



KONYA  
TECHNICAL UNIVERSITY  
**DISTANCE EDUCATION**  
**APPLICATION AND RESEARCH CENTRE**  
1970

# Student Microsoft Teams User Guide

# What is Microsoft Teams?

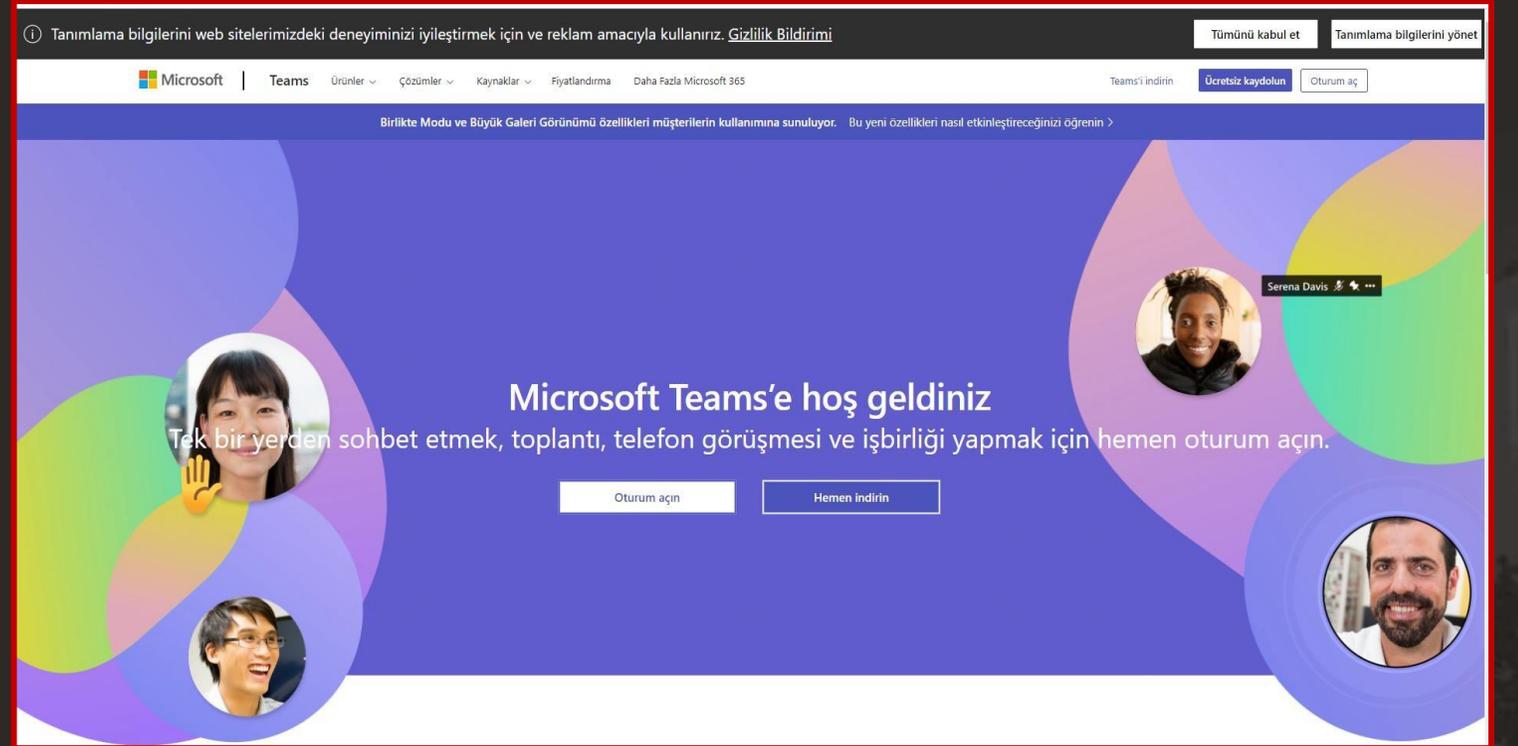
## What is Microsoft Teams?

Microsoft Teams is a digital platform that lets you use conversations, meetings, files, and apps in one place.

You can get detailed information about Teams by clicking

<https://www.microsoft.com/tr-tr/microsoft-teams/log-in>.

You can download and install Microsoft Teams on your desktop computer or mobile device



# Download Microsoft Teams Program

## Download Microsoft Teams Program

Click <https://www.microsoft.com/tr-tr/microsoft-teams/download-app>

You can download and install Microsoft Teams on your desktop computer or mobile device. This guide will proceed through the Download for desktop devices option. You can follow the steps

### Step 1

Microsoft | Teams | Ürünler | Çözümler | Kaynaklar | Fiyatlandırma | Daha Fazla Microsoft 365

Artık Microsoft Teams'de ailenizi ve arkadaşlarınızı arayabilir, onlarla sohbet edebilirsiniz.

## Microsoft Teams'i indirin

Teams'de istediğiniz her yerden herkesle bağlantı kurun ve işbirliği yapın.

[Masaüstü cihazlar için indirin](#) [Mobil cihazlar için indirin](#)

# Download Microsoft Teams Program

## Downloading Microsoft Teams Program

When you follow step 2, the Download Teams for Windows Desktop window appears.

Within the scope of the agreement made by our university

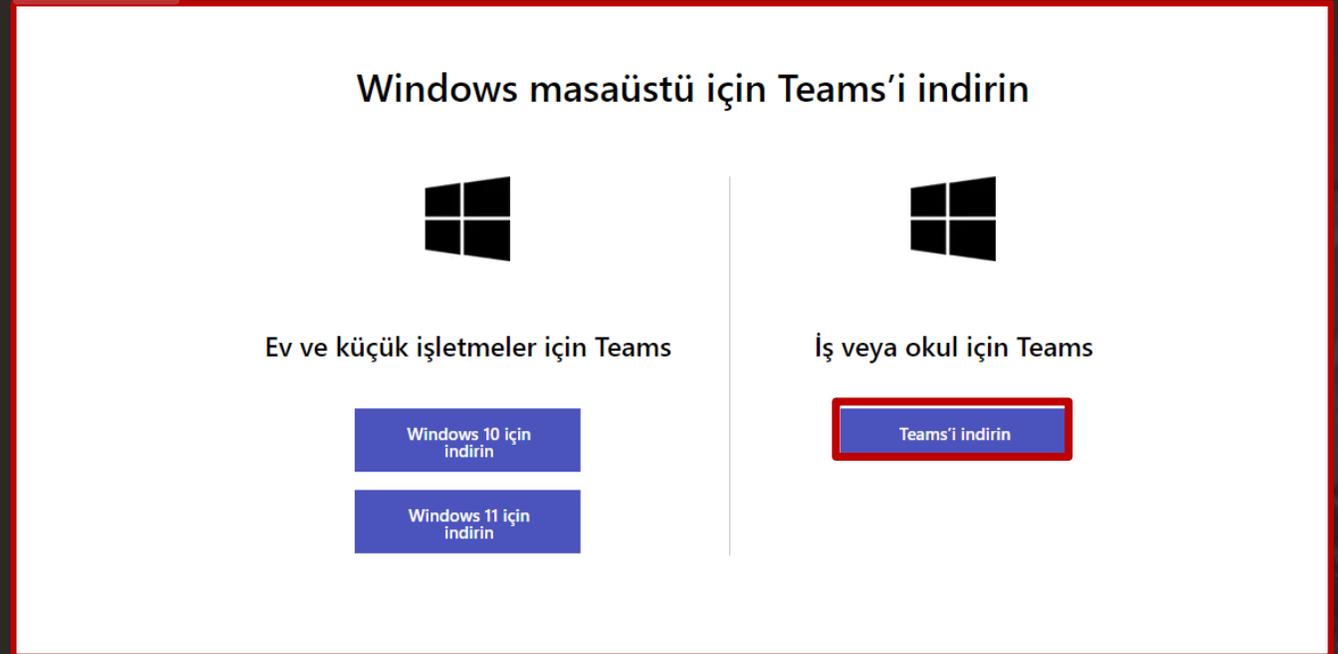
You need to select «Teams for Work or School». If you choose the other option and install, you will not be able to log in to Teams even if your password and e-mail address are correct.

For installation, you can run the \*.exe file and install it on your computer.

For installation, you can run the \*.exe file and install it on your computer.



### Step 2



# Download Microsoft Teams Program

## Step 3

İndirdikten sonra Teams'i  
yükleyin.

Toplantınıza otomatik olarak katılırsınız.

Gizlilik ve tanımlama bilgileri Üçüncü taraf bilgilerini açıklar

TeamsSetupx64.exe

## Step 4



Microsoft

Downloading Microsoft Teams ...

## Step 5

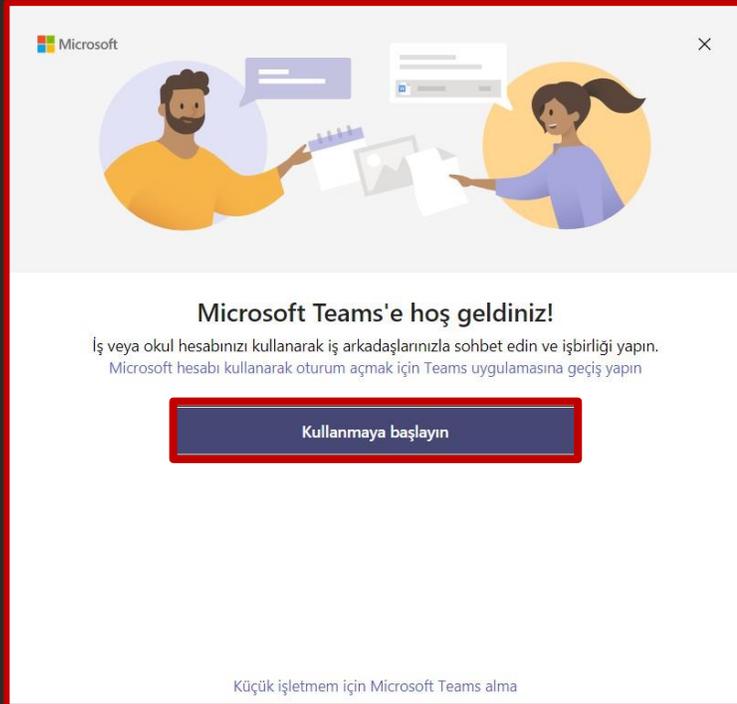


Microsoft

Microsoft Teams yükleniyor.

# Microsoft Teams Login Open Teams (work or school)

## Step 6



Microsoft

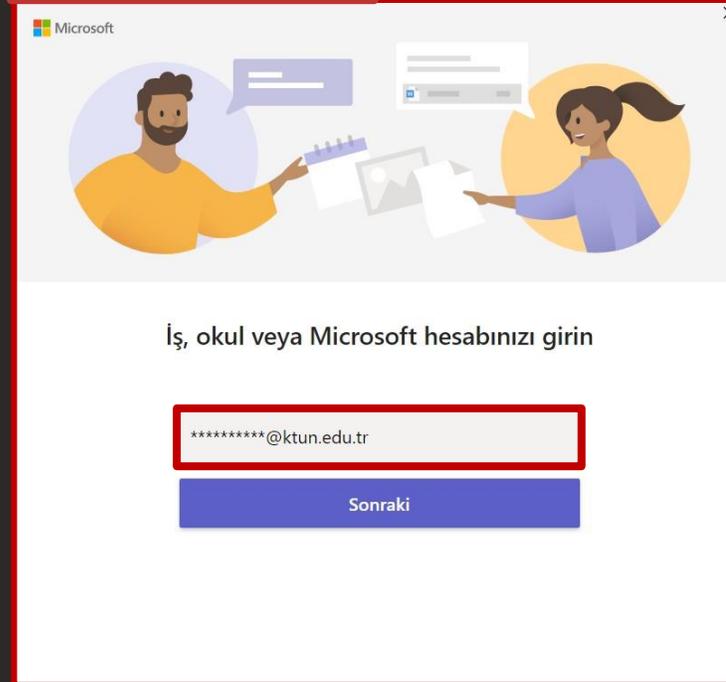
Microsoft Teams'e hoş geldiniz!

İş veya okul hesabınızı kullanarak iş arkadaşlarınızla sohbet edin ve işbirliği yapın.  
Microsoft hesabı kullanarak oturum açmak için Teams uygulamasına geçiş yapın

[Kullanmaya başlayın](#)

Küçük işletmem için Microsoft Teams alma

## Step 7



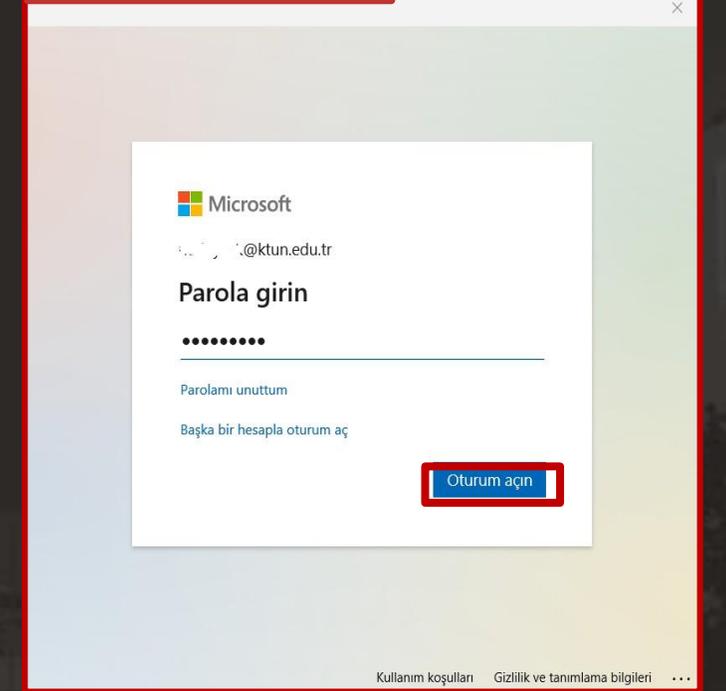
Microsoft

İş, okul veya Microsoft hesabınızı girin

\*\*\*\*\*@ktun.edu.tr

[Sonraki](#)

## Step 8



Microsoft

\*\*\*\*\*@ktun.edu.tr

Parola girin

.....

[Parolamı unuttum](#)

[Başka bir hesapla oturum aç](#)

[Oturum açın](#)

[Kullanım koşulları](#) [Gizlilik ve tanımlama bilgileri](#) ...

# Microsoft Teams Login Open Teams (work or school)

## Login

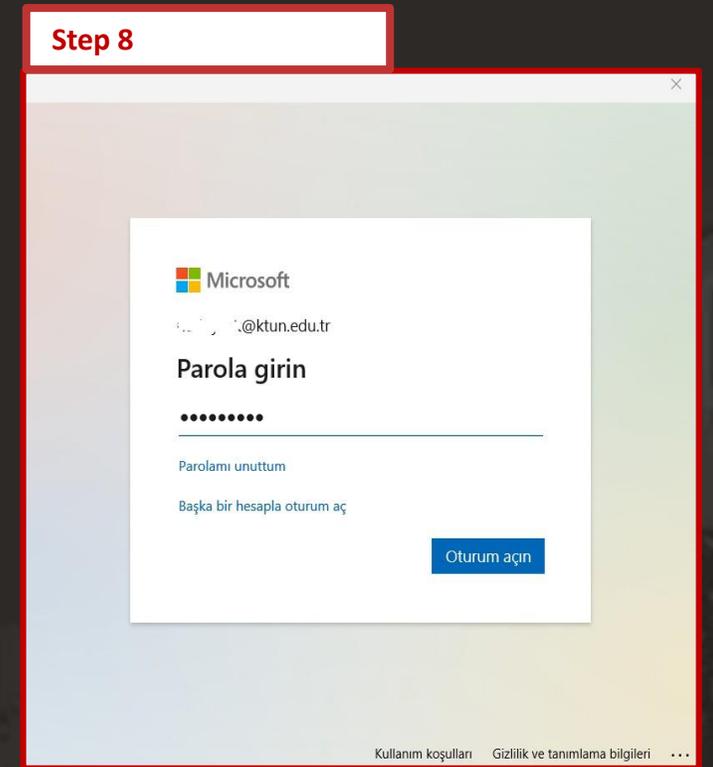
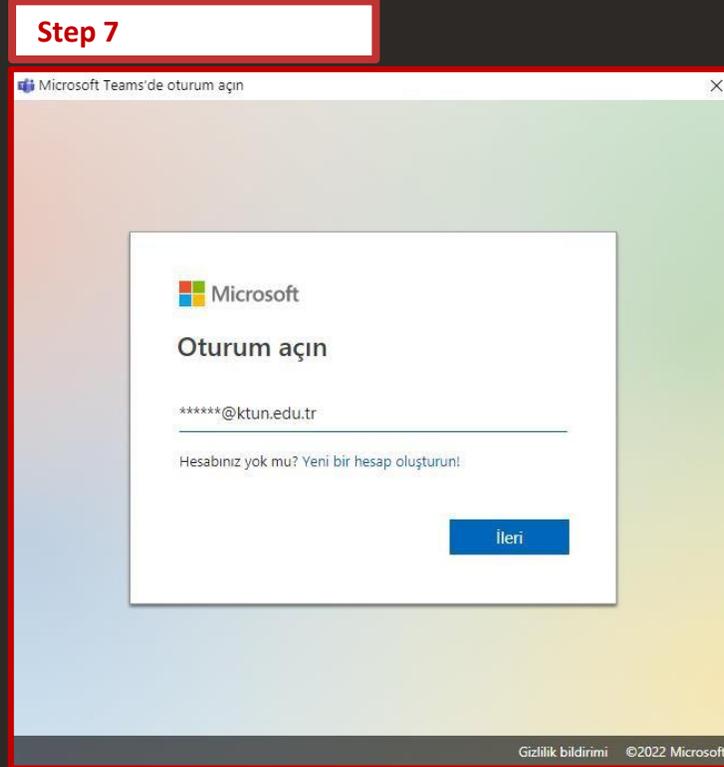
You can follow the steps to log in for the Teams (work or school) version you have downloaded and installed on your computer.

You can log in with your e-mail address provided by your school(@ktun.edu.tr) and the password provided by the IT Department.

**NOTE:** Microsoft account login information for our staff and students was sent to their corporate mail accounts between 10-01-2021 and 20-01-2021. Account information of the students or employees who registered after this date were also sent to their corporate e-mail addresses.

You can click the link below for detailed information.

[https://www.ktun.edu.tr/tr/Birim/DuyuruDetay/microsoft\\_teams\\_hesaplari\\_hk\\_2526](https://www.ktun.edu.tr/tr/Birim/DuyuruDetay/microsoft_teams_hesaplari_hk_2526)



# Live Class Participation with Teams

Log in to the distance education system with your corporate e-mail address and access password.

Click on the "LIVE LESSON" link shared by your lecturer in the distance education system.

## Step 1

- Konu 9



CANLI DERS

Merhaba Arkadaşlar

Bugün dersimizi Teams uygulaması üzerinden yapacağız.

# Participation in Live Class with Teams

When you click on the link (LIVE COURSE LINK) a window will appear asking how you want to join the Teams meeting.

## Option 1

You can download and install Teams on your computer or mobile device.

**NOTE:** This step is used if Teams is not installed on your computer or mobile device.

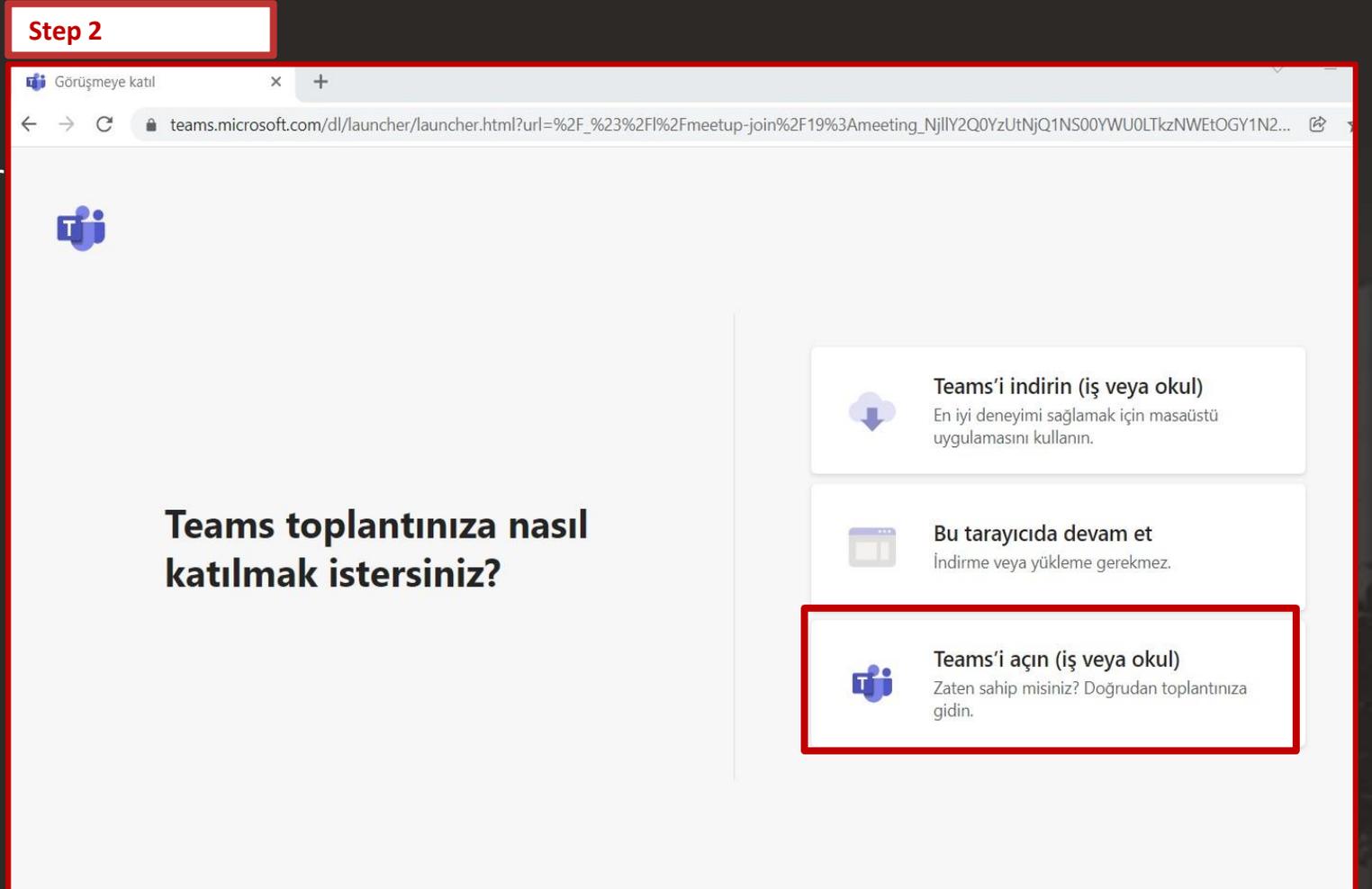
## Option 2

You can continue from your browser if you do not want to install or download.

## Option 3

You can join the meeting by opening the Teams program installed on your computer. (In this guide, downloading and installing Teams is shown.)

**Step 2**



Görüşmeye katıl

teams.microsoft.com/dl/launcher/launcher.html?url=%2F\_%23%2F%2Fmeetup-join%2F19%3Ameeting\_NjllY2Q0YzUtNjQ1NS00YWU0LTkzNWEtOGY1N2...

**Teams toplantınıza nasıl katılmak istersiniz?**

- Teams'i indirin (iş veya okul)**  
En iyi deneyimi sağlamak için masaüstü uygulamasını kullanın.
- Bu tarayıcıda devam et**  
İndirme veya yükleme gerekmez.
- Teams'i açın (iş veya okul)**  
Zaten sahip misiniz? Doğrudan toplantınıza gidin.

# Live Class Participation with Teams

## Joining the Meeting

After successfully activating your account, you can set up the camera microphone, which is the last step to participate in your Live class. Click the "Join now" button to join the online meeting.

**Step 3**

Nazmiye Ebru BULUT ile toplantı

**Video ve ses seçeneklerinizi belirleyin**

Kameranız kapatıldı

Bilgisayar sesi

PC Mikrofonu ve Hoparlörü

Telefon sesi

Oda sesi

Ses kullanma

Arka plan filtreleri

İptal **Şimdi katıl**



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