

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:

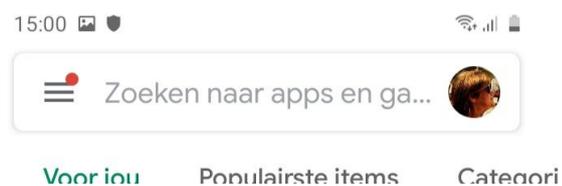


### iPhone:

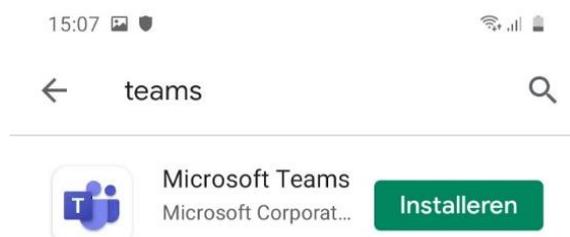
- Go to the **App Store** by tapping this symbol:



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



- You will see Microsoft Teams.



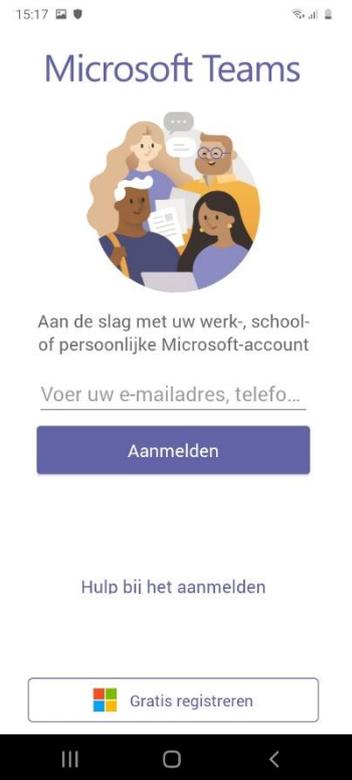
- Tap **Install**. This will take some time. Just wait. Don't do anything!

- You will see this:



- Tap **Open**.

- You will see this:



- Type your **SNT mail address**.  
SNT\_ \_ \_ \_ \_ @sntcursist.be

How to find your mail 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's 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)

- 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's 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** **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  
Wachtwoord: Snt!  
**Office365**  
Gebruikersnaam: SNT  
Wachtwoord: Snt!

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**INSCHRIJVINGSFICHE**

\_\_\_\_\_59 Vrijzwaaiere  
Vrouw - 59  
Belgische  
\_\_\_\_\_  
\_\_\_\_\_.@telenet.be

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



3. Go to [www.google.com](http://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. You will see this:

## Download Teams for work on your desktop



9. Click **Download Teams**.

Wait.



Download Teams

10. You will see this in the left bottom corner:

## Download Teams for work on your desktop



Download Teams

11. Click it.

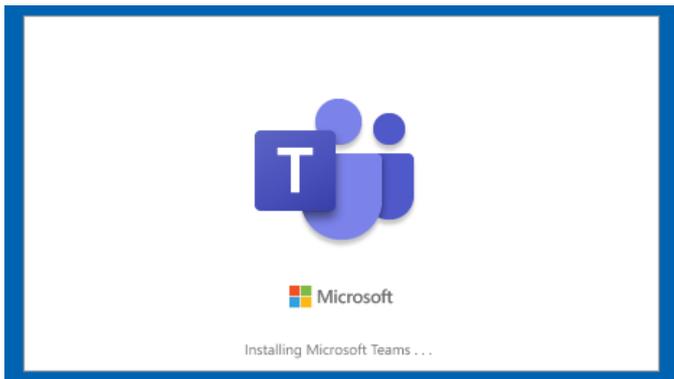
Wait.



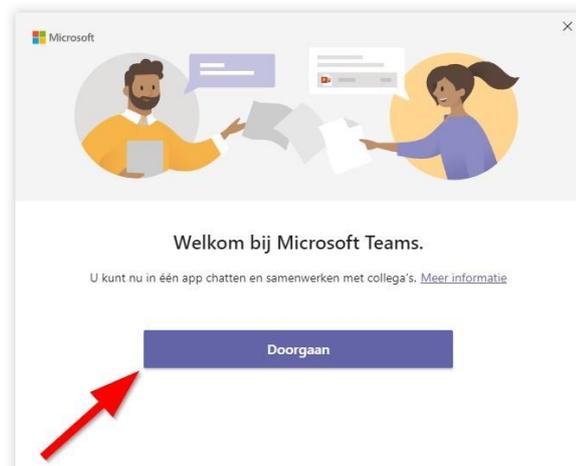
Teams\_windows\_x...exe ^

Alles weergev

12. You will see this:

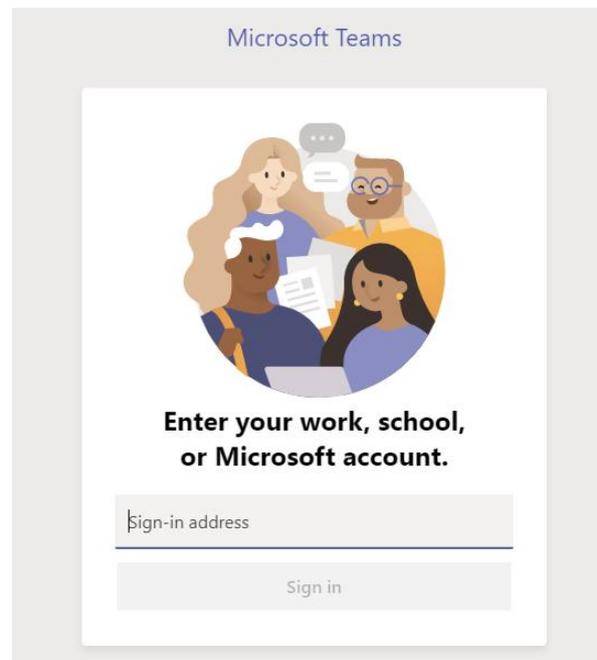


13. And then this:



14. Click Continue. (Doorgaan)

15. You will see this:



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

17. You will see this:

## Wachtwoord invoeren

Wachtwoord

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[Wachtwoord vergeten](#)

[Aanmelden met een ander account](#)

**Aanmelden**

18. Type your SNT password.  
(You can find it on your registration form or ask your teacher.)

19. Click Sign In. (Aanmelden.)  
You have installed Teams on your computer..

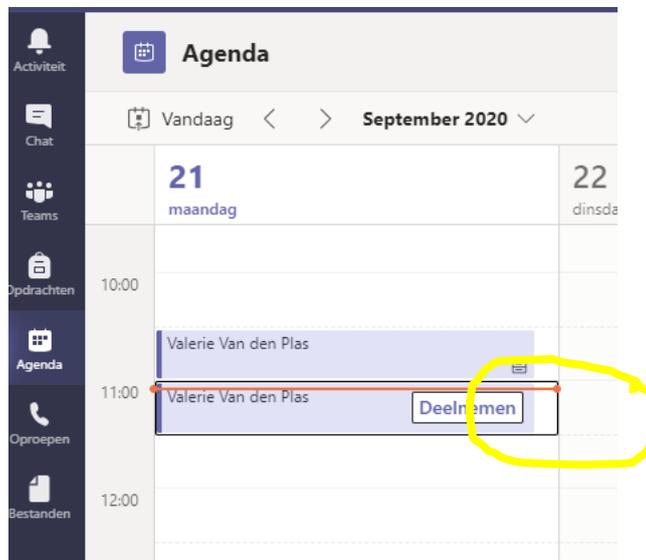
### 3. Teams – join the class

#### 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

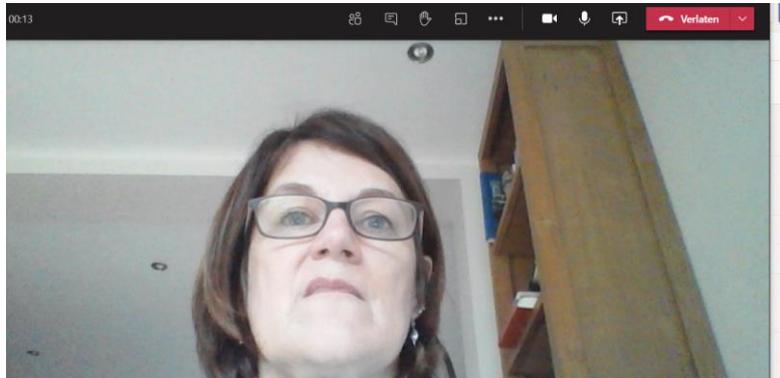
- Take your computer / iPad / smartphone/... at the right time. Your teacher will tell you when.
- Open the **e-mail** your teacher sent you in your private e-mail inbox.
- Click the **link**.



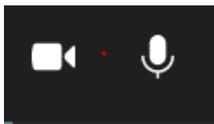
## 4. Teams - during class

You are now participating in the lesson.

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



You will see this above the images:



De 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.

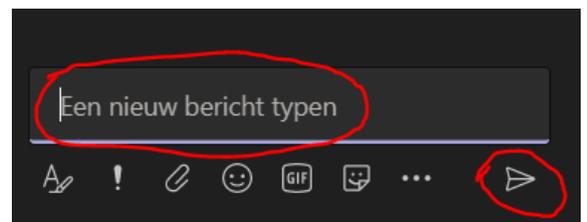


This is the chat function.

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.

