

## System Requirements

In order to watch lectures via Teams, you need a computer (Windows, Mac or Linux) or a smartphone (Android or iOS), the Microsoft Teams application and headphones or speakers – you do not need a camera or microphone.

You can see the system requirements [here](#). The requirements are quite low when you are not sending video. Even though it is not mentioned in the list, the Windows 7 operating system, which is no longer supported by Microsoft, does work with Teams, but may present some problems.

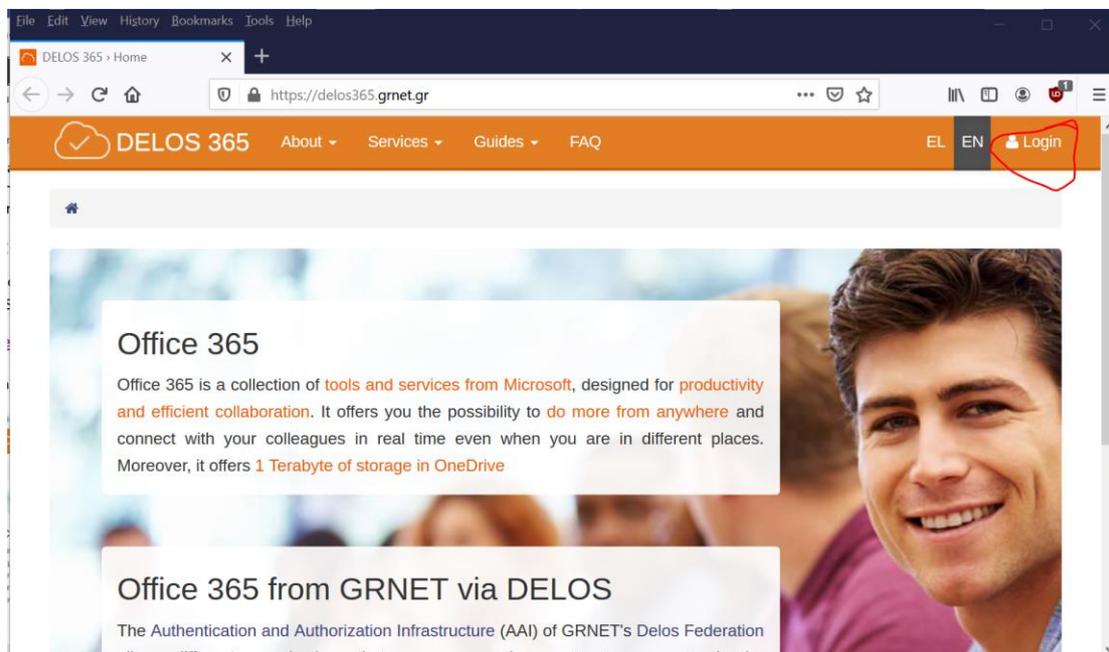
## Watching Lectures with Microsoft Teams

### STEP ONE: Connect to DELOS 365

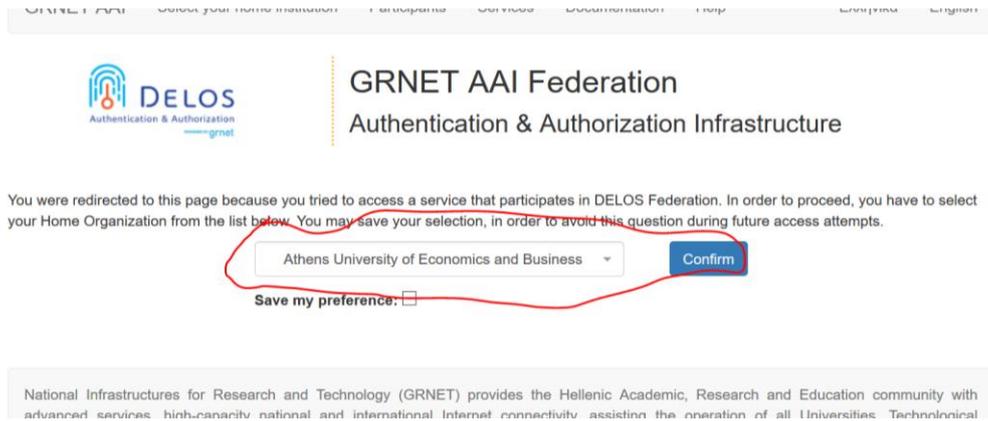
To connect and attend lectures as registered users, you must have already activated your institutional account at AUEB, which takes place during your registration via the URegister system. You then need to activate your DELOS 365 account. To do so, visit this address:

<https://delos365.grnet.gr/>

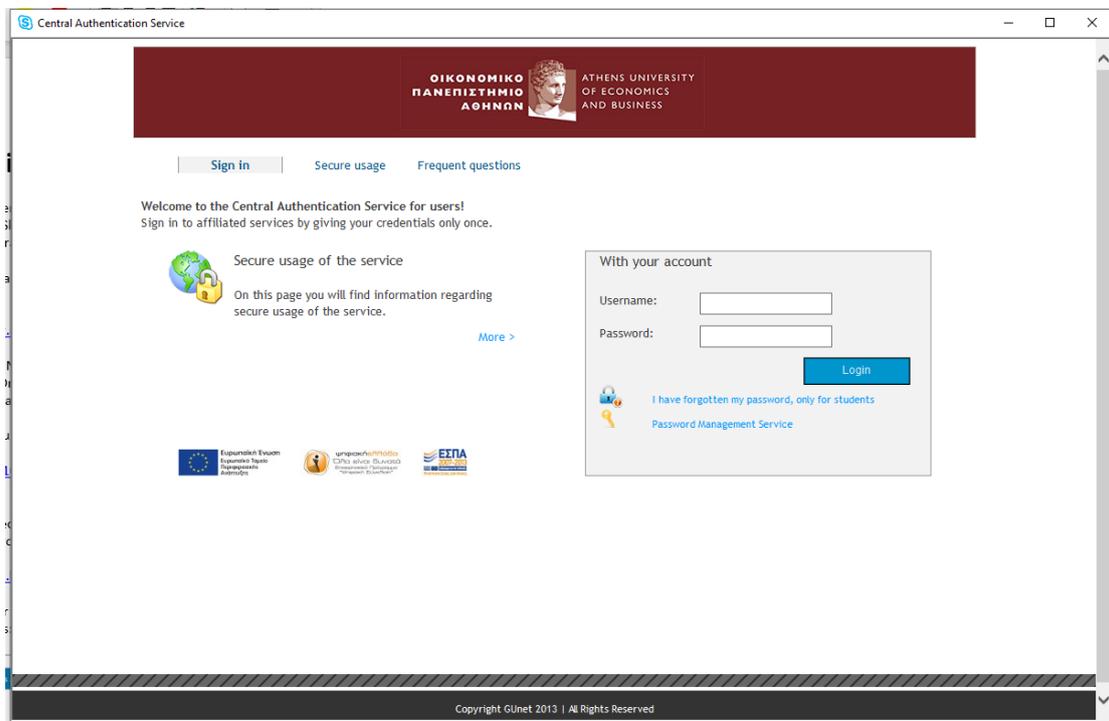
Choose the EN icon to switch to English, and then click on Login:



If this is the first time you are visiting DELOS 365 from your browser, you will see the following page, where you need to select “Athens University of Economics and Business” as your institution and then click on **Confirm**:



You will then see the following page from the AUEB Single Sign On (SSO) server, where you must enter the data from your AUEB account, that is, your username (without @aueb.gr) and your password, and then click on **Login**.



If your credentials are correct, you will be returned to the DELOS 365 page, but now you will see your **name** on the top right corner.



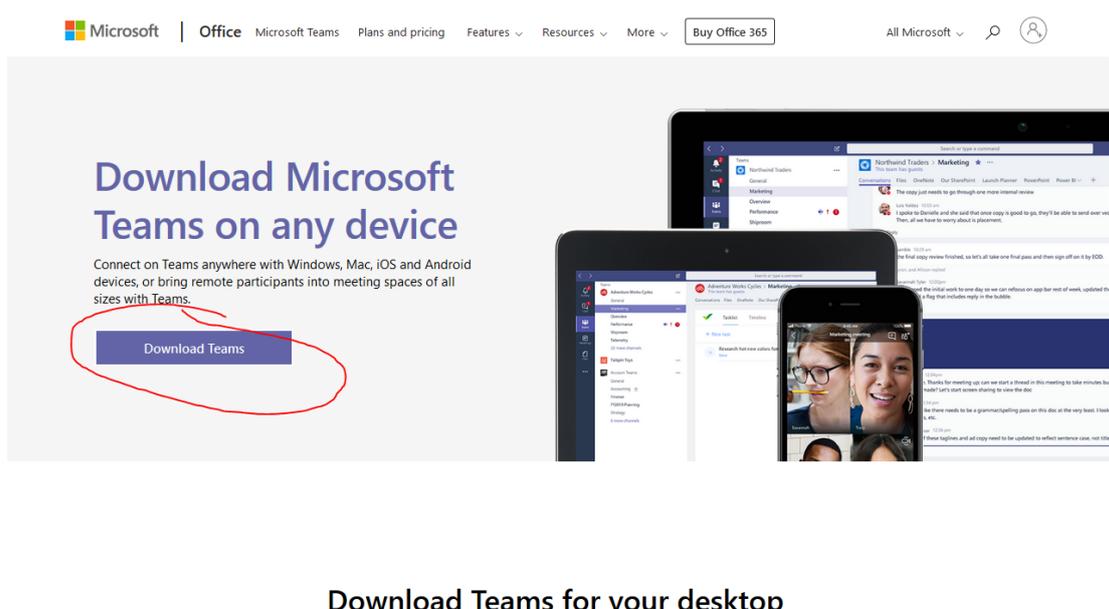
If you do not have an institutional account yet at AUEB (e.g., due to your registration being incomplete), you must ask the instructors to add you to their classes or lectures as guests using your e-mail. When this takes place, you will receive in your e-mail a message with instructions on how to activate a free personal Microsoft account. After completing this step, you will continue with the following steps.

## STEP TWO: Install Microsoft Teams

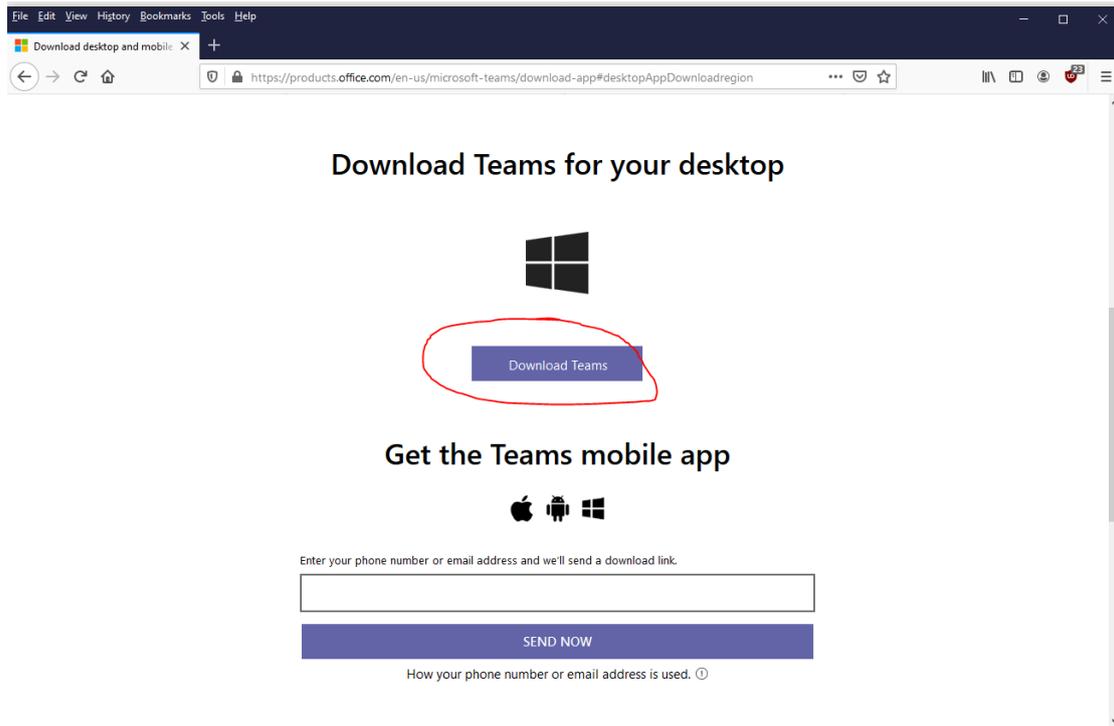
You then need to install **Microsoft Teams**. If you already have Office 365 installed, Teams may already be available on your computer. You can also install it without installing the entire Office 365 suite. To install it on your computer (Windows or Mac) computers click on the following link:

<https://products.office.com/el-gr/microsoft-teams/download-app>

Select **Download Teams** as shown below:



Depending on your computer, you will be prompted to download the corresponding version – the following figure shows the Windows version.



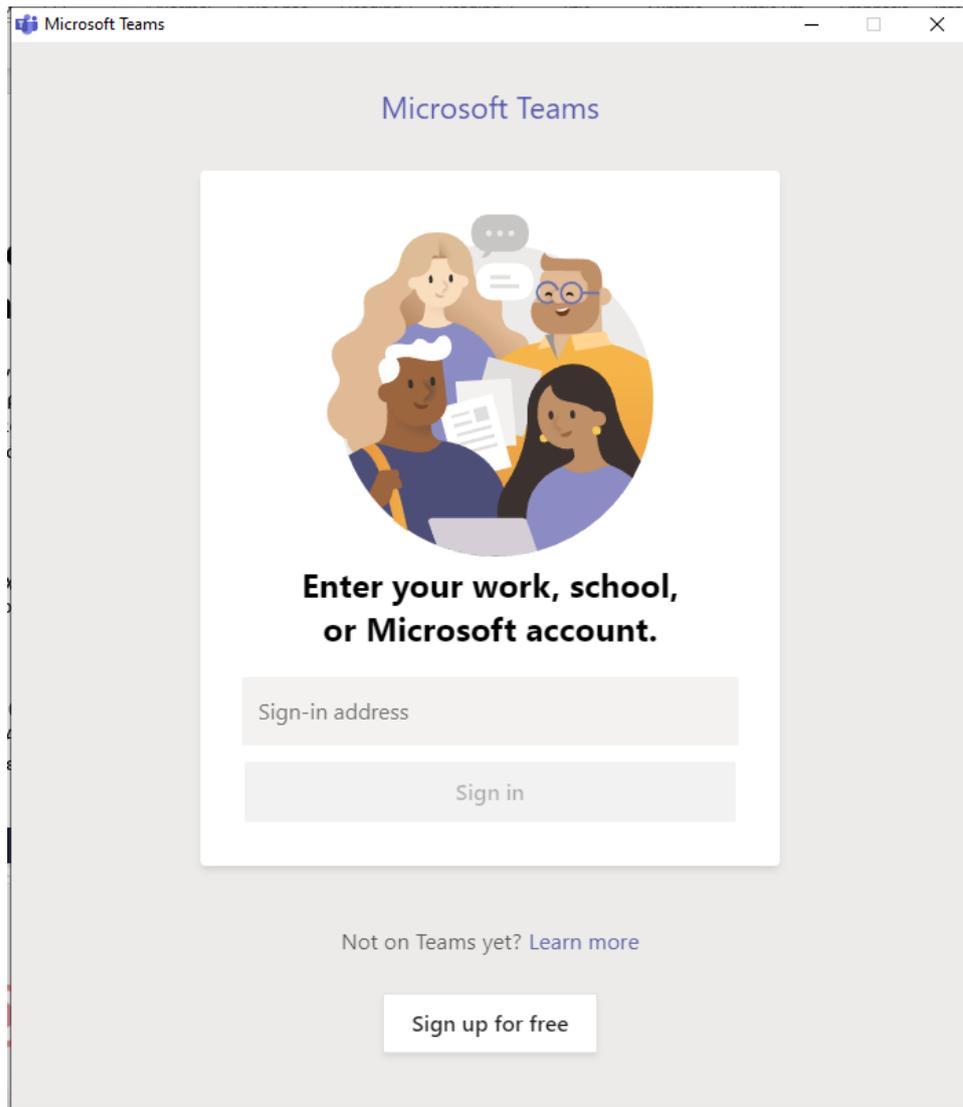
Select **Download Teams**. Depending on your browser and operating system, you will see a dialog box prompting you to download the installer, which you will then run to install the application. Note that Teams is also available as a web application:

<https://teams.microsoft.com>

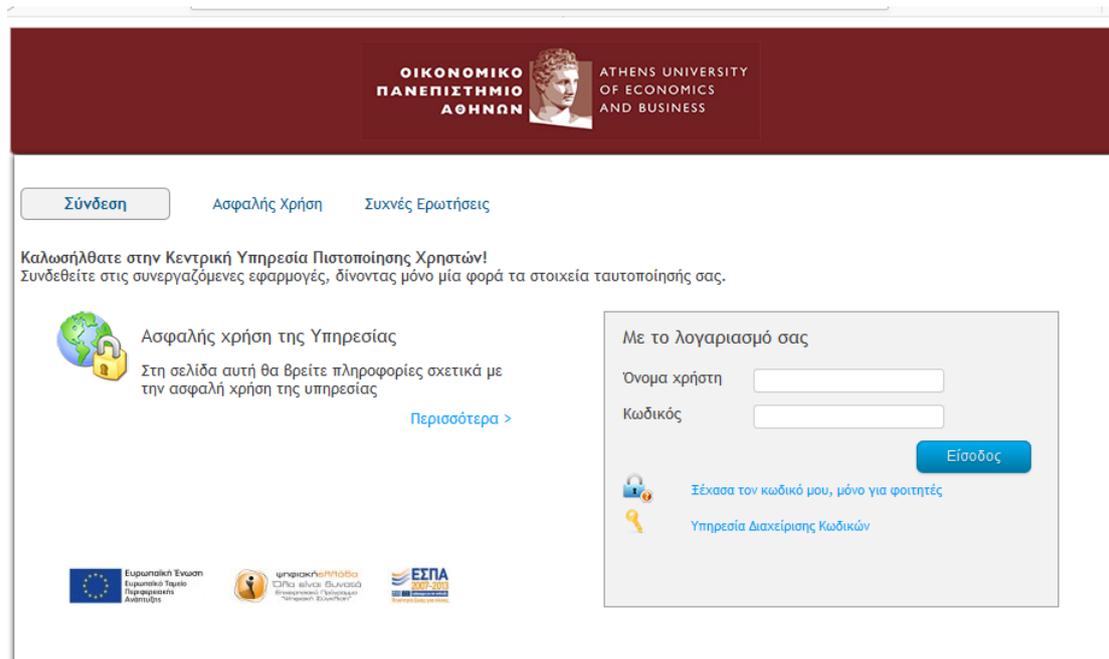
If you are using the web application, it is best to use Chrome, as other browsers may not support your microphone and camera. Finally, Teams is also available on Android and iOS, from the corresponding app stores (Play Store and Apple Store).

### **THIRD STEP: Join a class team**

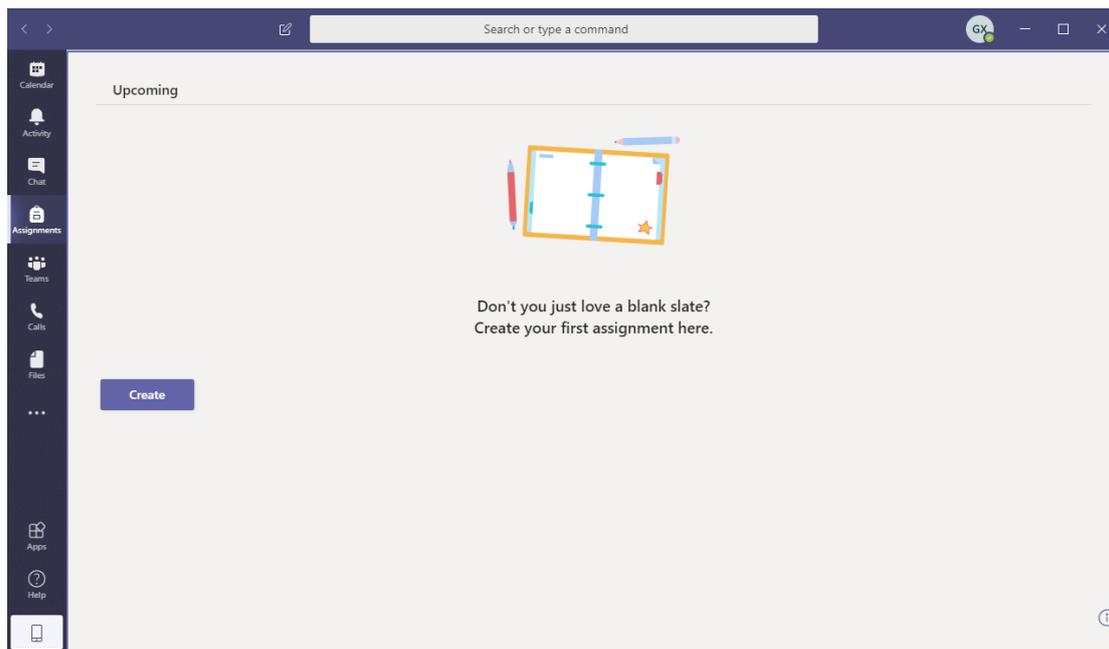
To use Teams, you start it like any other application. If you are not already logged in, you will see the following sign on screen:



To login, enter your AUEB e-mail ([xxx@aueb.gr](mailto:xxx@aueb.gr)). You will be redirected to the AUEB Single Sign On (SSO) server, shown below, where you will enter your AUEB username (not the entire e-mail) and password e-mail.

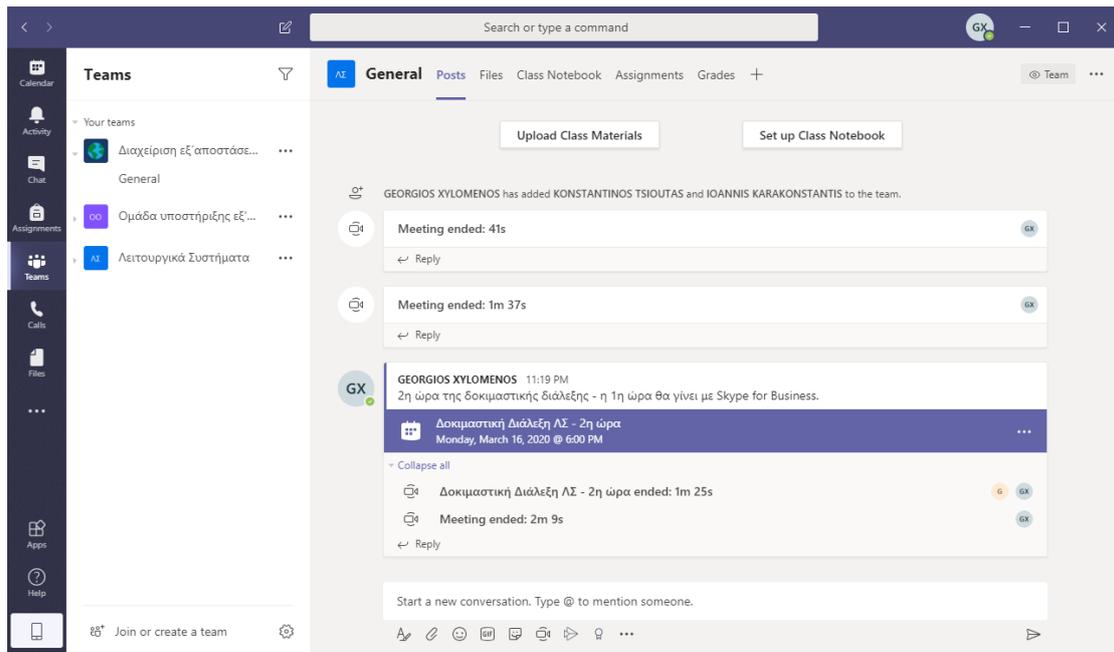


After a small delay, the application window will open, which will be similar to the following.

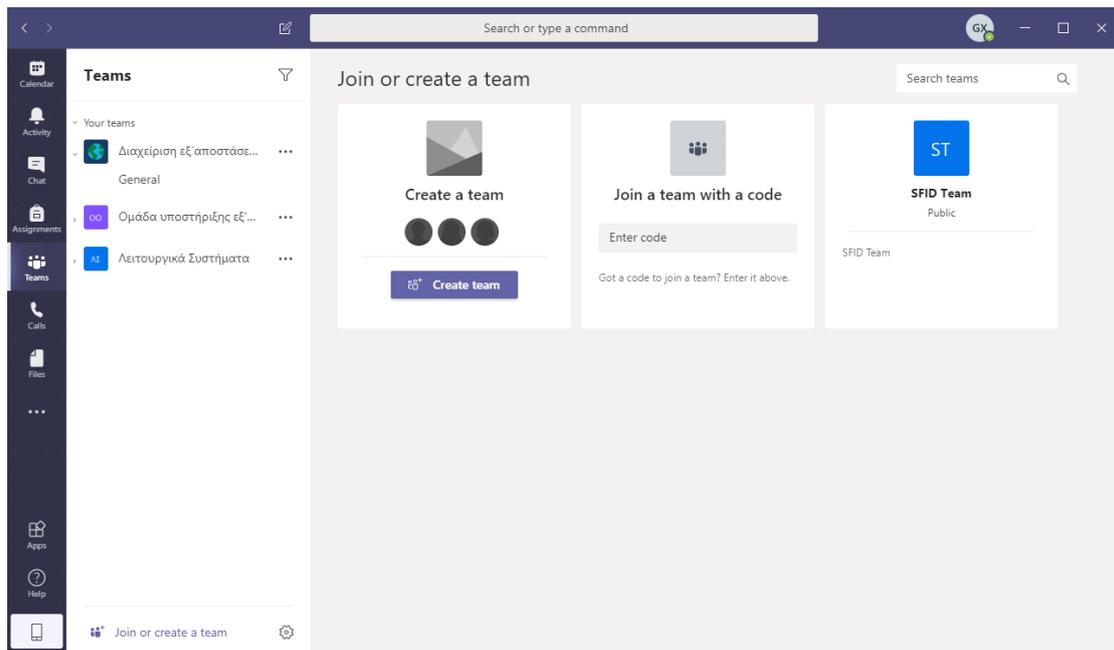


If you do not have an institutional account, you will login using your free personal Microsoft account that you created in the previous step.

To join a Class team, you must click the Teams icon on the left side of the screen, to show the teams you are a member of:



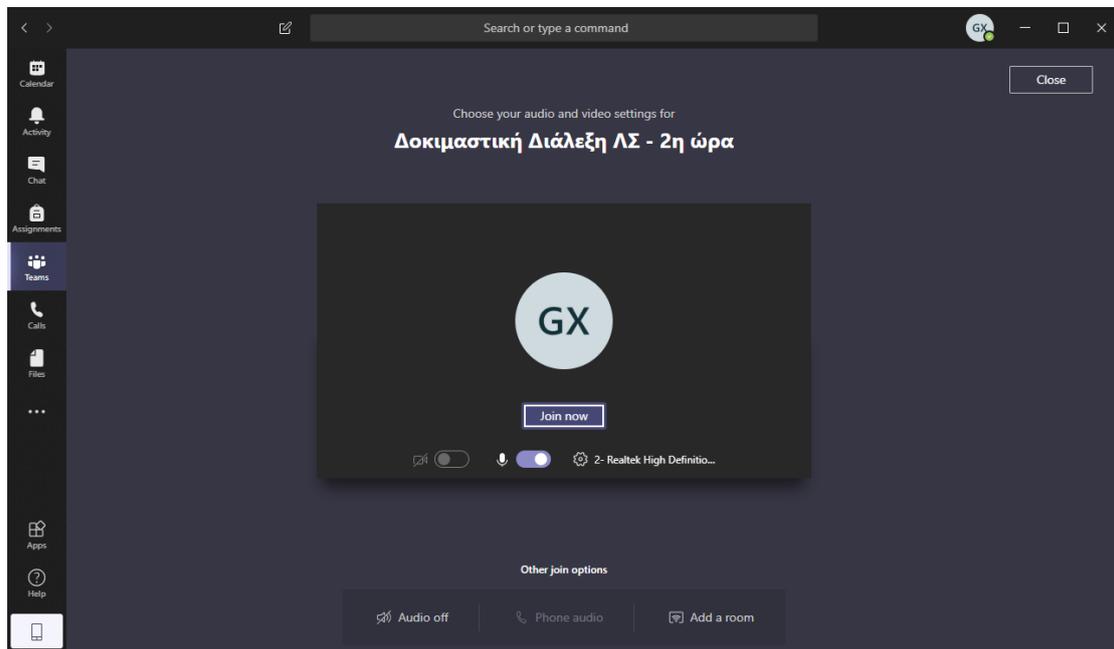
If the instructor has already added you to the team, you can choose it directly to see the messages and scheduled lectures. If not, you can click **Join or create a team** on the bottom part of the screen. You will see the following:



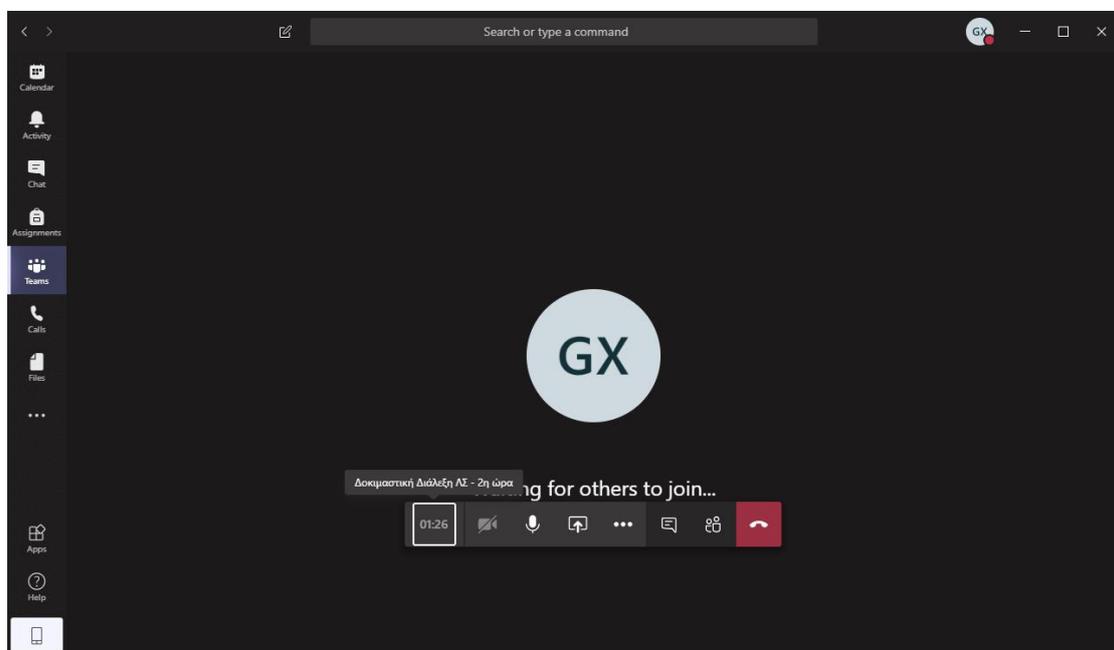
Click on **Join a team with a code** and type the class code sent to you by the instructor. At this point, you are part of the team and can see the scheduled lectures. If you do not have an institutional account, you cannot join a team by yourself, you need to be added to the team by the instructor.

#### **STEP FOUR: Attend a lecture**

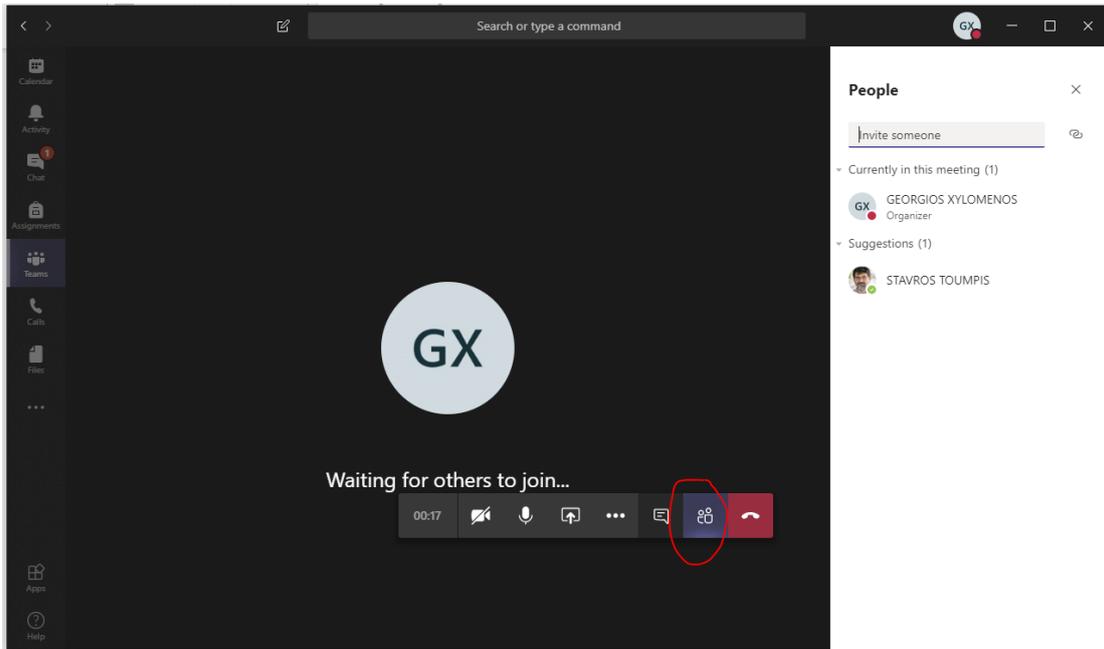
By clicking on a scheduled lecture or on the link your instructor sent you, you can see its information and click on **Accept** to add it to your calendar or **Join** to join the lecture directly. When you click **Join** you see the following screen:



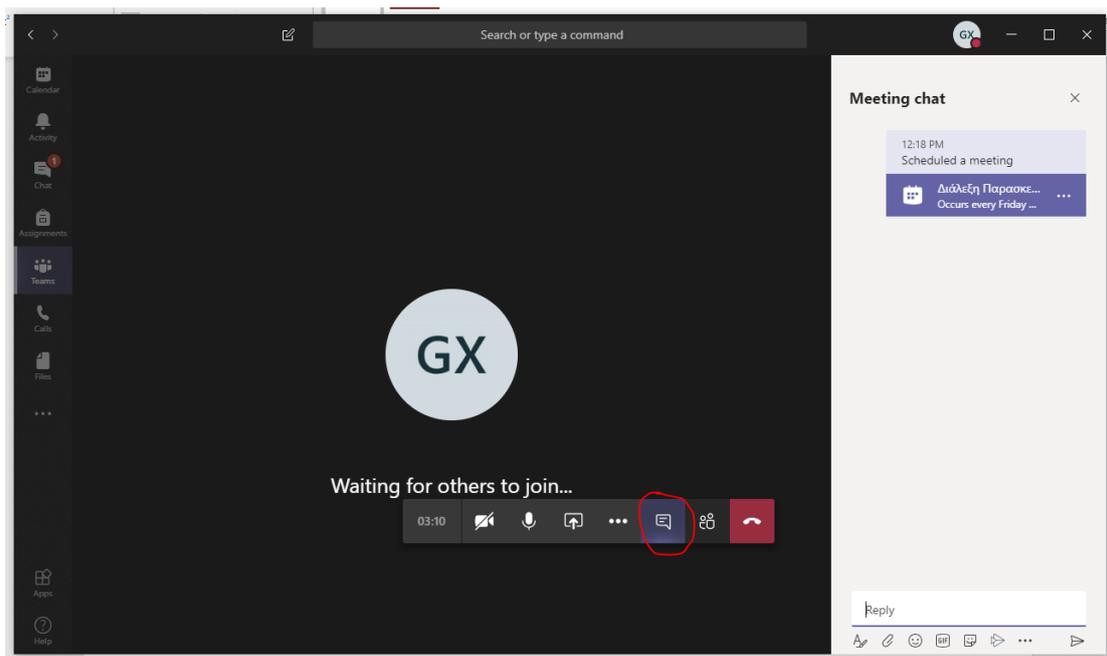
At this point, you should switch off your camera and microphone to avoid burdening the system, and then click on **Join now** to enter the lecture. Your screen during the lecture will look as follows:



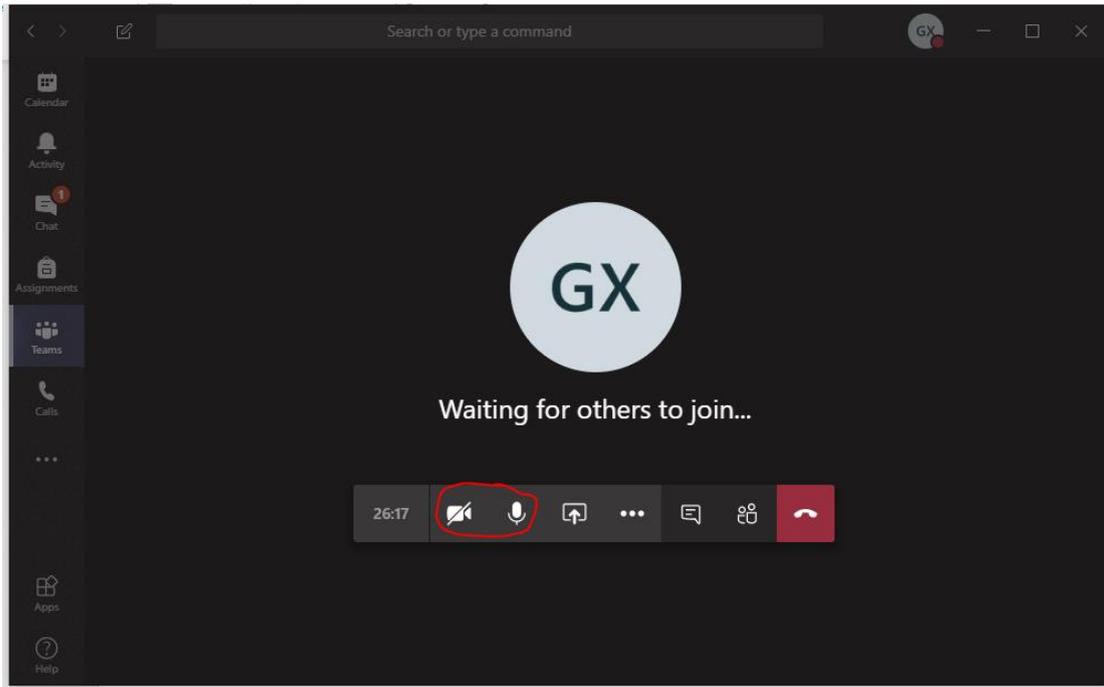
On the bottom of the screen you can see the lecture controls. By choosing the people icon, you can see the attendees:



Similarly, by choosing the text icon, you can see the chat window, via which you can send messages and see the messages of the other attendees:



Note that these messages remain visible in the General channel of the team. In all application screens, you can switch on or off your camera and microphone by using the corresponding icons:



Finally, you can leave the lecture by choosing the telephone icon.

