



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:

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

The screenshot shows an Outlook calendar invitation for a meeting titled "test 1". The invitation is sent on behalf of "Clasa IT Test" and is marked as "Required". The meeting is scheduled for "01 October 2020 14:00-14:30". The invitation includes a "Join Microsoft Teams Meeting" link and a "Join Online" button. The "Join Online" button is circled in red in the original image.

- Before the course will start, you will receive this notification and you have to click on **Join**:

The screenshot shows a Windows notification for a "Seminar Drept Civil" scheduled for "8:30 AM Friday, September 18, 2020". The notification includes a "Join Online" button, which is circled in red in the original image. There is also a "Dismiss" button and a "Snooze" button.



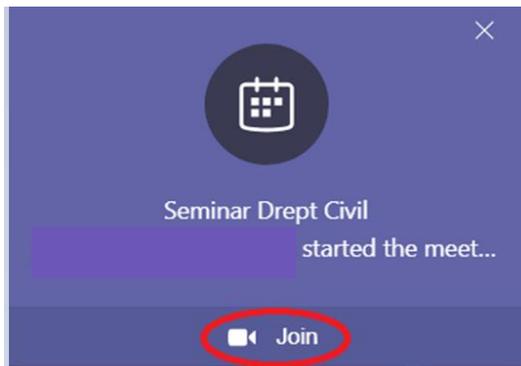
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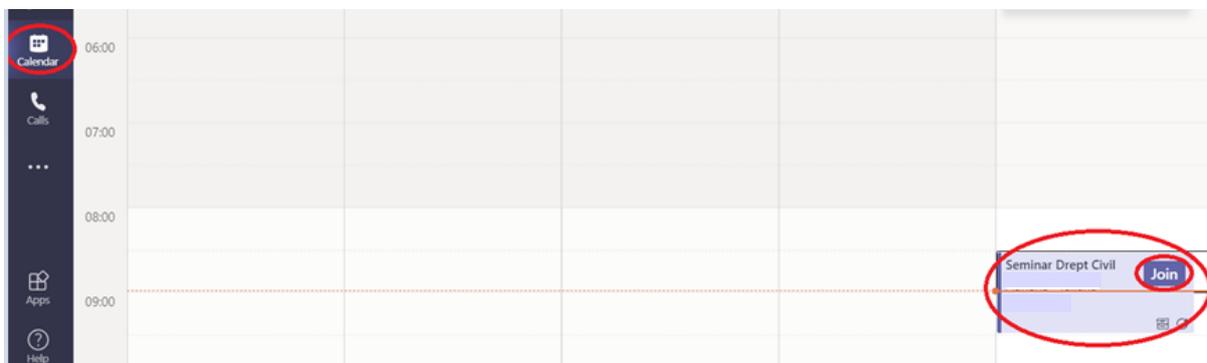
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- c) Before the course starts, you will receive the following notification on desktop in the right side of the screen, and you can participate in class by clicking on **Join**:



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

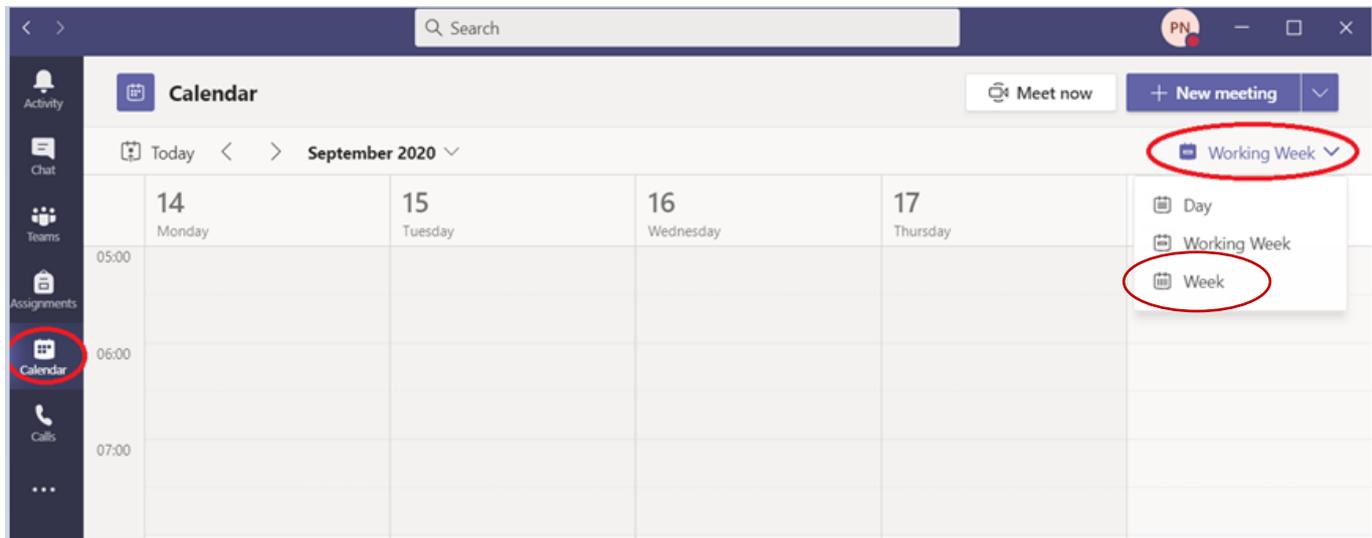


If there are courses that take places during the weekend, you have to select the whole week in order to view the courses in calendar, as follows:

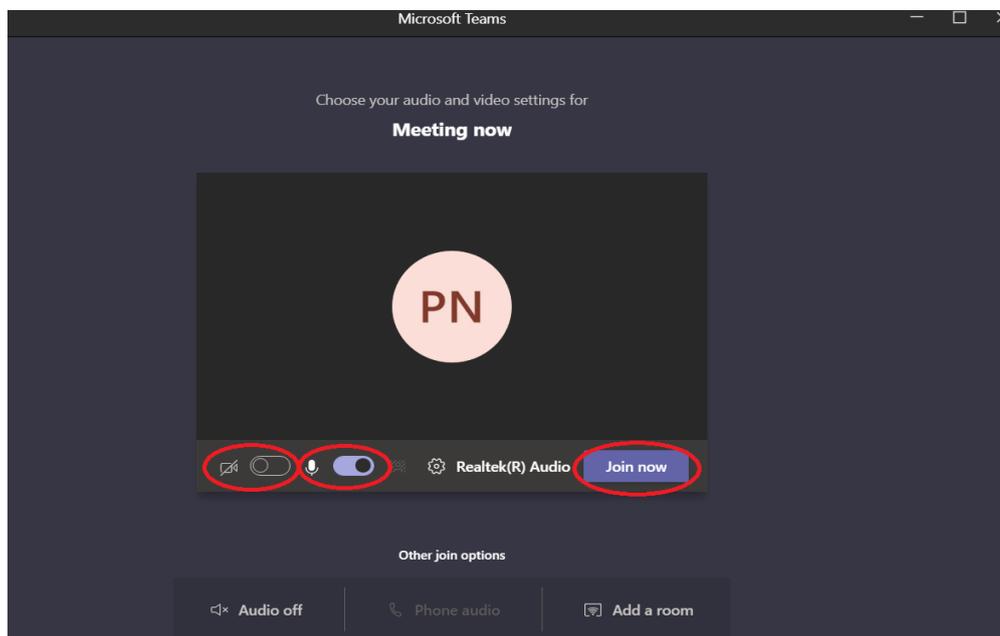


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After you click the **Join** button the following window will open in which you turn on or off the microphone and webcam, then click on the button **Join now**:



2. Within the discipline of study

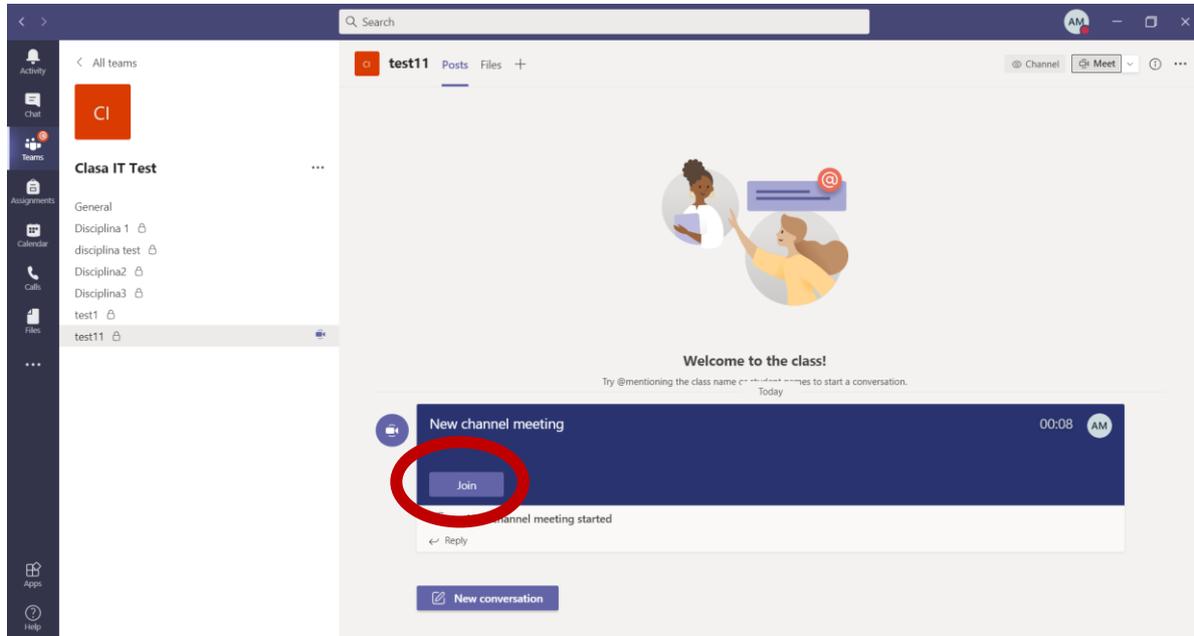
If the professor's option is to organize the course within his/her discipline, then you have to access the Teams section, the group, and finally the respective discipline.



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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:



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:

