

IT DEPARTMENT

INSTRUCTIONS FOR SIGNING IN TO THE Microsoft Teams service

Feb 26, 2024

System Requirements

To participate in distance learning conducted with Microsoft Teams, you need a computer (Windows, Mac, or Linux) or mobile phone (Android or iOS), the Microsoft Teams app, and headphones or speakers. Camera and microphone are not necessary. The Windows 7 operating system, which Microsoft no longer supports, may have issues with Teams.

**NOTE: those who have already participated in the February 2024 remote exams, can go directly to the THIRD STEP.**

Participate in remote lectures conducted with Microsoft Teams

FIRST STEP: Connect to DELOS 365

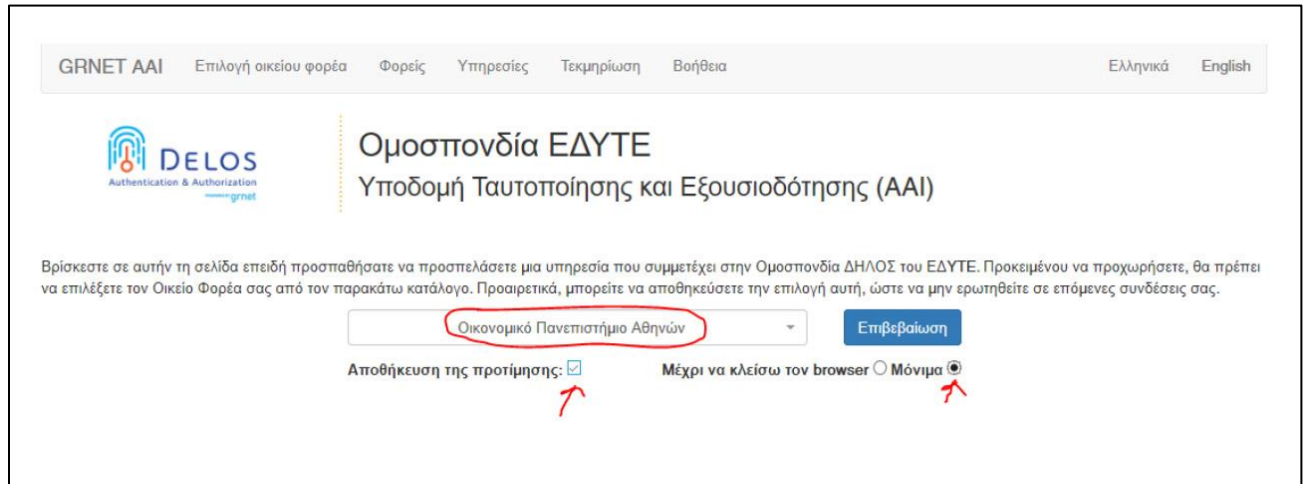
In order to be able to log in to Teams, which is a prerequisite for participating in distance learning, you must first activate your DELOS 365 account. For that you visit url: <https://delos365.grnet.gr/>.

There you select **Login**:




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The following page opens, where you select our institution (Athens University of Economics and Business) and you click **Confirm**.



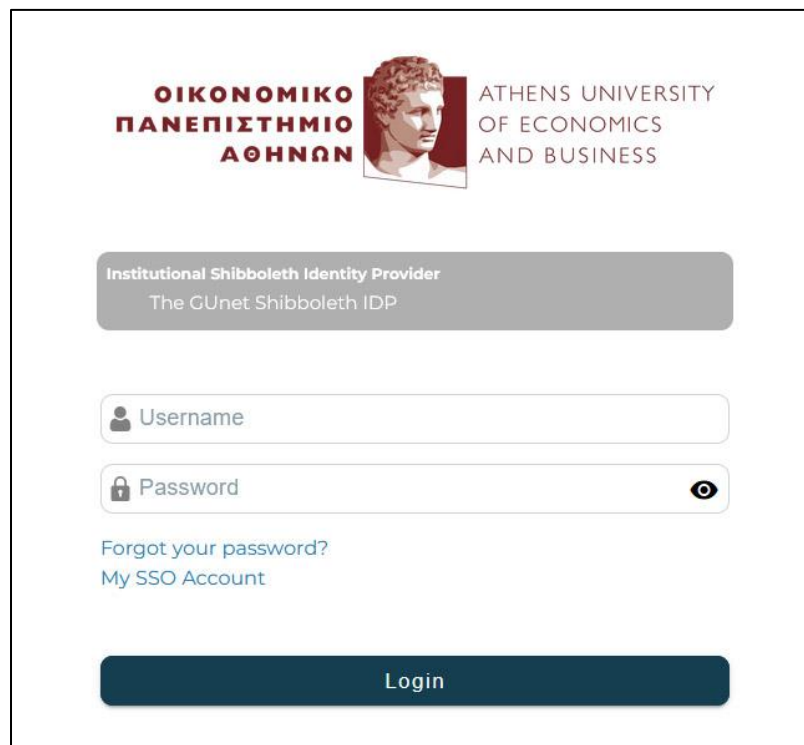
GRNET AAI    Επιλογή οικείου φορέα    Φορείς    Υπηρεσίες    Τεκμηρίωση    Βοήθεια    Ελληνικά    English



**Ομοσπονδία ΕΔΥΤΕ**  
 Υποδομή Ταυτοποίησης και Εξουσιοδότησης (AAI)

Βρίσκεστε σε αυτήν τη σελίδα επειδή προσπαθήσατε να προσπελάσετε μια υπηρεσία που συμμετέχει στην Ομοσπονδία ΔΗΛΟΣ του ΕΔΥΤΕ. Προκειμένου να προχωρήσετε, θα πρέπει να επιλέξετε τον Οικείο Φορέα σας από τον παρακάτω κατάλογο. Προαιρετικά, μπορείτε να αποθηκεύσετε την επιλογή αυτή, ώστε να μην ερωτηθείτε σε επόμενες συνδέσεις σας.

Αποθήκευση της προτίμησης:     Μέχρι να κλείσω τον browser  Μόνιμα

Then you will see AUEB's central certification system (SSO) page, where you fill in your AUEB account details, ie your Username (without @aueb.gr) and your Password and press **Login**.



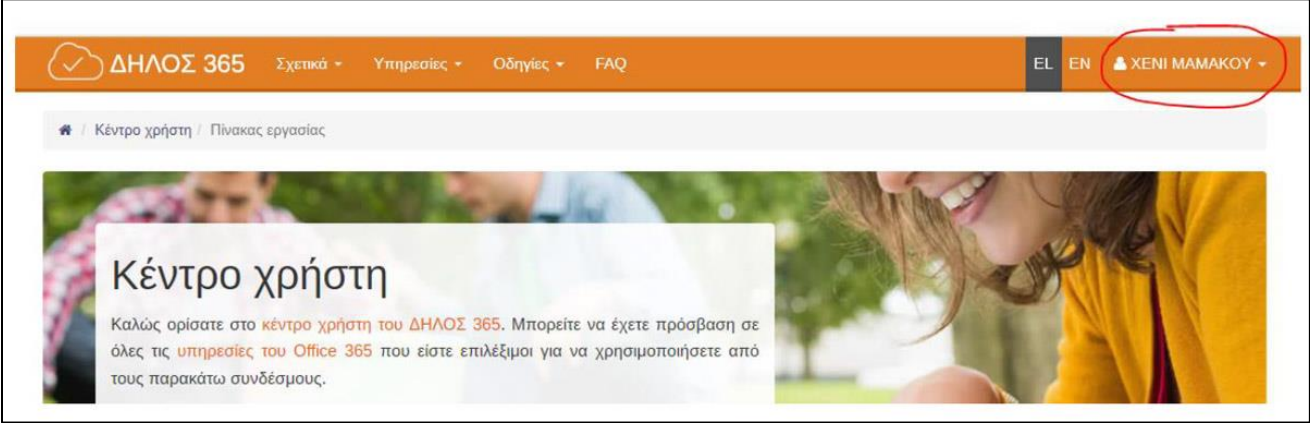
**ΟΙΚΟΝΟΜΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΘΗΝΩΝ**

 ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS

Institutional Shibboleth Identity Provider  
 The GUnet Shibboleth IDP

[Forgot your password?](#)  
[My SSO Account](#)

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If the information is correct, you are automatically redirected to DELOS 365 web page, where at the top right you now see **your name**.

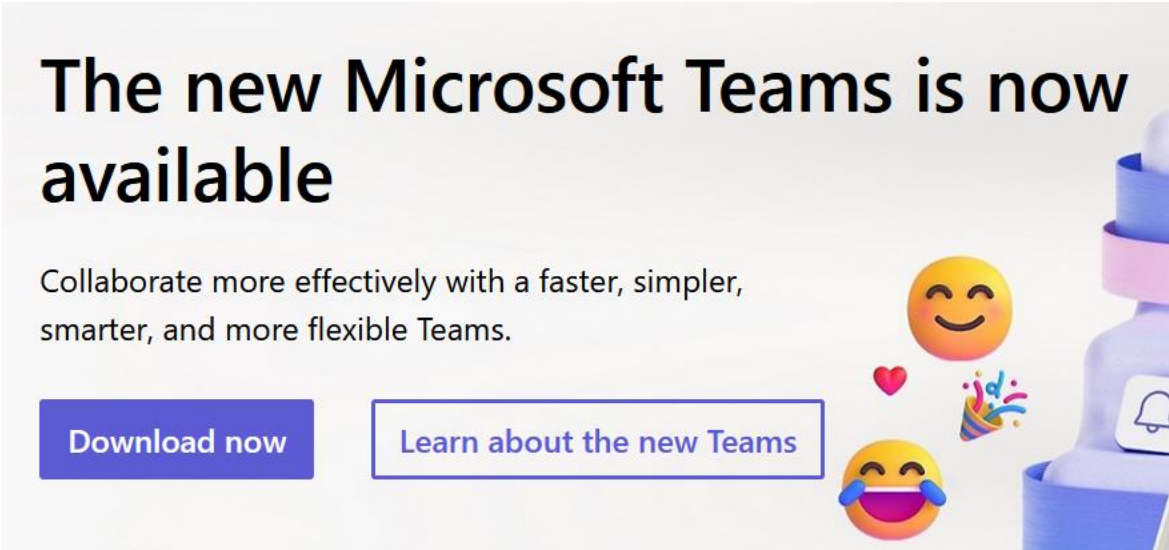


**STEP TWO: Install Microsoft Teams**

Next, you need to install the **Microsoft Teams** program. If you already have Office 365 installed, Teams may already be available on your computer. But it can also be installed independently of Office 365. To install it on your computer (Windows or Mac), follow the link below:

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

Select **Download desktop app** as shown below:



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Depending on your computer's operating system, you will be recommended to download the appropriate version – below it appears that the version for Windows is selected. In **Teams for work or education**, select **Get the new Teams app**, then choose the type of Windows – if your computer isn't too old, this is **64-bit**.

**Download Microsoft Teams for Windows desktop**

**Teams for home**  
Organize your life and communities, all in one place. Download the Teams app and never miss a message or call again.  
[Download Teams](#)

**Teams for work or school**  
Easily communicate with customers and employees. Download the Teams app and start creating, sharing, and storing files securely.  
[Download the new Teams app](#) ▾

The installer is downloaded and saved in Downloads, which you must then run to install.

Please note that Teams is also available through a browser at:

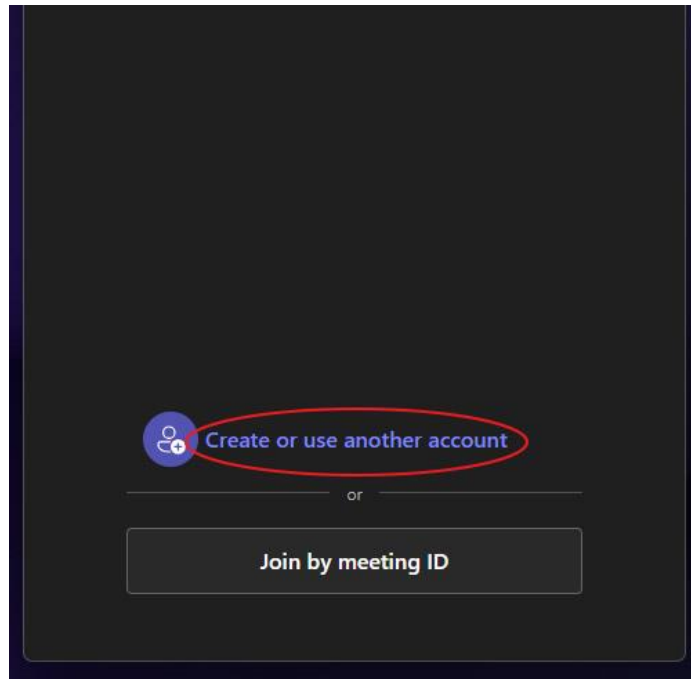
<https://teams.microsoft.com>

If you decide to use Teams through your browser, we recommend using Chrome, because other browsers may not support audio and video in lectures. Finally, Teams is also available for Android and iOS mobile devices, from the respective app stores (Play Store and Apple Store).

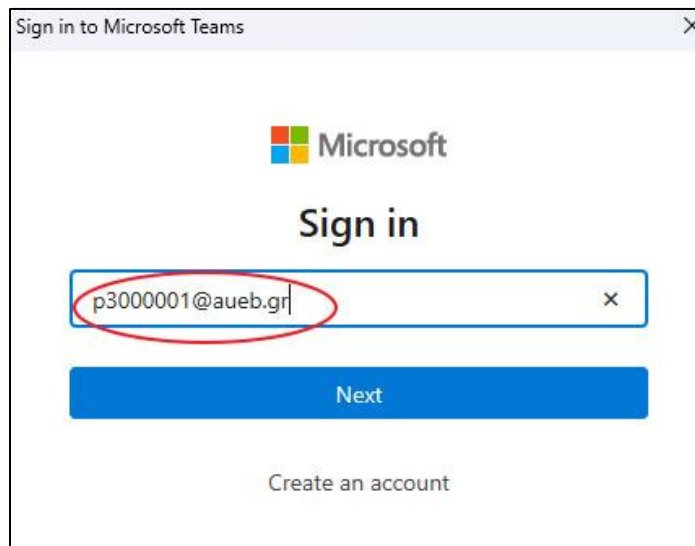
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**THIRD STEP: Connect to the remote lecture meeting.**

To use Teams, you start it like any other app. If you're not already signed in, the following screen appears:



where you select **Create or use another account**. After that, you can see the following login screen, where you enter your AUEB email, and you select **Next**:





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Then, AUEB's central certification system (SSO) page will appear, where you fill in your AUEB account details, ie your Username (without @aueb.gr) and your Password and press **Login**.

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Institutional Shibboleth Identity Provider  
The GUnet Shibboleth IDP

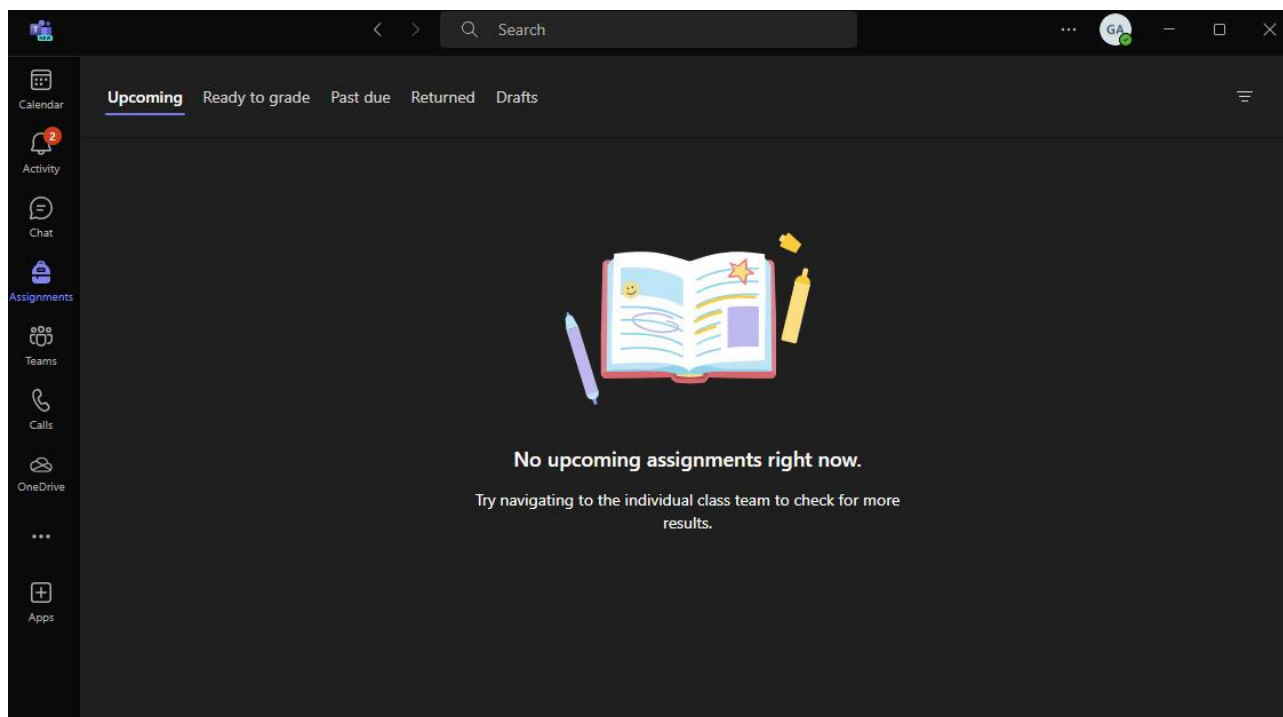
[Forgot your password?](#)  
[My SSO Account](#)

**Login**



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After a short wait, the Teams app window will appear, which will look like the following:

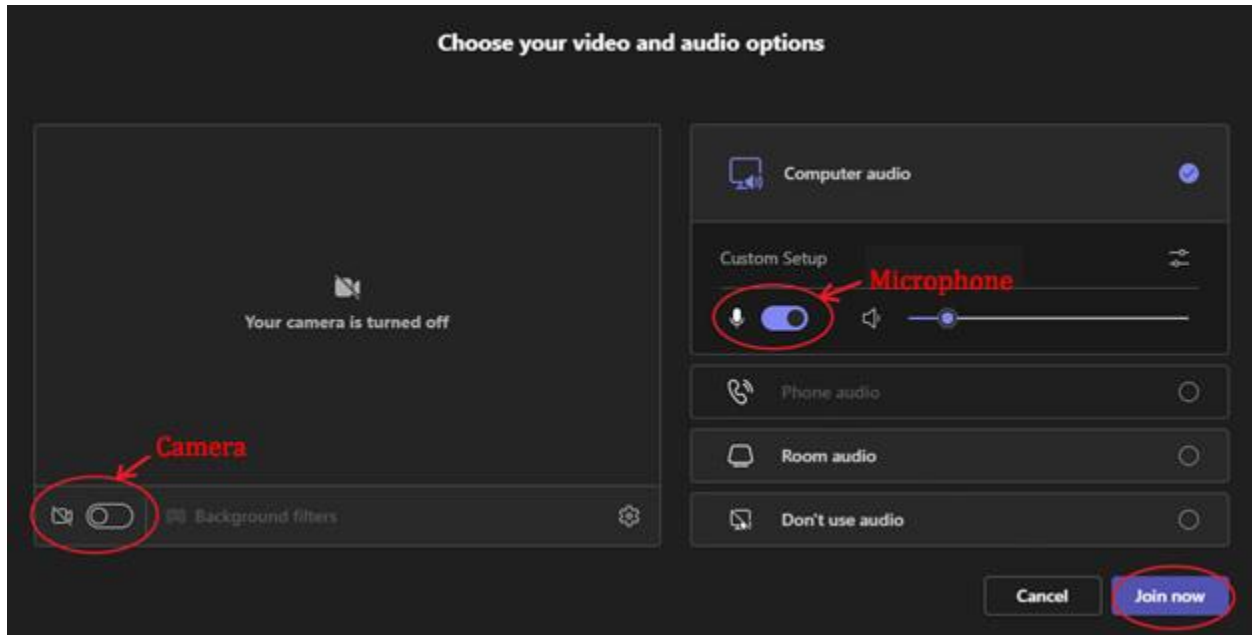




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By clicking on the link announced by the instructor in eClass or Moodle, you can connect to the course teleconference.

The following screen appears first:



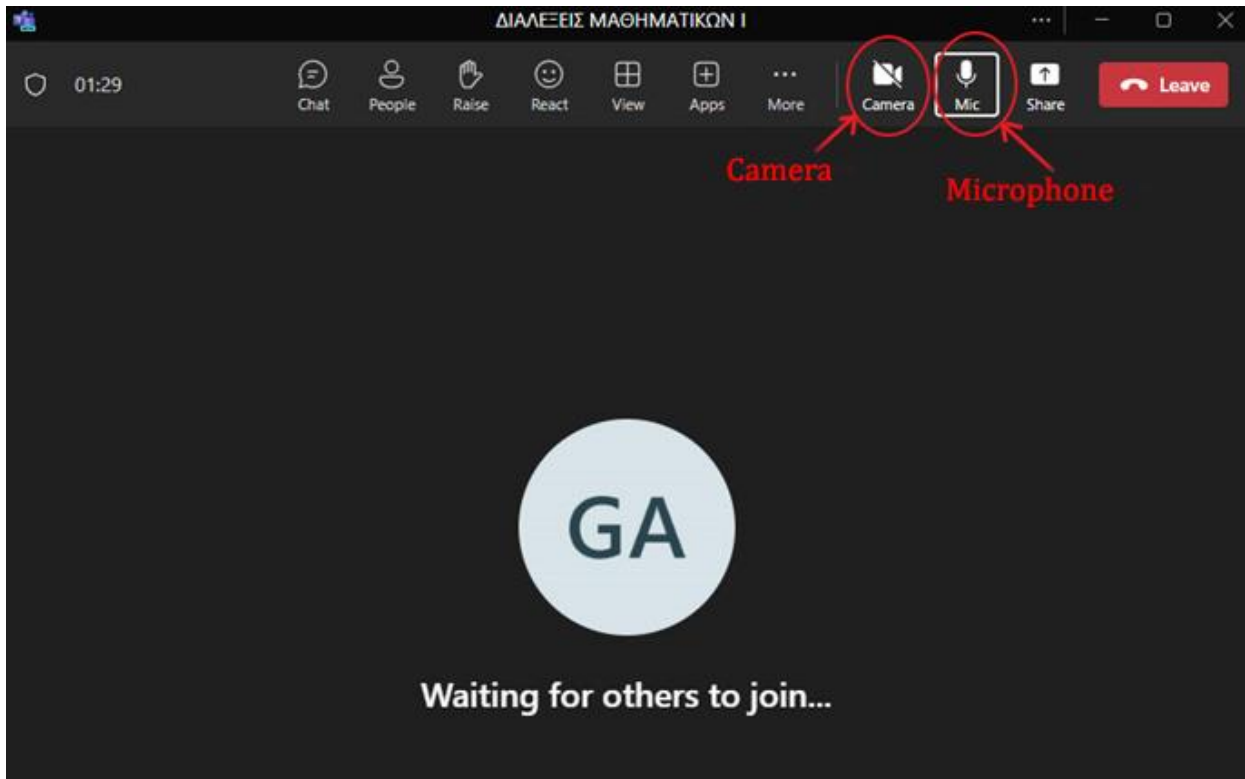
On this screen you can turn your camera and microphone on or off before connecting to the remote conference call, although the ability to activate your camera and/or microphone is most likely to be disabled by the instructor.

Select **Join now** to enter the video conference. The video conference screen is the following, on which you can turn your camera and microphone on or off by selecting the appropriate icons (it is again true that the ability to activate your camera and/or microphone is most likely to be disabled by the teacher):





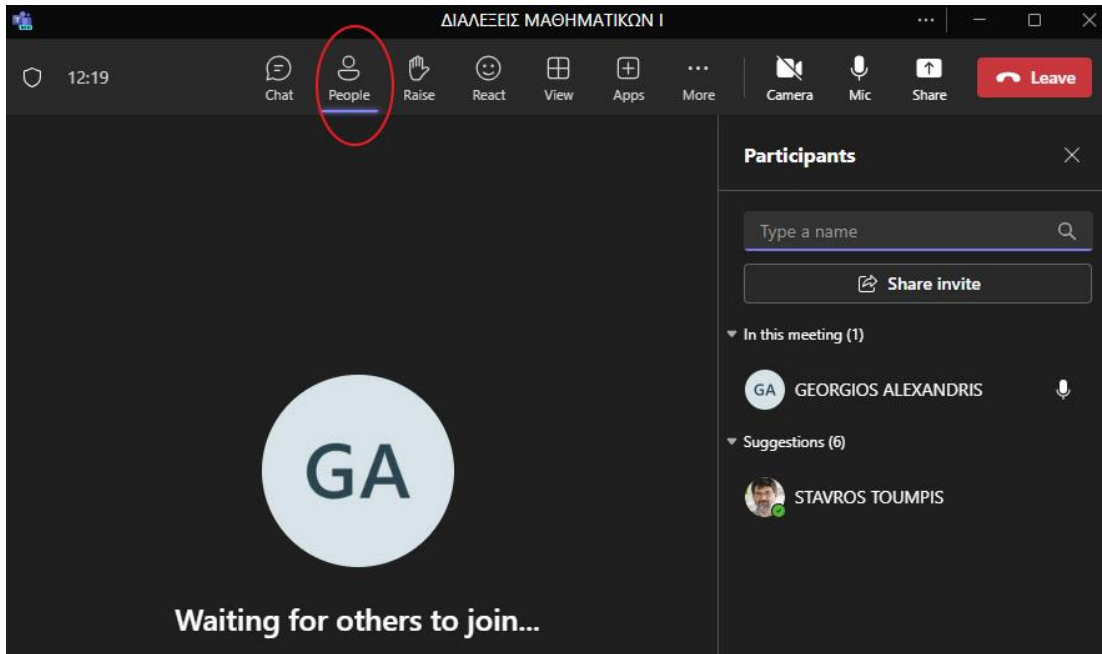
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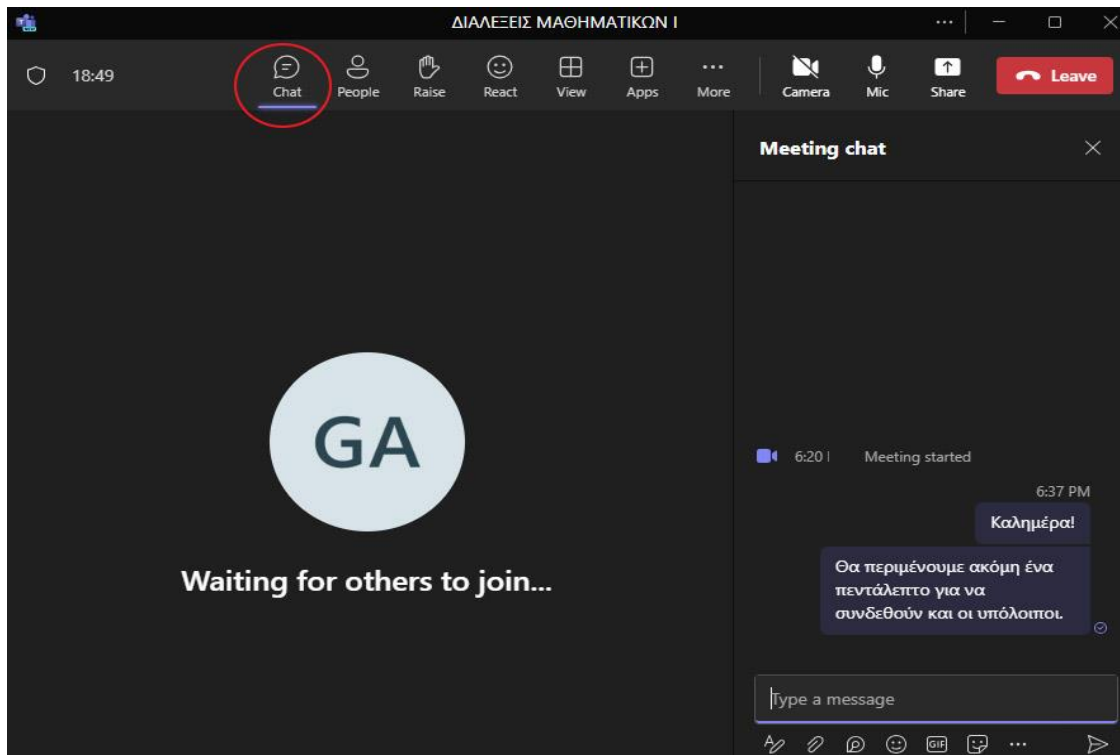
**Make sure your speakers or headphones are properly connected to your computer and the volume is high enough to hear the lecture.**

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By selecting the **People** icon, the Participants in the telelecture appear on the right side:



Selecting the **Chat** icon brings up the meeting chat section on the right, where you can write your own messages (which all participants can read) and see the messages of others:



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Finally, by selecting the **Leave** icon at the top right, you can opt out of your distance learning teleconference:

