Microsoft Teams

What it is

Klaipėda State University of Applied Sciences uses **Microsoft Teams** – a communication and collaboration platform.

It can be used by all members of the college community to communicate, study, work remotely and coordinate study or work processes.

System link
https://teams.microsoft.com/

Who this guide is for

This guide helps you:

- open Microsoft Teams;
- choose the right way to connect;
- sign in with your college account;
- find useful instructions and links.

Main features

- **Teams and channels** – course spaces, lectures, assignments, sharing information and communication. Administrative units can work in separate teams.
- **Meetings and lectures** – blended or remote lectures, video conferences, screen sharing, breakout rooms, whiteboard and other tools. Meetings and events can be organised for internal and external participants.
- **Assignments** – teachers can create and assign tasks, track progress and give feedback.
- **Communication** – team and channel chats, personal messages, audio calls and discussions.
- **Files** – storing and sharing teaching materials, presentations, documents and other files.
- **Integration with Microsoft 365** – work with Word, Excel, PowerPoint and other apps; option to edit the same file together.
- **Security** – Microsoft security and privacy measures apply.

How to open Microsoft Teams

You can connect to Microsoft Teams in **three ways**:

1. **Desktop app** (recommended): https://www.microsoft.com/en-us/education/products/teams
2. **Mobile app**:
    - Android
    - iOS
3. **Web app**: https://teams.microsoft.com/

Recommended browsers: **Microsoft Edge** or **Google Chrome**.

How to sign in

Your sign-in name **matches your college email address**.

- **Staff / teachers:** username + `@kvk.lt`

Example: `v.pavardenis@kvk.lt`

- **Students:** username + `@kvkedu.lt`

Examples: `var.pavardenis@kvkedu.lt`, `va.pavardenis@kvkedu.lt`, `v.pavardenis@kvkedu.lt`

The password is **the same** as for other college systems (e.g. Moodle, eLABa, email) and college computers.

Instructions and useful links

Guides

- Microsoft Teams User Guide (LT)
- Microsoft 365 for Education
- Microsoft Teams help & learning
- Microsoft 365 Video Training (EN)

Other links

- What's new in Microsoft Teams?
- Microsoft Teams blog

Contacts

If you cannot sign in or have other issues, contact ITC:

- College contacts: www.kvk.lt/en/contacts
- ITC unit: Information Technology Centre
- You can also register a request: Technical Support Centre

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