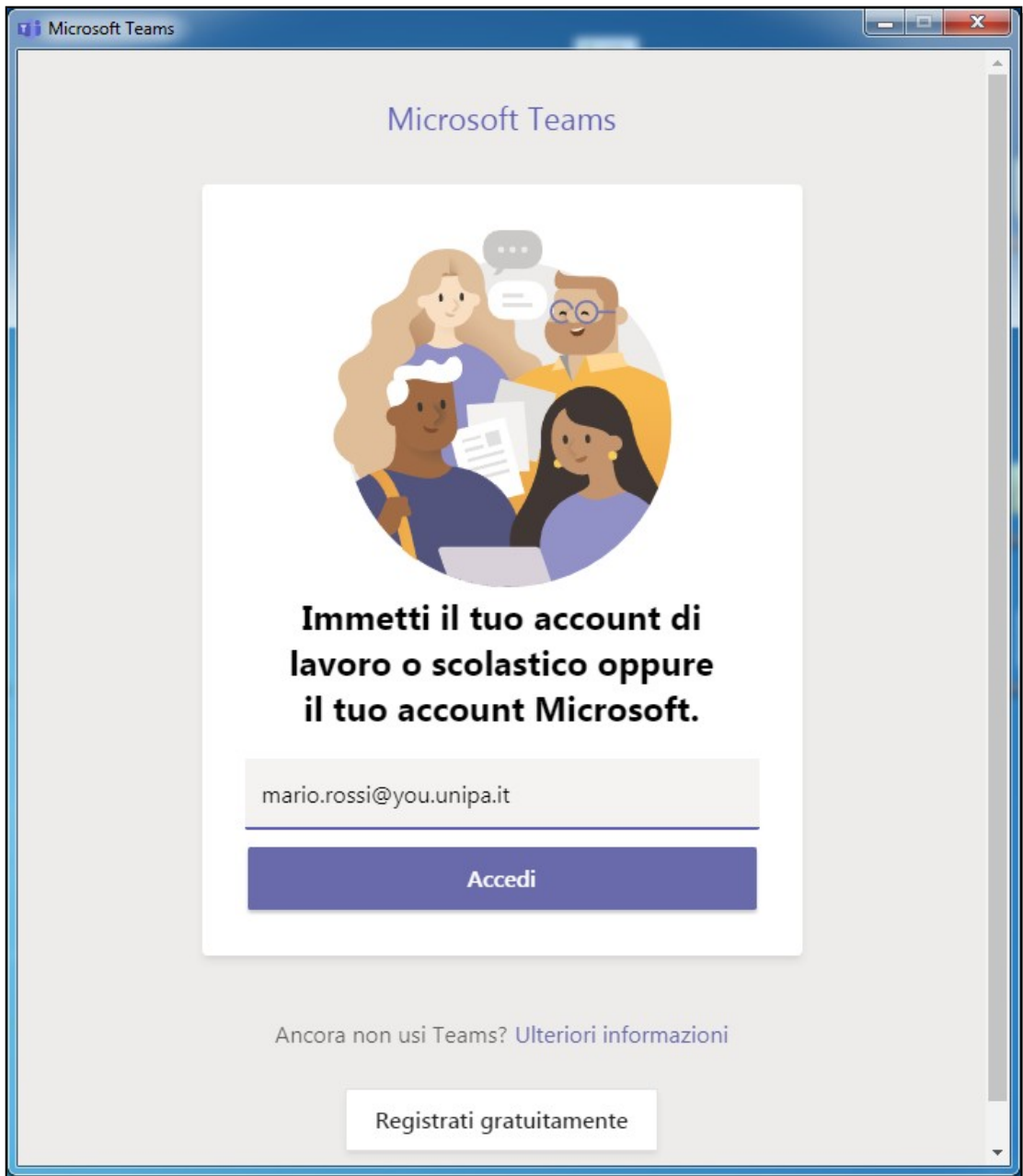
8) A file saving window will appear (similarly in the case of MacOS operating system). Save the file on your pc



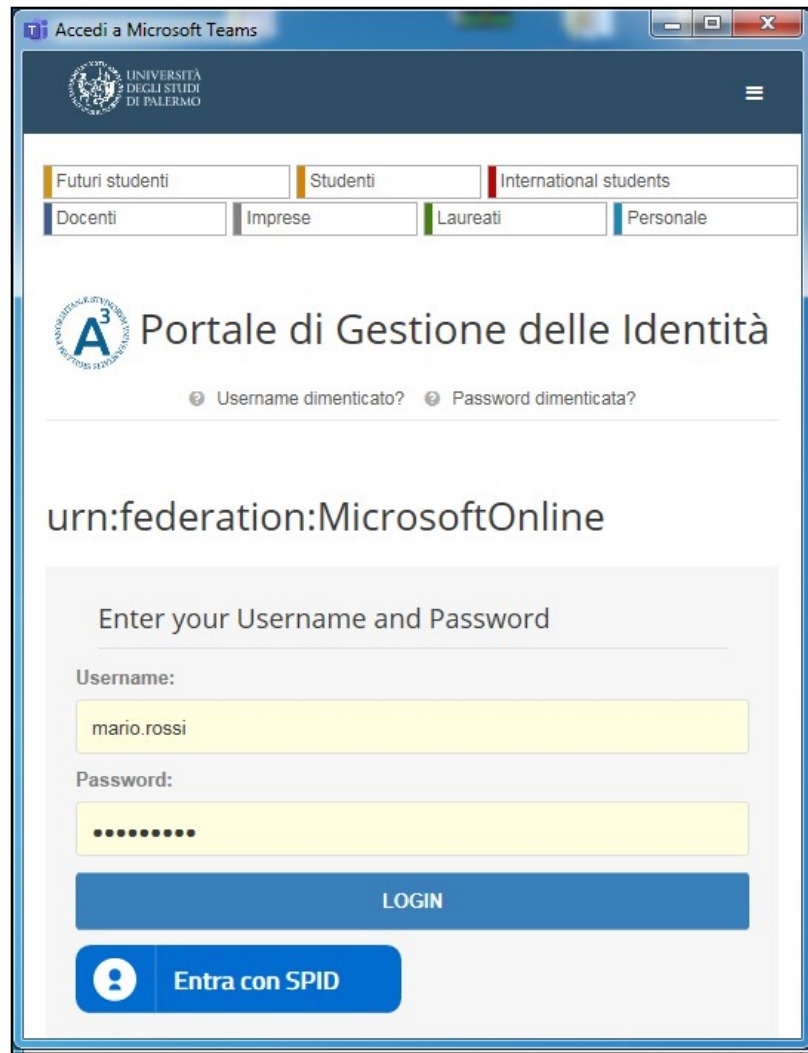
- 9) At the end of the download, start the executable. A window will appear in which you are asked to confirm the installation. Click on "Run" ("Esegui" in Italian).



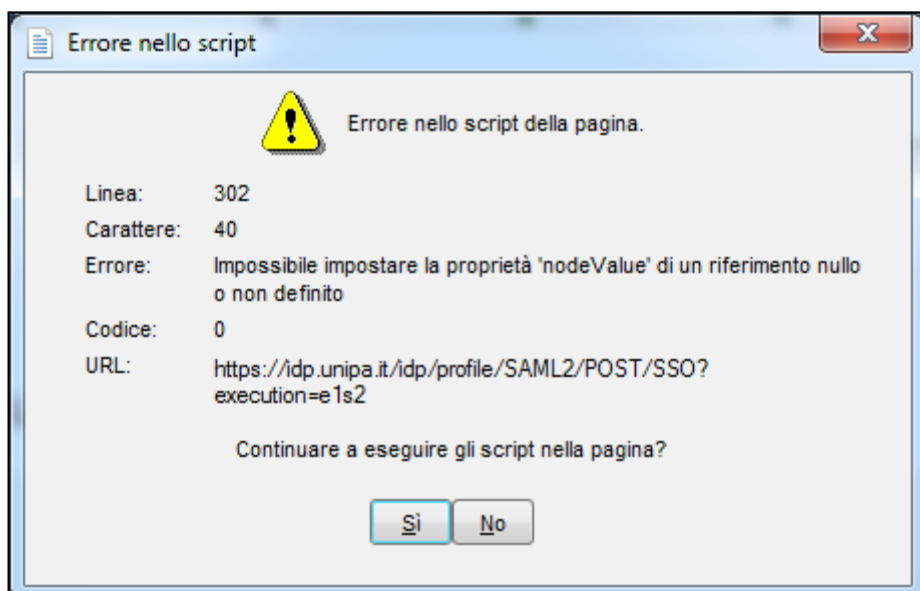
- 10) **A new window** will appear outside the browser like the one below. You have to enter your account in the form [name.surname@you.unipa.it](mailto:name.surname@you.unipa.it), then click on "login" ("Accedi" in Italian)



11) If requested, enter the Unipa credentials again without "@ you.unipa.it"

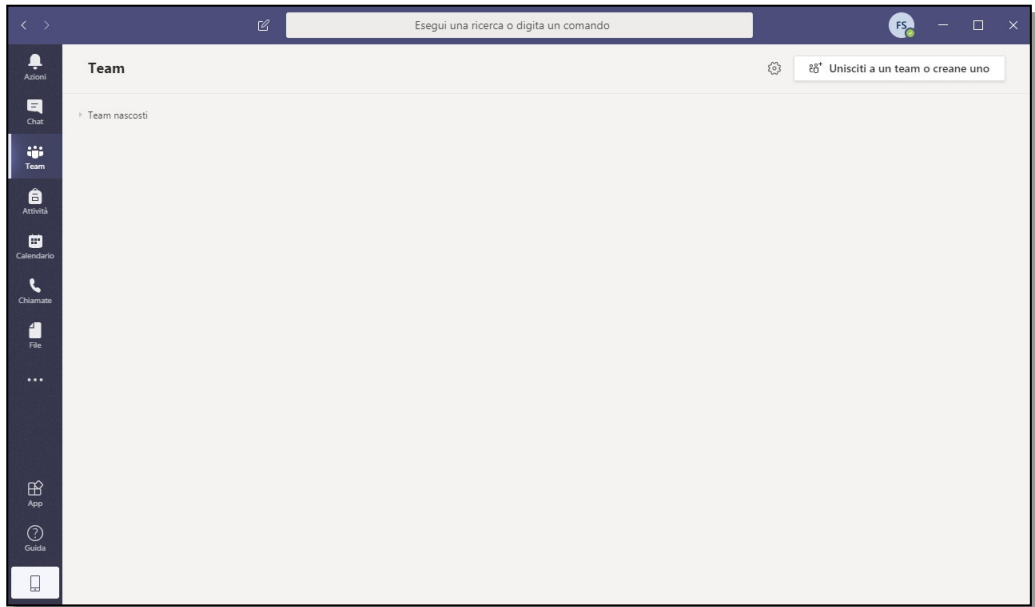


- 12) If an error message appears, click on "YES" ("Sì" in Italian)

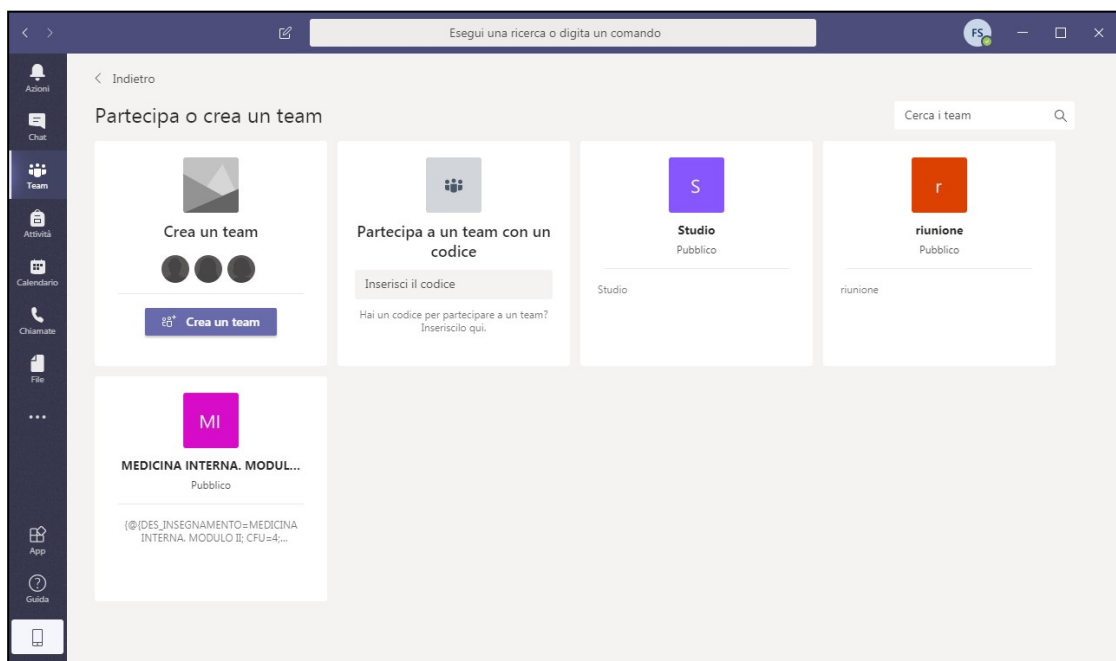


- 13) Select the link at the top right "Join a team or create one" ("Unisciti ad un team o creane uno" in Italian)

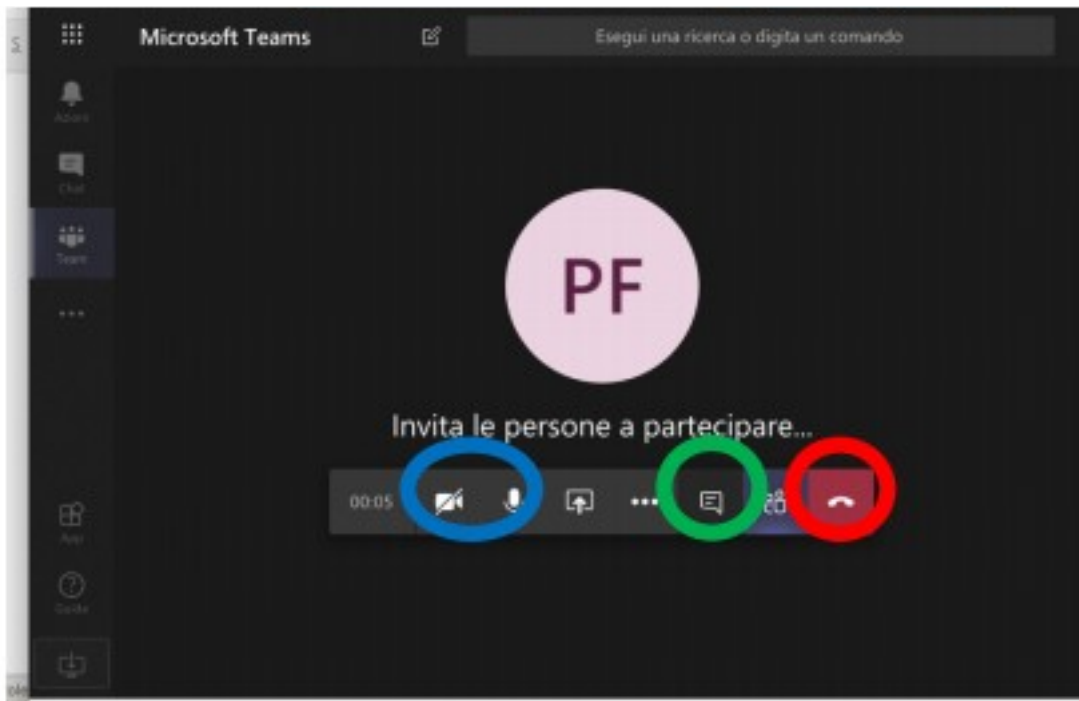




- 14) If you want to enroll in a class and follow the lessons, enter, in the appropriate box, the access code provided by the teacher. You will then have access to the video conference space. The lesson code could be found in the teaching material. Alternatively, you can request it directly to the teacher.



To allow an ordered lesson, it is necessary to disable the microphone and the camera, by clicking on the buttons **circled in blue** in the figure below. The microphone can be reactivated to communicate with the teacher. Alternatively, you can write in the chat by clicking on the button **circled in green**. At the end of the lesson, you can stop your participation by clicking on the "red telephone" icon (circled in **red** in the following figure).



For further information on the characteristics of the platform, it is recommended to visit the website <https://support.office.com/it-it/teams>