

MINISTERUL EDUCAȚIEI NAȚIONALE **UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI** Calea Văcărești nr. 187, sector 4, București, cod 040051 Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

ACCESSING ONLINE COURSES

Online classes can be conducted in two ways, depending on the professor's preference:

1. In Calendar

In the Calendar section you can view the courses organized by the professors. You can receive the notifications regarding the courses in more ways, as follows:

a) You will find an invitation in the Outlook application, where the details of the online courses are specified:

test 1						
CI on behalf of Clasa IT Test	✓ Accept ∨	? Tentative 🗸	imes Decline $ imes$	Ŀ~ ···		
Required Class IT Test Thu 01/10/2020 10:38						
 E 01 October 2020 14:00-14:30 	,,			~		
14:00 test 1: Clasa IT Test]		
15:00						
Join Microsoft Teams Meeting						
Learn more about Teams Meeting options						

b) Before the course will start, you will receive this notification and you have to click on **Join**.

4 1 Reminder(s)	– ×
Seminar Drept Civil 8:30 AM Friday, September 18, 2020	
🔢 Seminar Drept Civil	5 minutes
	\frown
	Join Online Dismiss
Click Snooze to be reminded in:	
0 hours before start 💌 Snooze	Dismiss <u>A</u> ll

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c) Before the course starts, you will receive the following notification on desktop in the right side of the screen, and you can participate in class by clicking on **Join**:



To access the online courses directly from the application, you need to select the Calendar section, then click the purple button **Join**:



If there are courses that take places during the weekend, you have to select the whole week in order to view the courses in calendar, as follows:



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$\langle \rangle$	Q Search				PN – 🗆 ×	
 Activity	Calendar Q4 Meet now					+ New meeting $~~$
E Chat	(;;)	Today < > September	2020 ~			🔲 Working Week 🗡
iiii Teams		14 Monday	15 Tuesday	16 Wednesday	17 Thursday	Day
assignments	05:00					Week
Calendar	06:00					
و calls	07:00					

After you click the **Join** button the following window will open in which you turn on or off the microphone and webcam, then click on the button **Join now**:



2. Within the discipline of study

If the professor's option is to organize the course within his/her discipline, then you have to access the Teams section, the group, and finally the respective discipline.



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You can view the start of the course on the Posts channel, and you have to click the **Join** button to access the meeting:

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 Activity	< All teams	a test11 Posts Files +	
E chat	СІ	_	
Tearns	Clasa IT Test		
E Calendar	Disciplina 1 🙃		
C alls	Disciplina est o Disciplina A		
Files	test1 ∂ test11 ∂		
		Welcome to the class! Try @mentioning the class name crimination is to start a com	versation.
		New channel meeting Join Communication started	00:08 м
Apps		72 Name communication	
? Help			

After clicking the Join button, the window below will open, in which you can turn on or off the microphone and the webcam, then you click on the **Join now** button:

