



MINISTERUL EDUCAȚIEI NAȚIONALE

UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI

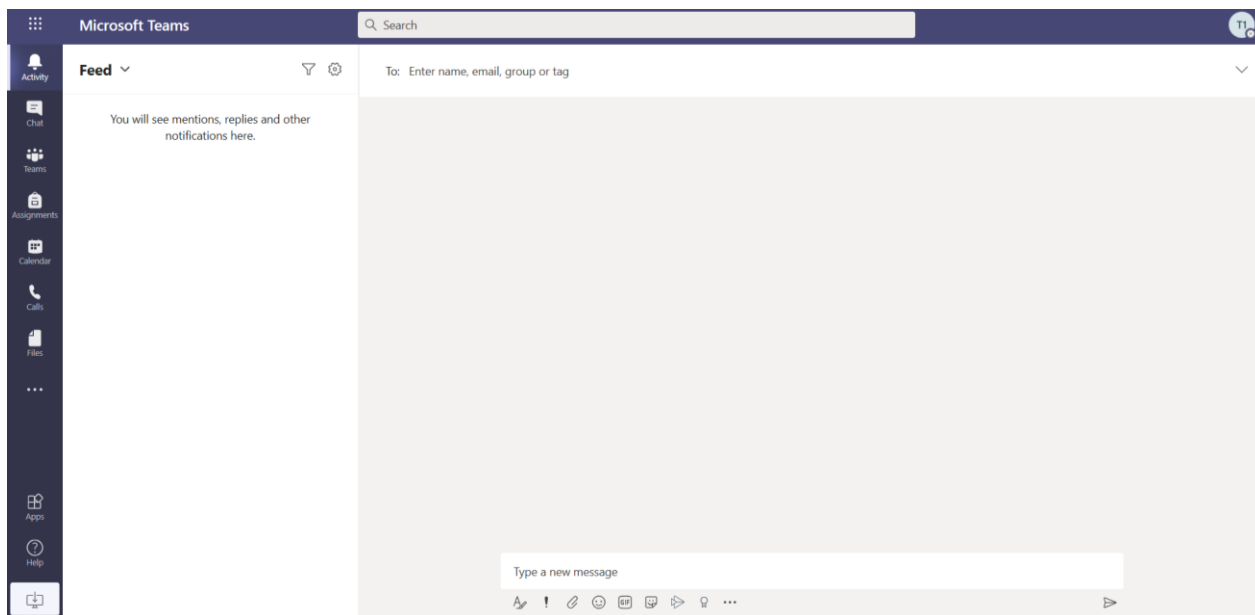
Calea Văcărești nr. 187, sector 4, București, cod 040051

Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

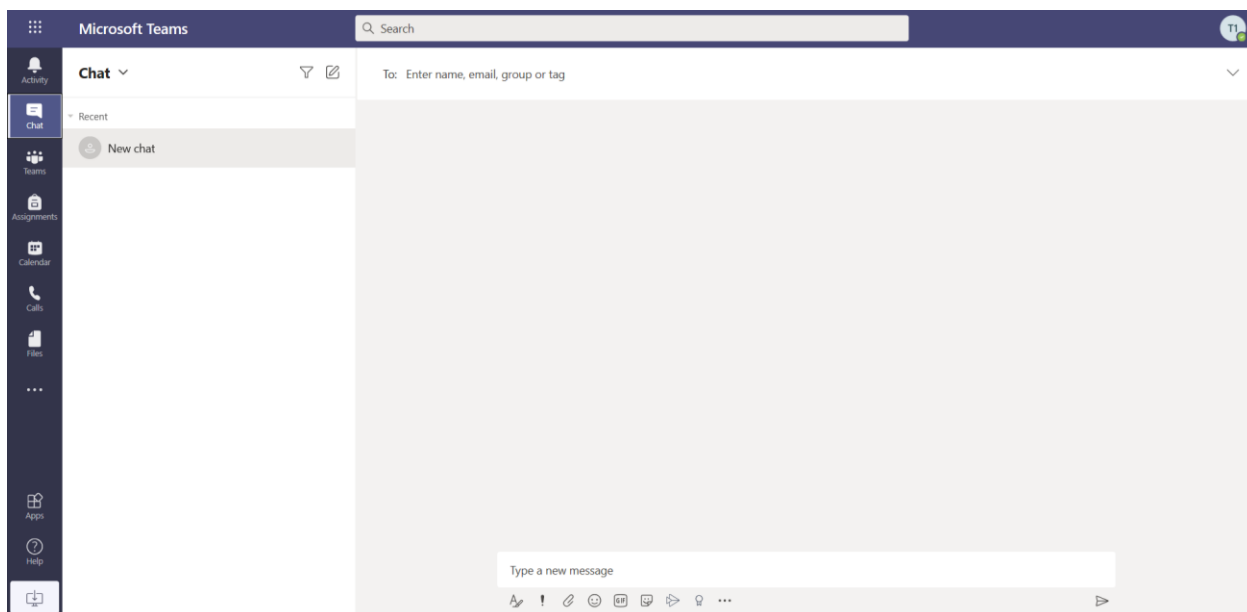
## GENERAL PRESENTATION Microsoft Teams

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.



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





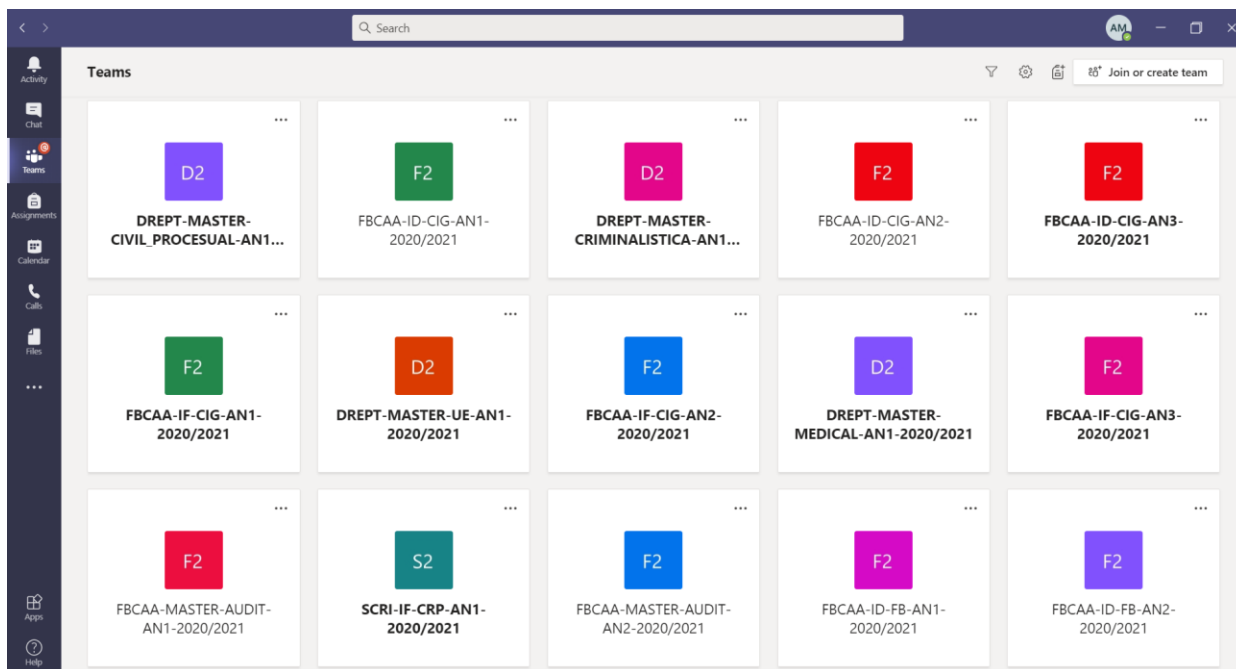
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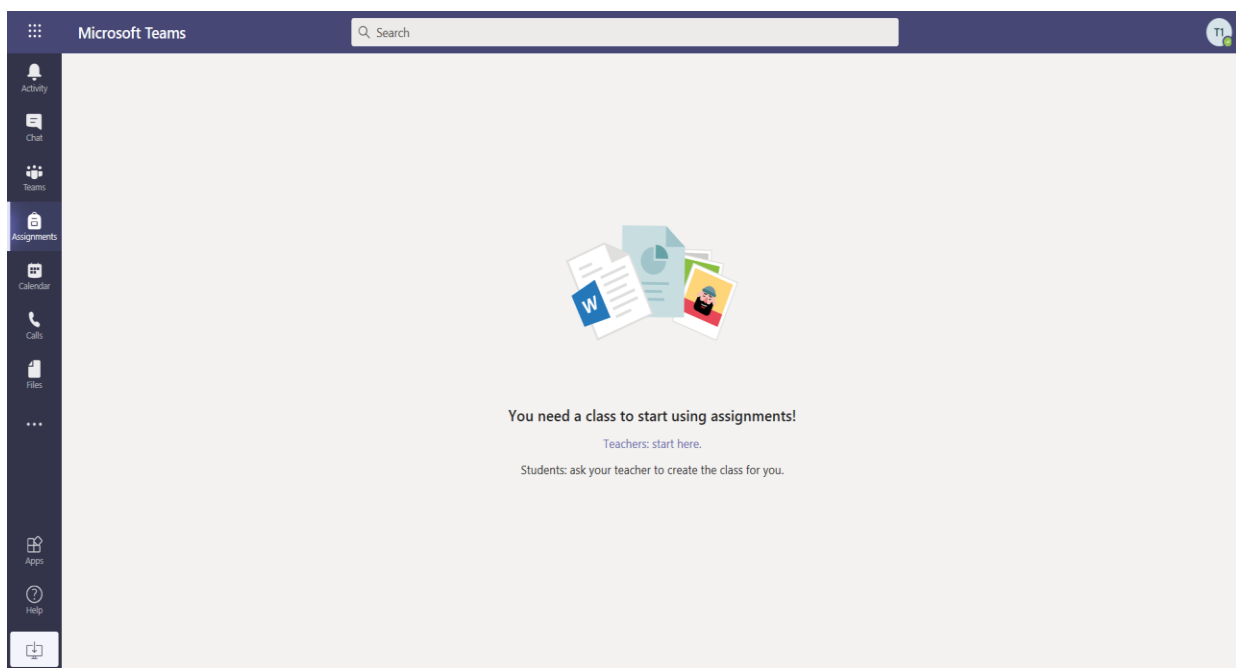
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3. Teams: in the section where the user can view all the teams he belongs to.



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





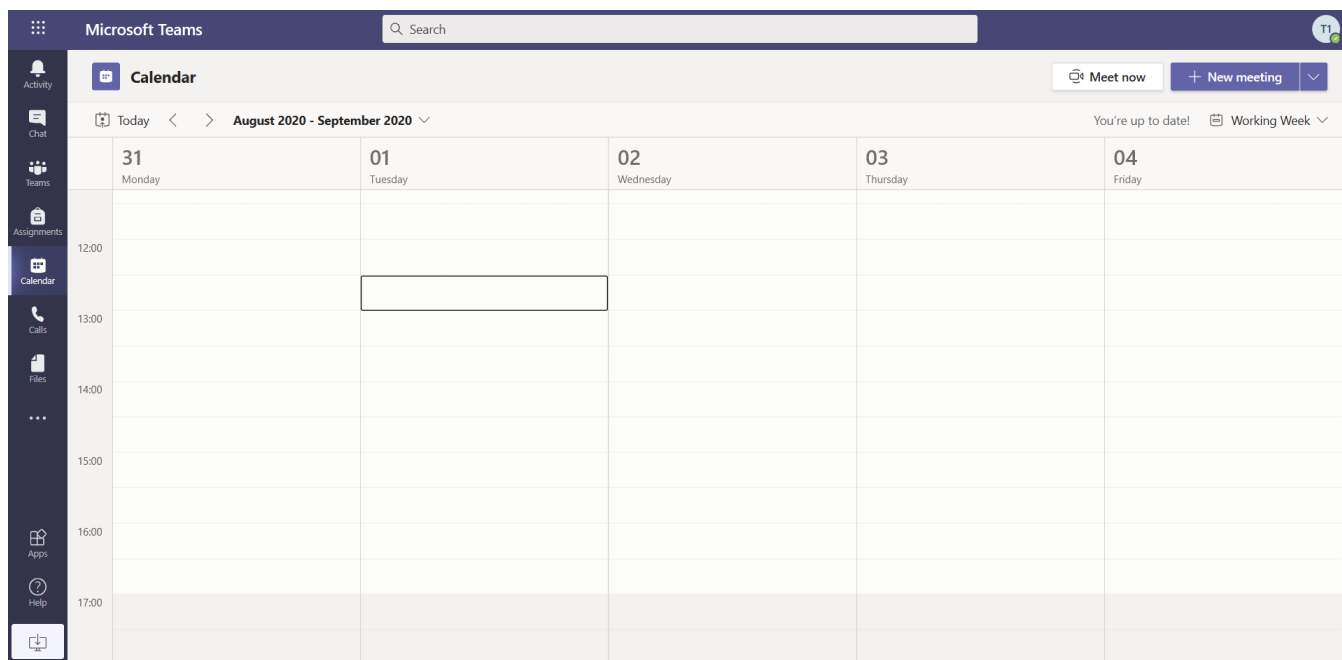
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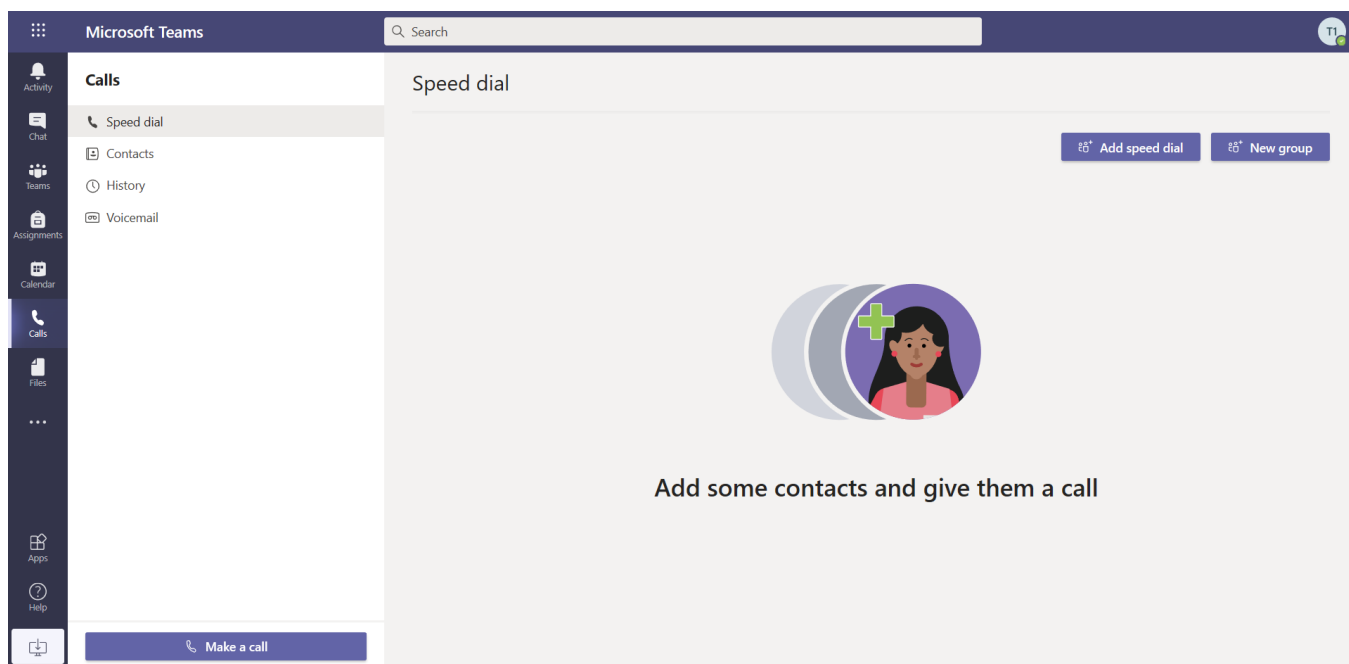
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5. Calendar: is the calendar with all the meetings organized by the users or the ones to which he/she was invited.



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





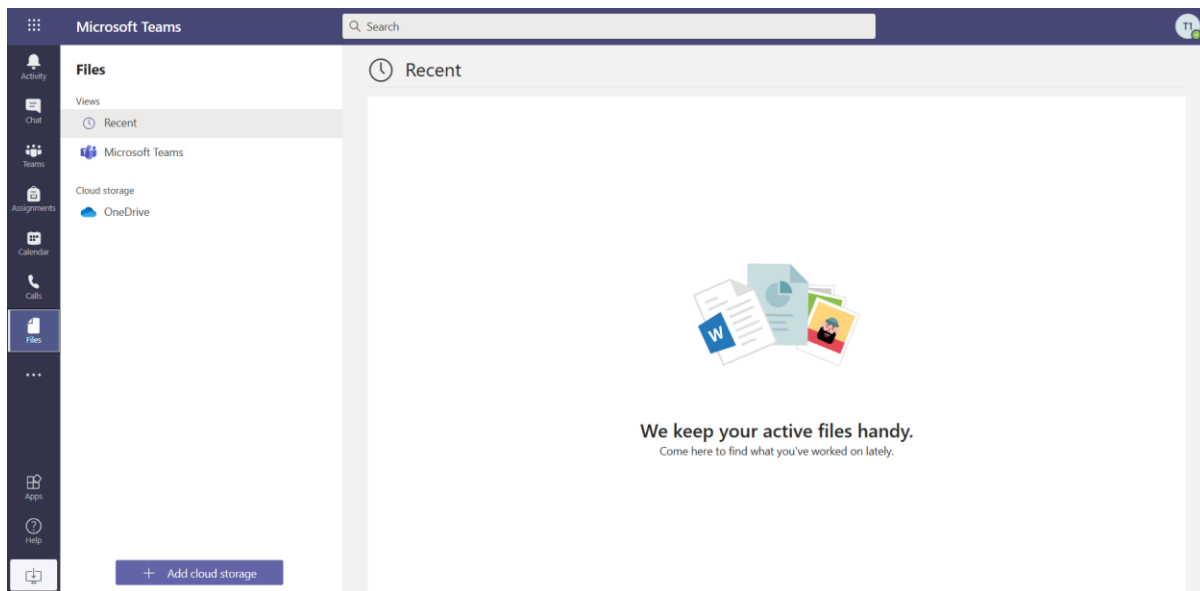
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7. Files: is the section where you can view all the files uploaded.



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

