

# Microsoft Teams



**Microsoft Teams** is a communication and collaboration platform for all members of the KVK community to interact, learn, work remotely, and coordinate the study process.



**URL:** <https://teams.microsoft.com/>

## Key Teams functionalities:

- 1. Teams, Channels, and Study Spaces:** Lecturers can create virtual study spaces (teams) where they can organize lectures, add assignments, share information, and communicate with students. Separate administrative units can collaborate in dedicated teams.
- 2. Blended and Remote Lectures, Virtual Meetings, and Events:** Lecturers can create and conduct blended or remote lectures using video conferencing. During video conferences, they can share their screens, create breakout rooms, write on the „whiteboard,“ and use other interactive tools and additional program integrations. Teams allows the organization of virtual events, meetings, and gatherings for both internal and external users.
- 3. Task Management:** Lecturers can create and assign tasks, track student progress, and provide feedback.
- 4. Communication:** It is possible to communicate in team and channel chats, send individual messages, have audio calls, or participate in discussion boards.
- 5. File Storage and Sharing:** Users can share educational materials, presentations, documents, and other resources.
- 6. Integration with Other Services:** Teams integrates with other Microsoft 365 applications, commercial products, third-party tools, and more.
- 7. Collaboration:** Teams integrations allow users to work together on the same file (e.g., Excel spreadsheet, Word document, PowerPoint presentation, etc.) in team channels and chats.
- 8. Security and Privacy:** Security and privacy features are applied to ensure the safety of Teams users' data.

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There are three ways to log in to Microsoft Teams (click on one of the active links to download the application):

- 1. Desktop application** (recommended).

2. App on a smart device (**For Android devices\*\***, **For iOS devices\*\***).

3. **Web app** (via a recommended web browser: Google Chrome or Microsoft Edge).

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[Log in to Microsoft Teams](#)

**The login username matches the institutional email address.**

**Login username for lecturers:** institutional username + **@kvk.lt** (pvz., **n.surname@kvk.lt**).

**Login username for students:** institutional username + **@kvk.edu.lt** (pvz., **nam.surname@kvk.edu.lt**, **na.surname@kvk.edu.lt** or **n.surname@kvk.edu.lt**).

**The login password** is the same as the one used to log in to other college systems (e.g., Moodle, eLABa, DVS, etc.) and computers.

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[Instructions and Useful Links](#)

### Instructions

[Microsoft Teams Meetings Quick Start Guide](#)

[Microsoft Teams for Education. Quick Start Guide](#)

### Links

[What's new in Microsoft Teams](#)

[Microsoft Teams Blog](#) - news and practical tips.

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