**Instruction MS Team
INT International Students WS24**

Contents

Step by step guide

Step 1

Open the email with the invitation to MS Teams. Please also check the **SPAM** folder.
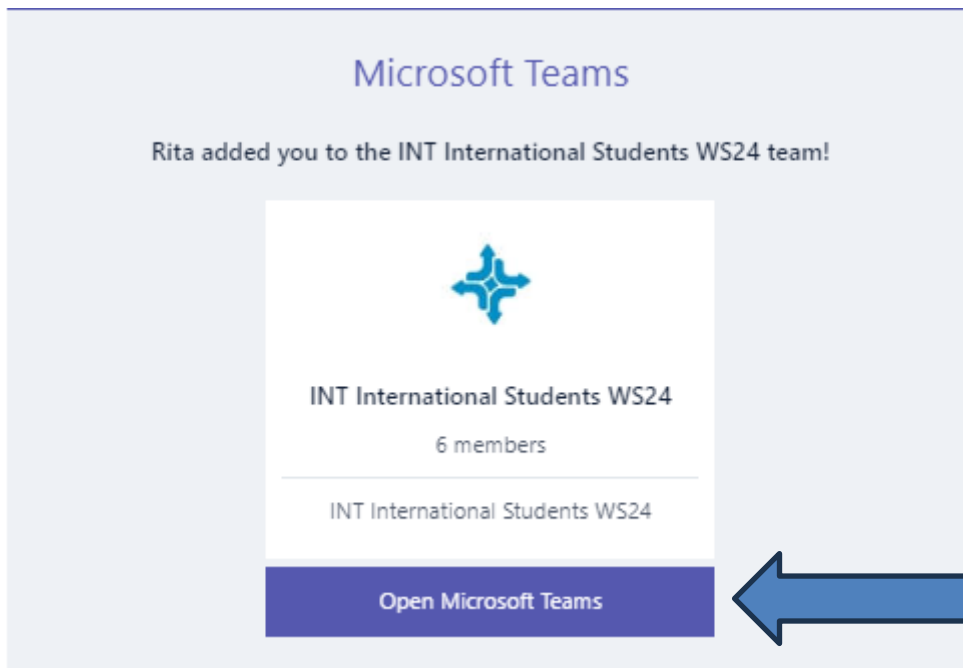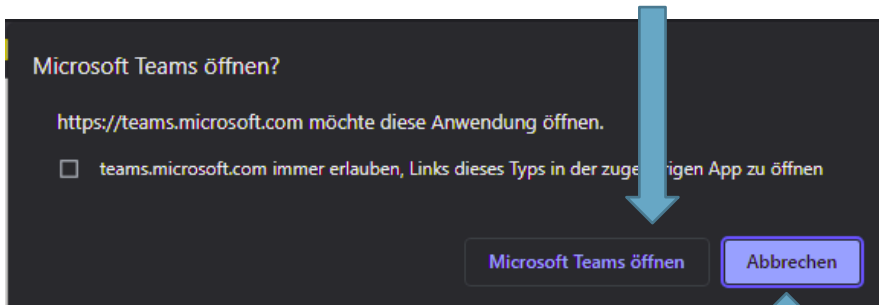

Step 2

Click on "Open Microsoft Teams"

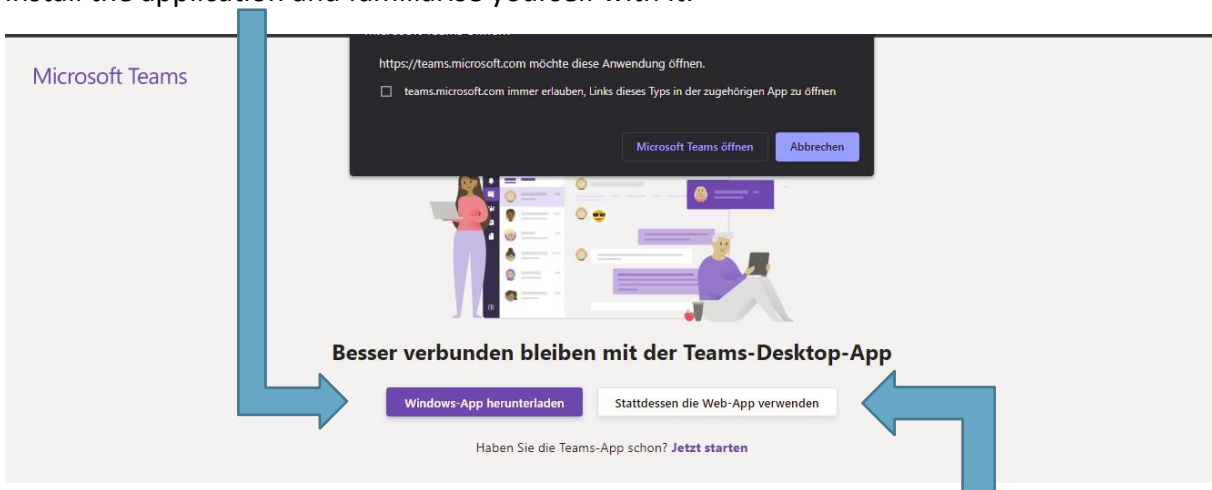## Step 3

A new window opens.

If you have already installed MS Teams, you will be asked if you want to open the Microsoft Teams application. Click on "Open Microsoft Teams".

If not, click on "Cancel"

Step 4

Since MS Teams is used for almost everything at FH JOANNEUM, we recommend that you install the application and familiarise yourself with it.

If you don't have MS Teams installed yet, you can also use it in the web browser. Try bookmarking the page to access it more quickly.
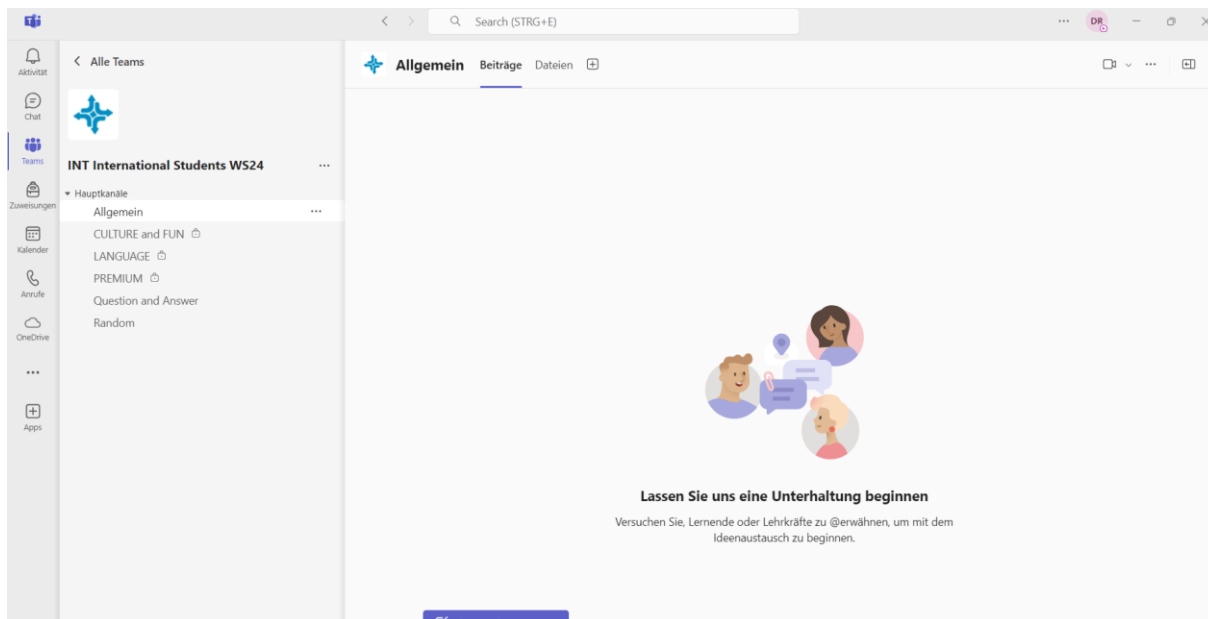
Step 5

After opening the application, the team "**INT International Students WS24**" should appear in your team overview.
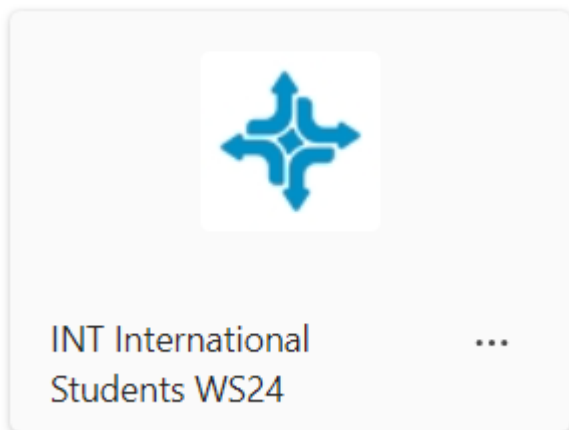
Step 6

Click on the team and check if you have access to it. You should be able to see all channels. (The arrangement of the elements or the design could differ.)

localize
yourself

Step 7 – **Very important** 👍

Leave a "Thumbs Up" to the first post you see or introduce yourself in the random channel, so that we know you can actively access the team.
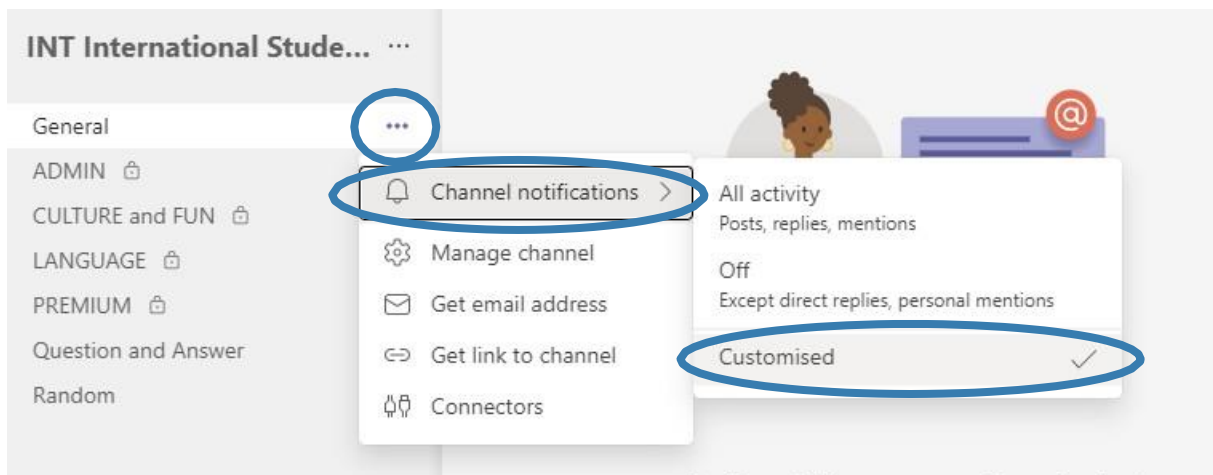
Step 8

Subscribe to the channels that are relevant to you. This way you will receive email notifications as soon as we have posted an announcement. For more information on the channels, see the "information on individual channels" below.

Click on the three dots next to the channels name.

Choose "Channel notification >"

Choose "Customised"

Choose "Banner and feed" on all new posts as well as channel mentions in order to get notified when new posts/announcements are published, or someone mentioned you in a post.

Uncheck "include all replies" to avoid email spam.

Click on "Save."

Channel notification settings

INT International Students WS23 > General

All new posts
Notify me every time there is a new post in this channel

Banner and feed

☐ Include all replies

Channel mentions
Notify me each time this channel is mentioned

Banner and feed

Reset to default   Cancel   Save

Step 9

Repeat this step for your package channel as well as your Campus channel.

You should now be subscribed to a total of 3 channels within the Team "**INT International Students WS24**".

That's it! You did it!

You don't have access to MS Team? Check out our troubleshooting section.

localize yourself

Information on individual channels

Channel name	Description	Who can post in this channel?	Should I subscribe to this channel?
General	Here you will find all important announcements that are relevant to all incoming students, no matter what package they have chosen or at which Campus they will be studying.	Only owners (=staff) Members (=you) can reply	Yes
Package name: Culture and Fun Language Premium	Here you will find all important announcements that are relevant to participants of a specific package.	Only owners (=staff) Members (=you) can reply	Yes (only the one that is relevant for you)
Campus name: Graz Bad Gleichenberg Kapfenberg	Here you will find important announcements that are relevant to students of a specific Campus, no matter what orientation package you have chosen.	Only owners (=staff) Members (=you) can reply	Yes (only the one that is relevant for you)
Question and Answer	Here you can post questions regarding the orientation program, COVID-19 etc. that might be relevant for other students too. We recommend asking personal questions via mail or private message.	Everyone	No (otherwise you will get spammed)
Random	Here you can chat with other international students, organise pre orientation program meet-ups or introduce yourself…	Everyone	No (otherwise you will get spammed)

Trouble Shooting

You can't access the Team?

If you cannot see the team, please check which email address you are logged into MS Teams with.

- Is it the same email address you were invited to the team with?

- If you were invited or are logged in with your university email address, it may be blocking other teams or MS Teams in general. In this case, please send us an email with a private email address so that we can add you to the team. This should solve the problem in most cases.

For further questions or in case of any other technical issues, please contact rita.dasilveirasantos@fh-joanneum.at

Regards,

The Team of the International Relations Office

FH JOANNEUM