

05 October 2020

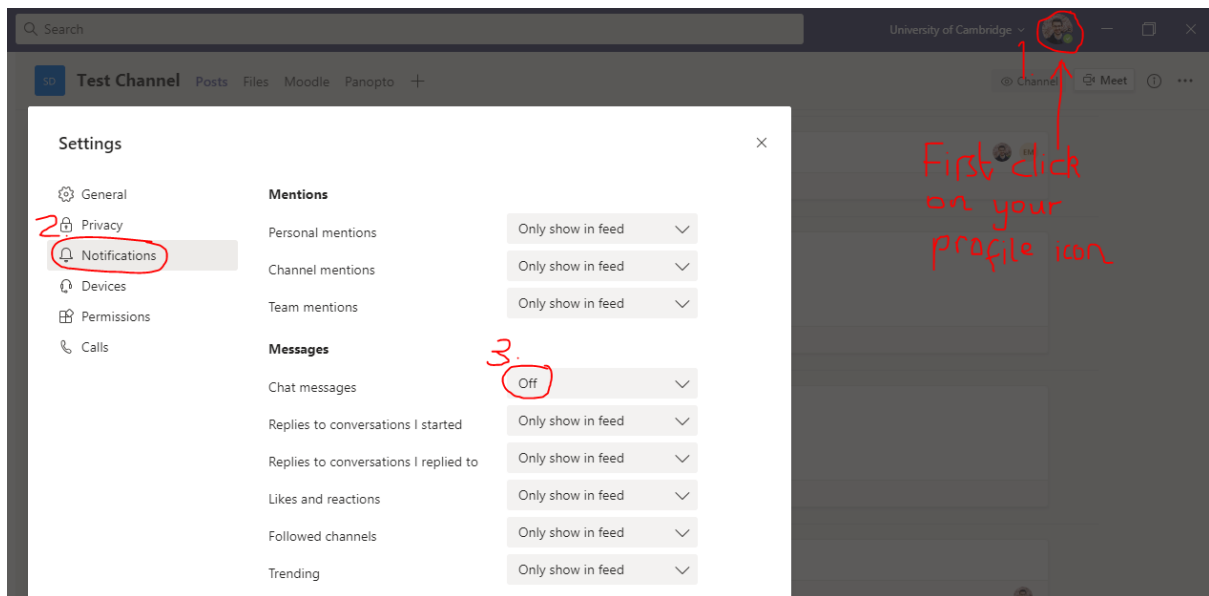
## Using Microsoft Teams (for Students)

This guide gives you an overview of the information you need to access supervisions from the Department of Sociology. We have recommended that supervisors use Teams for their supervision sessions, although they may communicate other arrangements with you by email.

To get started with Microsoft Teams, please follow the points below.

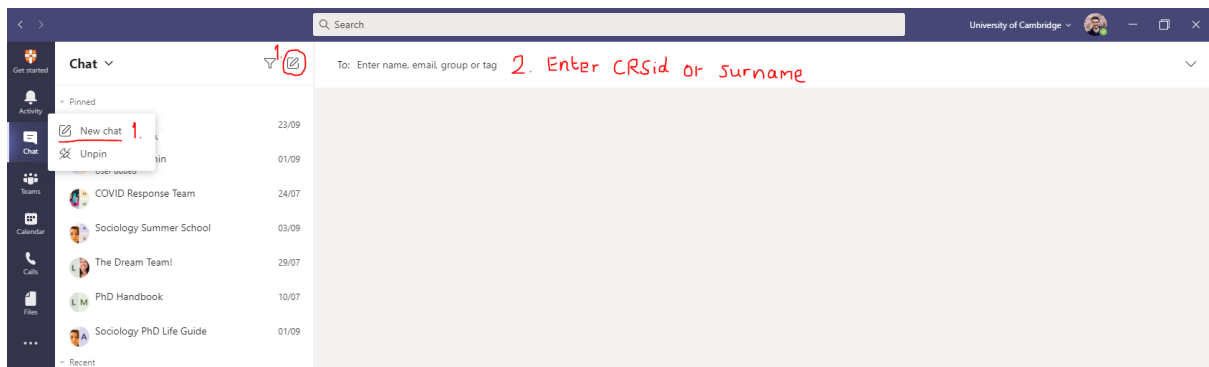
1. Download the Microsoft Teams app: <https://teams.microsoft.com/downloads>
2. Log in to Microsoft Teams using your CRSid email and password.

We recommend installing the app for the best experience of using Teams. You can switch off notifications (including sounds and banner notifications) in the Teams settings panel.



### Using Teams "Chats" to create study groups

You can use Microsoft Teams to set up your own revision sessions or essay draft feedback sessions by creating a group chat with your peers.



1. To start a chat or group chat, right-click the “Chat” tab and then select “new chat”. You can instead left-click the “Chat” tab and then click the “new chat” button at the top of the chat panel.
2. Then enter the names or CRSids of the people you want to add to your chat. Do not add members of staff to chats unless they have explicitly requested you do so by email.

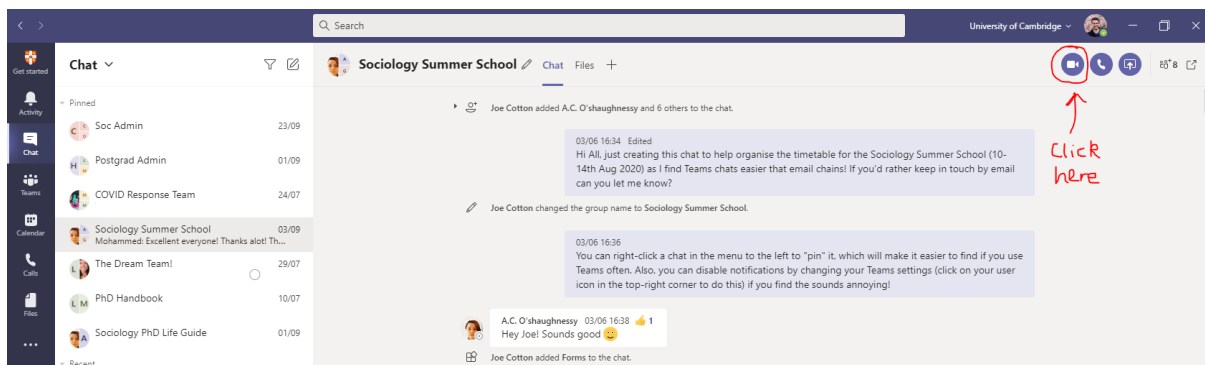
You can make group video calls within a chat, as well as sharing files such as essay or dissertation drafts, including for live collaboration.

### *Collaborative study*

Microsoft Teams has OneDrive integration, so you can share files directly through OneDrive to enable live collaboration (like in Google Docs or Google Sheets). You can access your University OneDrive account (Raven login) at: <https://universityofcambridgecloud-my.sharepoint.com/>

### *Making a video call*

To make a video call, simply click on the “video call” icon at the top-right of the chat screen. If your supervisor is using Teams, they will invite you to a video meeting at the scheduled time, all you have to do is make sure you are online and in Teams. To join a meeting, simply click on the popup on your screen.



### *Give camera permissions*

Windows and android devices may display a pop-up the first time you make a call asking to give permission for Microsoft Teams app to access your camera. Granting permission is important to ensure the app works correctly, and you can still always disable your camera during meetings.

Mac and apple devices require you to enter your devices system settings and app permissions in order to grant camera access to the Microsoft Teams app. You will be prompted to restart the Microsoft Teams app in order for these changes to take effect. Again, granting permission is important to ensure the app works correctly, and you can still always disable your camera during meetings if you prefer.

### *Contacting your upervisor*

**Please do not use the chat function in Teams to contact your supervisor outside of scheduled supervision sessions.** All correspondence should take place by email unless they explicitly state otherwise.

### *Safeguarding*

Please respect your peers and ensure nobody is made to feel uncomfortable in meetings or chats. The University [rules of behaviour](#) for students applies equally to online and offline interactions.

Department of Sociology staff will retain usual contact via email, and with the exception of the Sociology Teams lead, will not respond to messages within Teams from students outside of scheduled teaching sessions.

### *Troubleshooting*

Should you have any issues with Microsoft Teams, please contact our Sociology Teams lead, Joe Cotton, at [communications@sociology.cam.ac.uk](mailto:communications@sociology.cam.ac.uk) or through Teams chat at "jwc55".

With best wishes for Michaelmas term 2020,

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