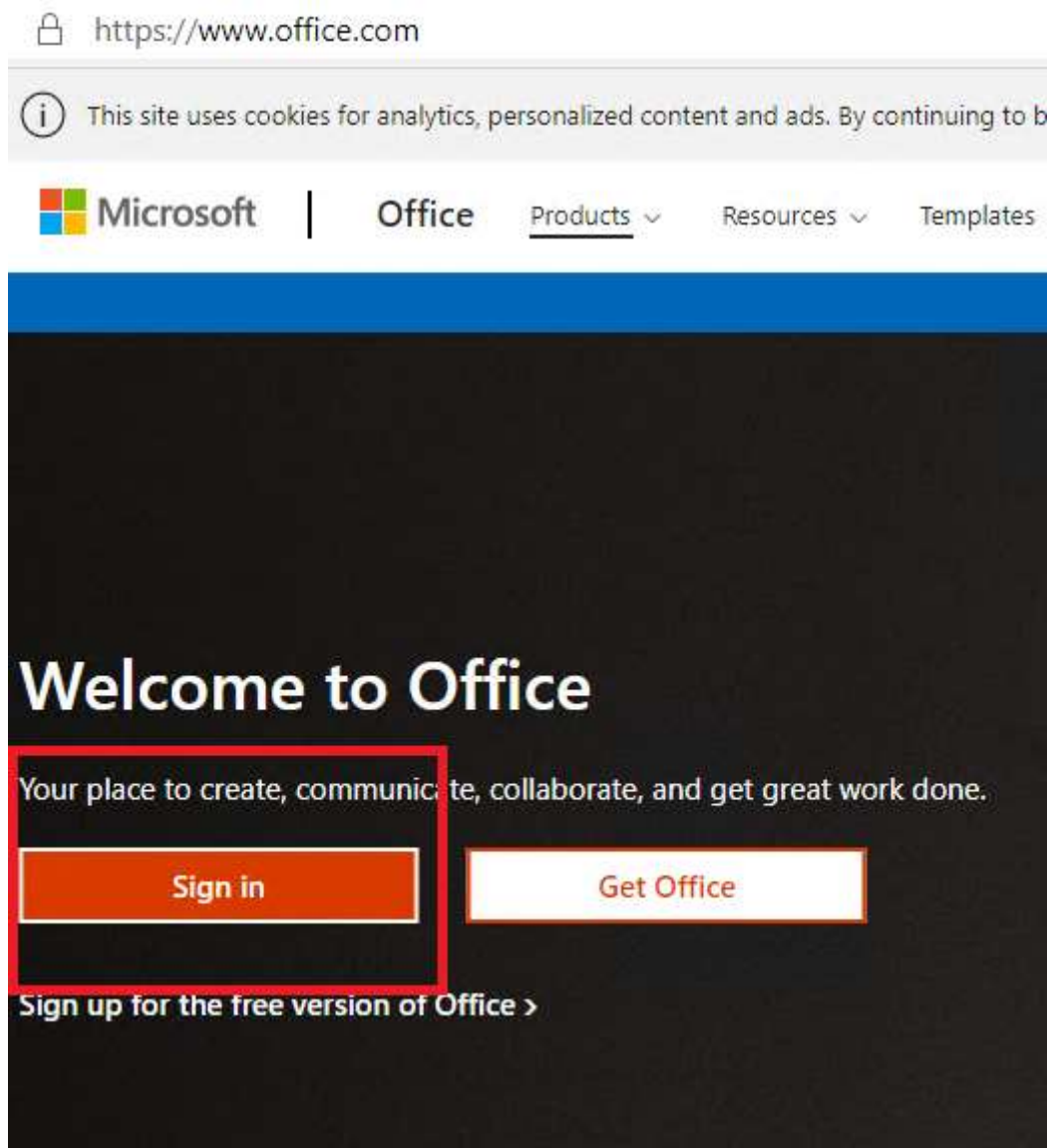


How to join an online lecture in MS Teams

You will find an invitation in your school e-mail inbox or in the Calendar of MS Teams application if you had installed the application already. This guide is written for using Teams in web browser. For the best function we recommend Google Chrome or the latest MS Edge, based on Chromium Project. Using Teams application is very similar to using Teams on browser.

Log in to <https://office.com>



Fill in your school e-mail address and click Next.



Sign in

lfhkstudenten@lfhk.cuni.cz

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

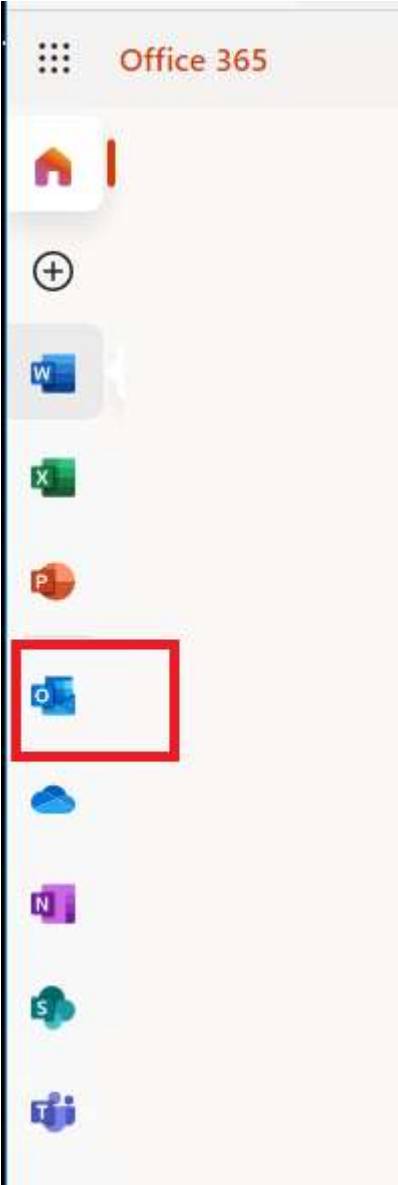
It will redirect the page to school authentication server. Fill in your password for school account and click Sign in.



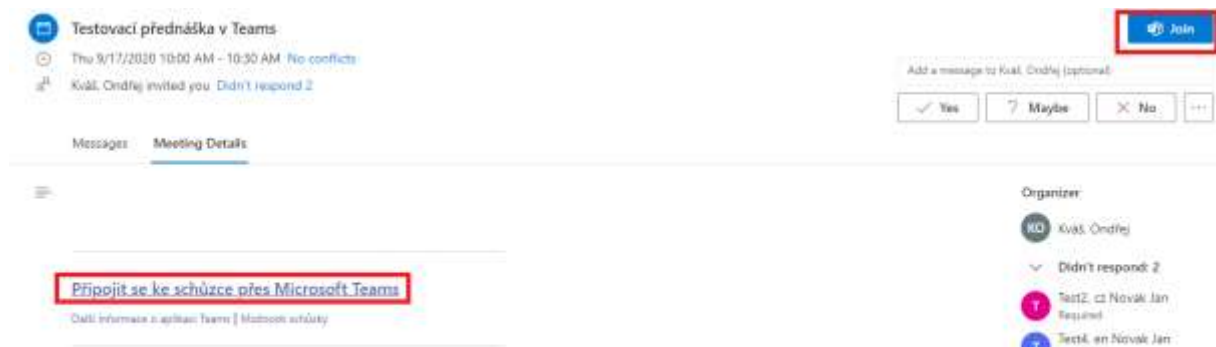
Univerzita Karlova v Praze, Lékařská fakulta v Hradci Králové

Sign in with your organizational account

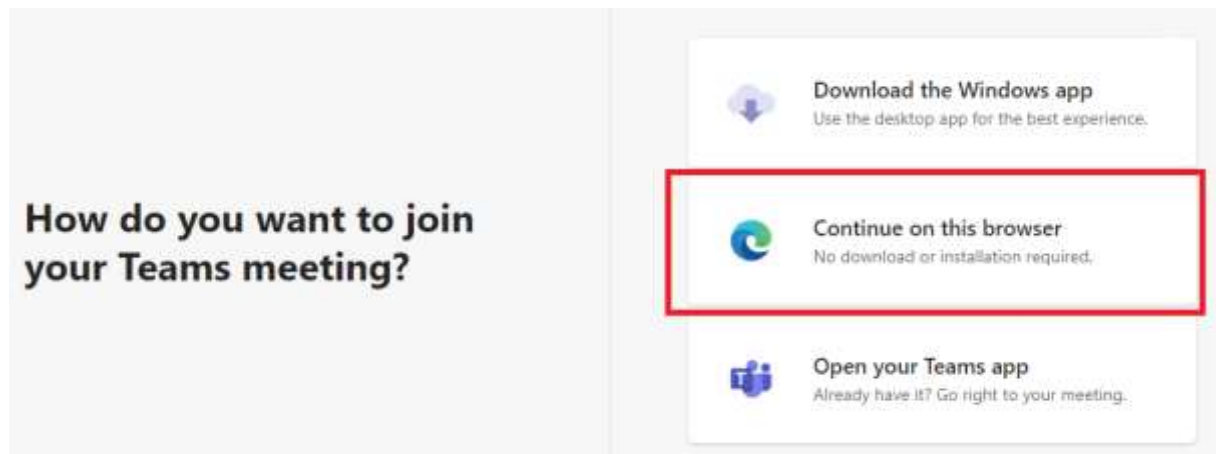
Signe in into Office 365, select application Outlook.



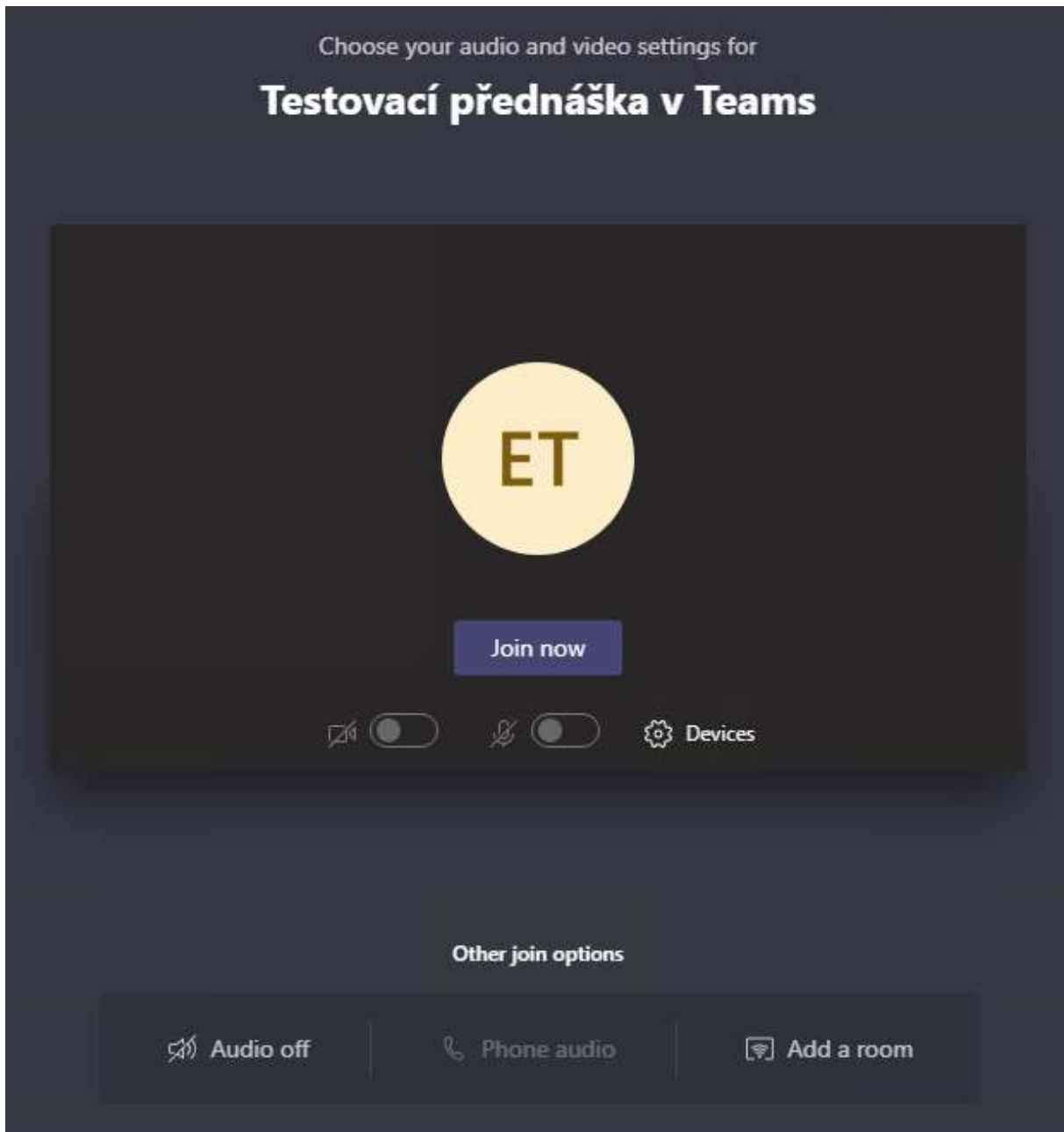
You will find an invitation e-mail in your inbox. Join with the one of highlighted links.



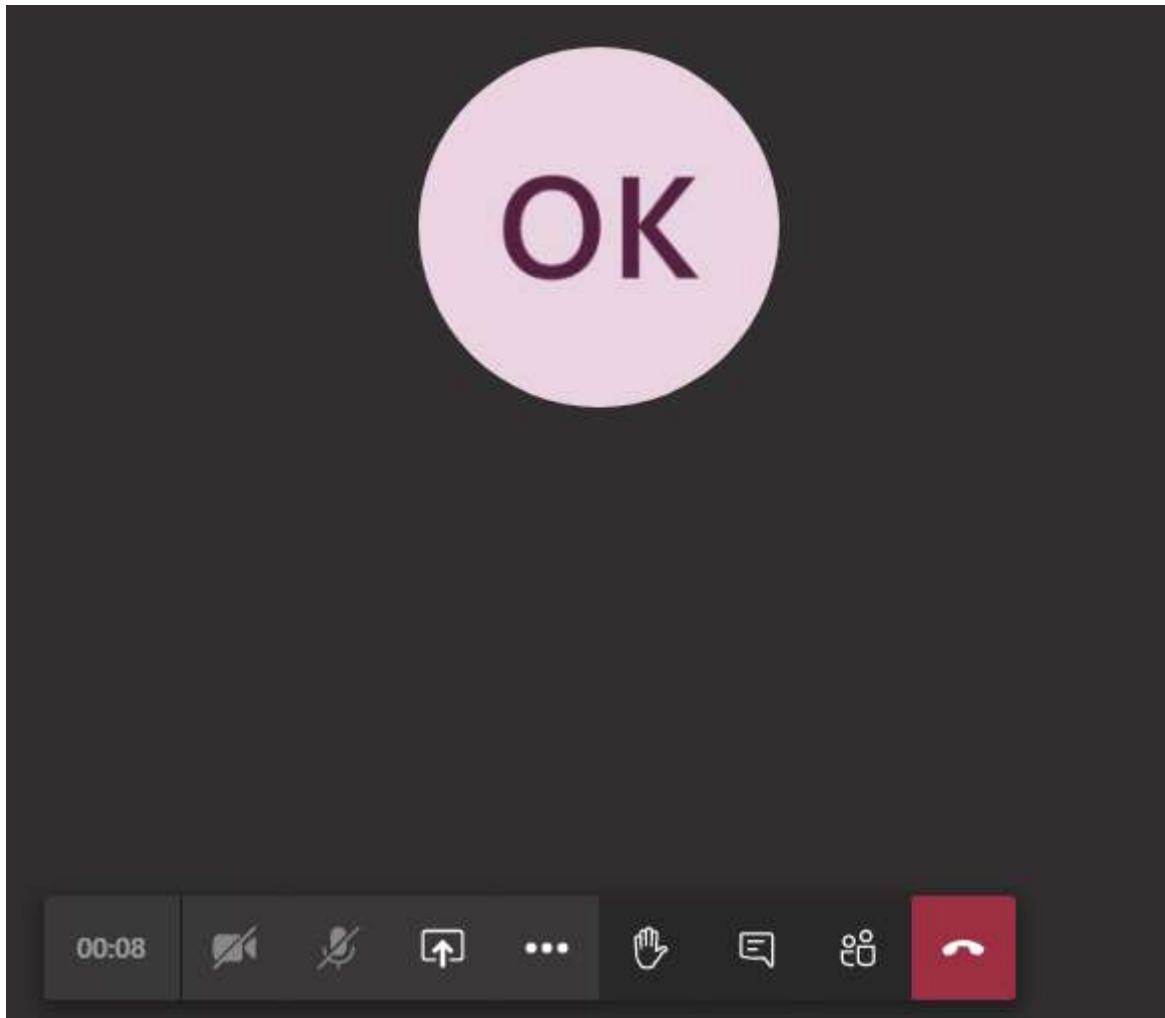
Your web browser will ask about the way you want to join. If you have an application, you can use it or you can download and install it. App is available for the most platforms (Windows, Mac OS, Android, iOS, Linux). In this guide we will select Continue on this browser.



Now you can set your audio and video settings. In most cases, you are passive listener, so you don't need to do anything, just click Join now.



Lecture is running...



There are some buttons from the right side:

- Hang up – Leave the lecture. You can connect later again.
- Show participants – app will show all students and teacher online
- Show chat – If you want to chat with others
- Raise a hand – Teacher will see that you want to speak or ask something
- Other menus and settings (screen sharing, device settings) – You won't probably use it

If you have some problems with running meeting or your input devices (microphone, camera), we suggest you to install application into your device or use another web browser.