

Guide for joining classes in Microsoft Teams

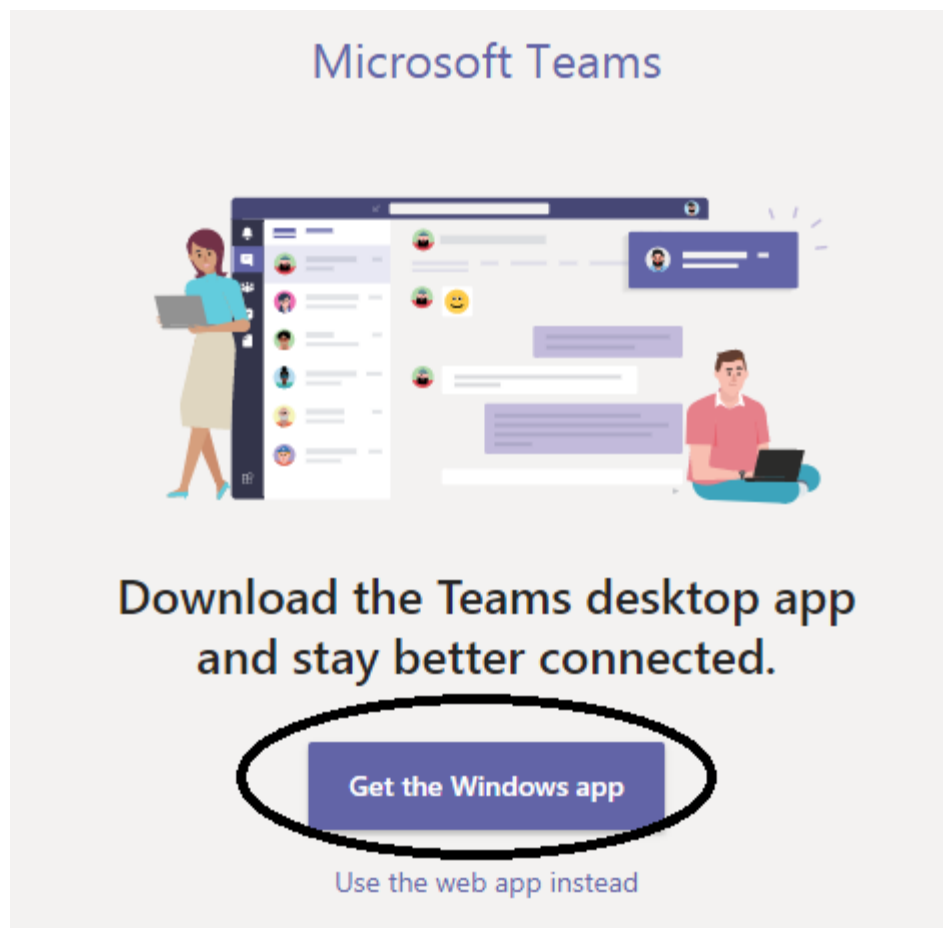
The realization of the institutional account:

For students who do not have an institutional account and Microsoft Teams, please fill in the new questionnaire. <https://forms.gle/9H6DFh4zbvzEsZj9>

The institutional account activation procedure can be accessed here: https://www.youtube.com/watch?v=QH_Chq5pUeY&ab_channel=UTCB

For email reception problems or login issues you can send email to o365@utcb.ro.
For registration please fill in the following link with your first and last name <https://forms.office.com/Pages/ResponsePage.aspx?id=N1vP0jQ50kyHAldv6FRqhoeh4VcsIJEnKjczq-V47hUNFo2NTNUMk1HTVNTOUeYNDIwTFJFQzVHNY4u>

After having made the institutional account, you can enter the website <https://www.microsoft.com/en/microsoft-365/microsoft-teams/group-chat-software> and download the application Microsoft Teams.



The image is a promotional graphic for Microsoft Teams. At the top, the text "Microsoft Teams" is displayed in a blue font. Below this, there is an illustration of a woman on the left and a man on the right, both using laptops. The background features a stylized representation of the Microsoft Teams interface, showing a list of contacts on the left and a chat window in the center. At the bottom of the graphic, the text "Download the Teams desktop app and stay better connected." is written in a bold, black font. Below this text is a blue button with the text "Get the Windows app" in white. The button is circled with a thick black border. Underneath the button, the text "Use the web app instead" is written in a smaller, blue font.

After installing the application on your computer/telephone you have to introduce your personal institutional account.

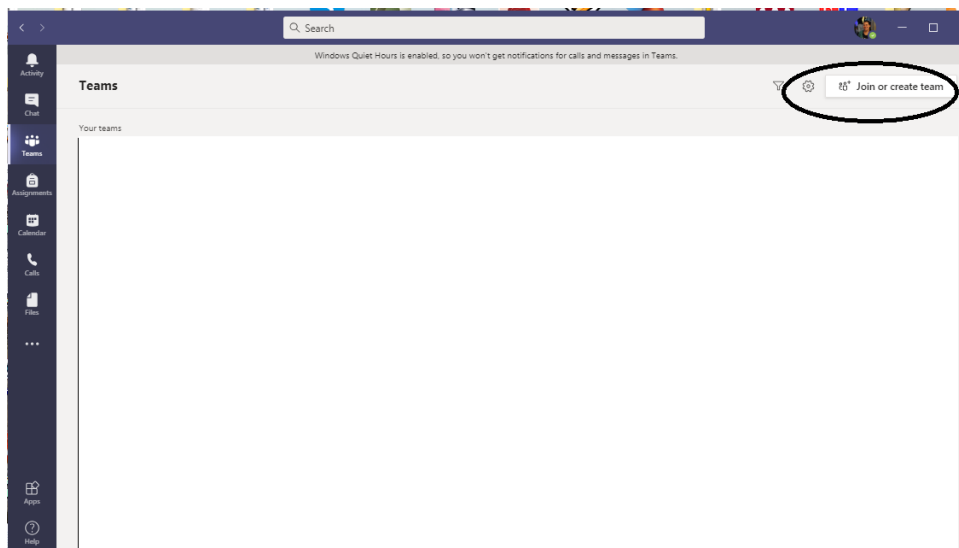
From the web-site of FILS the time table can be seen. <https://fils.utcb.ro/en/about/class-timetable/> . On each column we have the name of the discipline, the name of the professor and the code for the team in Microsoft Teams. This code can be introduced in the application in order to be part of the team of the class.

Faculté d'Ingénierie en Langues Étrangères
Première année - Spécialité: GENIE CIVIL en langue française – premier semestre, 2020 / 2021

	8-10	10-12	12-14	14-16	16-18	18-20
Lundi		Introduction en Génie Civil I. Teodorescu whanbja	Analyse I (C+TP) I. Bucur ayr60uf		Langue étrangère L. Gaillard lphey6o	
Mardi	Langue roumaine pour étudiants étrangers A. Bunea ngyy62h		Introduction en Génie Civil I. Teodorescu	Education physique B. Vulpe z89o8uo	Algèbre linéaire et Géométrie analytique (C) D. Ciuiu px259xw	Chimie (C+Lab) D. Voinitchi kkztitr
Mercredi			Géométrie descriptive (C) I. Craciun vny2d01	Algèbre linéaire et Géométrie analytique (TP) D. Ciuiu px259xw	Sciences humaines I B. German pcwkagu	
Jeudi		Topographie (C+TP) M. Brisan 1cqgp0s	Utilisation des ordinateurs (C+TP) D. Ciuiu oi7xdnu		Géométrie descriptive (TP) I. Craciun vny2d01	
Vendredi						

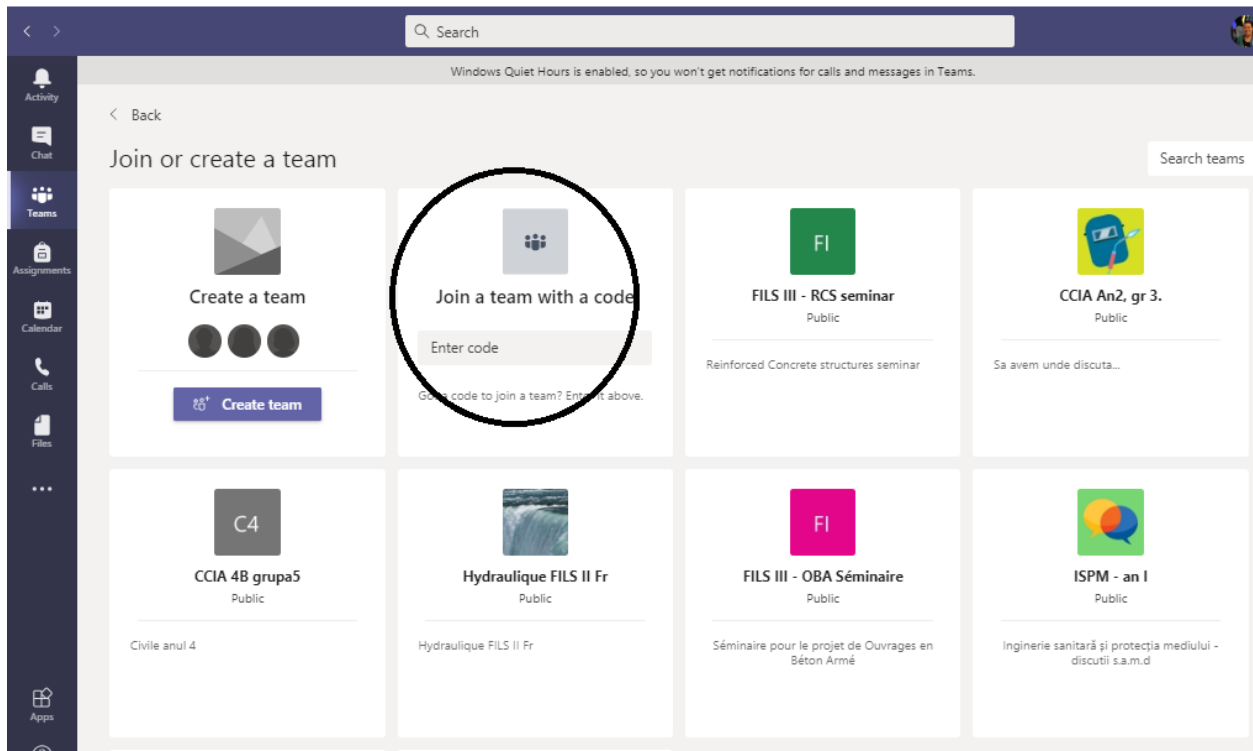
Notations:

In order to introduce the code of the team in the application you have to press **Join or create team**.



After this, you have to take the code for each team taken from the timetable and introduce it in **Join a team with a code**. Now you are part of each team of the class from the timetable for your year of study.

In the left side of the menu you can see on Teams all the teams that you are part of.



Every class, the professor will initiate a session **Meet now** where you have to enter by **Join**.