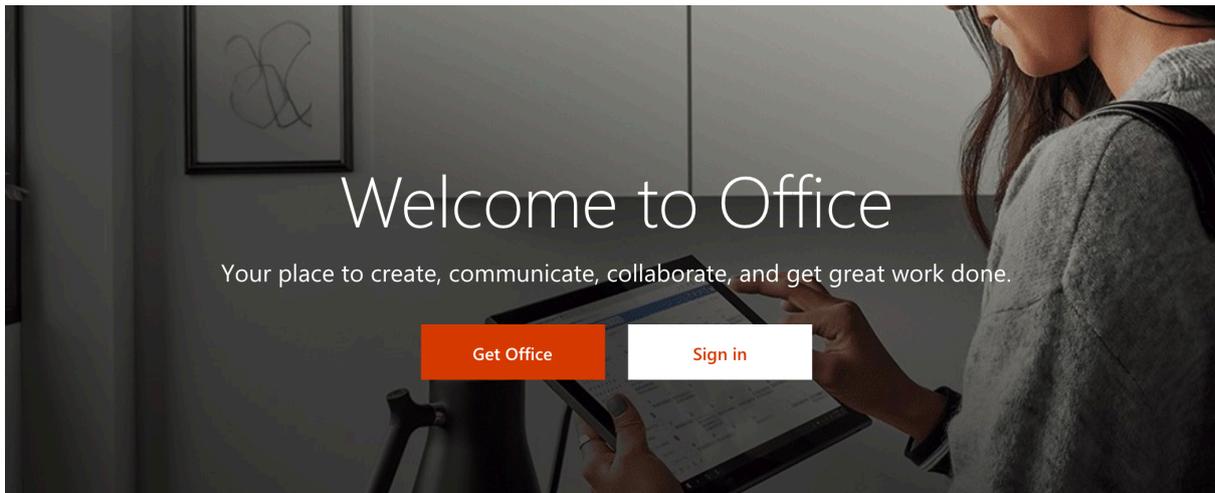


Video Lessons @ UniPi Students

Please visit the webpage <https://www.office.com>

You can download the desktop app of Teams from <https://teams.microsoft.com/downloads>; or attend the video lesson on tablet or smartphone by downloading the Teams application for Android or iOS from the app stores.

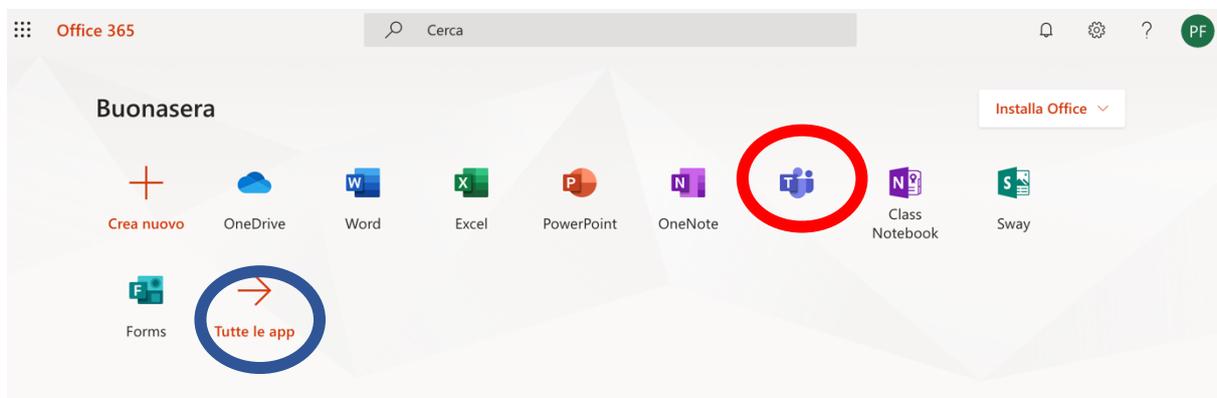


Click on “**Sign in**”.

Enter your email at UniPi (of the form xxx@studenti.unipi.it), and then click on “**Next**”.

It appears the page of UniPi where you have to enter your credentials.

On the startup page, click on the **Teams icon** if present (circled in **red** in the screenshot below). If not present, search it in the applications list (circled in **blue** in the screenshot below).



You are now in **Teams** and you can sign up for the video lesson you are interested in, following one of the following two procedures.

Procedure #1: sign up using the link to the course's webpage

On the web portal <http://esami.unipi.it> you can access the list of the online courses available at UniPI. Just click on the link on the left menu (see screenshot below)



The site shows a form to search for your course by specifying the name of its teacher or the name of the course.

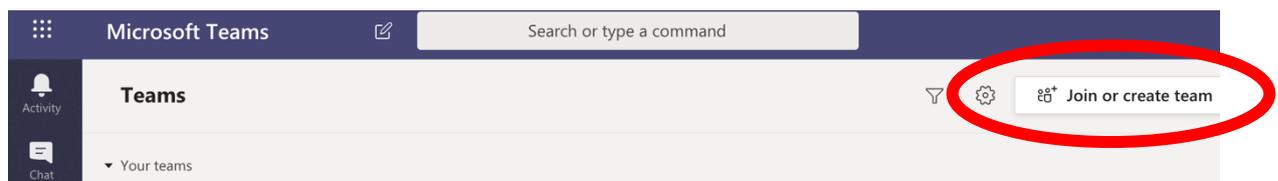
If the course you are interested in is online, it will appear on the list: you can now click on it to apply for attendance. Otherwise, please write to the teacher asking for information.

Now go back to the **Teams** startup page where the selected course icon will now appear.

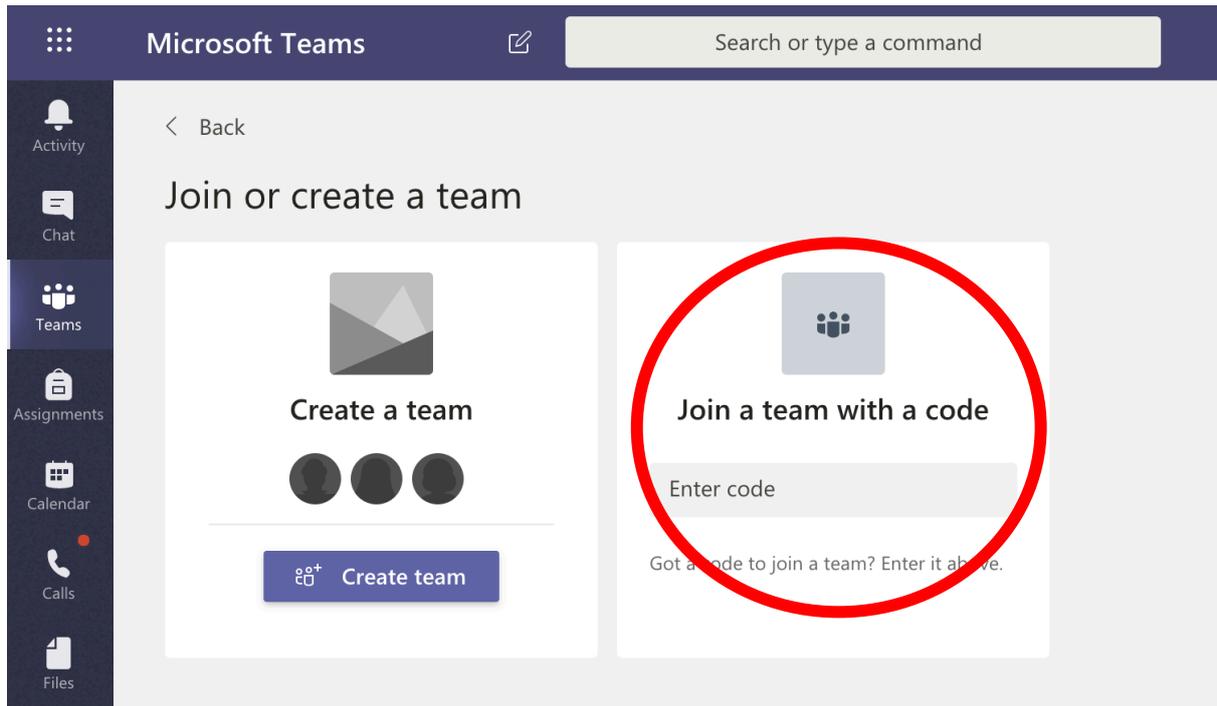
Click on the icon to attend the video lesson.

Procedure #2: sign up by entering the course code

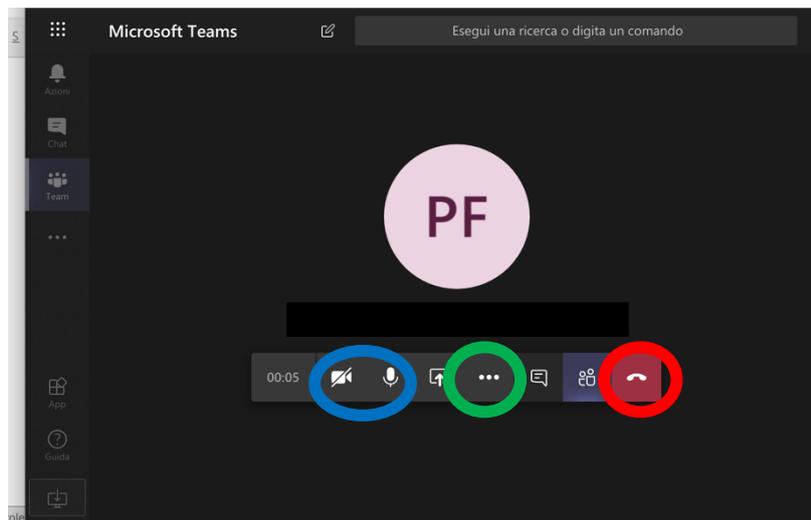
This procedure requires a code provided by the teaching staff. When the code is provided, click on “**Join or create a team**” on top right corner (circled in red in the screenshot below) on the **Teams** start up page.



Enter the course code (e.g. 531AA) in the following page



Now the virtual class is available. To avoid noise and disturbance, please turn off the microphone and the camera by clicking on the icon **circled in blue** in the screenshot below. If you want to interact with the teacher via chat, click on the icon **circled in green**



At the end of the lesson, to stop your attendance click on the icon **circled in red** in the screenshot below