ONLINE CLASSES
GUIDELINES FOR STUDENTS
1. Access your SPES account

2. Verify you received an email with «Si è stati invitati all’organizzazione Università degli Studi di Udine» as subject

3. IGNORE SAID EMAIL, DO NOT FOLLOW ITS INSTRUCTIONS
2. Verify you received ANOTHER email with «Attivazione corso online Microsoft Teams» as subject and follow the instructions enclosed
Open the email and click on the link
Verify «(Ospite)»/»(Guest)» is selected. If not selected, select it.
Here you’ll find the online courses you’ve been added to.
We strongly advise you to install the Microsoft Teams App on your device:

1. **Download the Desktop app**

2. **Click on «Save file»/«Salva file»**
Microsoft Teams APP

OPERATING INSTRUCTIONS
# Microsoft Teams App Instructions

## Supported operating Systems:

<table>
<thead>
<tr>
<th>Desktop</th>
<th>Dispositivo mobile</th>
</tr>
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<tbody>
<tr>
<td><strong>Windows 64 bit</strong></td>
<td><strong>iOS</strong></td>
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<tr>
<td><strong>Windows 32 bit</strong></td>
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<tr>
<td><strong>Mac</strong></td>
<td><strong>Android</strong></td>
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<tr>
<td><strong>Linux DEB 64 bit</strong></td>
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<tr>
<td><strong>Linux RPM 64 bit</strong></td>
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</tbody>
</table>
Log in using your University email address (SPES)
Insert your University email address password (SPES)
Verify «(Ospite)»/»(Guest)» is selected. If not selected, select it.
Here you’ll find the online courses you’ve been added to.
You’ll find the main activities by clicking the «Team» button
Select Team to open it
«Post» is the landing view where you’ll find all your team’s posts. On this page you’ll be able to interact with other users and upload files.
Here you can see how an active videoconference looks like (lesson ongoing):
Select «Partecipa»/«Join» in order to join the conference call.
PLEASE NOTE:
Deactivate your webcam and microphone when attending a conference call.
Webcam and microphone control panel

Participants list

CHAT

END CALL BUTTON
You can also manage your files from the «File» tab
ASTU CONTACTS:

• facebook: gruppo Help! uniud, online support for UniUD students.
• Instagram @tutoruniud
• Whatsapp active from 9.00 to 17.00: +393357794143
• Telegram channel Orientamento UNIUD
• schedule a meeting on Skype by filling the dedicated web Form