



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

**STUDENT**

**MICROSOFT TEAMS INSTALLATION  
AND  
USER GUIDE**

# Contents

[What is Microsoft Teams?](#)

[Downloading the Microsoft Teams Program](#)

[Installing Microsoft Teams](#)

[Signing In to Microsoft Teams](#)

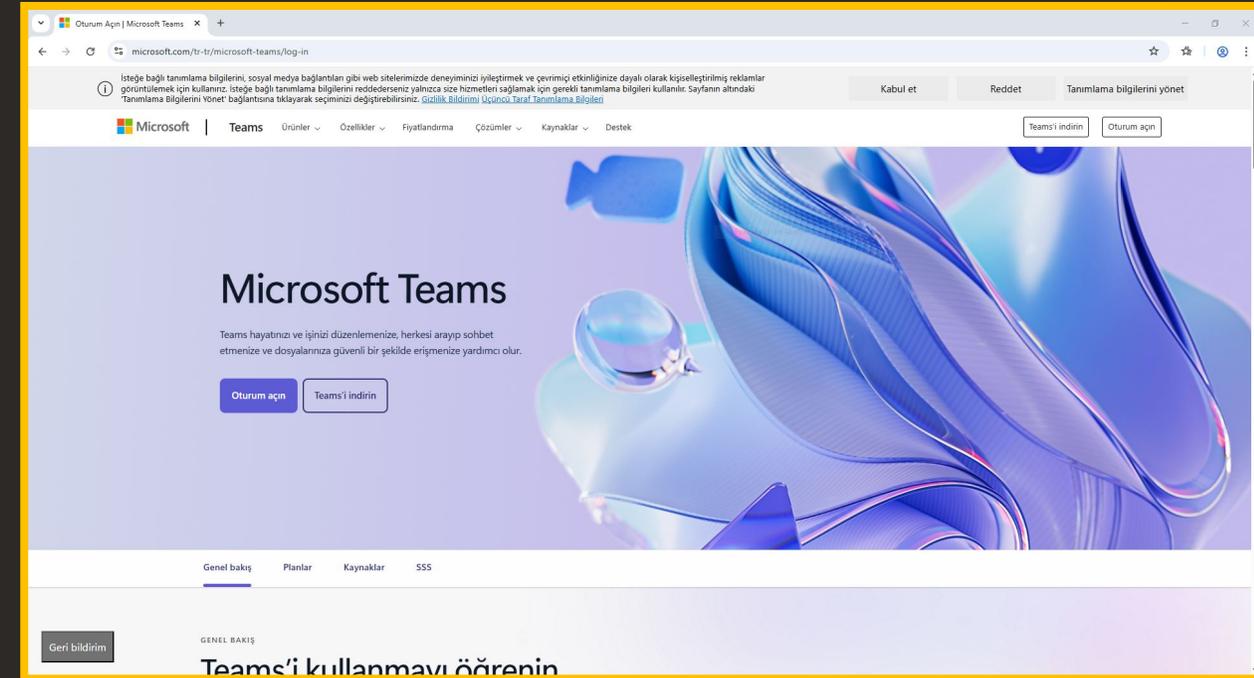
[Joining a Meeting with Microsoft Teams](#)

[Controlling Meetings with Microsoft Teams](#)

# Logging into the Microsoft Teams Program

## What is Microsoft Teams?

Microsoft Teams is a digital platform that allows you to use conversations, meetings, files, and applications all in one place. By clicking on <https://www.microsoft.com/tr-tr/microsoft-teams/log-in> , you can access detailed information about Microsoft Teams. You can download and use Microsoft Teams on your computer or mobile device, or you can use it directly through your browser without downloading it to your computer.



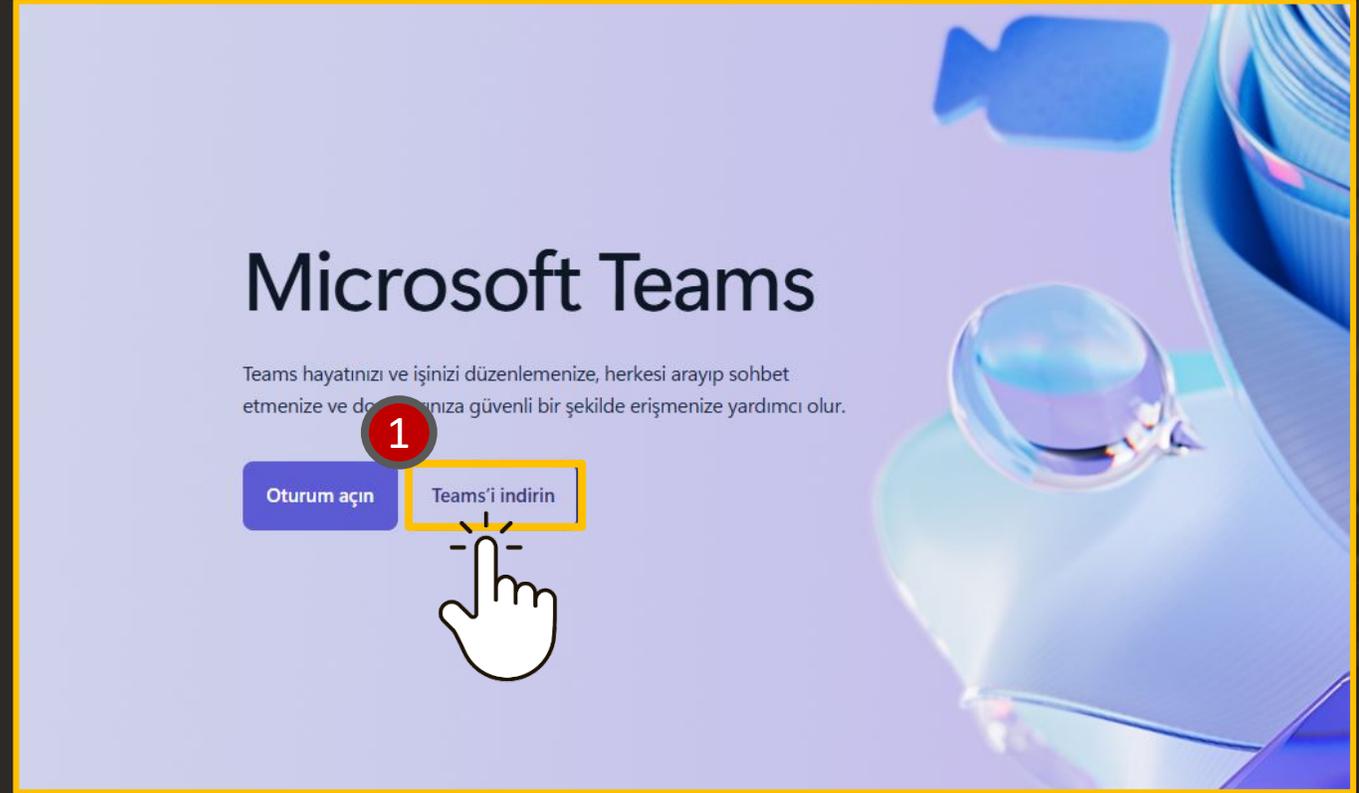
# Downloading the Microsoft Teams Program

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

Click

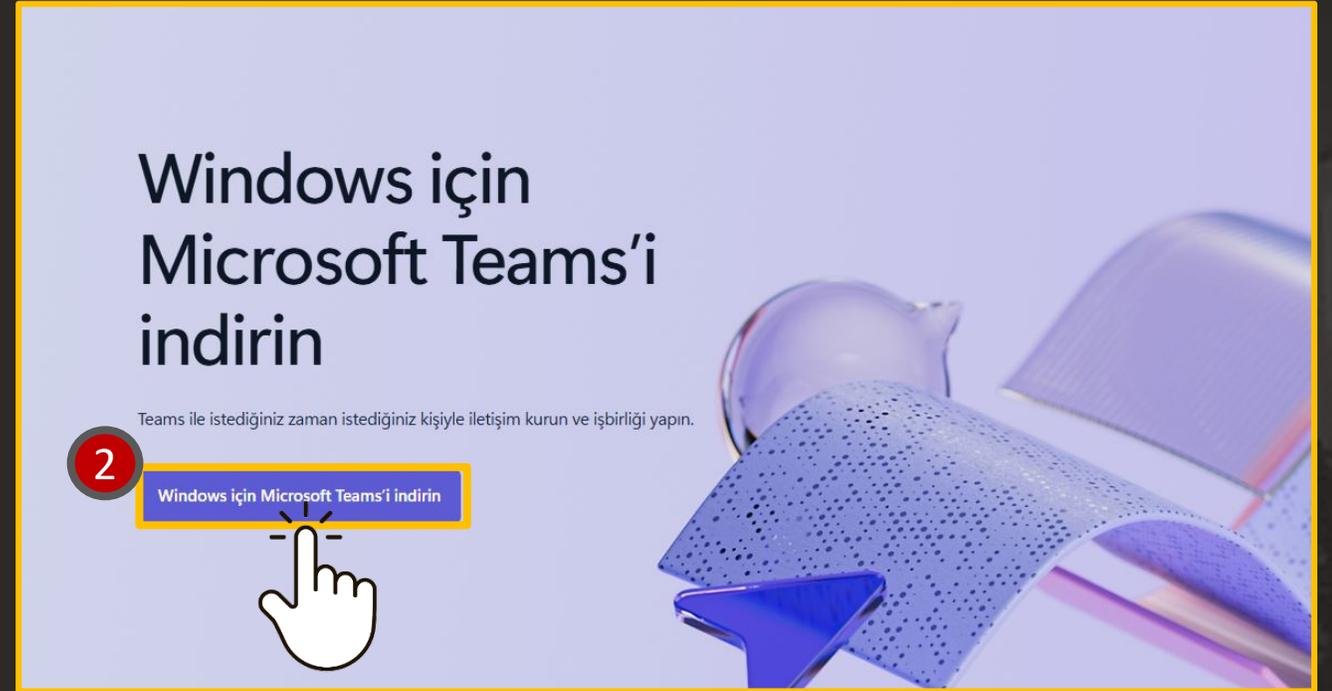
<https://www.microsoft.com/tr-tr/microsoft-teams/download-app>

This guide will proceed using the Download for Desktop option.



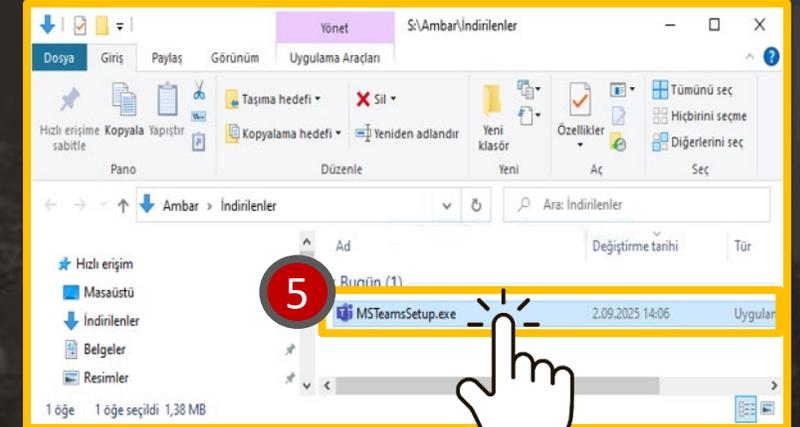
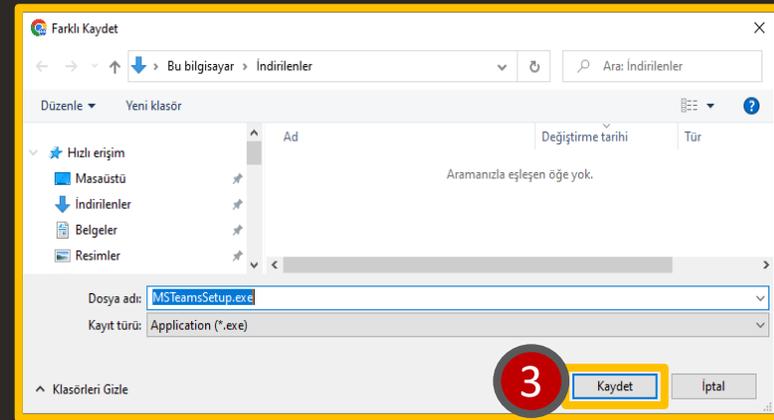
# Downloading the Microsoft Teams Program

To continue the installation for desktop devices,  
click on "**Download Microsoft Teams for Windows.**"



# Downloading the Microsoft Teams Program

You can install it on your computer by running the downloaded file.



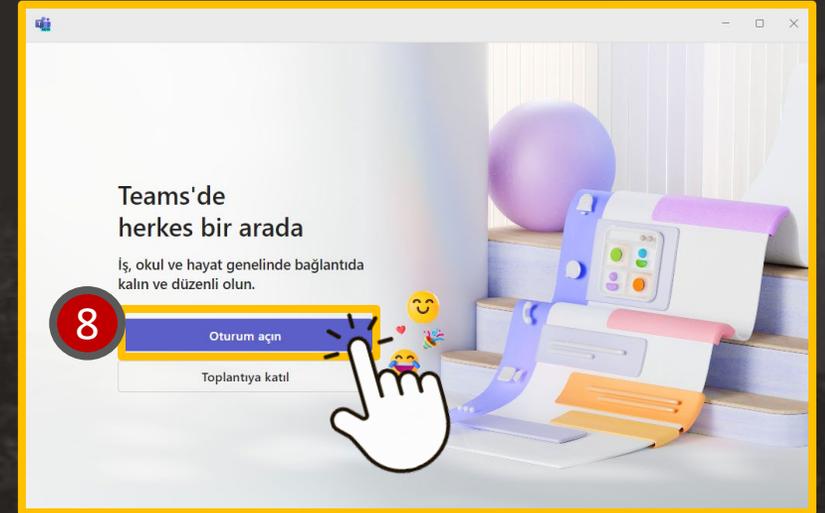
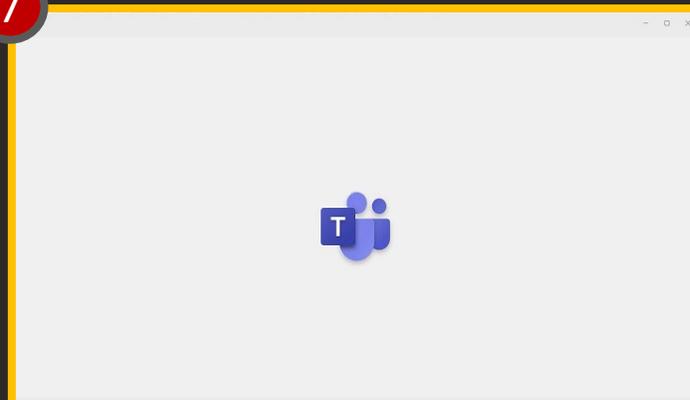
# Installing Microsoft Teams

When the sign-in button appears in Microsoft Teams, the installation will be complete.

6

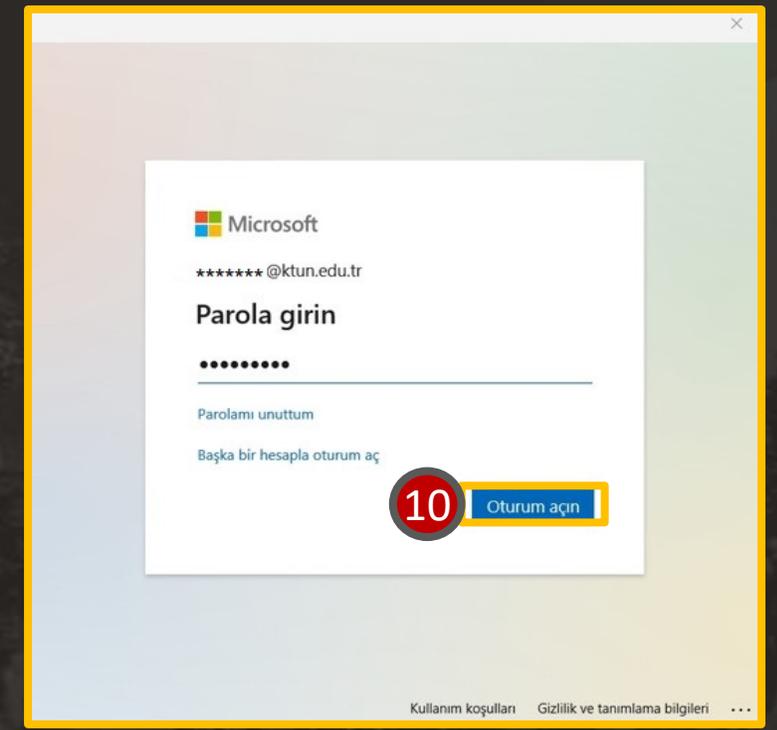
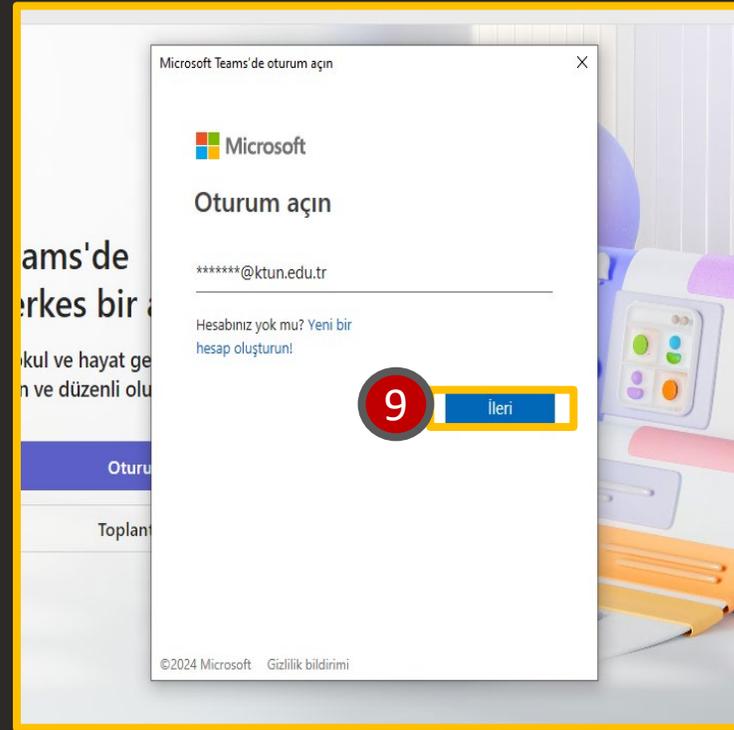
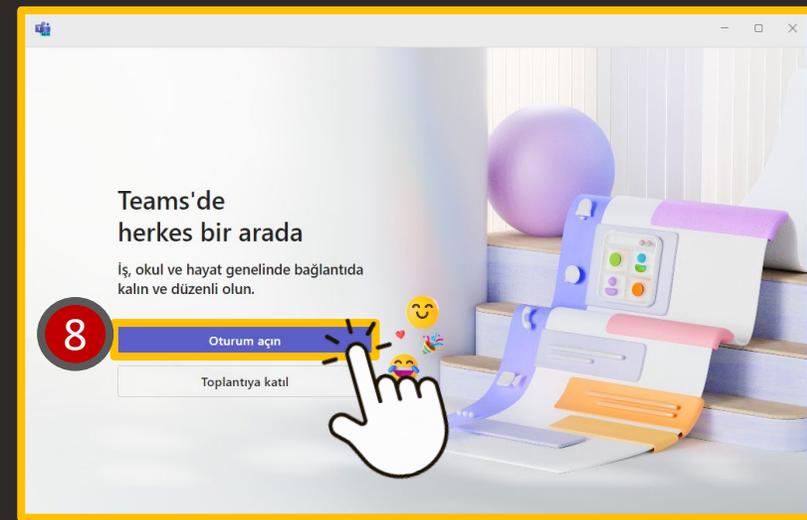


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# Signing In to Microsoft Teams

Enter the Microsoft Teams account credentials provided to you by our University.



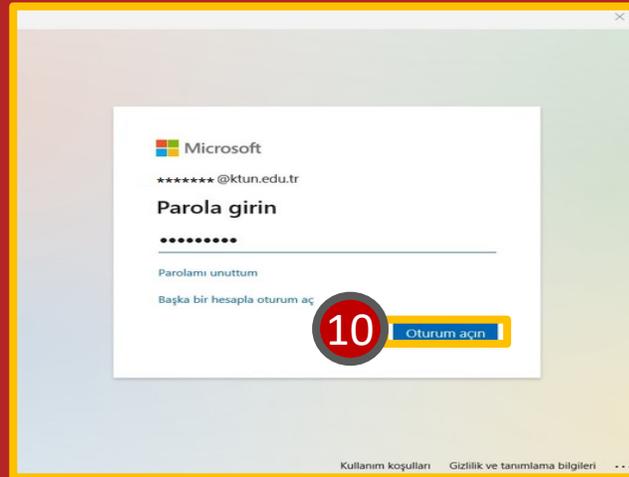
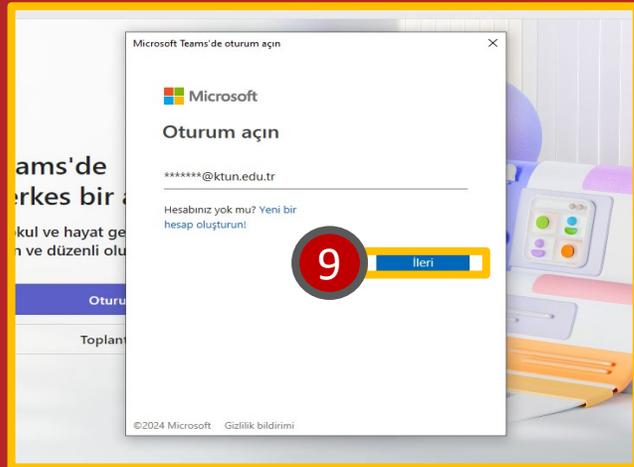


You can sign in using the (@ktun.edu.tr) email address provided by our University and the password supplied by the Directorate of Information Technologies

**NOTE:** Microsoft account login credentials were sent to our students' institutional email accounts between January 10, 2021 and January 20, 2021. For students who enrolled after these dates, account information was sent separately to their institutional email addresses.

For detailed information, you can click the link below..

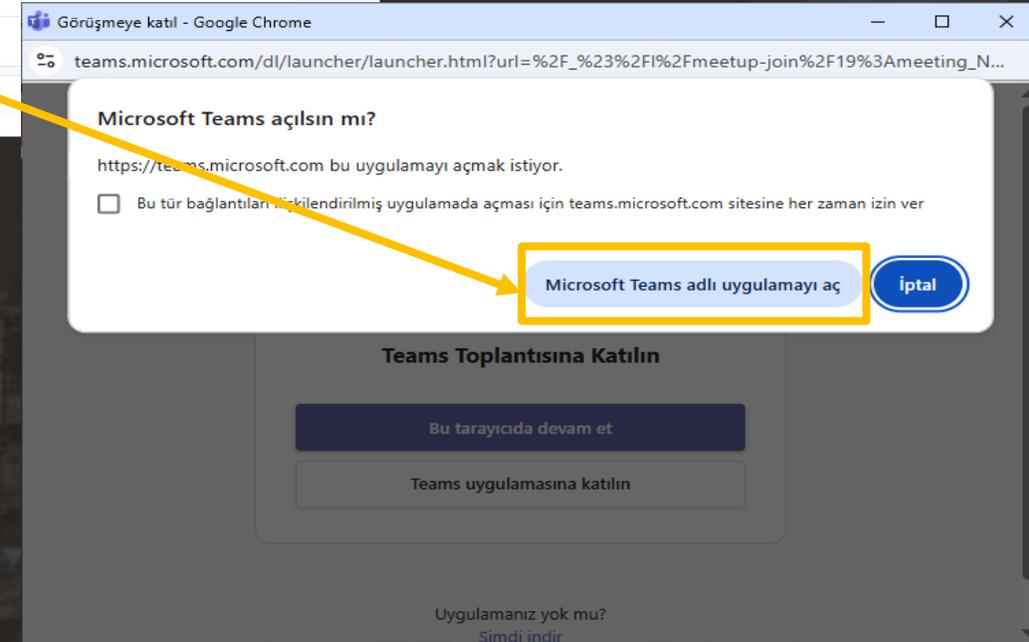
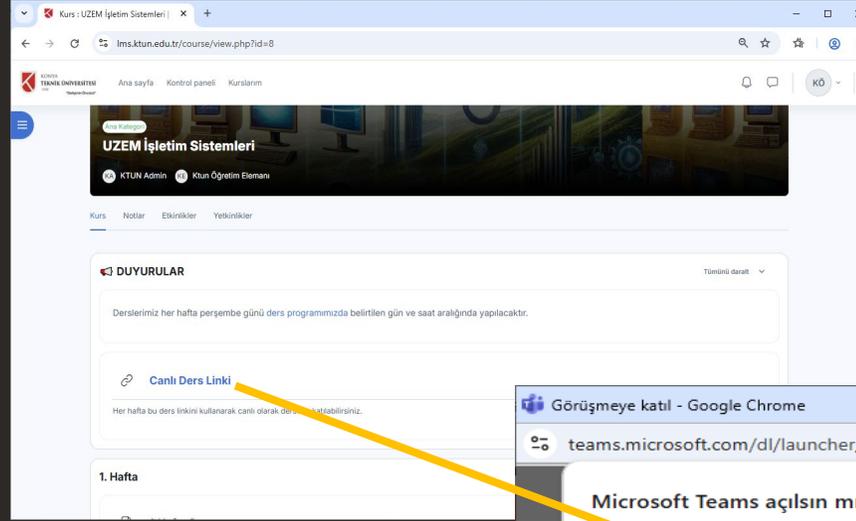
[https://www.ktun.edu.tr/tr/Birim/DuyuruDetay/microsoft\\_teams\\_hesaplari\\_hk\\_2526](https://www.ktun.edu.tr/tr/Birim/DuyuruDetay/microsoft_teams_hesaplari_hk_2526)



# Joining a Meeting with Microsoft Teams

When you click on the live class link or the meeting link, you will first see the option to open this link with the Microsoft Teams application installed on your computer.

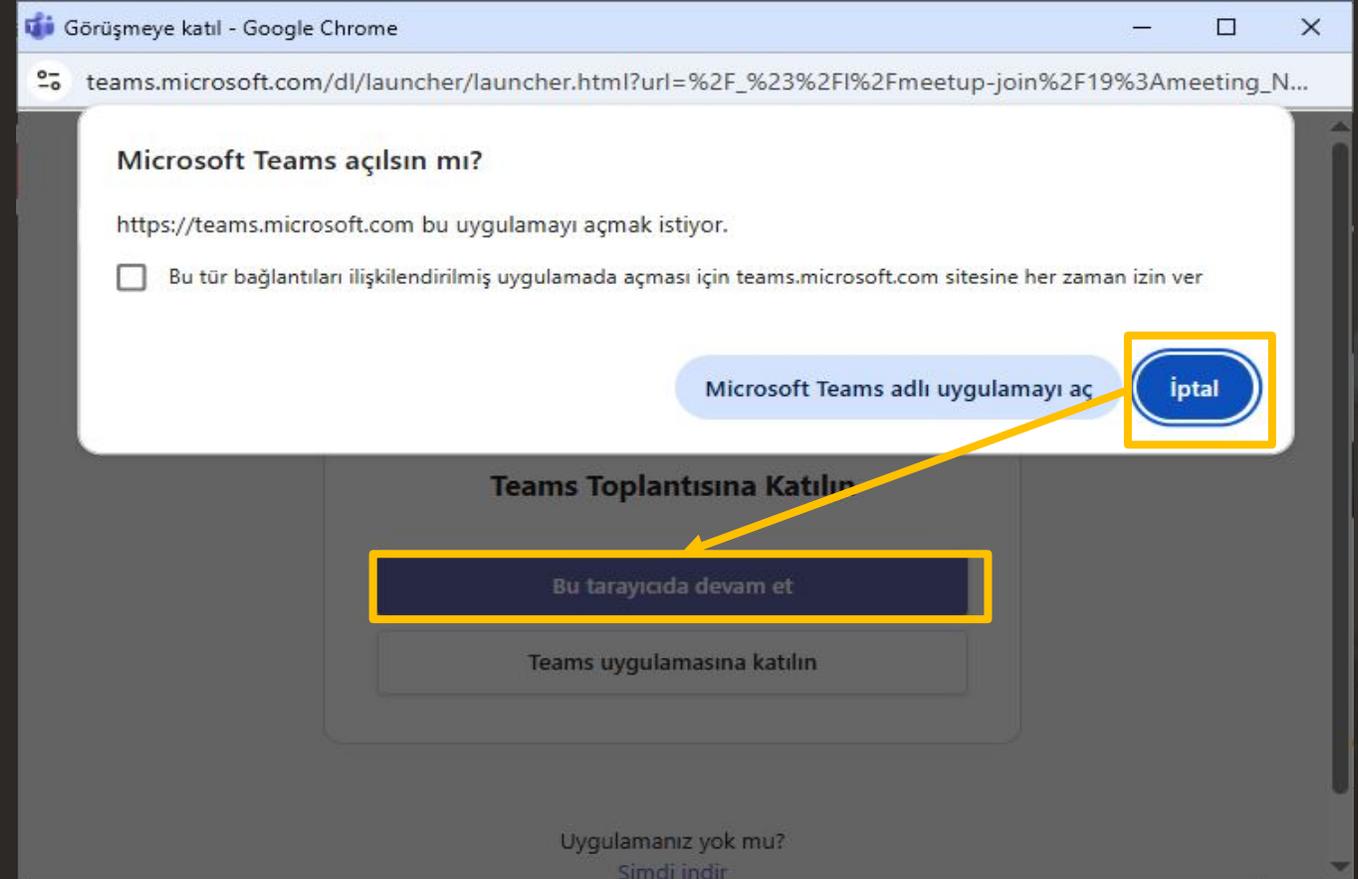
If you have installed the Microsoft Teams application on your computer, you can select this option to join the meeting.



If you join the meeting through the Microsoft Teams application, you must sign in using the Microsoft Teams account credentials provided by our University. Otherwise, you will appear as a “Guest” in the meeting and may not be admitted. (See: [Microsoft Teams Oturum Açma](#))

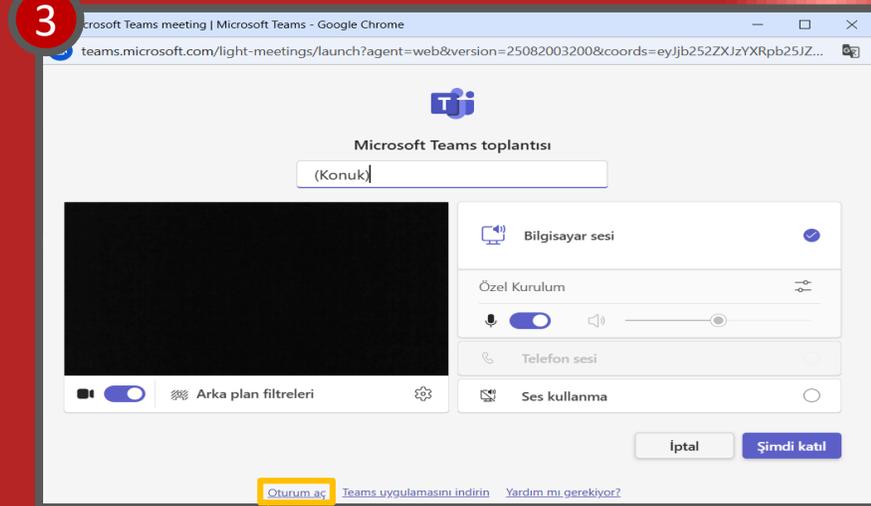
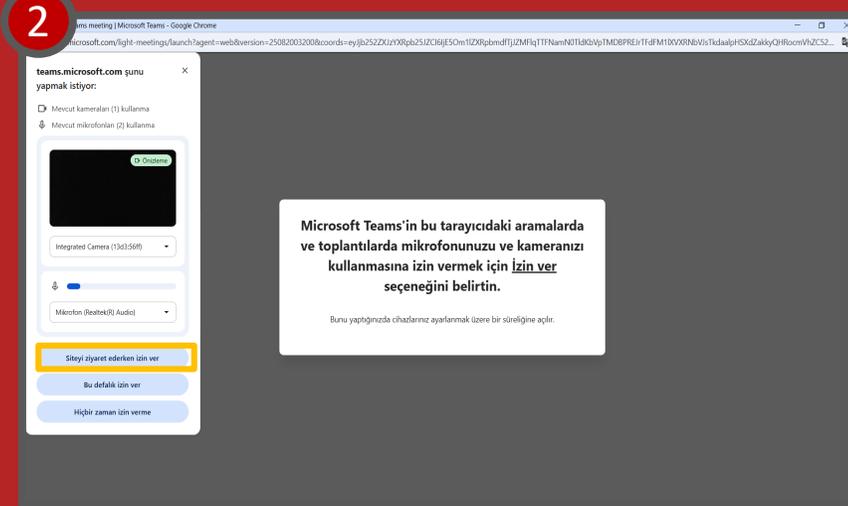
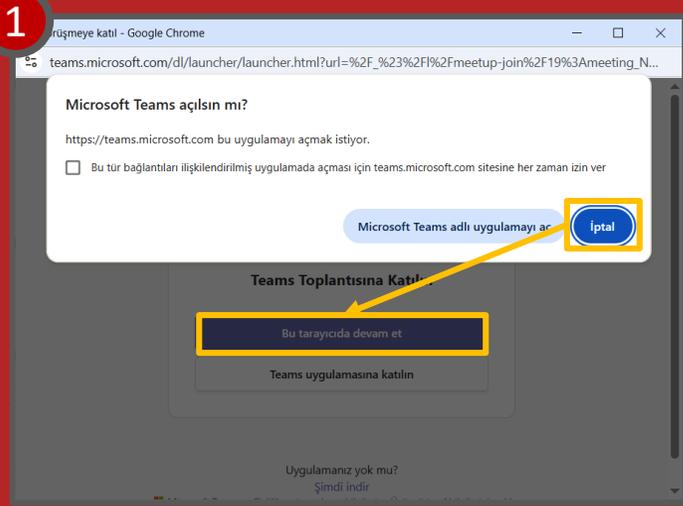
# Joining a Meeting with Microsoft Teams

If you want to use the application without installing it on your computer, click the "Cancel" option and select "Continue in this browser" to open the application in your browser.





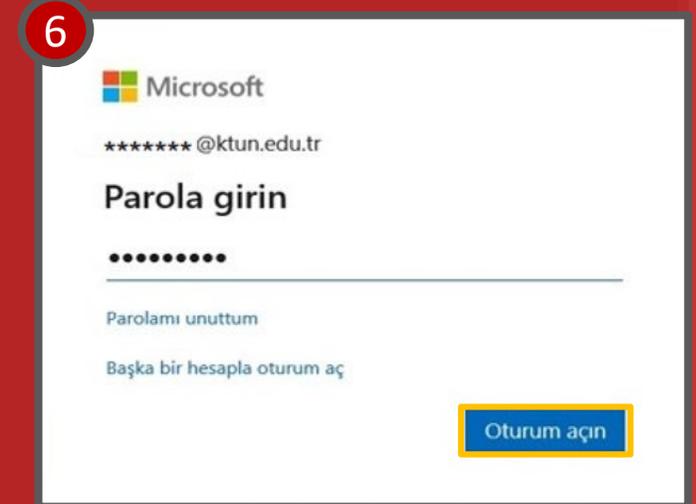
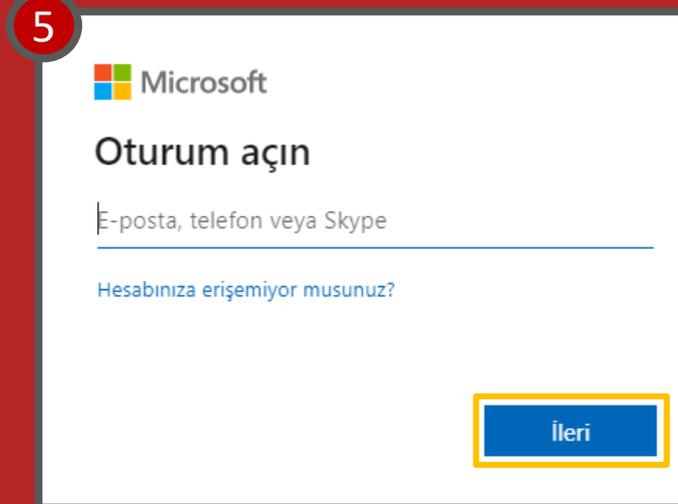
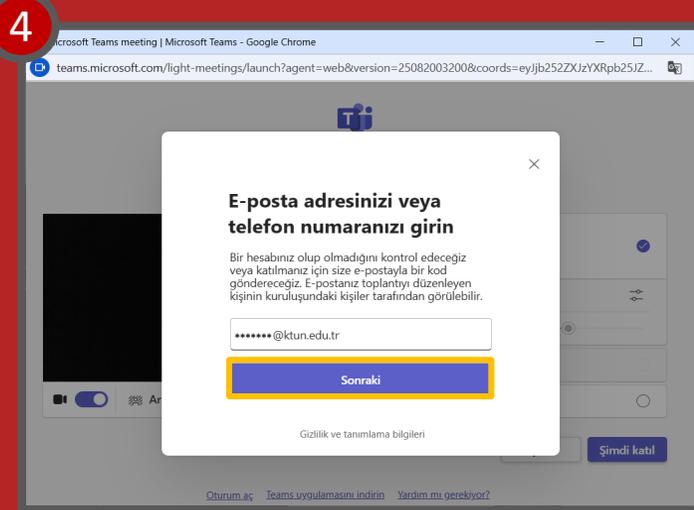
If you join the meeting via your browser, you must sign in using the Microsoft Teams account credentials provided by our University. Otherwise, you will appear as a “Guest” in the meeting and may not be admitted.



[Oturum aç](#) [Teams uygulamasını indirin](#) [Yardım mı gerekiyor?](#)

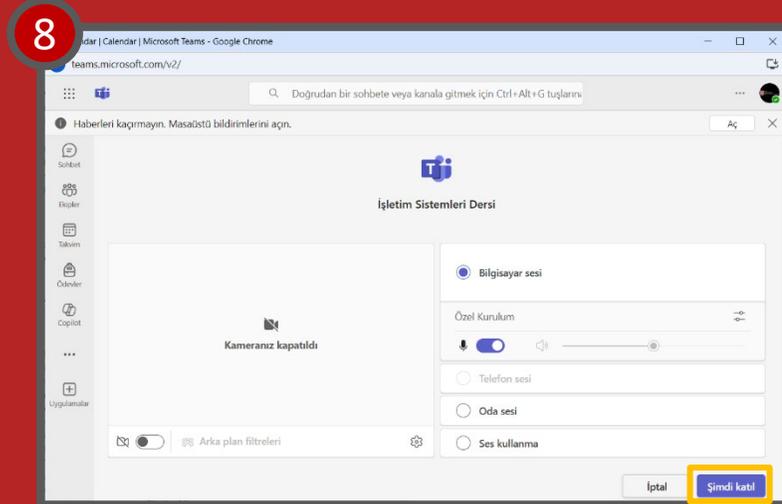
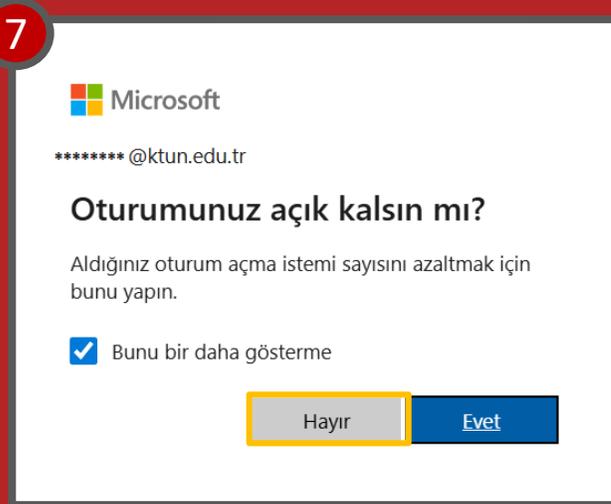


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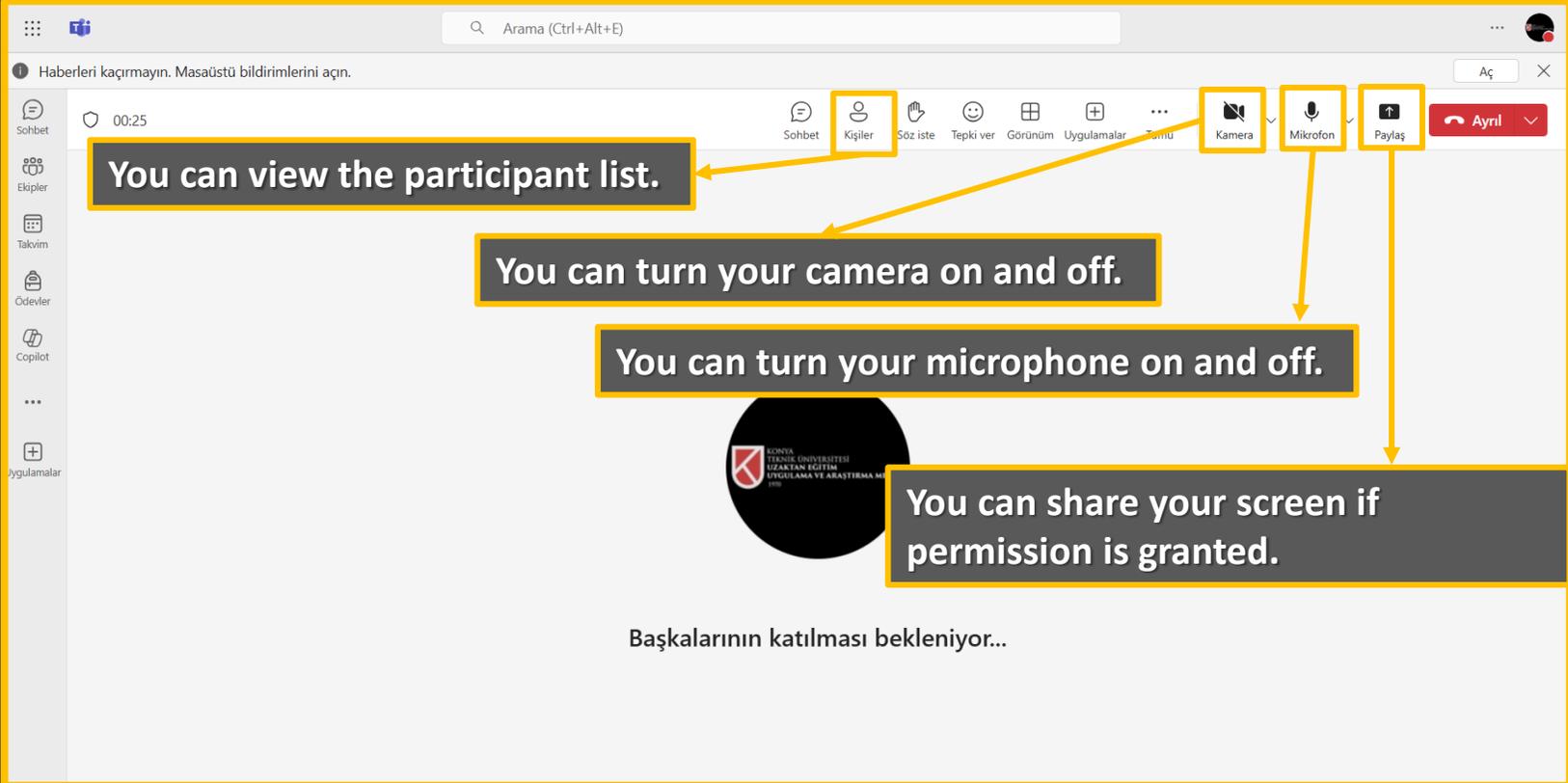


If you join the meeting via your browser, you must sign in using the Microsoft Teams account credentials provided by our University. Otherwise, you will appear as a “Guest” in the meeting and may not be admitted.



# Controlling Meetings with Microsoft Teams

In meetings you join via Microsoft Teams, you can control your microphone and camera using the relevant buttons and, if allowed, share your screen.



The screenshot shows the Microsoft Teams meeting interface. The top toolbar contains several icons: 'Sohbet' (Chat), 'Kişiler' (Participants), 'Söz iste' (Raise Hand), 'Tepki ver' (Reactions), 'Görünüm' (View), 'Uygulamalar' (Apps), 'Ekle' (Add), 'Kamera' (Camera), 'Mikrofon' (Microphone), 'Paylaş' (Share), and 'Ayrı' (Leave). Three callout boxes with yellow arrows point to these icons: 'You can view the participant list.' points to 'Kişiler', 'You can turn your camera on and off.' points to 'Kamera', and 'You can turn your microphone on and off.' points to 'Mikrofon'. A fourth callout box, 'You can share your screen if permission is granted.', points to the 'Paylaş' icon. The main meeting area shows a circular profile picture of a user and the text 'Başkalarının katılması bekleniyor...' (Waiting for others to join...).



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