

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

## **GENERAL PRESENTATION Microsoft Teams**

The Microsoft Teams application has a menu on the left side, with the following sections:

1. Activity: is the section with all the user's activity related to the teams he belongs to.

	Microsoft Teams	Q. Search	<b>•</b>
Activity	Feed ∽ \ \ \ \	To: Enter name, email, group or tag	~
Chat Teams	You will see mentions, replies and other notifications here.		
Assignments Calendar			
Calls Files			
Apps Help			
[↓] x		Type a new message Apr ! 🖉 😳 💷 🕼 🖗 🖓 …	⊳

2. Chat: is the section with all the user's conversations.

	Microsoft Teams	Q. Search		•
, Activity	Chat ~ 7 2	To: Enter name, email,	group or tag	$\sim$
E Chat	* Recent			
teams	S New chat			
Assignments Calendar				
Calls				
Files				
Apps Help				
			Type a new message	
÷				≥

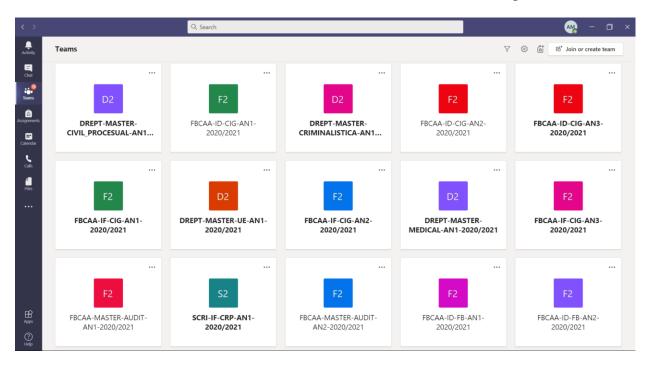
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Operator de date cu caracter personal nr. 17621



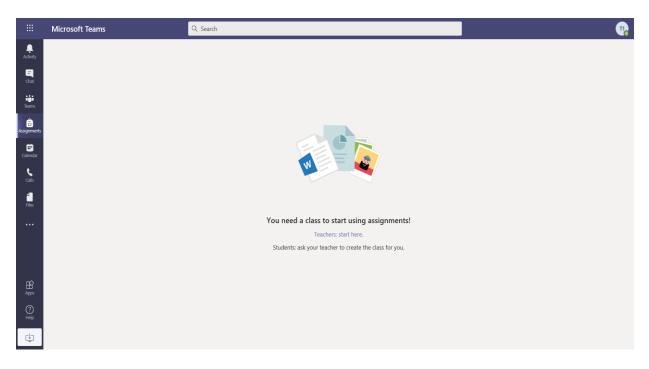
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3. Teams: in the section where the user can view all the teams he belongs to.



4. Assignments: is the section with the assignments/ homework given to the members of a class.



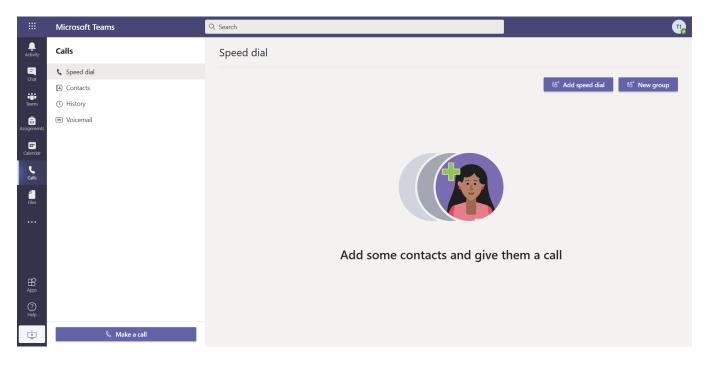


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5. Calendar: is the calendar with all the meetings organized by the users or the ones to which he/she was invited.

	Mic	rosoft Teams	Q Search						
 Activity		Calendar	Q M	leet now + New meeting >					
E Chat	(†	🕄 Today 🧹 🖒 August 2020 - September 2020 🗸 🖄 Working Week 🗸							
teams		31 Monday	<b>01</b> Tuesday	02 Wednesday	03 Thursday	04 Friday			
Assignments	12:00								
Calendar	13:00			]					
Calls Files									
	14:00								
	15:00								
Apps	16:00								
? Help	17:00								
÷									

6. Calls: is the section where you can view all the calls made through the Microsoft Teams application.

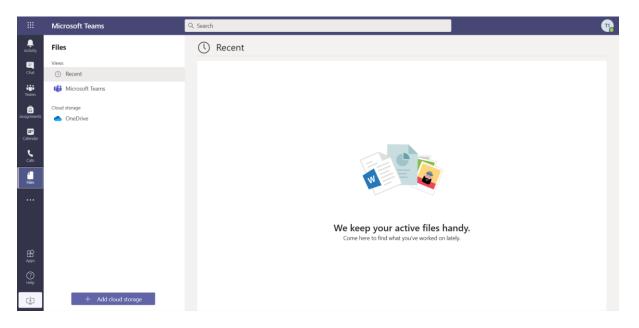


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7. Files: is the section where you can view all the files uploaded.



8. ... : is the section from which other applications can be opened: Forms, Planner, OneNote etc.

