

MS Teams Student Manual

Welcome to Koç University Virtual Study Abroad Fair'21!

Let us start with a big thank you to all KU students in advance for participating in the fair.

As Office of International Programs at Koç University, we are hosting this year's study abroad fair on MS Teams and we would like to give some tips on how to use it effectively.

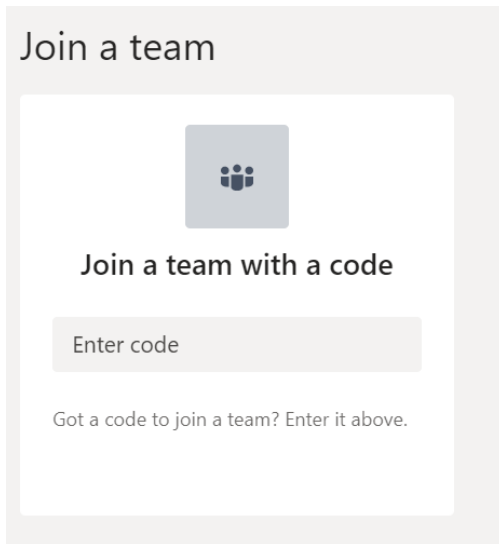
- All public text and video conversations that take place on MS Teams during the Virtual Study Abroad Fair may be visible to ALL participants (students, staff, and guests).



- Once you download MS Teams to your computer / phone (if you do not already have it), you will see an icon: “Join or create team”, please click on it:



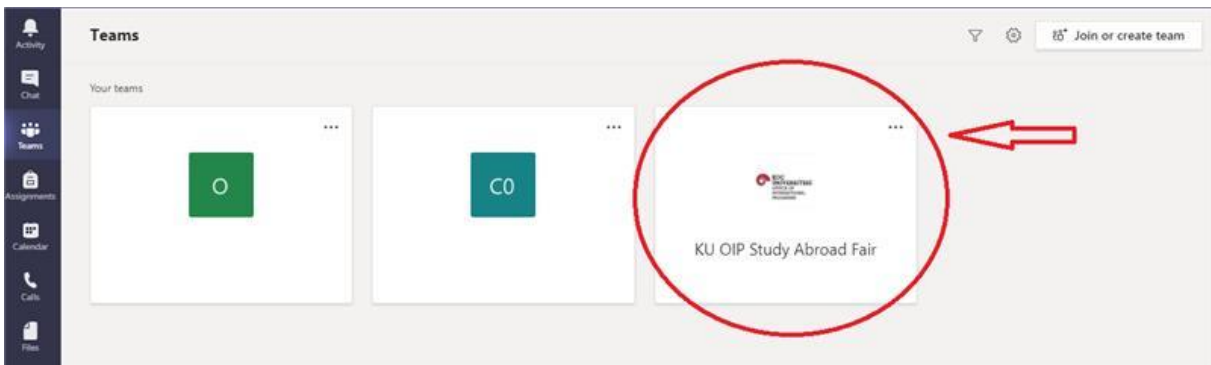
- After you click on the icon, MS Teams will ask you to write the team code:



You will be able to join the “**KU OIP Study Abroad Fair**” Team with the Team Code provided below:

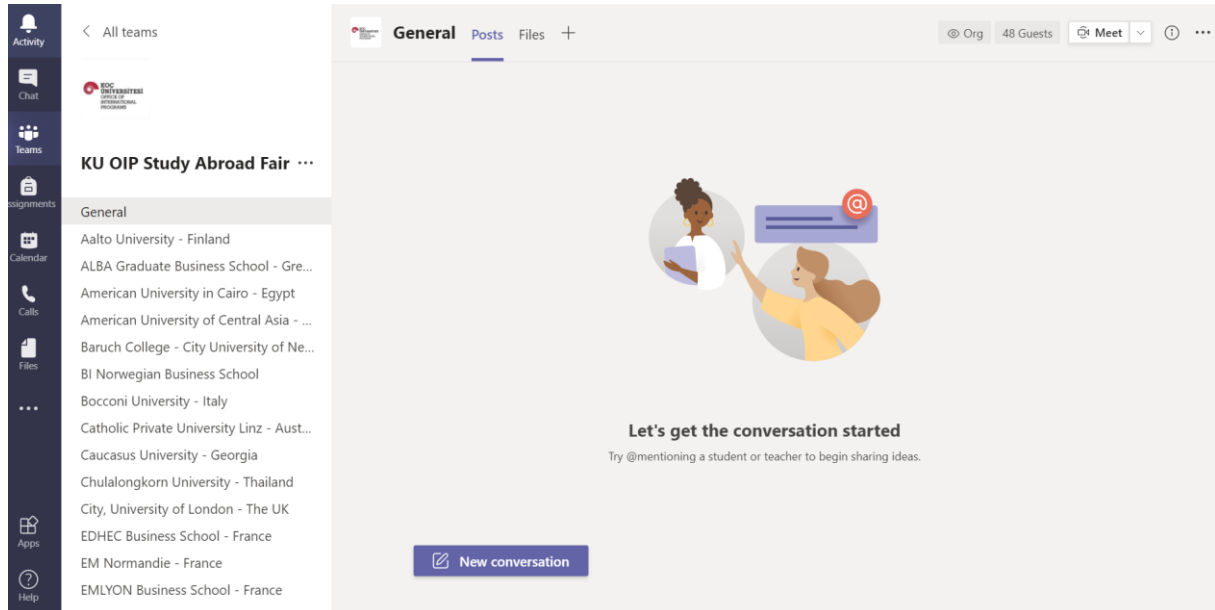
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- After joining KU OIP Study Abroad Fair Team, you will be able to see it on your Teams:

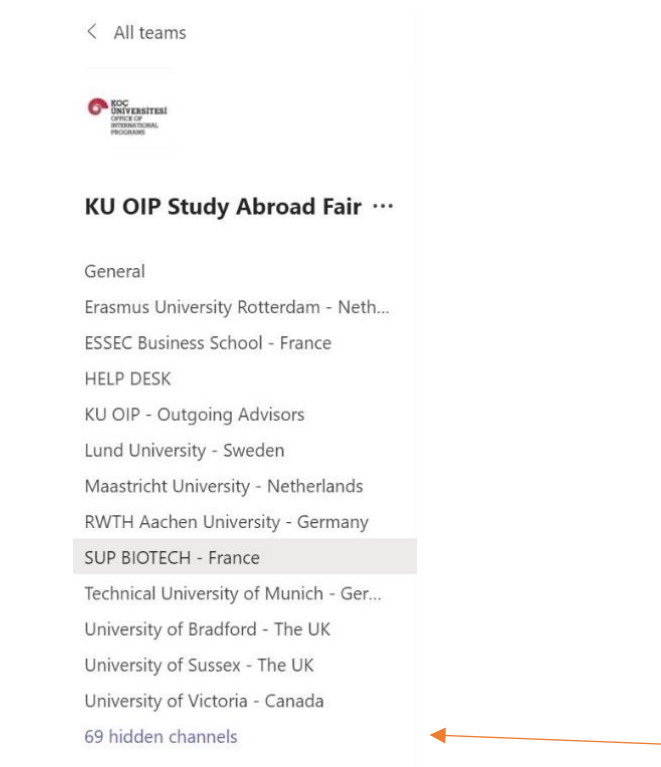


WELCOME TO THE STUDY ABROAD FAIR

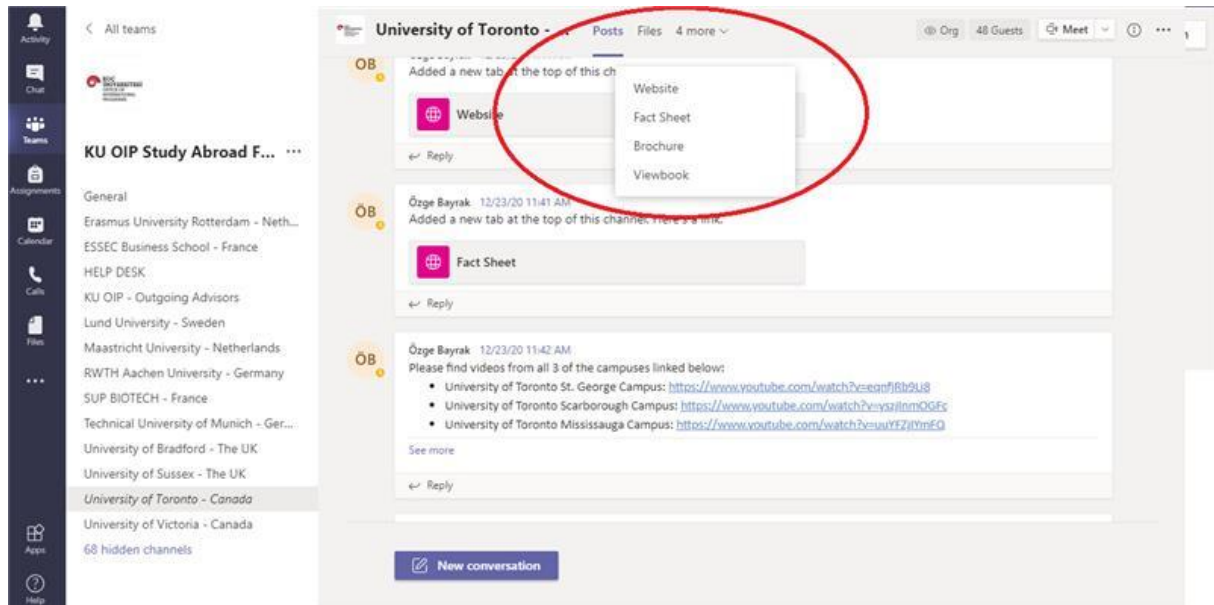
- Once you join the KU OIP Study Abroad Fair Team, you will see a screen similar to the one below:



- The channels participant universities will be listed on the left-hand side alphabetically.
- Some channels may not be visible, click on “# hidden channels” at the bottom if you do not see some of them:



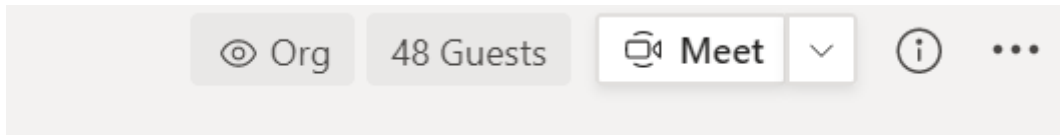
- When you click on a university name, you will be on their virtual booth (channel)! Top of the page, you will see TABS that include all materials we have uploaded to partner universities' channels (e.g. fact sheet, brochures, videos, etc.).



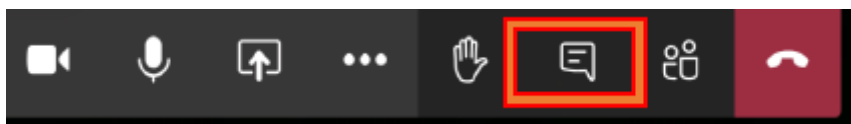
- The **POSTS** tab includes all the files uploaded previously, and also your engagements with representatives of partner universities (the conversations are visible here and in the chat part).
- The **FILES** tab includes everything that is uploaded by KU OIP staff previously.
- Other tabs may include **WEBSITE, FACT SHEET, BROCHURE, YOUTUBE**, etc. depending on the materials that have been submitted by participant universities.
- You can visit each channel to look at partner university information.

LIVE Q&A SESSION AND ASKING YOUR QUESTIONS

If you would like to chat with partner universities to get more information or ask specific questions, please click on “**Meet**” in the upper right corner of your screen. (You can chat with partner university representatives that will join the live Q&A session)

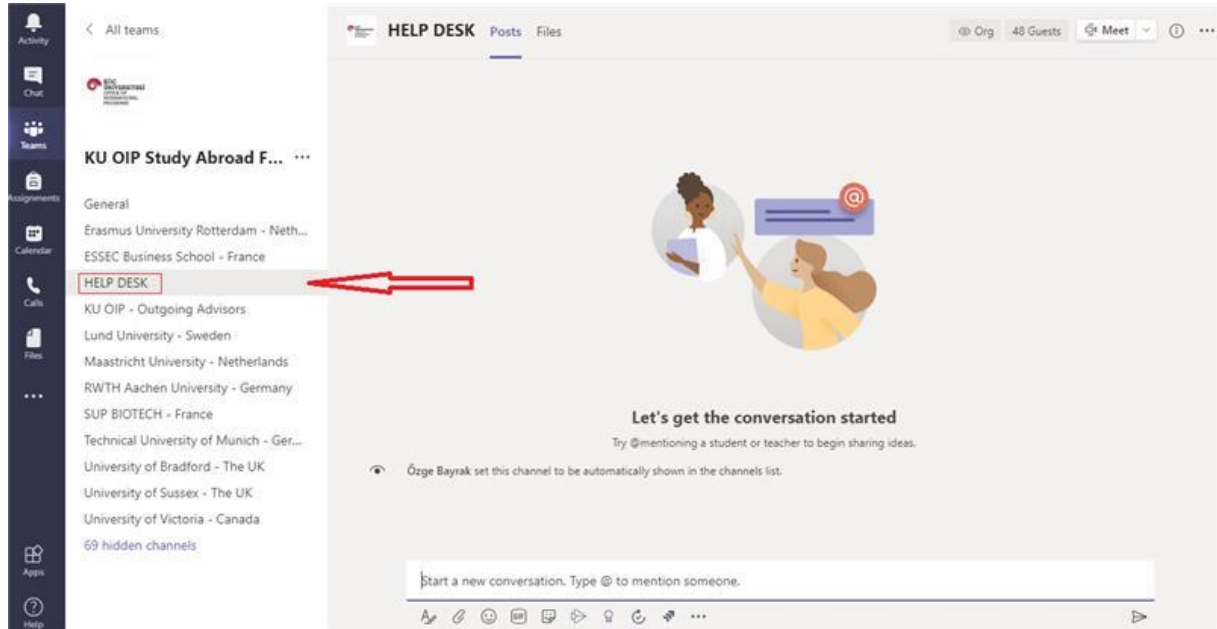


Once you are in a call, you will see the tool bar below, and you can click on the “Chat” icon to write your questions if you prefer typing, instead of asking your questions verbally.



NEED HELP?

- If you need any help during the fair, you can click on the **HELP DESK** channel as shown below and get in touch with Koç University staff to ask your questions.



KU OIP – OUTGOING ADVISORS

- If you are seeking assistance from OIP’s outgoing advisors (e.g. application requirements, deadlines, etc.), you can visit KU OIP – Outgoing Advisors channel, as well:

