

SNT uses **Teams** for online classes.

1. Installing Teams on your smartphone

You only have to do this once.

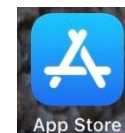
Android:

- Go to the **Play Store** by tapping this symbol:

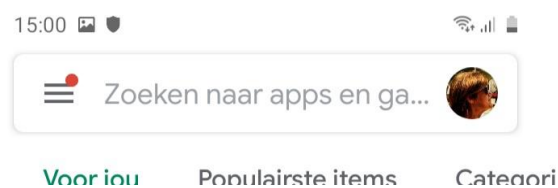


iPhone:

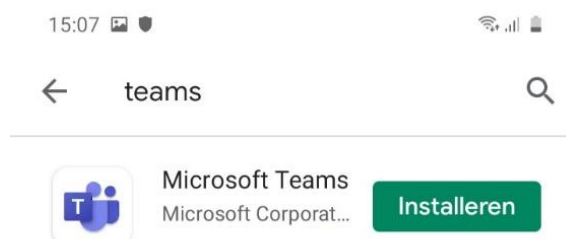
- Go to the **App Store** by tapping this symbol:



- Type **Teams** in in the search bar:



- You will see Microsoft Teams.



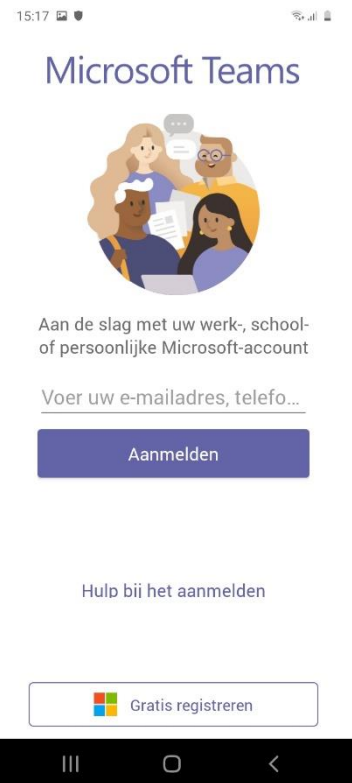
- Tap **Install**. This will take some time. Just wait. Don't do anything!

- You will see this:



- Tap **Open**.

- You will see this:



- Type your **SNT email address**.
SNT_ _ _ _ _ @sntcursist.be

How to find your email address:

Take the **registration form** for your class at SNT. Look at the example.

In the text frame at the top you will see **Office 365** with a username and a password. That is what you need.

Username: SNT_ _ _ _ _ @sntcursist.be

Password: Snt! _ _ _ _ _

Have you lost your registration form?
Ask your teacher for your username and password.



- Tap **Sign in.** (Aanmelden)

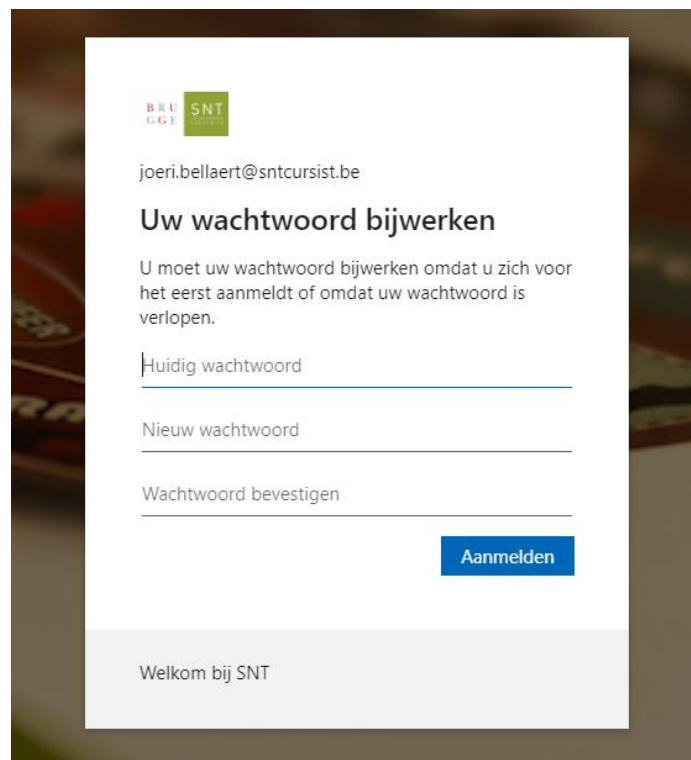
- You will see this:

- Type your **SNT password:** Snt! _ _ _ _ _

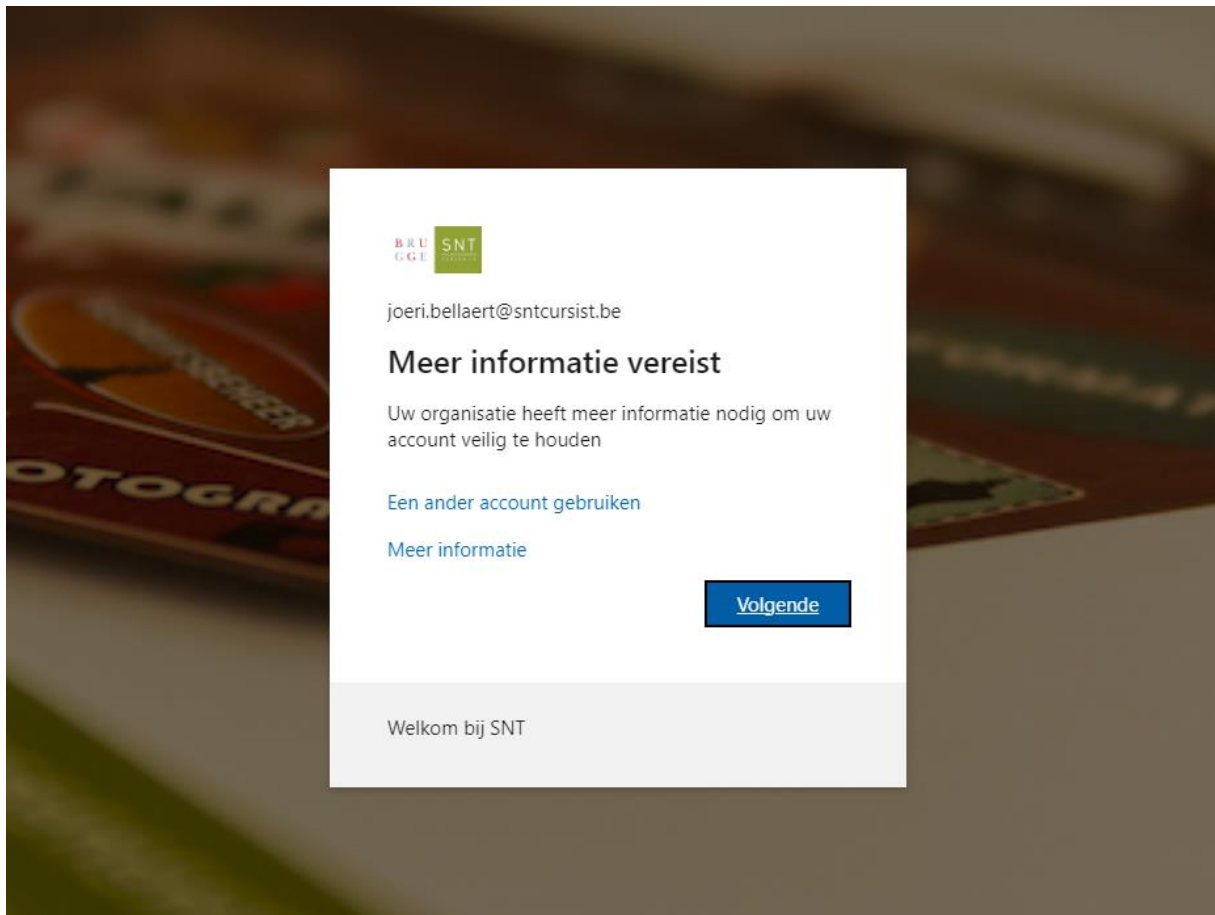
How to find your mail address: see step above

- Tap **Sign in.** (Aanmelden)

- NEW! The first time you type in the password you received from SNT, you will also have to create a new password. You will then have to repeat that new password again.



- Tap **Sign in.** (Aanmelden).



- Click **Next**. (volgende)
- ATTENTION! : To ensure that you never lose access to your account, you must enter at least 1 recovery method. **Preferably choose to enter your mobile phone number.**



joeri.bellaert@sntcursist.be

Raak de toegang tot uw account niet kwijt

Wij hebben enkele gegevens nodig waarmee we kunnen verifiëren wie u bent, om ervoor te zorgen dat u uw wachtwoord opnieuw kunt instellen. We zullen deze gegevens niet gebruiken om u spam te sturen, maar alleen om uw account beter te beveiligen. **U moet minstens 1 van de onderstaande opties instellen.**

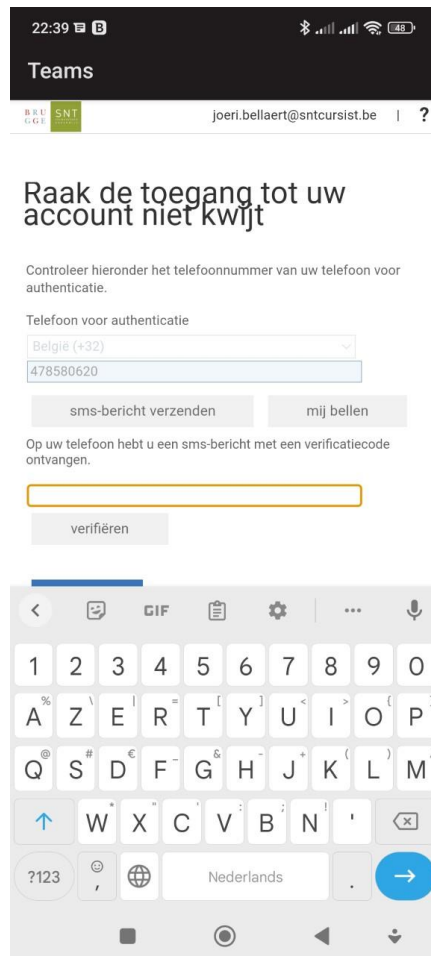
- ! Telefoon voor authenticatie is niet geconfigureerd. Nu instellen
- ! E-mailadres voor authenticatie is niet geconfigureerd. Nu instellen

voltooien

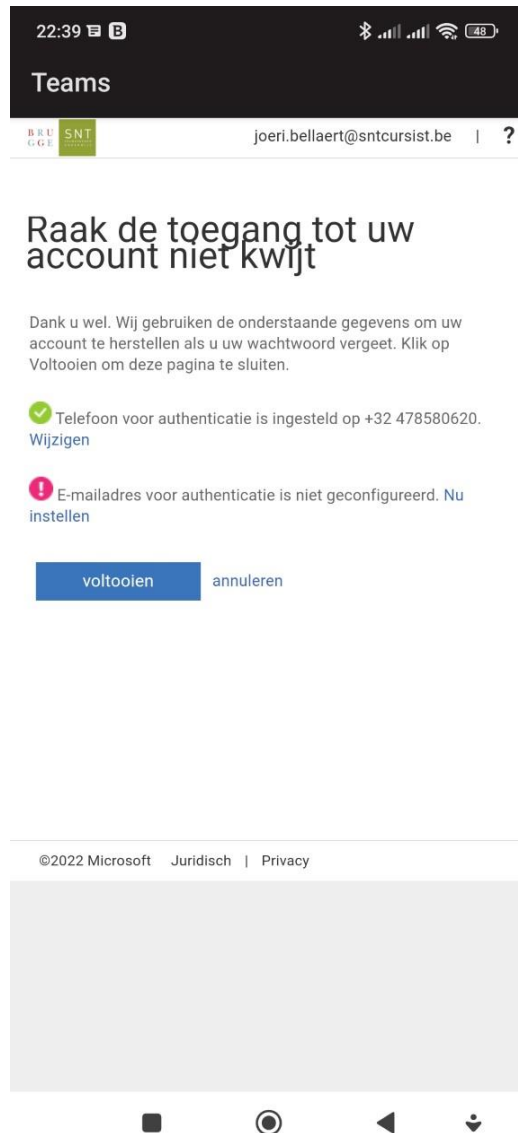
annuleren

- Click '**Set up now**' (instellen) next to *Phone for authentication ...*

- The further steps on smartphone look like this:



- **Type in your mobile phone number** and click **Send text message**.
- You will now receive a text message containing a code.
- Now type this verification code in the lower text box.
- Click on **verify** and confirm.



- Specifying an email address is allowed, but not required.
- Now click on **Finish** (voltooien).

The app has now been installed.
You can start using Teams on your smartphone.

2. Installing Teams on your computer

You only have to do this once.

1. Take the **registration form** for your class at SNT. Look at the example.

In the text frame at the top you will see **Office 365** with a username and a password. That is what you need.

Username: SNT_____@sntcursist.be

Password: Snt! _____

Have you lost your registration form?

Ask your teacher for your username and password.

DUIJS 03 - THRESHOLD 1 A - WOVM - G. PENNINGK

BRUGGE **SNT** **SNT - Stedelijke Nijverheids- en Taalleergangen CVO - Centrum voor Volwassenenonderwijs**
Informatica Fotografie Mode Koken & Bakken Talen
Vlaamse Gebarentaal Nederlands voor anderstaligen
info@snt.be - www.snt.be - 050 44 11 40
Instellingsnummer: 034066

Chamilo	Gebruikersnaam: SNT_____58
	Wachtwoord: Snt! _____59
Office365	Gebruikersnaam: SNT_____58@sntcursist.be
	Wachtwoord: Snt! _____59

INSCHRIJVINGSFICHE

_____59 Vrouw - 59
Belgische
_____.@telenet.be

2. Go to your preferred internet browser:
Google Chrome, Microsoft Edge, Firefox ...



3. Go to www.google.com and type: download MS Teams

4. You will see:

[Download desktop and mobile apps | Microsoft Teams](#)
Download Microsoft Teams now and get connected across devices on Windows, Mac, and Android. Collaborate better with the Microsoft Teams app.

5. Tap the blue title:

[Download desktop and mobile apps | Microsoft Teams](#)

6. You will see this:

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile



7. Click Download for **desktop**.

8. If you are working with Windows, you will see this:



Download Microsoft Teams voor Windows-desktop

Teams voor thuisgebruik of kleine bedrijven

Download Teams

Teams voor werk of school

Download Teams

Apple users get the same window, but with an Apple logo. So you can never download the wrong file.

9. Click Download Teams under 'Teams for work or school'.

Wait a .

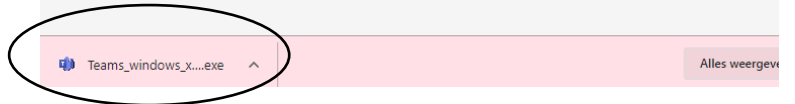
10. You see this:

Download Teams for work on your desktop

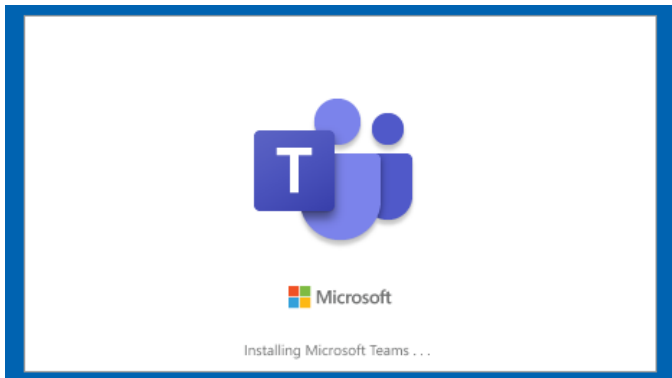


Download Teams

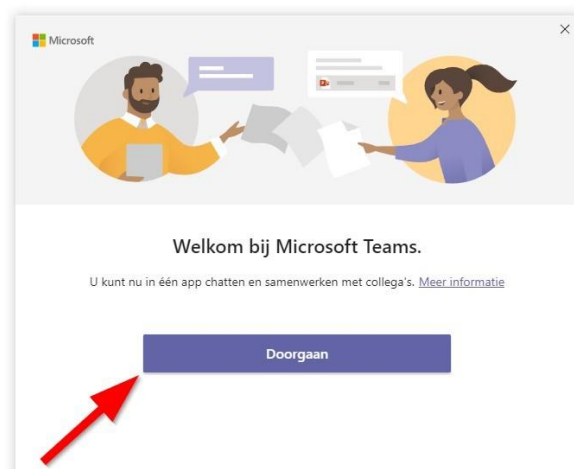
8. Click it. Wait.



You will see this:

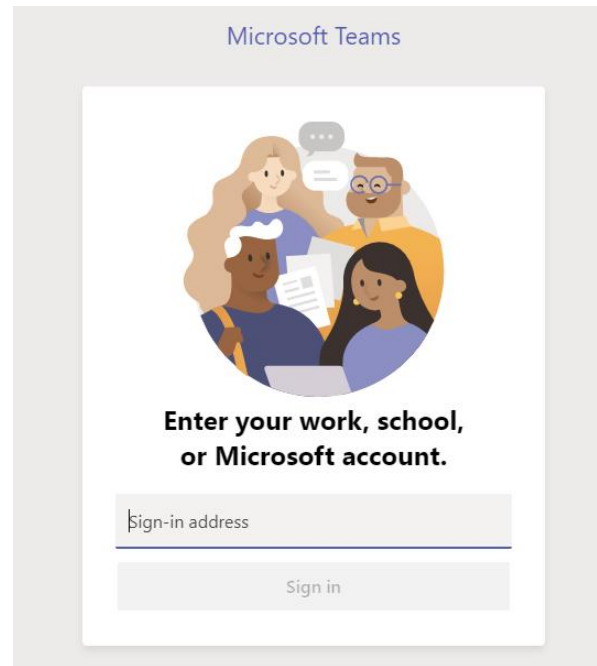


9. And then this:



10. Click **Continue**.
(Doorgaan)

11. You will see this:



12. Type your SNT email address.
(You can find it on your registration form or ask your teacher)

13. You will see this:

Wachtwoord invoeren

Wachtwoord

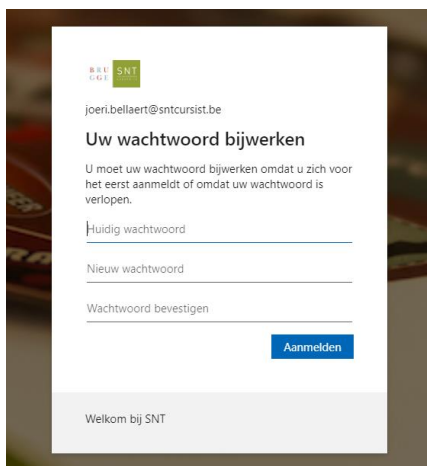
[Wachtwoord vergeten](#)

[Aanmelden met een ander account](#)

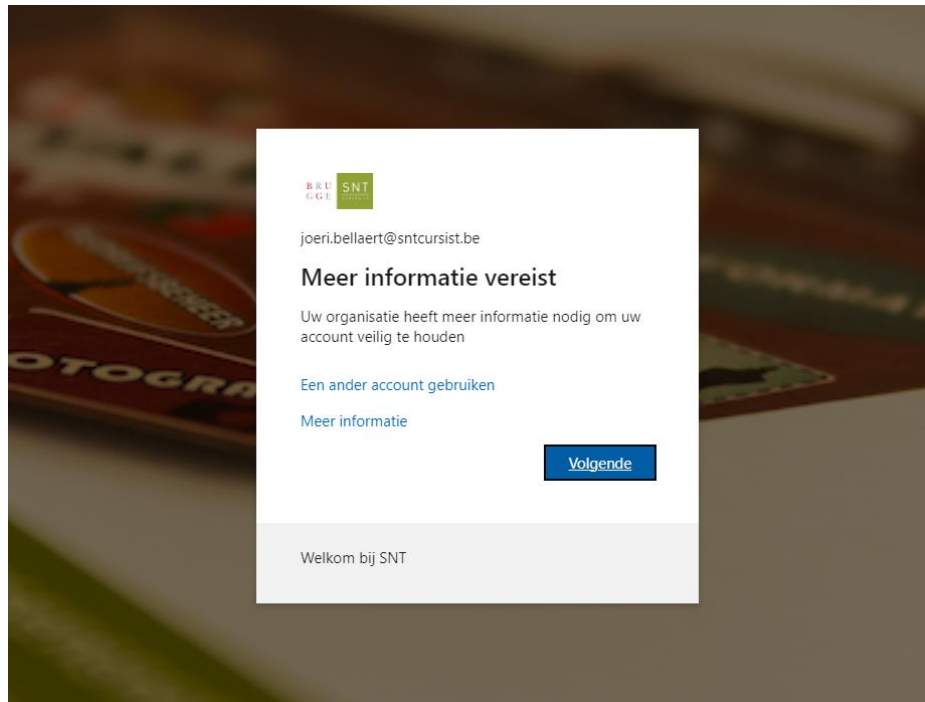
Aanmelden

14. Type your SNT password
(wachtwoord).

The first time you type in the password you received from SNT, you will also have to create a new password. You will then have to repeat that new password.

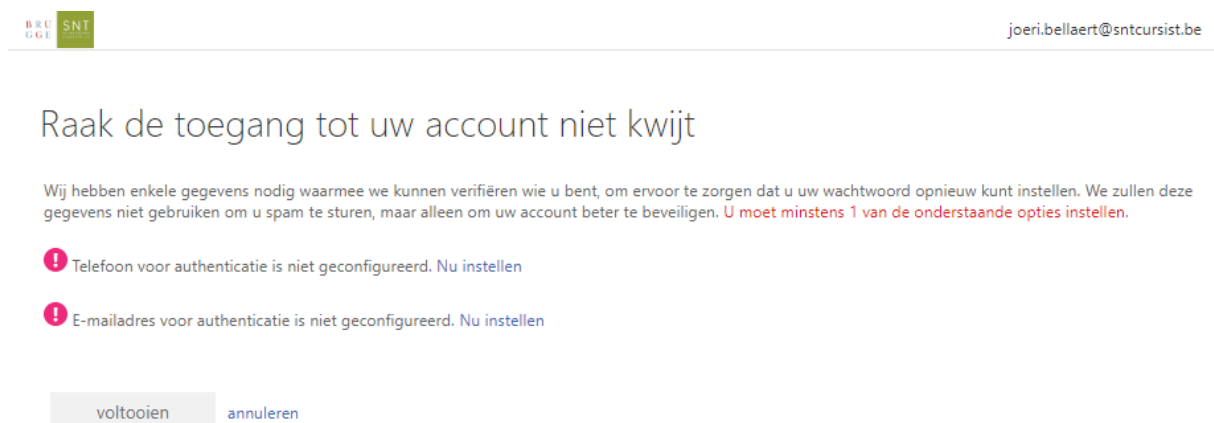


15. Click **Sign in** (aanmelden).



18. Click **Next** (volgende).

19. ATTENTION! : To ensure that you never lose access to your account, you must enter at least 1 recovery method. **Preferably choose to enter your mobile phone number.**



20. Click **Set up now** (nu instellen) next to *Phone for authentication ...*

21. **Type in your mobile phone number** and click **Send text message.**

22. You will now receive a text message containing a code.

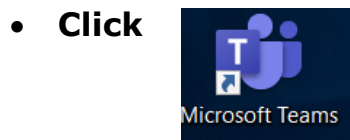
23. Now type this verification code in the lower text box.
24. Click **verify** and confirm.
25. Entering an e-mail address is allowed but not required.
26. Now click **Finish**.

You have installed Teams on your computer..

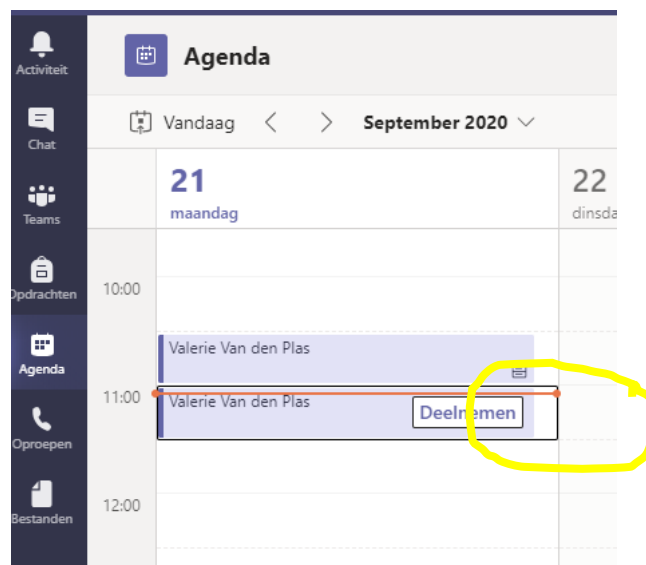
3. Teams – join the class

OPTION 1:

- Take your computer / iPad / smartphone/... at the right time. Your teacher will tell you when.

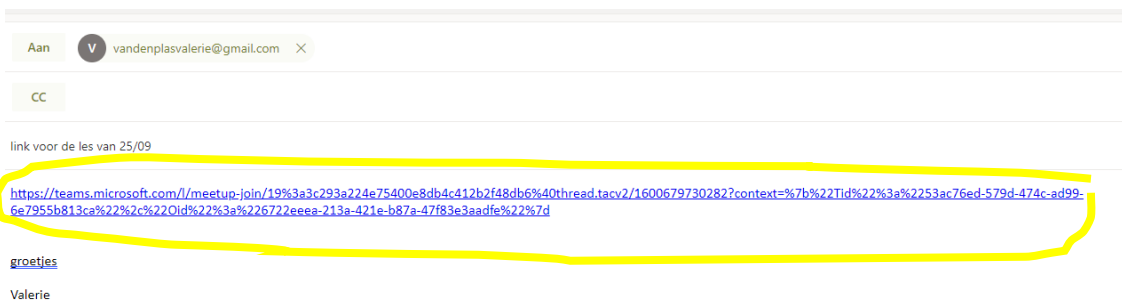


- Click **Calendar**.
- Click **Join / Participate** on the right day and time.



NOT WORKING? OPTION 2

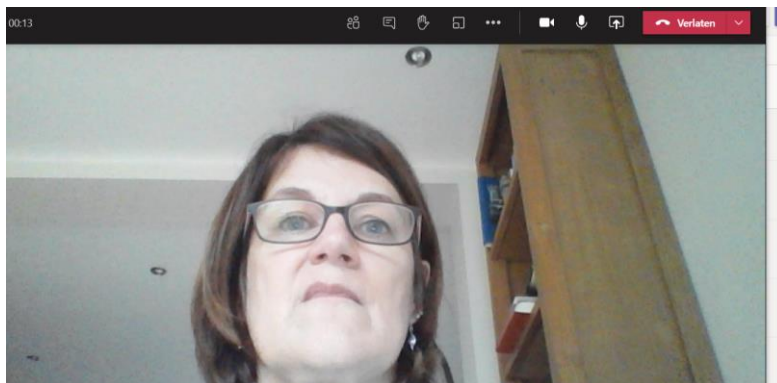
- Take your computer / iPad / smartphone/... at the right time. Your teacher will tell you when.
- Open the **e-mail** your teacher has sent you in your private e-mail inbox.
- Click on the **link**.



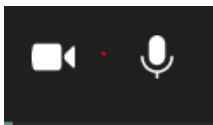
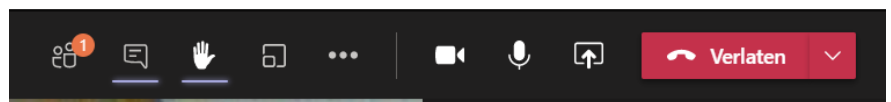
4. Teams - during class

You are now participating in the lesson.

You can see yourself, the teacher and the other students.



You will see this above the images:



The camera and microphone are on. The others can see and hear you.

The camera should always be on!



The camera and microphone are off.

The others **cannot** see or hear you.

Click / Tap the camera to turn it on or off.

Click / Tap the microphone to turn it on or off.

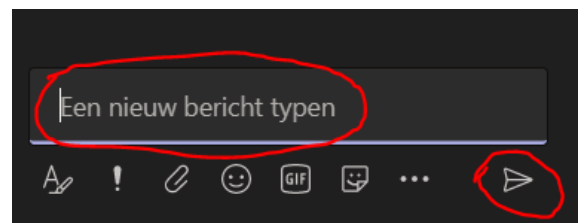


This is the chat function.

Click / Tap it to chat with the others.

You will see this on the bottom right.

Type your message in the bar and click / tap the arrow to send.



Class is over. Click / Tap the red button to leave.

