



KONYA
TECHNICAL UNIVERSITY
DISTANCE EDUCATION
APPLICATION AND RESEARCH CENTRE
1970

INSTRUCTORS

MICROSOFT TEAMS USER GUIDE

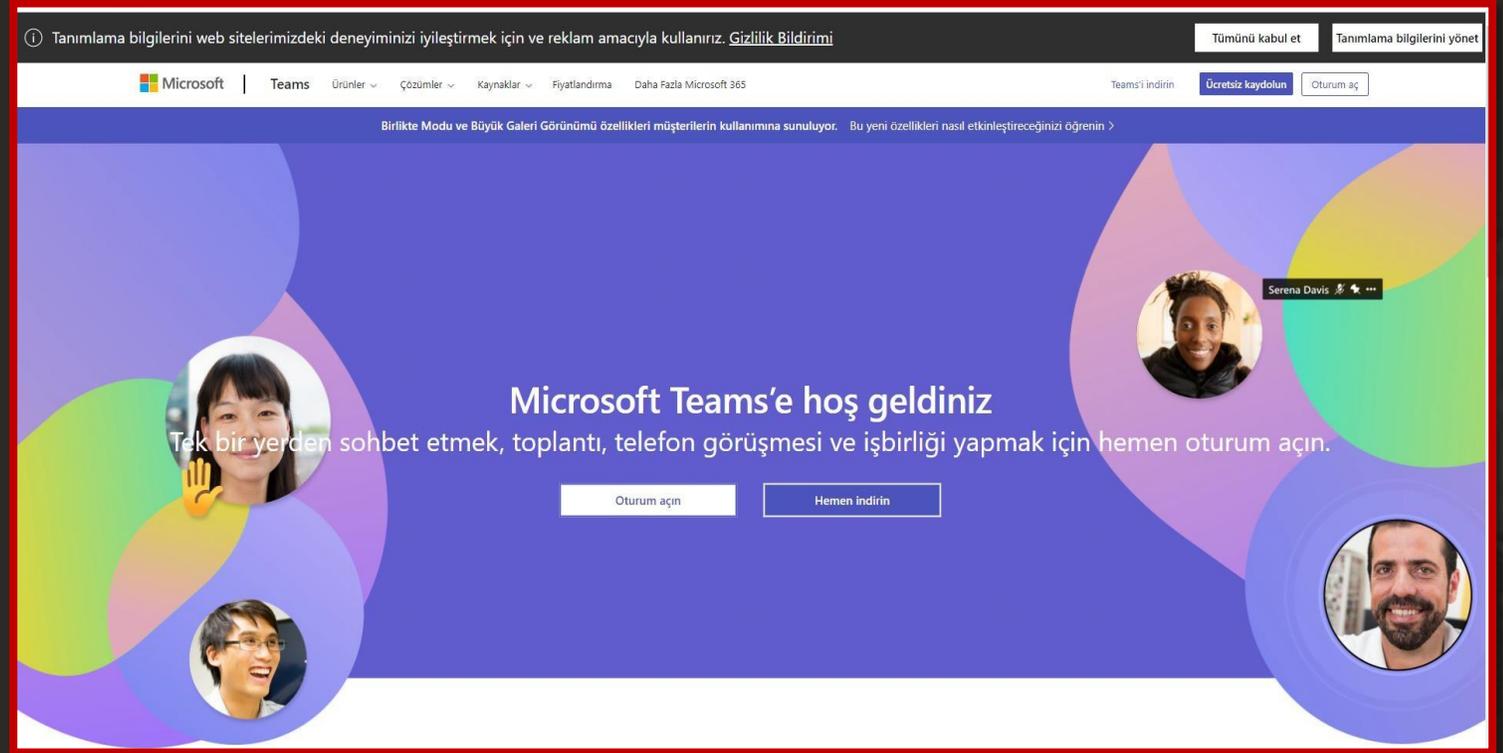
What is Microsoft Teams?

What is Microsoft Teams?

Microsoft Teams is a digital platform that lets you use conversations, meetings, files, and apps in one place.

You can get detailed information about Teams by clicking <https://www.microsoft.com/tr-tr/microsoft-teams/log-in>.

You can download and install Microsoft Teams on your desktop computer or mobile device.



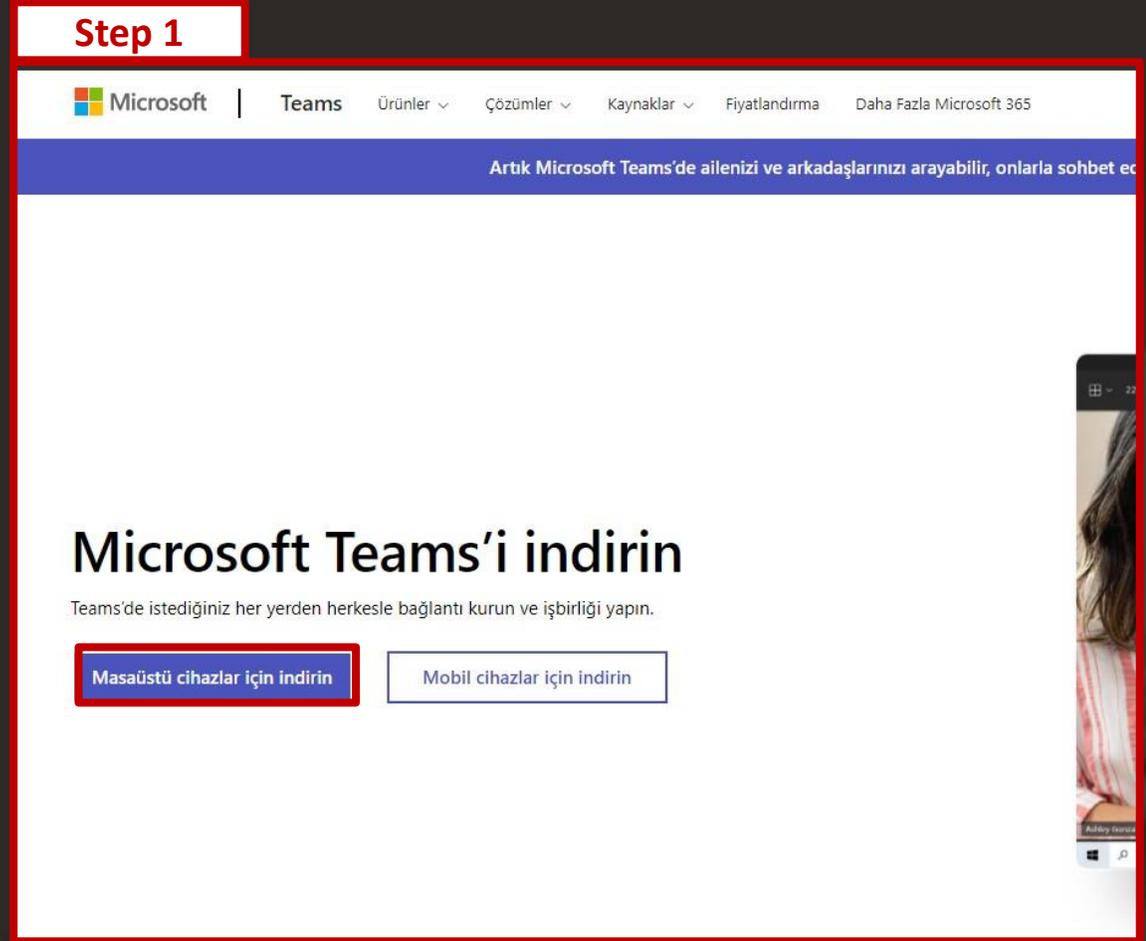
Download Microsoft Teams Program

Download Microsoft Teams Program

Click <https://www.microsoft.com/tr-tr/microsoft-teams/download-app>.

You can download and install Microsoft Teams on your desktop computer or mobile device. This guide will proceed through the Download for desktop devices option. You can follow the steps.

Step 1



Microsoft | Teams | Ürünler | Çözümler | Kaynaklar | Fiyatlandırma | Daha Fazla Microsoft 365

Artık Microsoft Teams'de ailenizi ve arkadaşlarınızı arayabilir, onlarla sohbet edebilirsiniz.

Microsoft Teams'i indirin

Teams'de istediğiniz her yerden herkesle bağlantı kurun ve işbirliği yapın.

Masaüstü cihazlar için indirin | Mobil cihazlar için indirin

Download Microsoft Teams Program

Download Microsoft Teams Program

When you follow step 2, the Download Teams for Windows Desktop window appears.

Within the scope of the agreement made by our university.

You need to select «Teams for Work or School». If you choose the other option and install, you will not be able to log in to Teams even if your password and e-mail address are correct.

For installation, you can run the *.exe file and install it on your computer.

Step 2

Windows masaüstü için Teams'i indirin



Ev ve küçük işletmeler için Teams

Windows 10 için
indirin

Windows 11 için
indirin



İş veya okul için Teams

Teams'i indirin

 Teams_windows_x...exe ^

Setup

Step 1



Microsoft Teams'e hoş geldiniz!

İş veya okul hesabınızı kullanarak iş arkadaşlarınızla sohbet edin ve işbirliği yapın.
Microsoft hesabı kullanarak oturum açmak için Teams uygulamasına geçiş yapın

[Kullanmaya başlayın](#)

Küçük işletmem için Microsoft Teams alma

Step 2

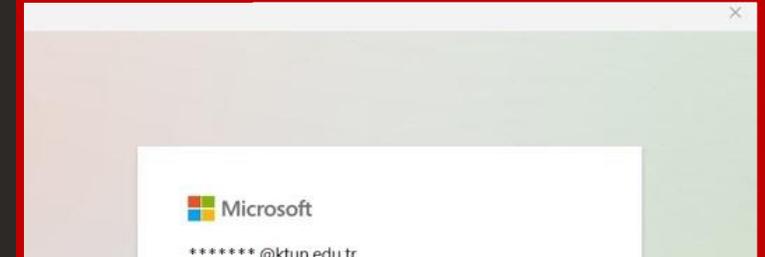


İş, okul veya Microsoft hesabınızı girin

*****@ktun.edu.tr

[Sonraki](#)

Step 3



Microsoft

*****@ktun.edu.tr

Parola girin

.....

[Parolamı unuttum](#)

[Başka bir hesapla oturum aç](#)

[Oturum açın](#)

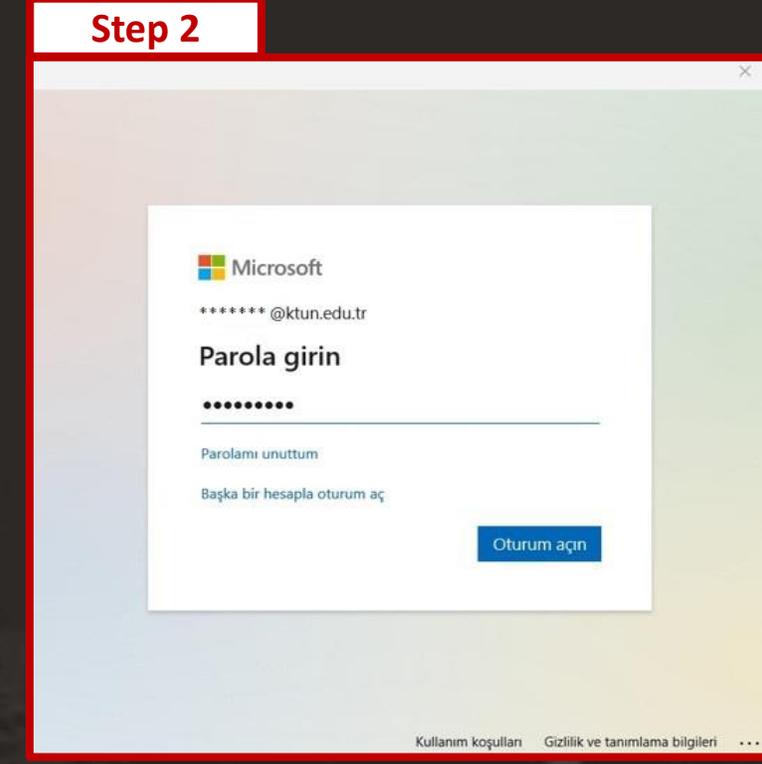
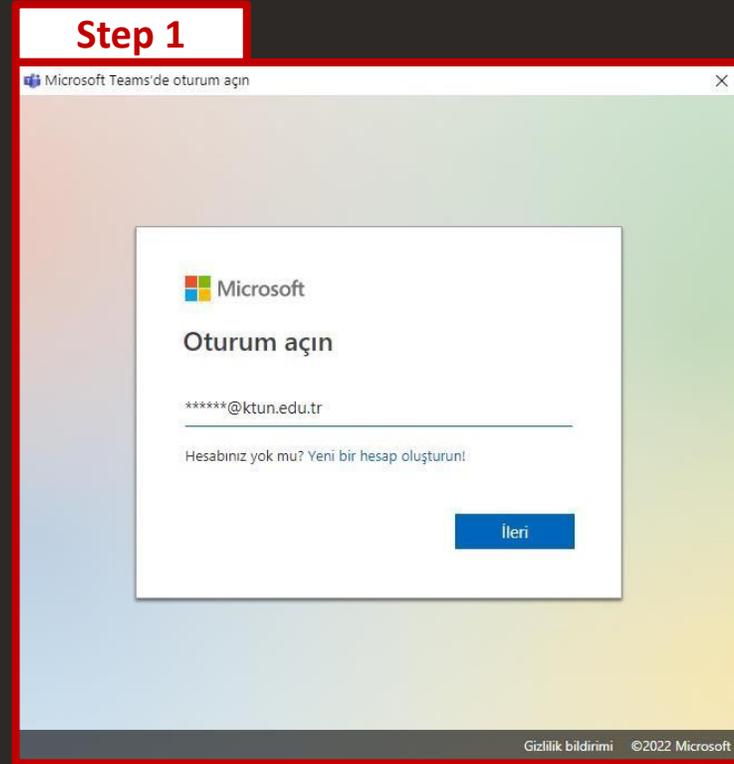
[Kullanım koşulları](#) [Gizlilik ve tanımlama bilgileri](#) ...

Microsoft Teams Login Open Teams (work or school)

Login

You can follow the steps to log in for the **Microsoft Teams (work or school) version** you have downloaded and installed on your computer.

You can log in with your e-mail address provided by your school(@ktun.edu.tr) and the password provided by the IT Department.



NOTE: Microsoft account login information for our staff and students was sent to their corporate mail accounts between 10-01-2021 and 20-01-2021. Account information of the students or employees who registered after this date were also sent to their corporate e-mail addresses.

You can click the link below for detailed information. https://www.ktun.edu.tr/tr/Birim/DuyuruDetay/microsoft_teams_hesaplari_hk_2526

Microsoft Teams Login Screen

You can privately message with your friends from this tab, send pictures, videos, files etc. You can also send and view files, events, organizations and previous messages shared with you.



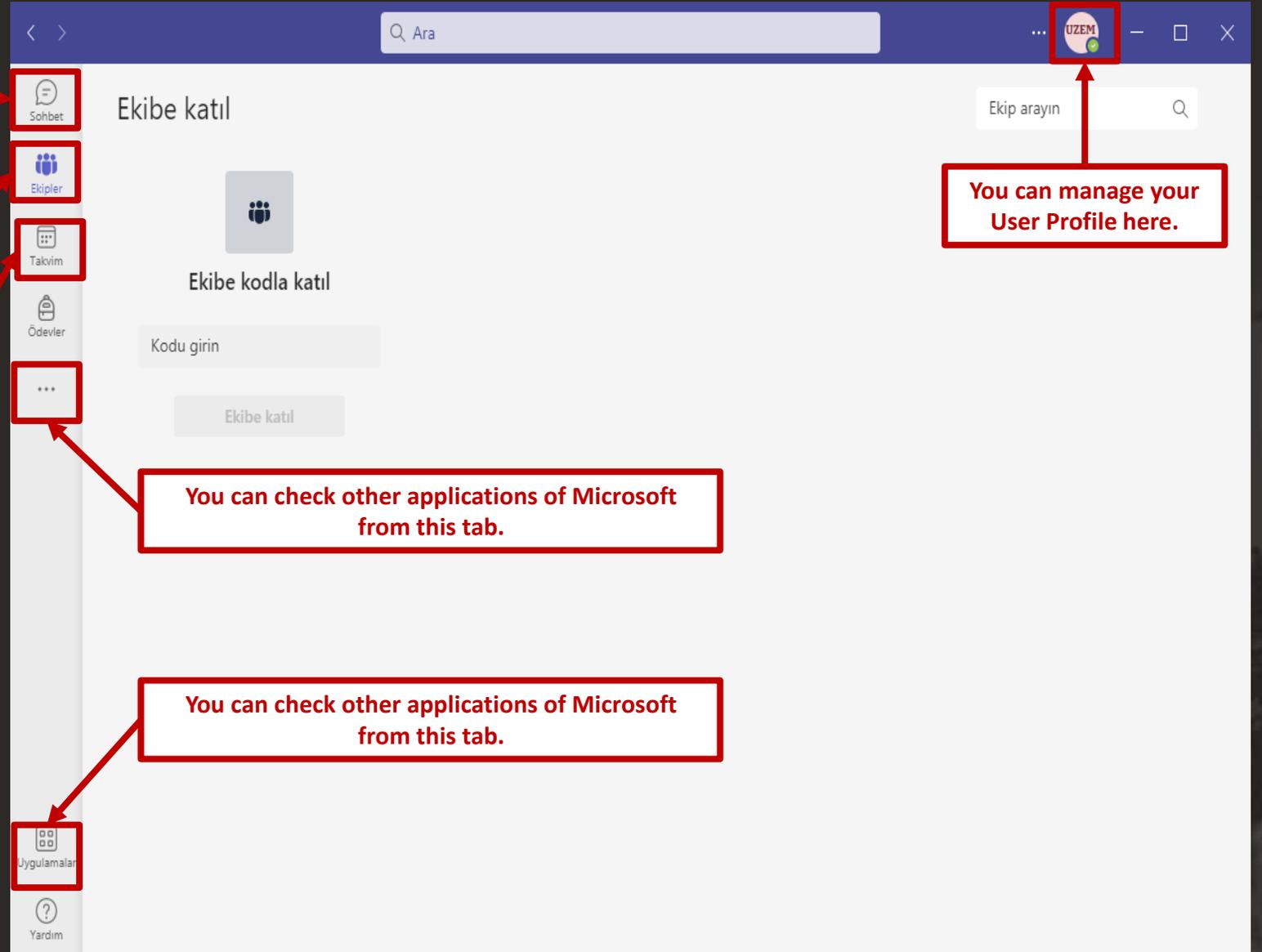
From this tab, you can see the teams you have joined, join new teams and send files, messages, pictures, videos with your teams, and you can also embed your work with other Microsoft applications.

You can view the calendar from this tab and create your own plan calendar, and also organize an online meeting at the date and time you want.

You can check other applications of Microsoft from this tab.

You can check other applications of Microsoft from this tab.

You can manage your User Profile here.



Chat Part

The screenshot displays a Microsoft Teams chat window for a meeting titled "1. Hafta Dersi". The chat history includes a meeting summary card with a "Toplantı Dökümü" (Meeting Summary) and a "Katılım raporu" (Attendance Report) link. Below the summary, there is a video recording of the meeting with a duration of 20s. The chat input field at the bottom is empty, with the placeholder text "Yeni bir mesaj yazın" (Write a new message).

All chats are shown here.

You can get information about the online meeting here.

You can get the attendance report in the chat section here.

You can access the video of the recorded meeting here.

You can send a new message to the participants in the chat

Calendar Part

Calendar Part

When you click the Teams calendar tab, the calendar appears. You can schedule a future online meeting by selecting a day and time from the calendar. Or you can start an instant meeting.

The screenshot shows the Microsoft Teams calendar interface. At the top, there is a search bar with the text "Ara" and a user profile icon for "UZEM". Below the search bar, there are three buttons: "# Bir kimlik ile katıl", "Hızlı Toplantı", and "+ Yeni toplantı". The calendar itself is displayed for the month of Eylül (September), with the current day being 12 Pazartesi. The calendar grid shows days from 10 to 16. A red box highlights the "Hızlı Toplantı" button with the text "You can start an instant live meeting". Another red box highlights the "+ Yeni toplantı" button with the text "It is used to create a new meeting with a future date." A red box also highlights a meeting slot on the calendar grid for the 13th of September, with a red dashed line indicating the time slot.

Instant Live Meeting Section

To create an Instant Meeting, select "Meeting now" in the Calendar tab.

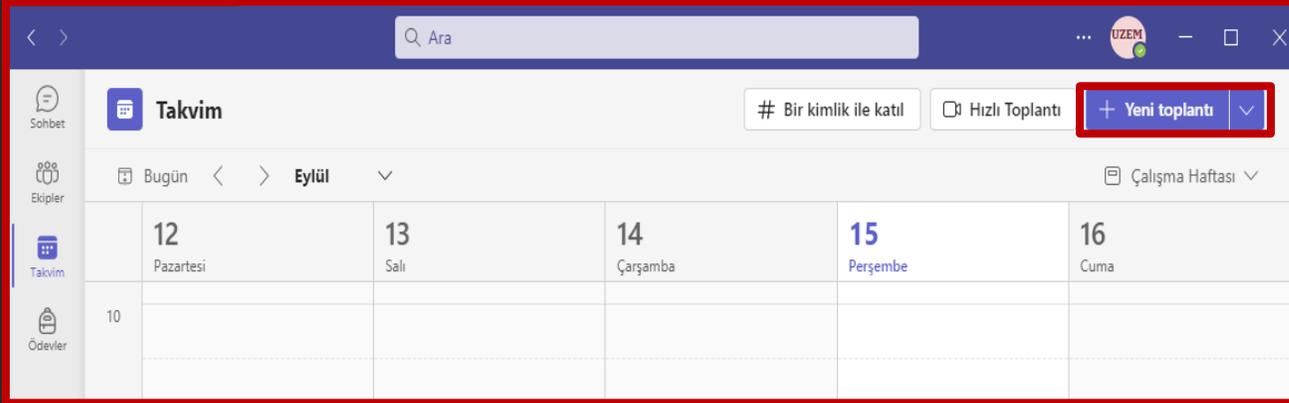
The screenshot shows the UZEM calendar interface. The calendar is set to September (Eylül) and shows the 12th (Pazartesi), 13th (Salı), and 14th (Çarşamba). The 'Meeting now' option is selected in the top right corner. A dialog box is open, showing the meeting name 'UZEM ile toplantı' and a blue button labeled 'Toplantı başlat'. A red arrow points from the 'Meeting now' button to the dialog box, and another red arrow points from the 'Toplantı başlat' button to the text 'You can get the link of the meeting here.'

You can get the link of the meeting here.

Toplantıyı buradan başlatabilirsiniz.

New Meeting Planning

Step 1

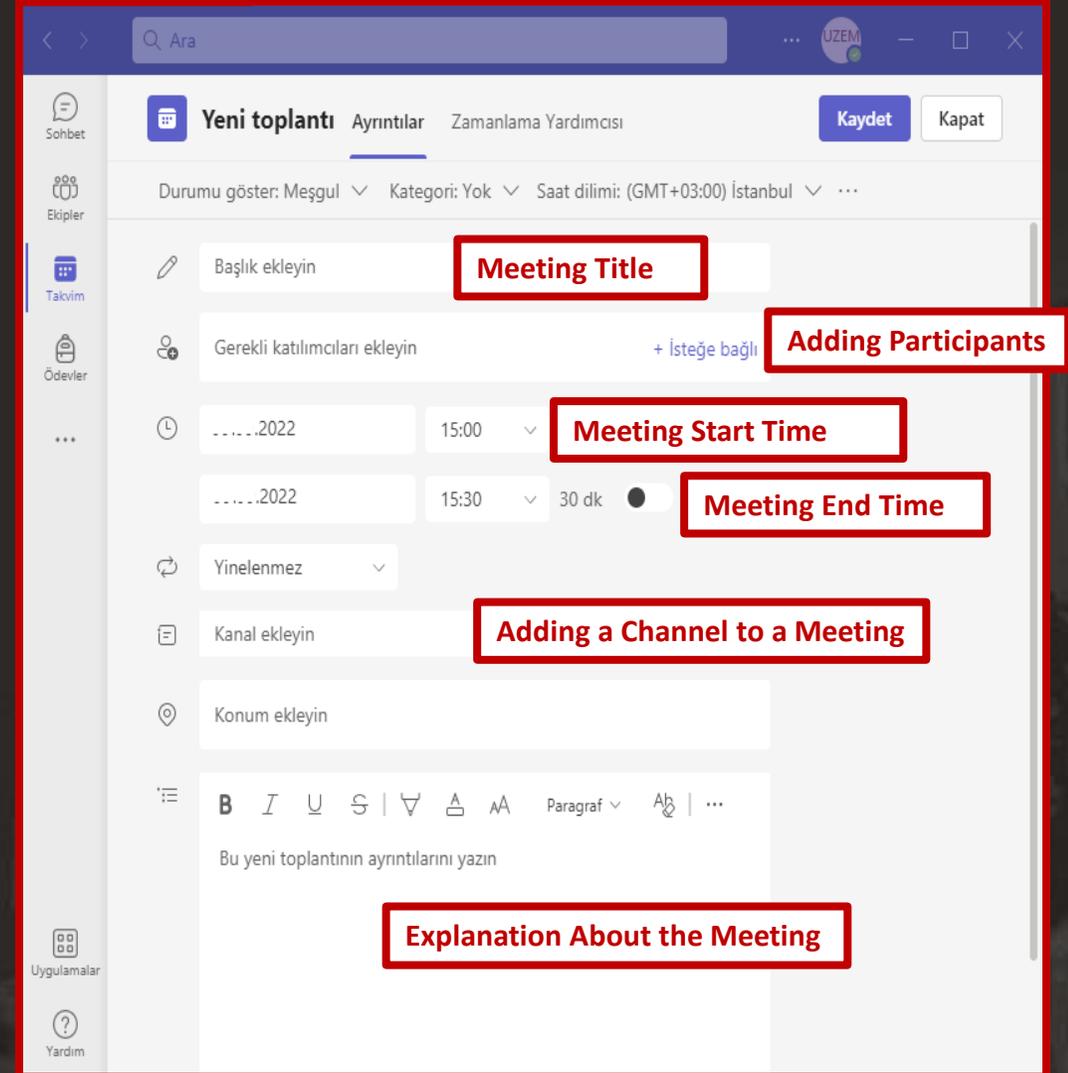


Creating a New Meeting

Click the "New Meeting" button on the Teams calendar tab.

In the window in step 2, the information is filled and the save button is clicked.

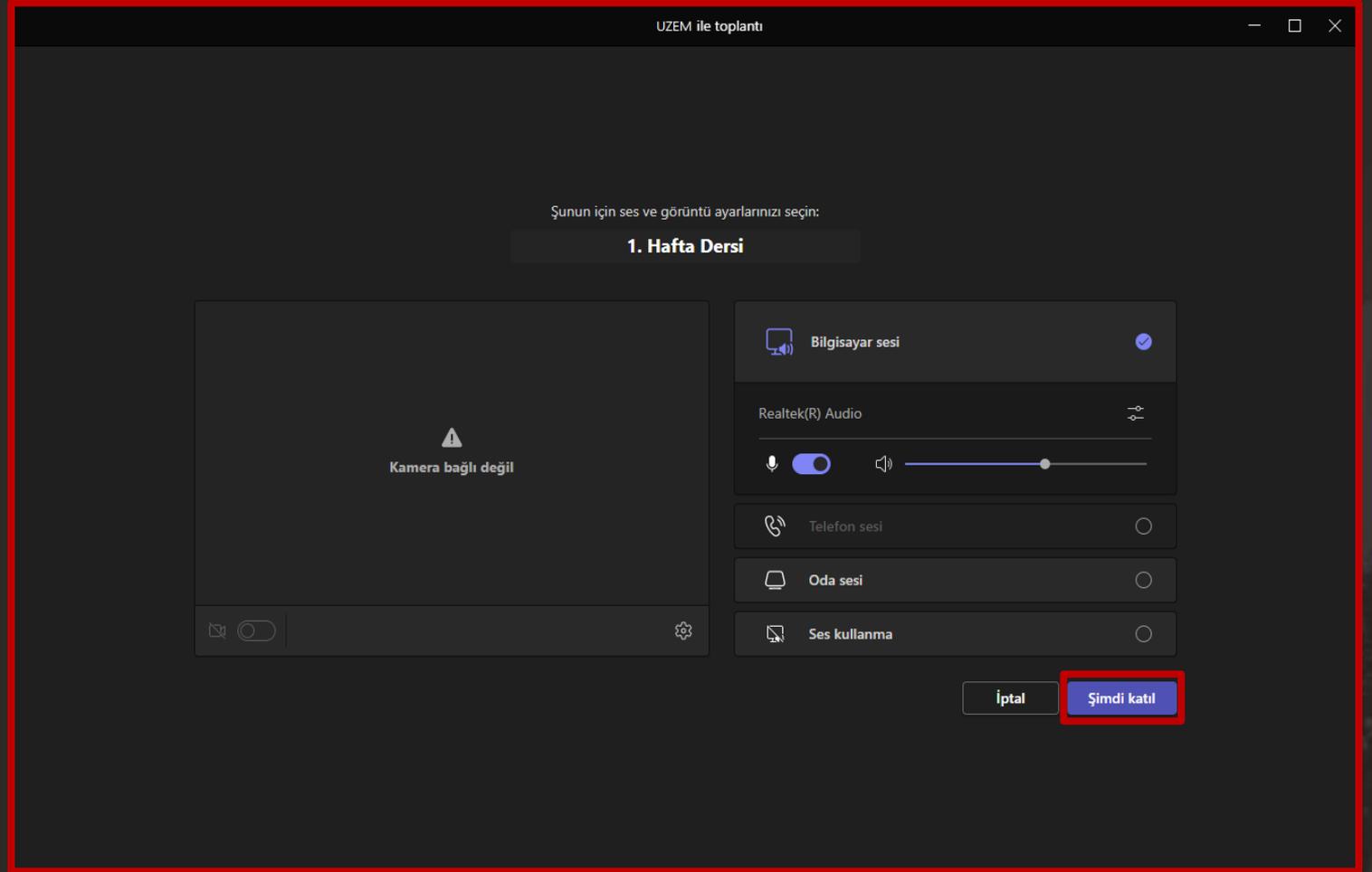
Step 2



Starting a Meeting

Starting a Meeting

In this section, you can set your device's camera and microphone before the meeting starts and click the "Join Now" button.



Starting a Meeting

Camera On/Off

Microphone On/Off

Screen and Content Sharing

Leaving the Meeting

More About the Meeting

In the meeting option, there are restrictions on who can participate in the meeting, such as internal/external limitations.

Register/Stop Meeting

The screenshot shows the meeting control bar at the top with icons for participants, chat, mute, video, screen sharing, and a red 'Ayrıl' (Leave) button. Below it, a settings menu is open, listing various options such as 'Cihaz ayarları', 'Arama durumu', 'Toplantı seçenekleri', 'Toplantı notları', 'Galeri', 'Büyük galeri', 'Birlikte modu', 'Galeri üstte', 'İçeriğe odaklan', 'Tam ekran', 'Arka plan efektleri uygula', 'Açıklamalı canlı alt yazıları...', 'Kaydı başlat', 'Dökümü başlat', 'Sohbet balonlarını göster...', 'Gelen görüntüyü kapat', and 'Yardım'. Red arrows point from the text boxes to these specific elements.

The screenshot shows the 'Toplantı seçenekleri' (Meeting options) menu. It includes settings for 'Lobide beklemeyecek kişiler kimler?' (Who should not wait in the lobby?), 'Arayanların lobiye atlamasına her zaman izin ver' (Allow callers to bypass the lobby), 'Arayanlar katıldığında veya ayrıldığında duyur' (Notify when callers join or leave), 'Kimler sunabilir?' (Who can present?), 'Katılımcıların mikrofona erişimine izin verilsin mi?' (Allow participants to access the microphone?), 'Katılımcıların kameraya erişimine izin verilsin mi?' (Allow participants to access the camera?), 'Toplantı sohbetine izin ver' (Allow meeting chat), 'Tepkilere izin ver' (Allow reactions), and 'İletişim Erişimi Gerçek Zamanlı Çeviri (CART) Alt Yazıları Sağla' (Provide Real-time Communication Access (CART) Subtitles). A 'Kaydet' (Save) button is at the bottom right. Red arrows point from the text boxes to these settings.

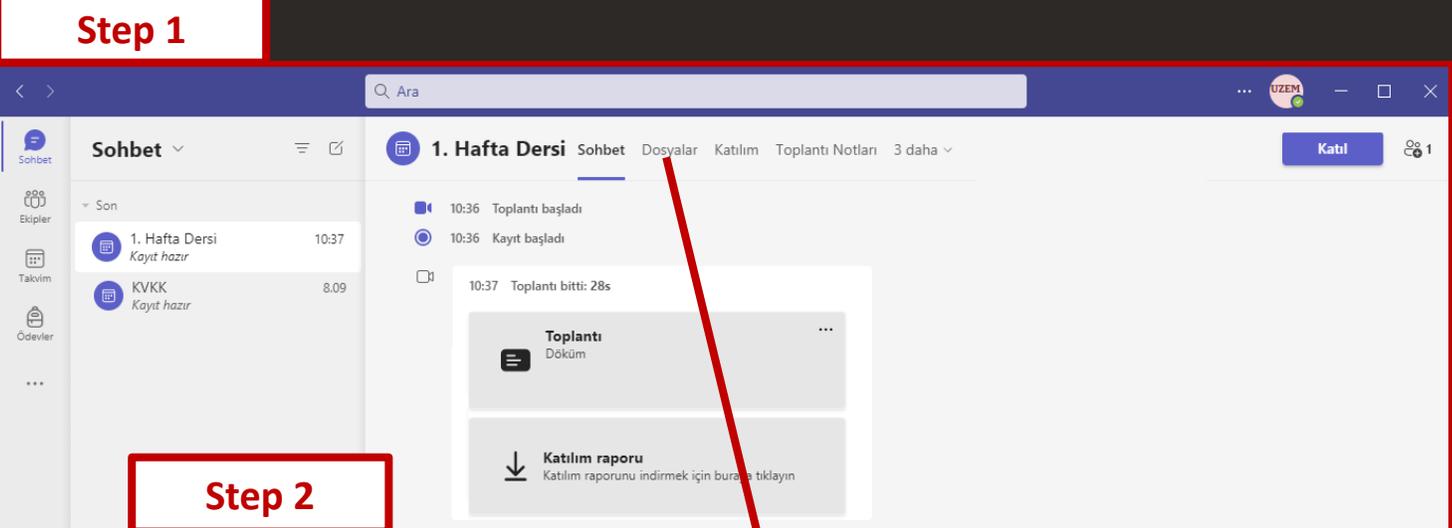
Download Teams Meeting Record

Download a Recorded Meeting in Teams

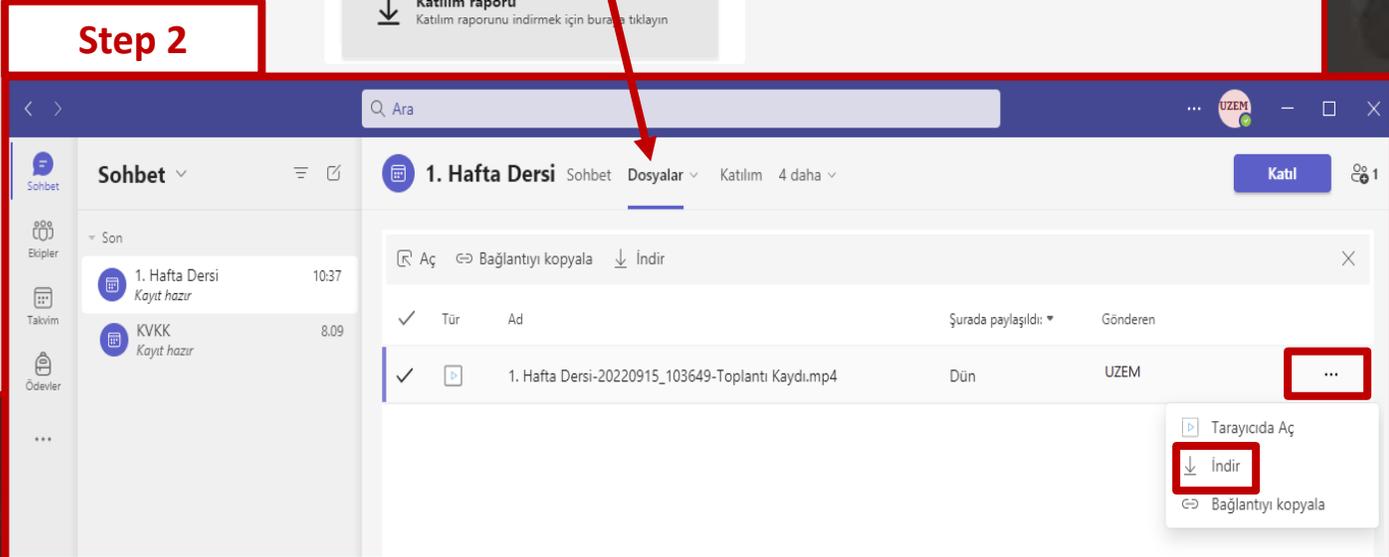
The Chat Section on the Teams Home page opens. Click on "Files".

In step 2, the video recording created in the chat can be seen.

Step 1



Step 2



The screenshots illustrate the process of downloading a recorded meeting in Microsoft Teams. In Step 1, the user navigates to the chat section and clicks on "Files". In Step 2, the user clicks on the "Dosyalar" tab, and the recorded meeting file is visible. The user then clicks on the file name, and the context menu is displayed, showing the "İndir" (Download) button.

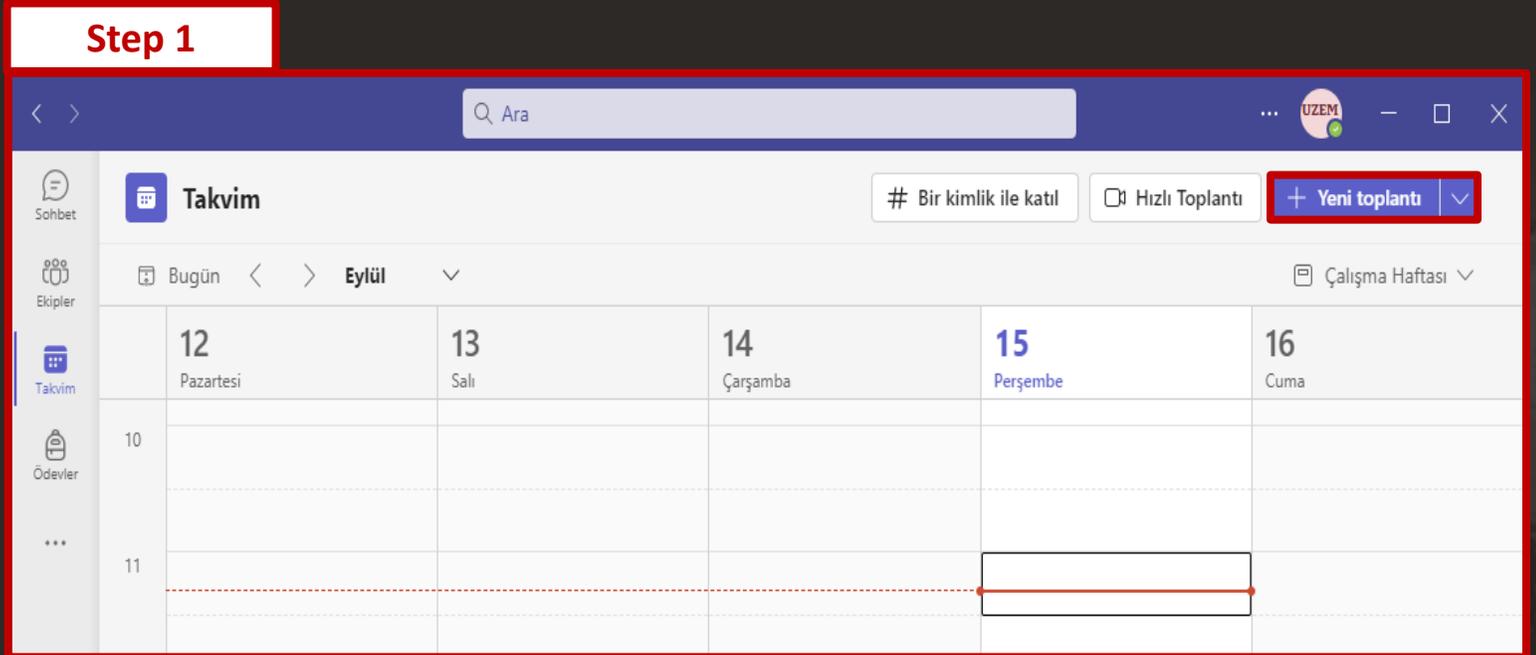
Tür	Ad	Şurada paylaşıldı:	Gönderen
✓	1. Hafta Dersi-20220915_103649-Toplantı Kaydı.mp4	Dün	UZEM

Giving Live Lesson Link to Distance Education System (LMS)

Creating a Live Lesson Link

You can create a scheduled meeting by clicking the "New Meeting" button in the Calendar Section of Microsoft Teams.

Live lessons can be held every week with a fixed meeting link.



Giving Live Lesson Link to Distance Education System (LMS)

Step 2

Meeting Title

At least one participant must be added to the meeting. If the participant is not added, the meeting link will not be created. You can add your own e-mail address.

Meeting Start End Date and Times

Indicates the recurrence frequency of the created Meeting. If marked as "Non-Repeatable" this meeting will be held once.

In order to use the same live lesson link every week, the "Every Week" option must be selected.

The screenshot shows the 'Yeni toplantı' (New Meeting) form in the LMS. The form is titled 'Yeni toplantı' and has tabs for 'Ayrıntılar' (Details) and 'Zamanlama Yardımcısı' (Scheduling Assistant). The form includes the following fields and options:

- Meeting Title:** A text input field containing '1.Hafta Dersi'.
- Participants:** A list of participants, currently showing 'uzaktanogretim@ktun.edu.tr' with a '+ İsteğe bağlı' (Optional) link.
- Start and End Times:** Two date and time pickers. The first is set to '....-20--' and the second to '11:00'. The duration is set to '12:00' and '1 sa' (1 hour).
- Recurrence Frequency:** A dropdown menu with the following options: 'Yinelenmez' (Non-repeating), 'Yinelenmez', 'Her iş günü (Pzt - Cum)' (Every business day), 'Her gün' (Every day), 'Her hafta' (Every week), 'Her ay' (Every month), 'Her yıl' (Every year), and 'Özel' (Custom). The 'Her hafta' option is highlighted with a red box.

Giving Live Lesson Link to Distance Education System (LMS)

Step 2

Yeni toplantı

Durumu göster: Meşgul Kategori: Yok Saat dilimi: (GMT+03:00) İstanbul Yanıt seçenekleri Kayıt gerekir: Yok

1.Hafta Dersi

uzaktanogretim@ktun.edu.tr

11:00 → 12:00 1 sa

Yinelenmez

- Yinelenmez
- Her iş günü (Pzt - Cum)
- Her gün
- Her hafta
- Her ay
- Her yıl
- Özel

Step 3

Yinelenme ayarla

Başlangıç20__

Her 1 Hafta bir yinelenir

P S Ç P C C P

Bitiş Tarih seçin

.....20__ tarihine kadar her Perşembe gününde gerçekleşir

İptal Kaydet

Meeting start date

How often the meeting should be repeated

Meeting repetition end date

Information that this meeting will be held

Giving Live Lesson Link to Distance Education System (LMS)

Creating a Live Lesson Link

After the meeting information is filled in, the "Send" button, which is the 4th step, is clicked.

Step 4

The screenshot shows the 'Yeni toplantı' (New Meeting) form in the LMS. The form includes the following fields and annotations:

- Meeting Title:** The title field contains '1.Hafta Dersi'.
- Participant:** The participant field contains 'uzaktanogretim@ktun.edu.tr'.
- Meeting Start End Date and Times:** The start time is '11:00' and the end time is '12:00'.
- Information that this meeting will be held:** The recurrence field is set to '.....20... tarihine kadar her Perşembe gününde gerçekleşir'.
- Explanation about the meeting:** The description field contains 'Dersimize ait canlı ders linki'.

The 'Gönder' (Send) button is highlighted in red, indicating it is the final step in creating the link.

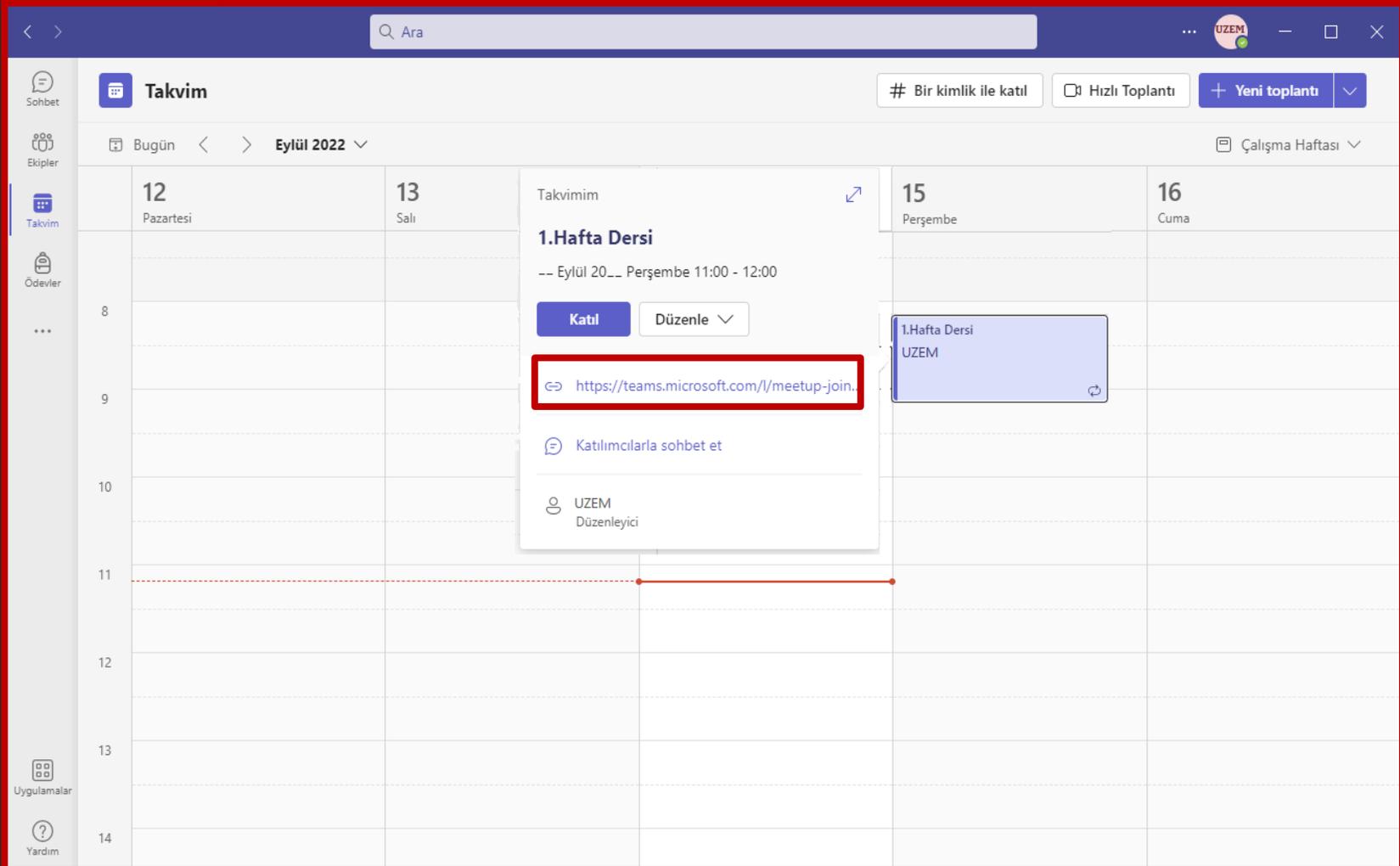
Giving Live Lesson Link to Distance Education System (LMS)

Creating a Live Lesson Link

The "Calendar" tab in the Microsoft Teams menu opens.

Click on the Planned Lesson every week and copy the link in the window that opens.

Step 5



The screenshot shows the Microsoft Teams calendar interface. The calendar is set to September 2022. A lesson event titled "1.Hafta Dersi" is scheduled for Thursday, September 15th, from 11:00 to 12:00. The event details are displayed in a pop-up window, showing the title "1.Hafta Dersi", the time "11:00 - 12:00", and a "Katıl" (Join) button. A red box highlights the meeting link: <https://teams.microsoft.com/l/meetup-join...>. The event is also visible on the calendar grid for the 15th.

Giving Live Lesson Link to Distance Education System (LMS)

Creating a Live Lesson

The live lesson link obtained from Teams is copied to the external URL.

Adjustments are made about the course content and "save and return to the course" is selected.

Step 6

The screenshot shows the LMS interface for editing a course. The main content area is titled "DERS" and "HAFTA 1 içindeki URL güncelleniyor". The "Harici URL" field is highlighted with a red box, containing the Teams meeting link: https://teams.microsoft.com/l/meetup-join/19:meeting_NmNIZDE1ZGETZT. The form also includes fields for "Adı" (Name) and "Açıklama" (Description), and a "Kaydet ve derse dön" (Save and return to course) button.

Giving Live Lesson Link to Distance Education System (LMS)

Step 7

Konu 9

 CANLI DERS

Merhaba Arkadaşlar

Bugün dersimizi Teams uygulaması üzerinden yapacağız.

Creating a Live Lesson

Students click on the "LIVE COURSE" button and are included in the Teams environment.

Step 8

Microsoft Teams açılış mı?

<https://teams.microsoft.com> bu uygulamayı açmak istiyor.

Bu tür bağlantıları ilişkilendirilmiş uygulamada açması için teams.microsoft.com sitesine her zaman izin ver

Microsoft Teams adlı uygulamayı aç

İptal

Teams toplantınıza nasıl katılmak istersiniz?



Teams'i indirin (iş veya okul)

En iyi deneyimi sağlamak için masaüstü uygulamasını kullanın.



Bu tarayıcıda devam et

İndirme veya yükleme gerekmez.



Teams'i açın (iş veya okul)

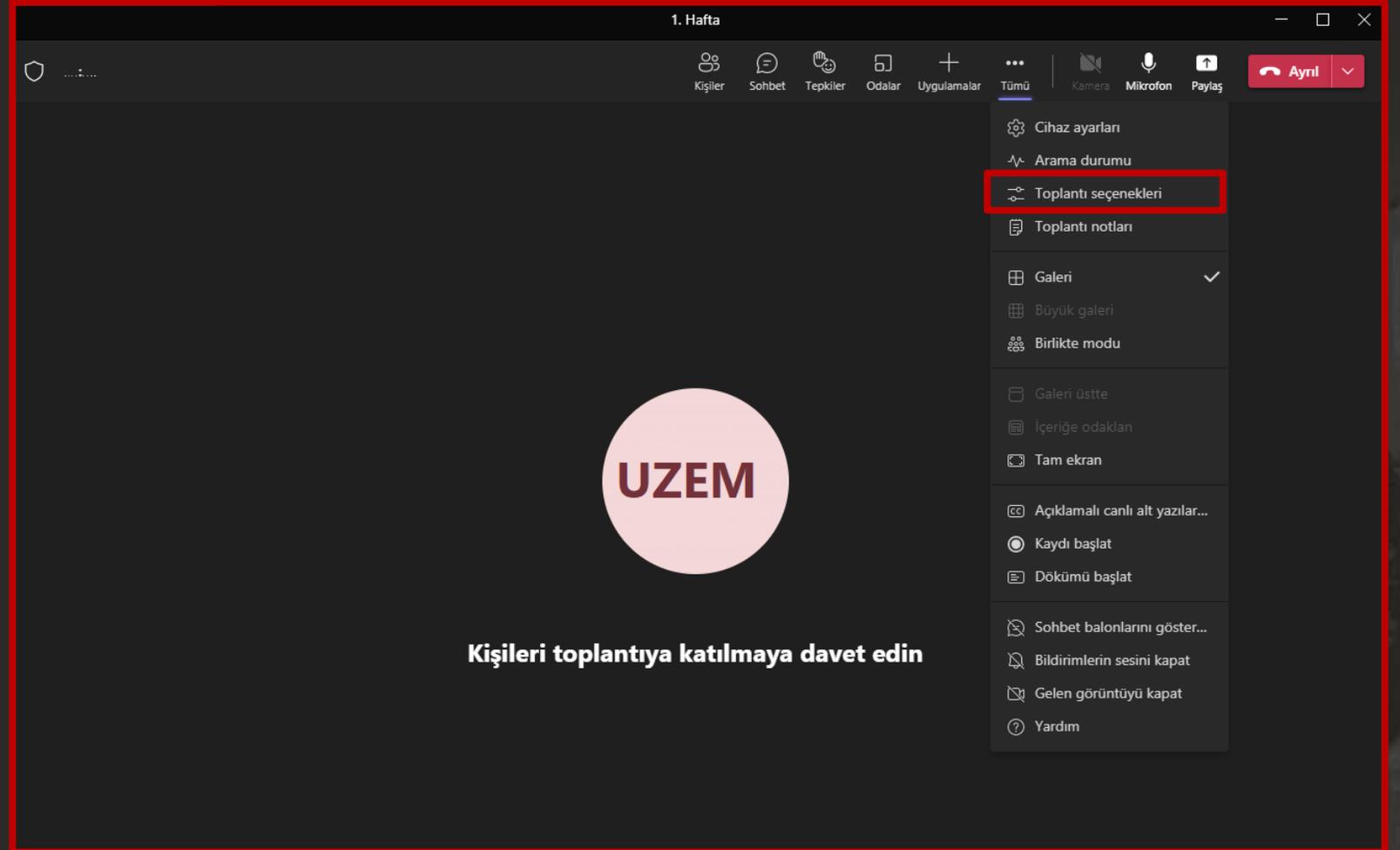
Zaten sahip misiniz? Doğrudan toplantınıza gidin.

Changing Meeting Permissions

Changing Meeting Permissions

Who can participate in a created meeting (in-house) or who can make a presentation is done in the "Meeting Options" section.

Step 1



The screenshot shows a Zoom meeting interface. At the top, there is a navigation bar with icons for 'Kişiler', 'Sohbet', 'Tepkiler', 'Odalar', 'Uygulamalar', 'Tümü', 'Kamera', 'Mikrofon', and 'Paylaş'. A red box highlights the 'Tümü' icon. Below the navigation bar, a menu is open, showing various options. The 'Toplantı seçenekleri' option is highlighted with a red box. The main area of the meeting shows a large pink circle with the text 'UZEM' and the instruction 'Kişileri toplantıya katılmaya davet edin'.

- Cihaz ayarları
- Arama durumu
- Toplantı seçenekleri**
- Toplantı notları
- Galeri ✓
- Büyük galeri
- Birlikte modu
- Galeri üstte
- İçeriğe odaklan
- Tam ekran
- Açıklamalı canlı alt yazılar...
- Kayı başlat
- Dökümü başlat
- Sohbet balonlarını göster...
- Bildirimlerin sesini kapat
- Gelen görüntüyü kapat
- Yardım

Changing Meeting Permissions

Changing Meeting Permissions

You can change the permissions of the meeting you organized from the "Meeting Options" section and click the "Save" button.

Step 2

Keeping wait in the lobby of the organization (persons with e-mail address with *ktun extension)

Granting the authority to present in the organization (persons with an e-mail address with *ktun extension) and guests

Allow chat only to people in the meeting

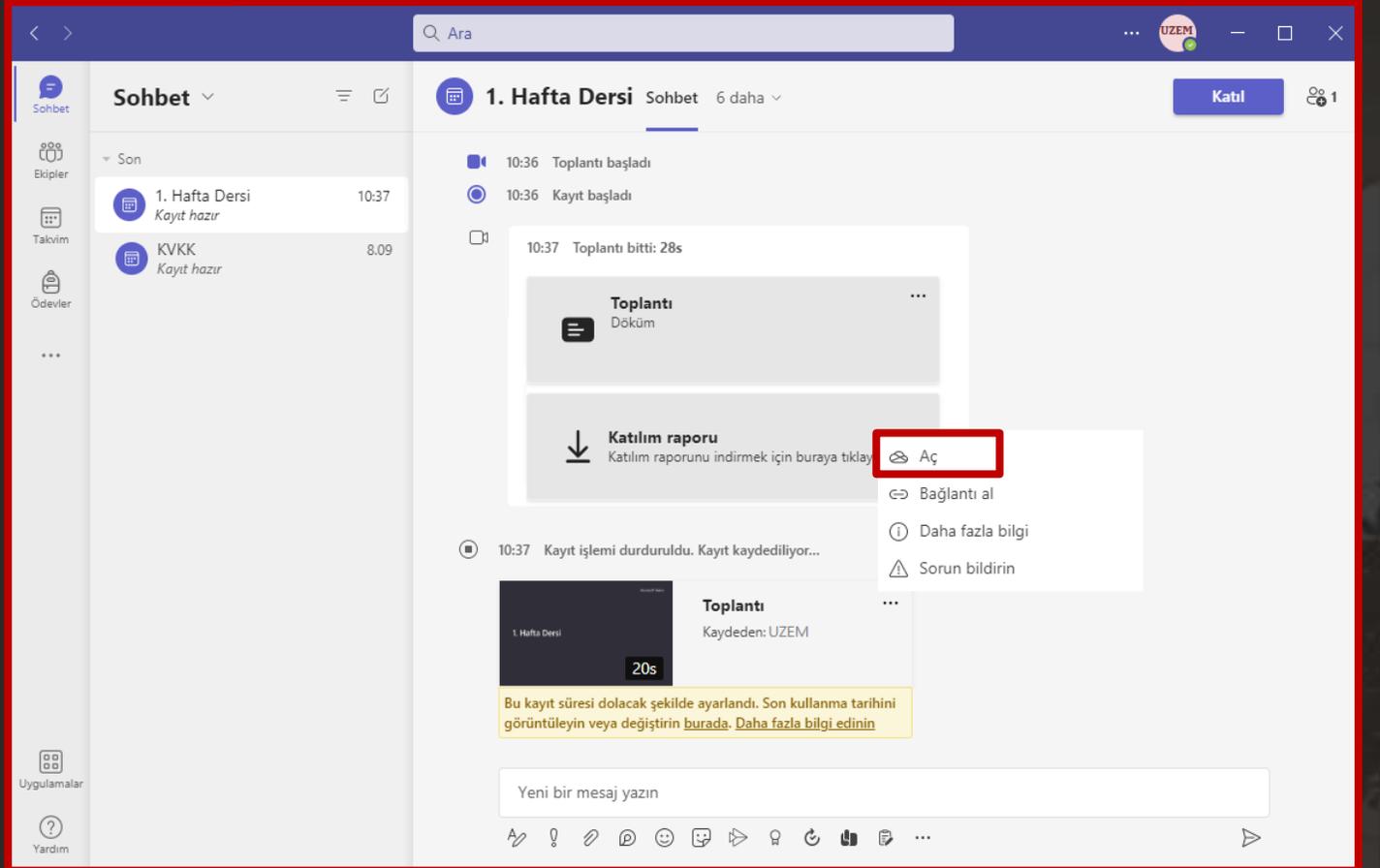
Kaydet

Restricting Meeting Registration to Participants

Restricting Meeting Recording to Participants

To share the video of the meeting with Microsoft Teams, there is the conversation in which the meeting was held in the "Chat" tab in the Teams application. A recording has been made of the conversation. You can open the created recording in Onedrive in your browser.

Step 1



The screenshot shows the Microsoft Teams chat interface for a meeting titled "1. Hafta Dersi". The chat history shows a meeting recording that has been created. A context menu is open over the recording, and the "Aç" (Open) button is highlighted with a red box. The recording is titled "Toplantı" and "Kaydeden: UZEM". The recording duration is 20s. A yellow warning message is displayed below the recording: "Bu kayıt süresi dolacak şekilde ayarlandı. Son kullanma tarihini görüntüleyin veya değiştirin [burada](#). [Daha fazla bilgi edinin](#)".

Restricting Meeting Registration to Participants

Step 2

Microsoft
Oturum açın
uzaktanogretim@ktun.edu.tr
Hesabınıza erişemiyor musunuz?
Geri İleri
Oturum açma seçenekleri

Step 3

Microsoft
uzaktanogretim@ktun.edu.tr
Parola girin
Parolamı unuttum
Oturum açın

Step 4

Microsoft
uzaktanogretim@ktun.edu.tr
Oturumunuz açık kalsın mı?
Aldığınız oturum açma istemi sayısını azaltmak için bunu yapın.
 Bunu bir daha gösterme
Hayır Evet

Restricting Meeting Registration to Participants

Step 5

1. Hafta Dersi-20220915_103649-Toplantı Kaydı

İndir

Video ayarları

Yorumlar

Yardım

1. Hafta Dersi

... Eylül 20... 99998 gün içinde süresi doluyor • 10 görüntüleme • UZEM • ... > Belgeler > Kayıtlar

Bu videonun ne hakkında olduğunu açıklamak için bir açıklama ekleyin

Step 6

Paylaş

Bağlantıyı kopyala

Bağlantıyı geçerli saatte kopyala

Erişimi yönet

Step 7

Bağlantı gönder

1. Hafta Ders...tı Kaydı.mp4

Bağlantıya sahip olan herkes yalnızca görüntüleyebilir

Kime: Ad, grup veya e-posta

İlet...

Gönder

Bağlantıyı kopyala

Bağlantıya sahip olan herkes yalnızca görüntüleyebilir

Paylaşılan:

Step 8

Bağlantı ayarları

1. Hafta Ders...tı Kaydı.mp4

Bu bağlantının kimler tarafından kullanılmasını istiyorsunuz? [Daha fazla bilgi edinin](#)

Bağlantıya sahip olan herkes

ktun.edu.tr içinde yer alan ve bu bağlantıya sahip olan kişiler

Erişim izni olan kişiler

Belirli kişiler

Diğer ayarlar

Görüntüleyebilir

Sona erme tarihini ayarlayın

Parola ayarla

İndirmeyi engelle

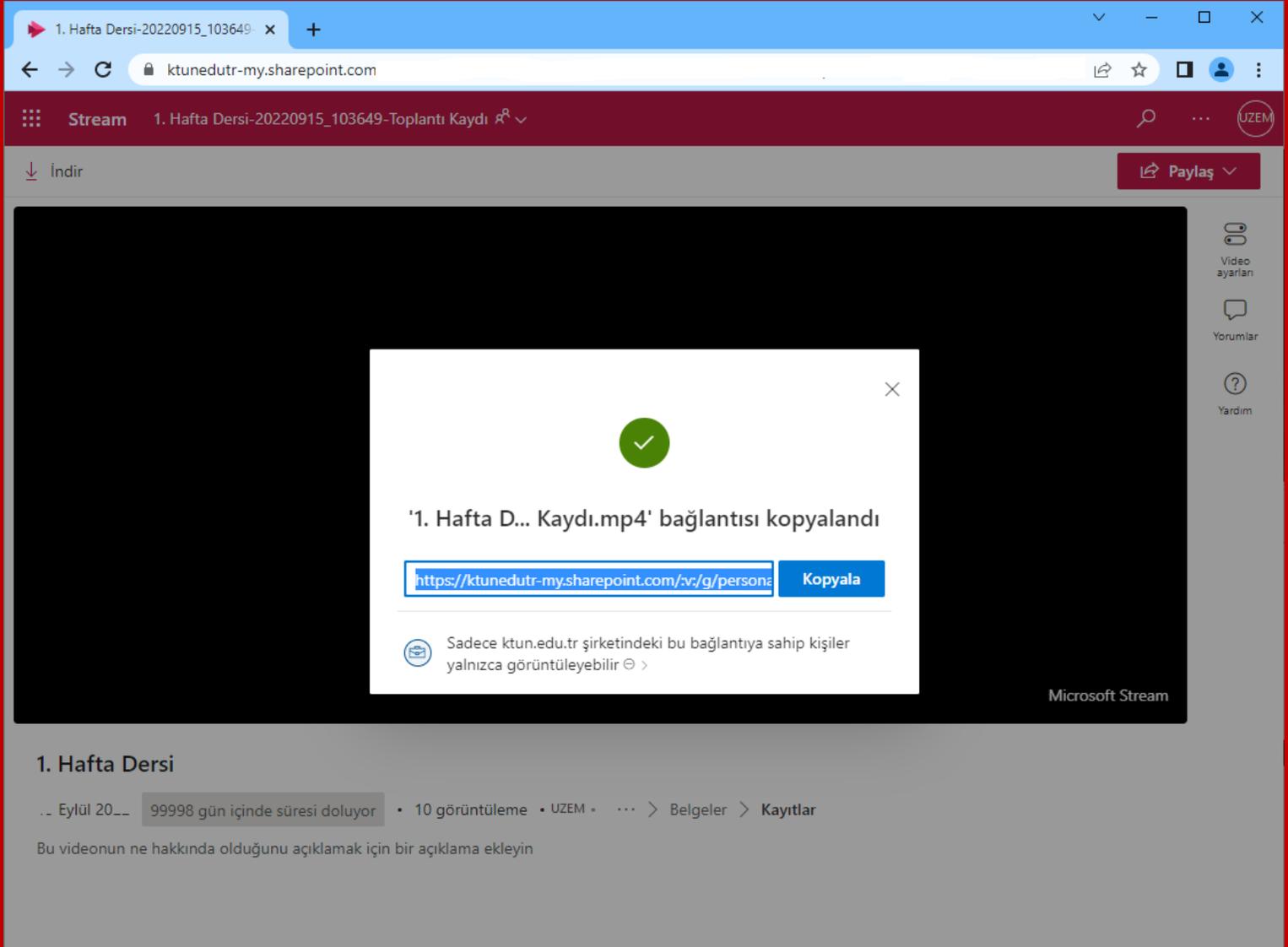
Uygula

İptal

Restricting Meeting Registration to Participants

Restricting Meeting Attendees

You can copy the link created for restricted users and add it to the courses in the distance education system



The screenshot shows a web browser window displaying a Microsoft Stream video player. The browser address bar shows the URL ktunedutr-my.sharepoint.com. The video player interface includes a download button (İndir) and a share button (Paylaş). A notification dialog box is open in the center, indicating that the link for the video '1. Hafta D... Kaydı.mp4' has been successfully copied. The copied link is <https://ktunedutr-my.sharepoint.com/:v/g/persona>. Below the link, there is a 'Kopyala' button. A note below the link states: 'Sadece ktun.edu.tr şirketindeki bu bağlantıya sahip kişiler yalnızca görüntüleyebilir'. The video player also features a sidebar with options for video settings (Video ayarları), comments (Yorumlar), and help (Yardım). The video title '1. Hafta Dersi' is visible at the bottom of the player.



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APPLICATION AND RESEARCH CENTRE
1970



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<https://www.ktun.edu.tr>



uzaktanogretim@ktun.edu.tr