



KONYA
TECHNICAL UNIVERSITY
DISTANCE EDUCATION
APPLICATION AND RESEARCH CENTRE
1970

**GUIDE TO INSTALLING
AND
USING MICROSOFT TEAMS**

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Getting Started with Microsoft Teams

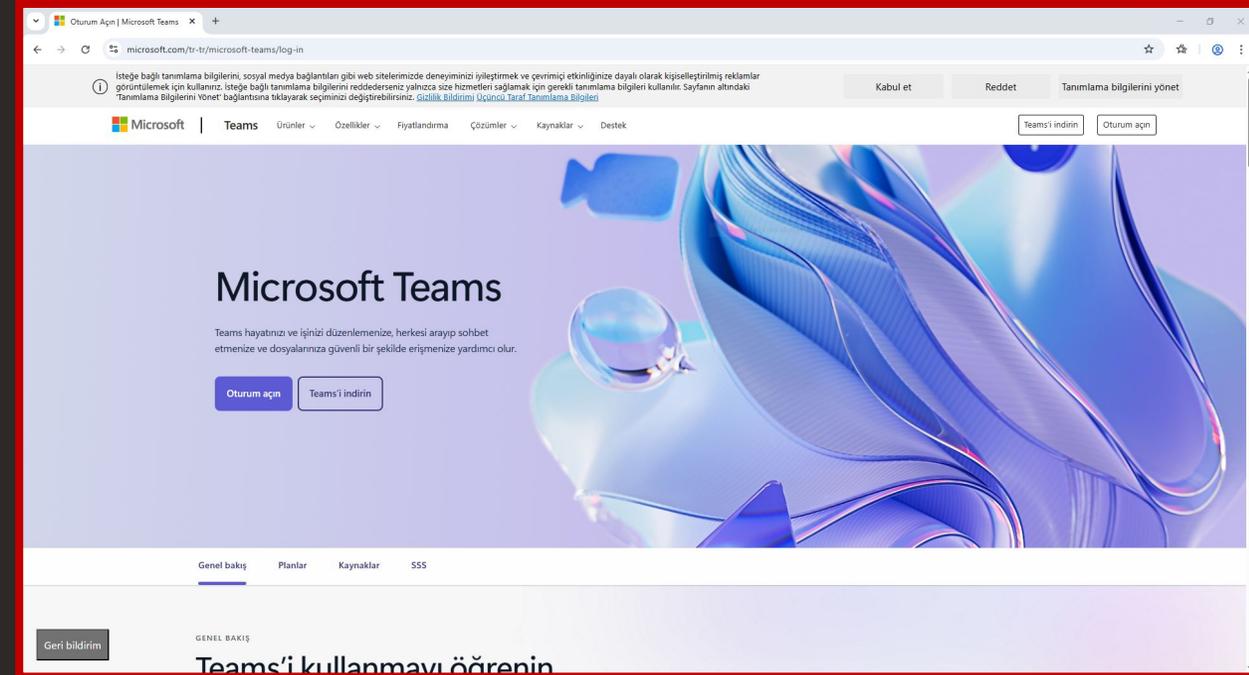
What is Microsoft Teams?

Microsoft Teams is a digital platform that allows you to use conversations, meetings, files, and applications all in one place.

You can click the link below to obtain detailed information about Microsoft Teams:

<https://www.microsoft.com/tr-tr/microsoft-teams/log-in>

You can download Microsoft Teams to your computer or mobile device, or use it directly through your web browser without downloading.



Downloading Microsoft Teams

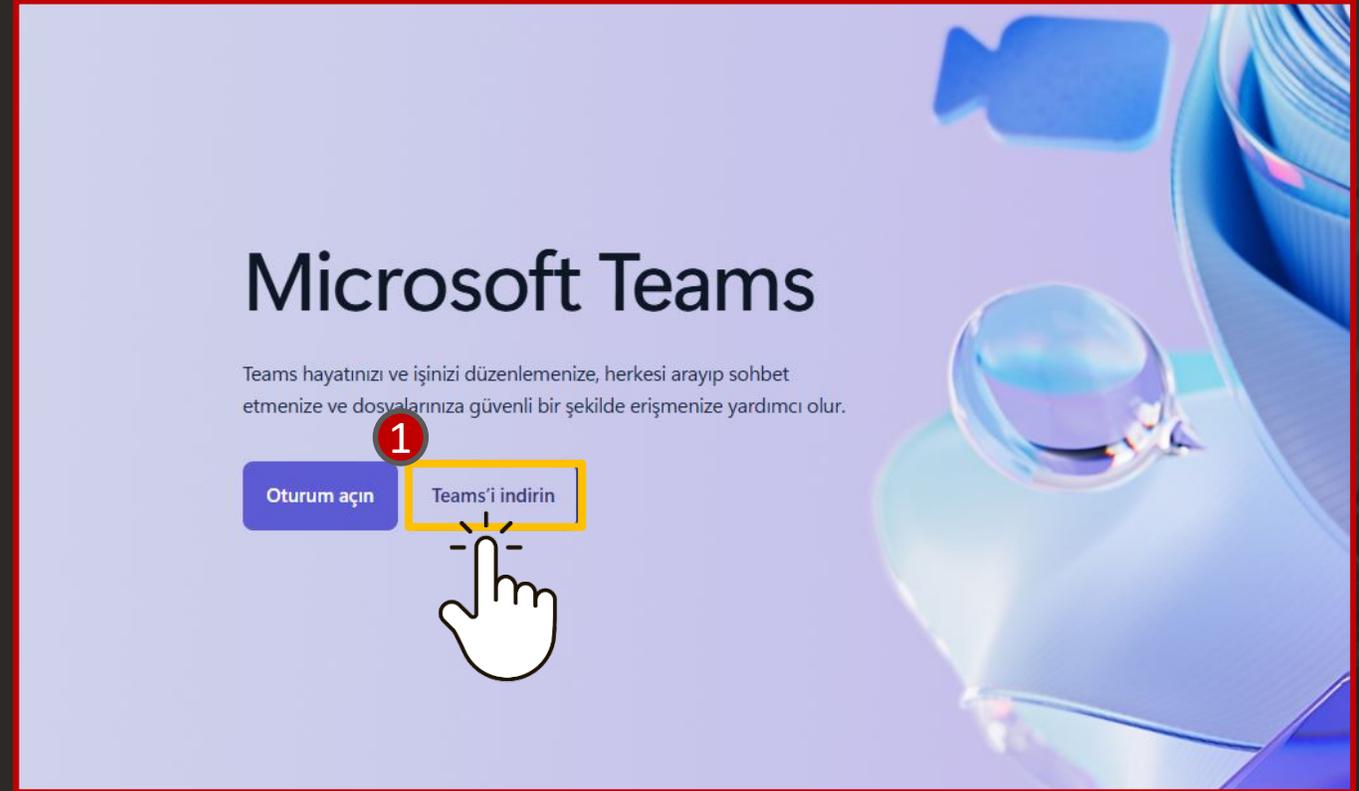
You can download and install Microsoft Teams on your computer or mobile device.

Click the link below:

<https://www.microsoft.com/tr-tr/microsoft-teams/download-app>

This guide will proceed using the Download for Desktop option.

1. Adım



Downloading Microsoft Teams

To continue installation for desktop devices, click:
“**Download Microsoft Teams for Windows**”

2. Adım

Windows için Microsoft Teams'i indirin

Teams ile istediğiniz zaman istediğiniz kişiyle iletişim kurun ve işbirliği yapın.

2

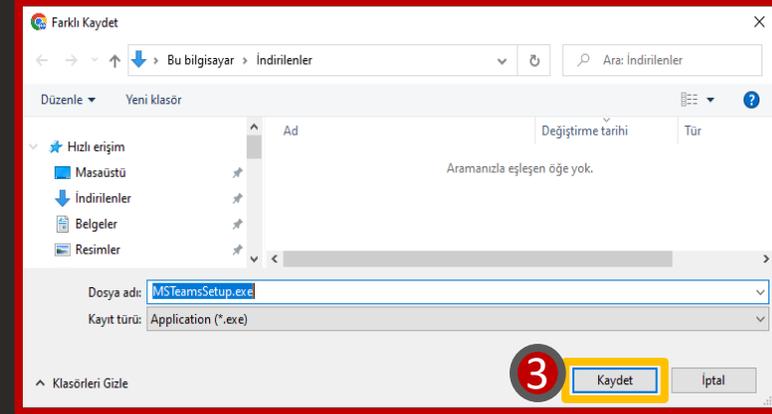
Windows için Microsoft Teams'i indirin



Downloading Microsoft Teams

Run the downloaded file to install the program on your computer.

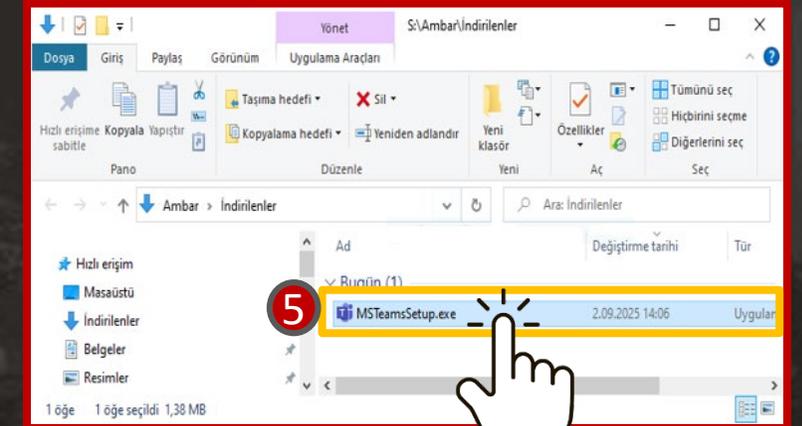
3. Adım



4. Adım



5. Adım



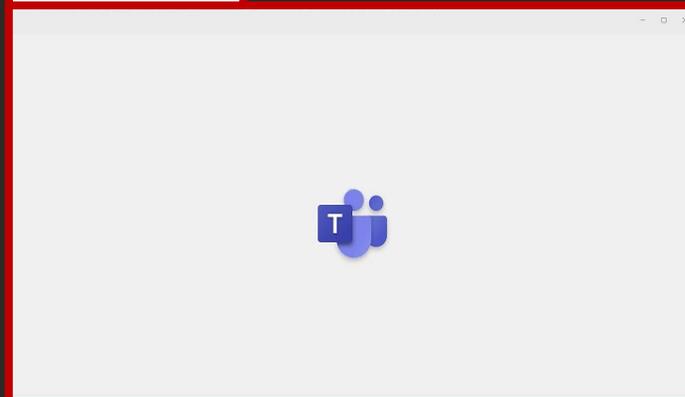
Installing Microsoft Teams

When the sign-in screen appears, the installation is complete.

6. Adım



7. Adım



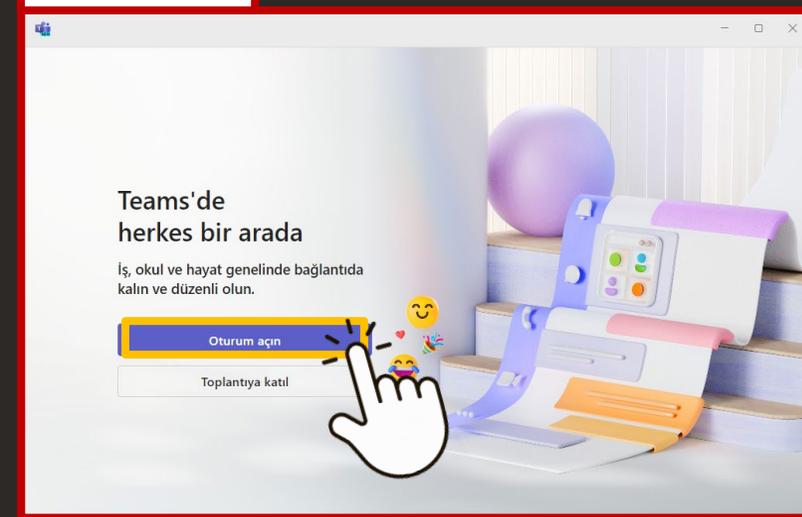
8. Adım



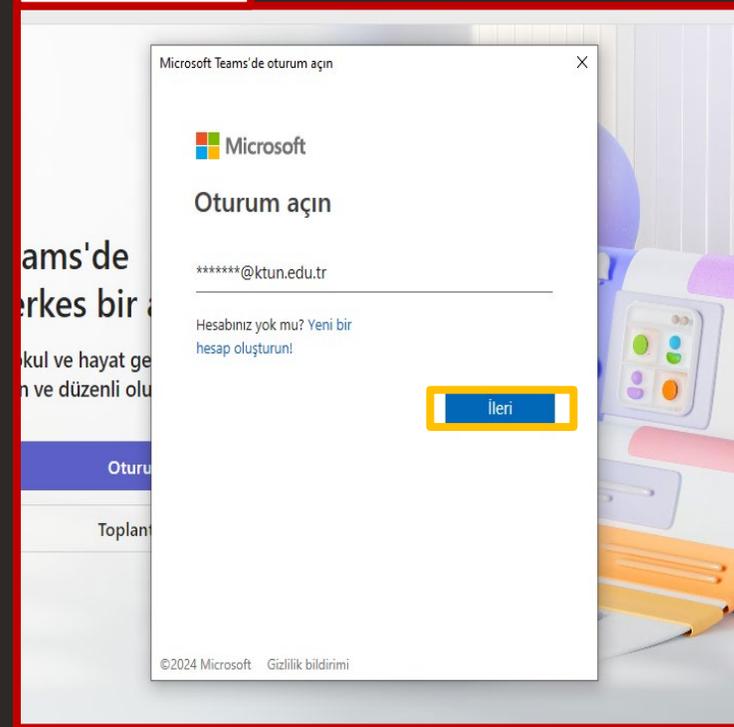
Signing In to Microsoft Teams

Enter the Microsoft Teams account credentials provided by your university's Department of Information Technology.

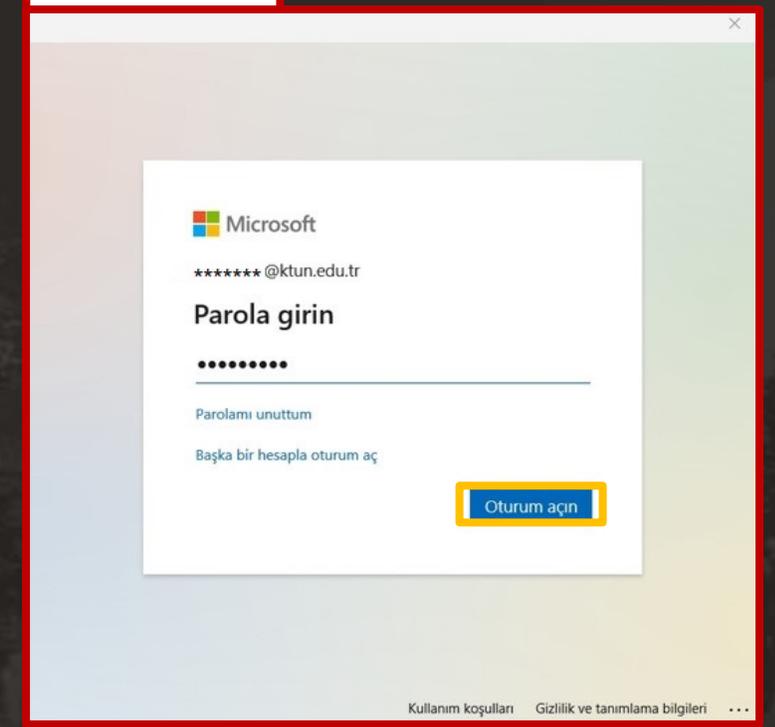
1. Adım



2. Adım



3. Adım



Microsoft Teams Home Screen

You can privately message your friends from this section, send images, videos, files, etc., and view files shared with you, events, your organizations, and your previous messages.

From this section, you can view the calendar, create your own schedule, and organize an online meeting at any date and time you choose.

From this section, you can access other Microsoft applications.

The screenshot shows the Microsoft Teams Home Screen. The left sidebar contains navigation options: Sohbet (highlighted), Ekipler, Takvim (highlighted), Odevler, Copilot, and Uygulamalar (highlighted). The main content area displays 'Ekibe katıl' (Join a team) with a search bar and a list of teams. The right pane shows a search results page with the heading 'Keşfedilebilir bir ekibiniz yok' (No discoverable teams) and a search bar. Below the heading, there is a button 'Ekibe kodla katıl' (Join with code) and a text input field 'Katılma kodunu girin.' (Enter the code to join). At the bottom, there is a button 'Ekip ekleyin' (Add team).

Microsoft Teams Home Screen

Chat Tab

From the Chat section, you can start a new conversation or access existing chats.

You can view all conversations here.

Online meetings will appear in the chat section, and you can access the details from within the conversation.

You can access the video of the recorded meeting from here.

Microsoft Teams Home Screen

Calendar Tab

From the Calendar section, you can schedule future online meetings or start instant meetings.

The screenshot displays the Microsoft Teams interface in the Calendar tab. The top navigation bar includes a search bar and a date selector for '8-12 Eylül 2025'. The main area shows a calendar grid for September 2025. The current date is 10 Eylül 2025. The calendar view is set to 'Okul haftası'. The top right corner features two buttons: 'Şimdi toplantı yapın' (Start an instant meeting) and 'Yeni etkinlik' (Schedule a meeting). A blue bar is visible on the calendar grid for the 10th of the month. Three yellow callout boxes with arrows point to these elements: 'Start an instant meeting' points to the 'Şimdi toplantı yapın' button, 'Schedule a meeting' points to the 'Yeni etkinlik' button, and another 'Start an instant meeting' points to the blue bar on the calendar grid.

Creating a Meeting

Instant Meeting

To create an instant meeting:
Select “Meet Now” from the
Calendar tab.

The screenshot shows the Microsoft Teams interface. The top right corner features a button labeled "Şimdi toplantı yapın" (Start Meeting Now) with a red circle and the number "1" next to it. Below this, a dialog box titled "Şimdi toplantı başlatın" (Start Meeting Now) is open. The dialog box contains a text input field for the meeting name, which is currently "Uzem ile toplantı". Below the input field, there are two buttons: "Toplantı başlat" (Start Meeting) and "Paylaşım bağlantısı alın" (Get Meeting Link). The "Toplantı başlat" button is highlighted with a red circle and the number "2". A yellow box highlights the "Paylaşım bağlantısı alın" button, with an arrow pointing to it from a text box that says "Copy the meeting link and share it with participants."

Creating a Meeting

Instant Meeting

Uzem ile toplantı

Microsoft Teams toplantısı

Uzem ile toplantı

Kameranız kapatıldı

Bilgisayar sesi

Realtek(R) Audio

Telefon sesi

Oda sesi

Ses kullanma

İptal Şimdi katıl

Yardım mı gerekiyor?

Şimdi toplantı başlatın

Toplantı adı

Uzem ile toplantı

Toplantı başlat

Paylaşım bağlantısı alın

Creating a Meeting

Scheduled Meeting

Click “New Event” in the Calendar tab.
After entering the meeting details, click “Save.”

Meeting title

At least one participant must be added (otherwise, no meeting link is generated). You may add your own email address.

Start and end time

1

2

3

4

5

Kaydet

Başlık ekleyin

Katılımcıları davet et

10.09.2025 16:00 - 16:30

Oda veya konum ekle

Dosya ve başka öğeler eklemek için / karakterini yazın

Ajanda ekleyin

Okul haftası

Şimdi toplantı

Yeni etkinlik

10 Çar

11 Per

12 Cum

15

16 16:00 - 16:30

17

18

19

20

21

22

23

Creating a Meeting

Changing Meeting Options

After creating the meeting, click on it to modify settings.

From “**Meeting Options**”, you can change permissions.

In the Meeting Access section, participants selected under “**People who bypass the lobby**” can join without waiting for approval.

After making changes, click “**Apply**”.

The image illustrates the process of creating and modifying a meeting in Microsoft Teams. It is divided into three main sections:

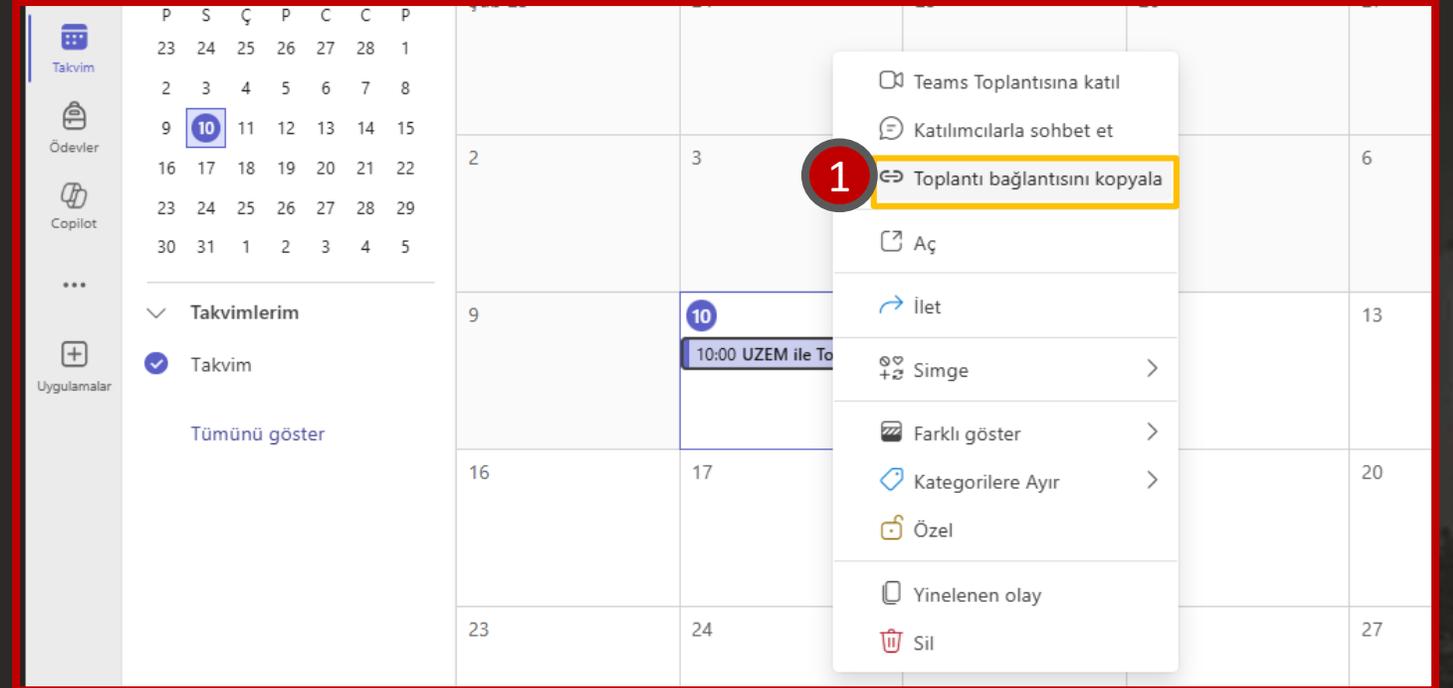
- Calendar View:** A calendar interface showing a meeting titled "10:00 UZEM ile Toplantı" on October 10th. A red circle with the number "1" highlights the meeting, and a hand cursor points to it, indicating the step to click on the meeting to modify settings.
- Meeting Details Page:** A screenshot of the meeting details page for "UZEM ile Toplantı". A red circle with the number "2" highlights the "Toplantı seçenekleri" (Meeting options) button, indicating the step to click on it to access the settings.
- Meeting Options Dialog Box:** A screenshot of the "Toplantı seçenekleri" dialog box. It shows various settings for the meeting, including:
 - Toplantı erişimi (Meeting access):** A list of roles (Roller) such as Üretim araçları, Katılım, Kayıt ve transkripsiyon, Copilot ve diğer yapay zeka, and Erişilebilirlik.
 - Toplantı erişimi (Meeting access):** A section titled "Lobide beklemeyecek kişiler kimler?" (Who will not wait in the lobby?) with a dropdown menu set to "Yalnızca düzenleyiciler ve ortak düzenleyiciler" (Only organizers and co-organizers).
 - Telefonla arayan kişiler lobide beklemesin** (People calling from a phone do not wait in the lobby): A toggle switch that is currently turned off.
 - Lobiden kullanıcı kabul edebilen kişiler** (Who can accept users from the lobby): A dropdown menu set to "Düzenleyiciler, ortak düzenleyiciler ve sunucular" (Organizers, co-organizers, and service providers).
 - Toplantı bilgilerini katılım ekranında göster** (Show meeting information on the participation screen): A dropdown menu set to "Lobiyi geçmesine izin verilen kullanıcılar" (Users allowed to bypass the lobby).
 - Arayan kişiler katıldığında veya ayrıldığında duyur** (Notify when callers join or leave): A toggle switch that is currently turned on.A red circle with the number "3" highlights the "Uygula" (Apply) button at the bottom right of the dialog box, indicating the final step to save the changes.

Sharing the Meeting Link

Scheduled Meeting

Right-click the meeting in your calendar and select “Share meeting link.”

At least one participant must be added to generate the link.



At least one participant must be added (otherwise, no meeting link is generated). You may add your own email address.



Sharing the Meeting Link

Share the link to your scheduled meeting

You can also copy the meeting details and share the link from there.

At least one participant must be added (otherwise, no meeting link is generated). You may add your own email address.

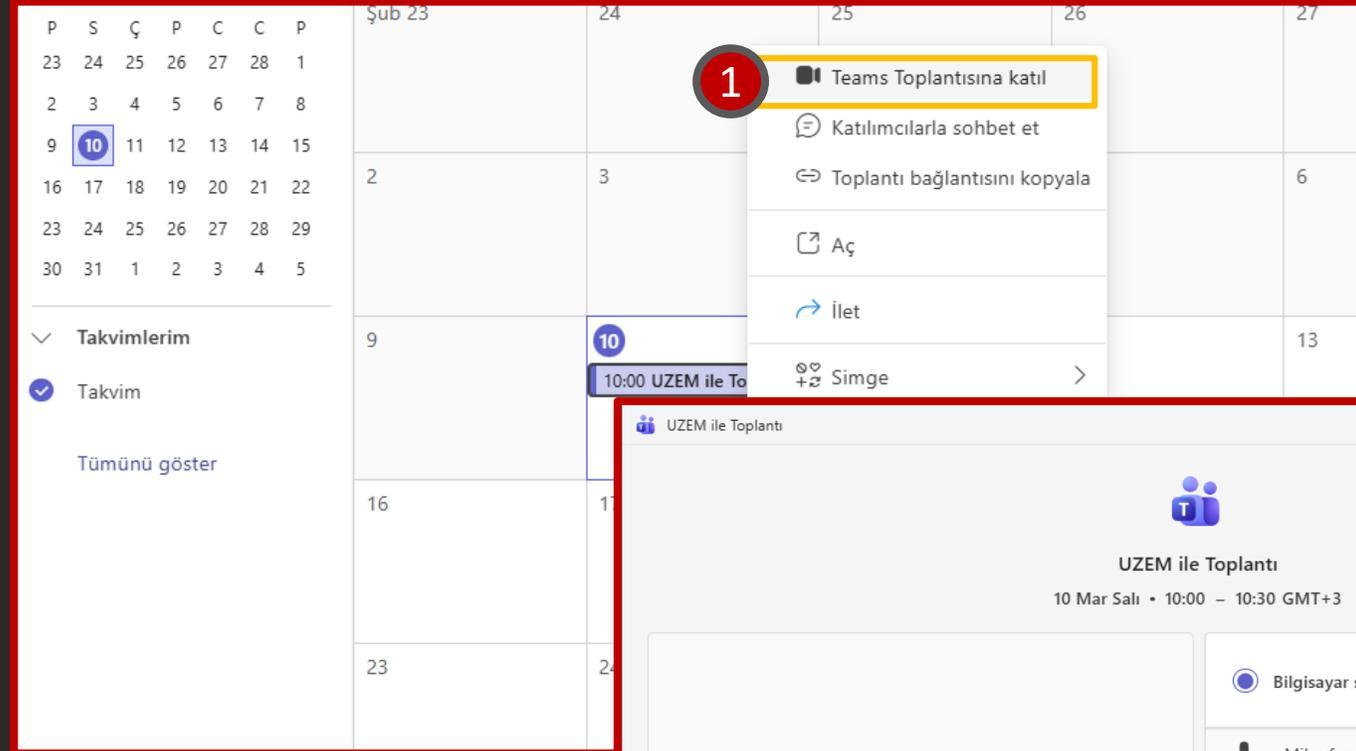


Calendar view showing a meeting titled "10:00 UZEM ile Toplantı" on March 10th. A red circle with the number "1" and a hand cursor points to the meeting title.

Meeting details page for "UZEM ile Toplantı". The meeting is scheduled for 10.03.2026 Sal 10:00 - 10:30. The meeting link is: <https://teams.microsoft.com/meet/3809265212237?p=J5TnEkUAege1ScU1sn>. The meeting ID is 380 926 521 223 7 and the passcode is nB7oU7jc.

Starting the Meeting

To start the scheduled meeting, hover over the meeting you created in your calendar and select “**Join with Teams**”. Then click the “**Join now**” button to start your meeting



Şub 23 24 25 26 27

P S Ç P C C P

23 24 25 26 27 28 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

✓ Takvimlerim

✓ Takvim

Tümünü göster

2 3 6

9 10 13

10:00 UZEM ile To

16 17 18

23 24

Teams Toplantısına katıl

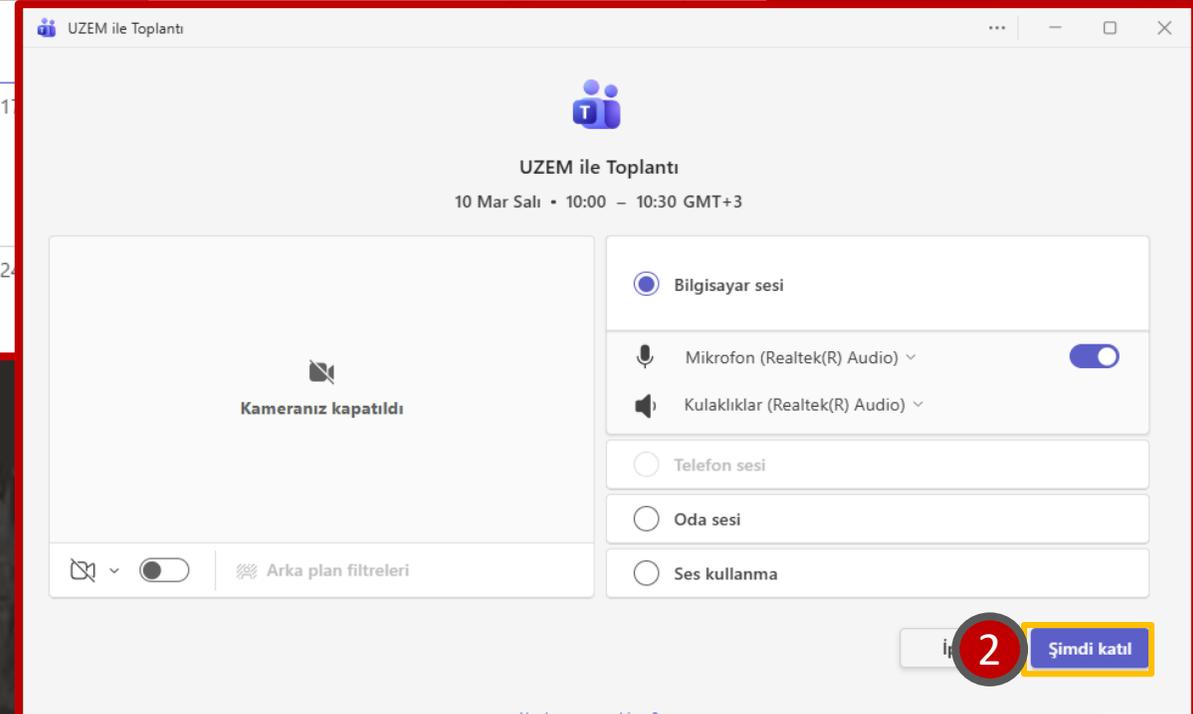
Katılımcılarla sohbet et

Toplantı bağlantısını kopyala

Aç

İlet

Simge



UZEM ile Toplantı

10 Mar Salı • 10:00 – 10:30 GMT+3

Kameranız kapatıldı

Bilgisayar sesi

Mikrofon (Realtek(R) Audio)

Kulaklıklar (Realtek(R) Audio)

Telefon sesi

Oda sesi

Ses kullanma

Arka plan filtreleri

Şimdi katıl

Starting the Meeting

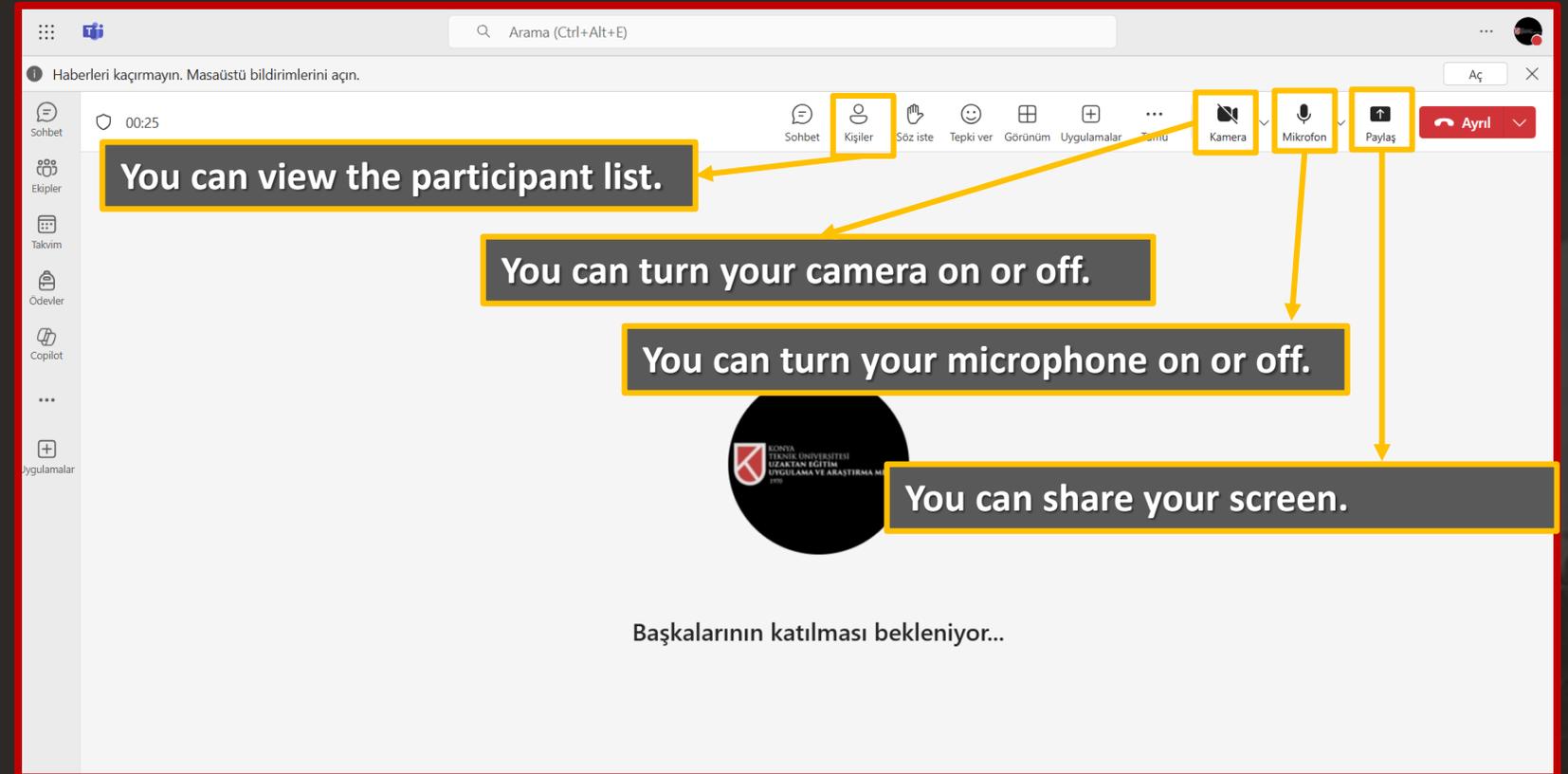
As an alternative method, you can start your meeting by clicking on the scheduled meeting and selecting the “Join” button.

The screenshot shows a calendar interface with a meeting titled "UZEM ile Toplantı" scheduled for March 10th at 10:00. A red circle labeled "1" highlights the meeting entry in the calendar. A red circle labeled "2" highlights the "Katıl" (Join) button in the meeting details pop-up window. The pop-up window also shows the meeting title, the "Şimdi" (Now) button, and the "Sohbet" (Chat) button. The meeting details include the date and time "10 Mar Sal 10:00 - 10:30" and the location "Soft Teams Toplantısı".

The screenshot shows the Microsoft Teams meeting interface. The meeting title is "UZEM ile Toplantı" and the time is "10 Mar Salı • 10:00 - 10:30 GMT+3". The camera is closed, and the audio settings are visible. A red circle labeled "3" highlights the "Şimdi katıl" (Join now) button. The audio settings include "Bilgisayar sesi" (Computer audio), "Mikrofon (Realtek(R) Audio)" (Microphone), "Kulaklıklar (Realtek(R) Audio)" (Headphones), "Telefon sesi" (Telephone audio), "Oda sesi" (Room audio), and "Ses kullanma" (Use audio). The "Arka plan filtreleri" (Background filters) are also visible.

Meeting Controls

During the meeting, you can view participants, share your screen, and turn your camera or microphone on and off.



The screenshot shows a meeting interface with a top toolbar containing icons for Chat, Participants, Raise Hand, Reaction, View, App, and Meeting. Below the toolbar, four callout boxes with yellow borders and arrows point to specific controls: 'You can view the participant list.' points to the 'Kişiler' icon; 'You can turn your camera on or off.' points to the 'Kamera' icon; 'You can turn your microphone on or off.' points to the 'Mikrofon' icon; and 'You can share your screen.' points to the 'Paylaş' icon. The main area of the meeting shows a circular profile picture of a participant and the text 'Başkalarının katılması bekleniyor...'.

Meeting Controls

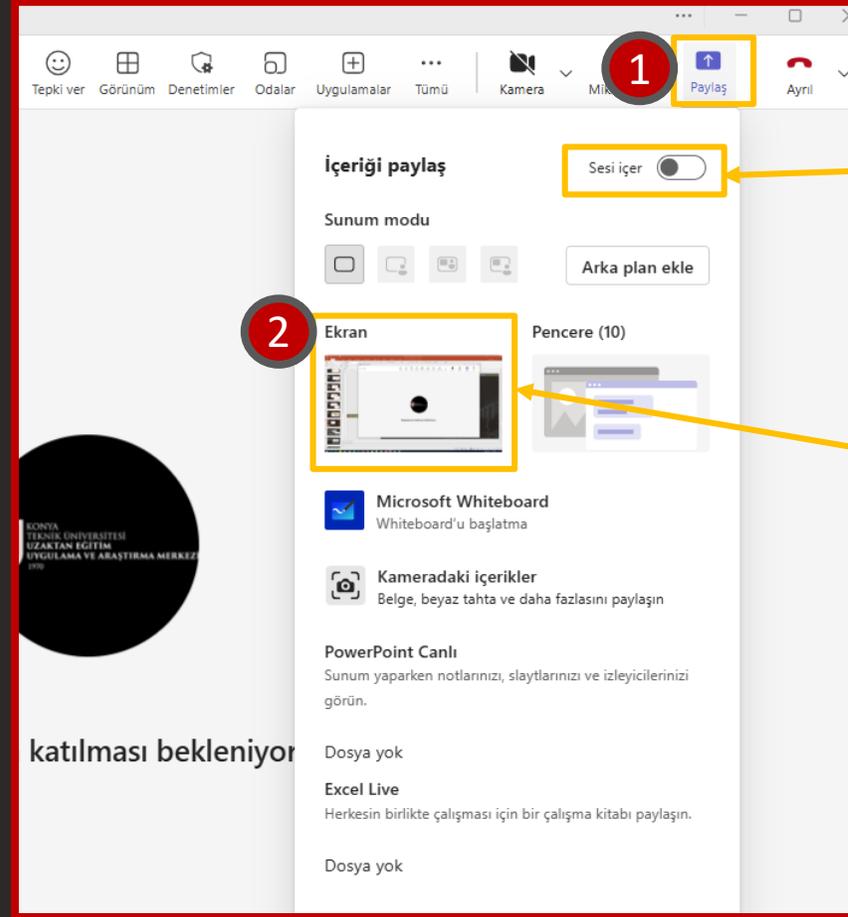
Screen Sharing

To share your screen or presentation with other participants in the meeting, click the “Share” button in the application.

To share your entire screen, select the “Screen” option.

If your content includes audio, enable the “Include computer sound” option.

Keep in mind that sharing your entire screen will make all data on your computer visible.



If the content you are sharing contains sound, make sure the “Include computer sound” option is enabled.

If you choose to share your entire screen, keep in mind that everything on your screen will be visible.

Meeting Controls

Screen Sharing

If you want to share only a specific file, select the corresponding window from the “**Window**” section. During this sharing, only the selected window will be visible to the meeting participants.

If you switch between windows, the other windows will not be visible to participants



If your shared content includes audio, enable the “Include computer sound” option.

To share only a specific file, select the corresponding window from the “Window” section.

Creating a Meeting Recording

Starting the Recording

To record the meeting, click “**More**”.

Check “**Record and transcribe**” and click the “**Start recording**” button to begin recording your class video.

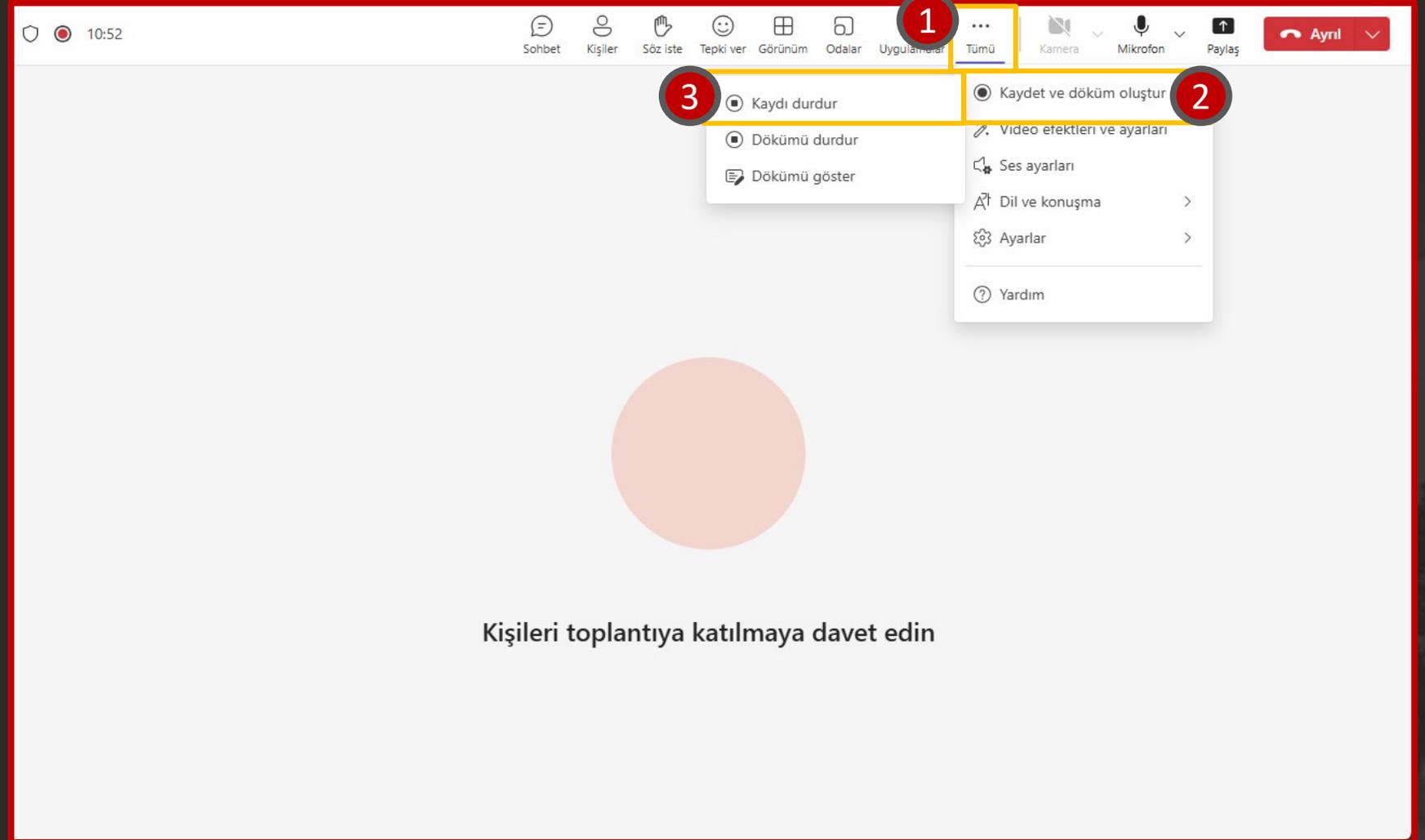
In the pop-up window, select Turkish as the language and click “**Confirm**”.

The screenshot illustrates the process of starting a meeting recording. The top toolbar contains various icons for meeting controls. A red circle with the number '1' highlights the 'Tümü' (More) button. A yellow box highlights the 'Tümü' button and the 'Kaydet ve döküm oluştur' (Record and create transcript) option in the dropdown menu, with a red circle and the number '2' next to it. A yellow box highlights the 'Kaydı başlat' (Start recording) option in the dropdown menu, with a red circle and the number '3' next to it. Below the main interface, a pop-up window titled 'Herkes hangi dili konuşuyor?' (Who is speaking in which language?) is shown. It contains a dropdown menu with 'Türkçe (Türkiye)' (Turkish) selected. A red circle with the number '3' highlights the 'Onayla' (Confirm) button.

Creating a Meeting Recording

Stopping the Recording

To stop recording the ongoing meeting, click “**More**”.
Check “**Record and transcribe**”
and click the “**Stop recording**”
button to end the recording of
your video.



The screenshot shows a meeting interface with a toolbar at the top. The toolbar includes icons for Chat, Participants, Raise Hand, Reaction, View, Rooms, Applications, and a 'More' menu (indicated by a red circle with the number 1). The 'More' menu is open, showing options like 'Record and transcribe' (indicated by a red circle with the number 2) and 'Stop recording' (indicated by a red circle with the number 3). Other options in the menu include 'Stop transcription', 'Show transcription', 'Video effects and settings', 'Audio settings', 'Language and speech', 'Settings', and 'Help'. The main area of the meeting is empty, with a large red circle in the center and the text 'Kişileri toplantıya katılmaya davet edin' (Invite people to the meeting) below it.

Sharing the Meeting Recording

Sharing the Recording Link

To share a recording of a meeting conducted via Microsoft Teams, you can access the meeting details from the “**Chat**” tab in the Teams application. After selecting the relevant meeting, open the recording in your web browser.

You may be asked to sign in again with your Teams account.

The screenshot illustrates the steps to share a meeting recording link in Microsoft Teams. The interface is divided into two main sections: the Teams application and a web browser.

Step 1: In the Teams application, the "Paylaşılan" (Shared) tab is selected in the top navigation bar, indicated by a red circle with the number 1. The "Yapay Sinir Ağları Canlı Ders" meeting is highlighted in the chat list.

Step 2: In the web browser, the "Bağlantılar" (Links) tab is selected, indicated by a red circle with the number 2. The recording link is visible in the list.

Step 3: The context menu for the link is open, and the "Tarayıcıda Aç" (Open in browser) option is highlighted, indicated by a red circle with the number 3.

Sharing the Meeting Recording

Sharing the Recording Link

To share the video, click the “Share” button in the top-right corner, then select “Share” in the pop-up window.

Next, click “Settings” in the window that opens.

The screenshot shows a Microsoft Stream video player interface. The video title is "Yapay Sinir Ağları Canlı Ders-20250910_11234...". The sharing menu is open, and the "Settings" icon is highlighted with a red circle labeled "6". A yellow arrow points from a red circle labeled "5" to the "Paylaş" button in the top-right corner, which is also highlighted with a red circle labeled "4".

The sharing window displays the following options:

- Ad, grup veya e-posta ekleyin
- İleti ekle
- Bağlantıyı kopyala
- Gönder

The video player shows the recording date and time: 2025-09-10 08:21 UTC. Below the video player, there are social media sharing icons and a description: "Yapay Sinir Ağları Canlı Ders", "10 Eylül 2025", "99999 gün içinde süresi doluyor", "0 görüntüleme", "SharePoint Uygulaması", "HD", "Belgeler", "Kayıtlar".

Sharing the Meeting Recording

Sharing the Recording Link

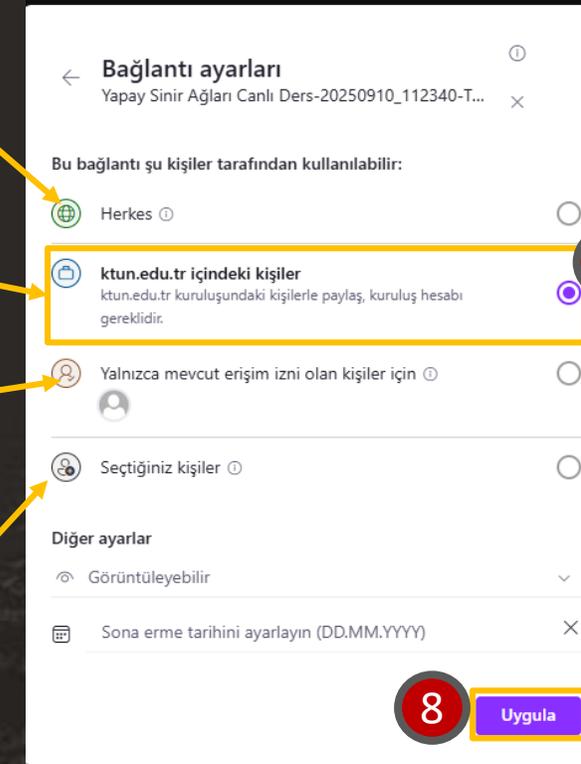
In the Link Settings window, select the sharing group.

Select "Anyone" if you want everyone to have access, regardless of internal or external users.

Select "People in ktun.edu.tr" for access restricted to the university.

Select "People with existing access" to share only with users who already have permission.

Select "Specific people" to grant access to particular users by entering their Teams account information.



Sharing the Meeting Recording

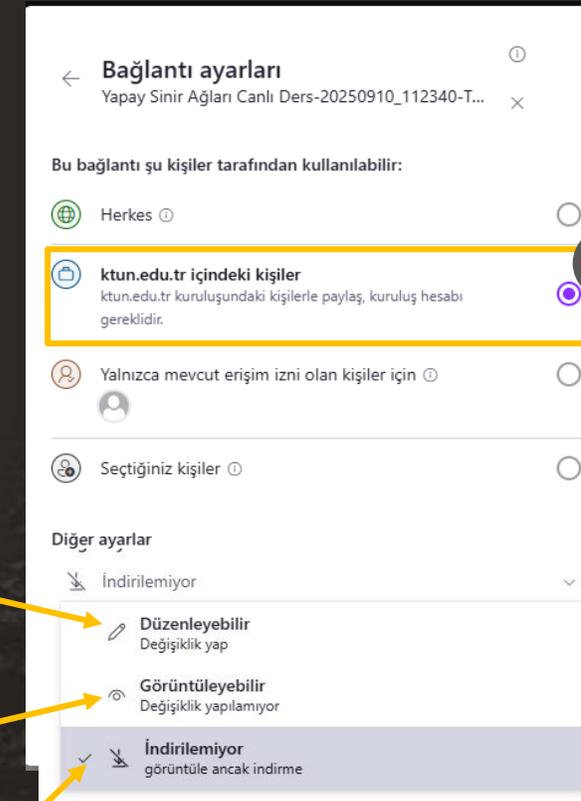
Sharing the Recording Link

In the “**Other Settings**” section, you can determine what actions recipients can perform with the shared video.

“Can edit” — Allows recipients to edit the video.

“Can view” — Allows recipients to view the video.

“Download” — The video can be viewed by recipients but cannot be downloaded.



Sharing the Meeting Recording

Sharing the Recording Link

After selecting the user group and configuring other settings, click **“Apply”**.

Click **“Copy link”** to share the generated link.

The screenshot shows a Microsoft Teams meeting recording sharing interface. The main window displays the recording title "Yapay Sinir Ağları Canlı Ders-20250910_112340-T..." and a list of sharing options. A red box highlights the "Bağlantı ayarları" (Link settings) dialog box, which is open. Inside this dialog, the "ktun.edu.tr içindeki kişiler" (People in your organization) option is selected and highlighted with a yellow box and a red circle containing the number 7. Below this, the "Uygula" (Apply) button is highlighted with a yellow box and a red circle containing the number 8. To the right, the "“Yapay Sinir...ı Kaydı.mp4” paylaş" (Share "Yapay Sinir...ı Kaydı.mp4") dialog box is also highlighted with a red box. Inside this dialog, the "Bağlantıyı kopyala" (Copy link) button is highlighted with a yellow box and a red circle containing the number 9. The background shows a video player with a play button and a search bar.

Sharing the Meeting Recording

Downloading the Meeting Recording

To download a video of a Microsoft Teams meeting, access the meeting details from the “**Chat**” tab.

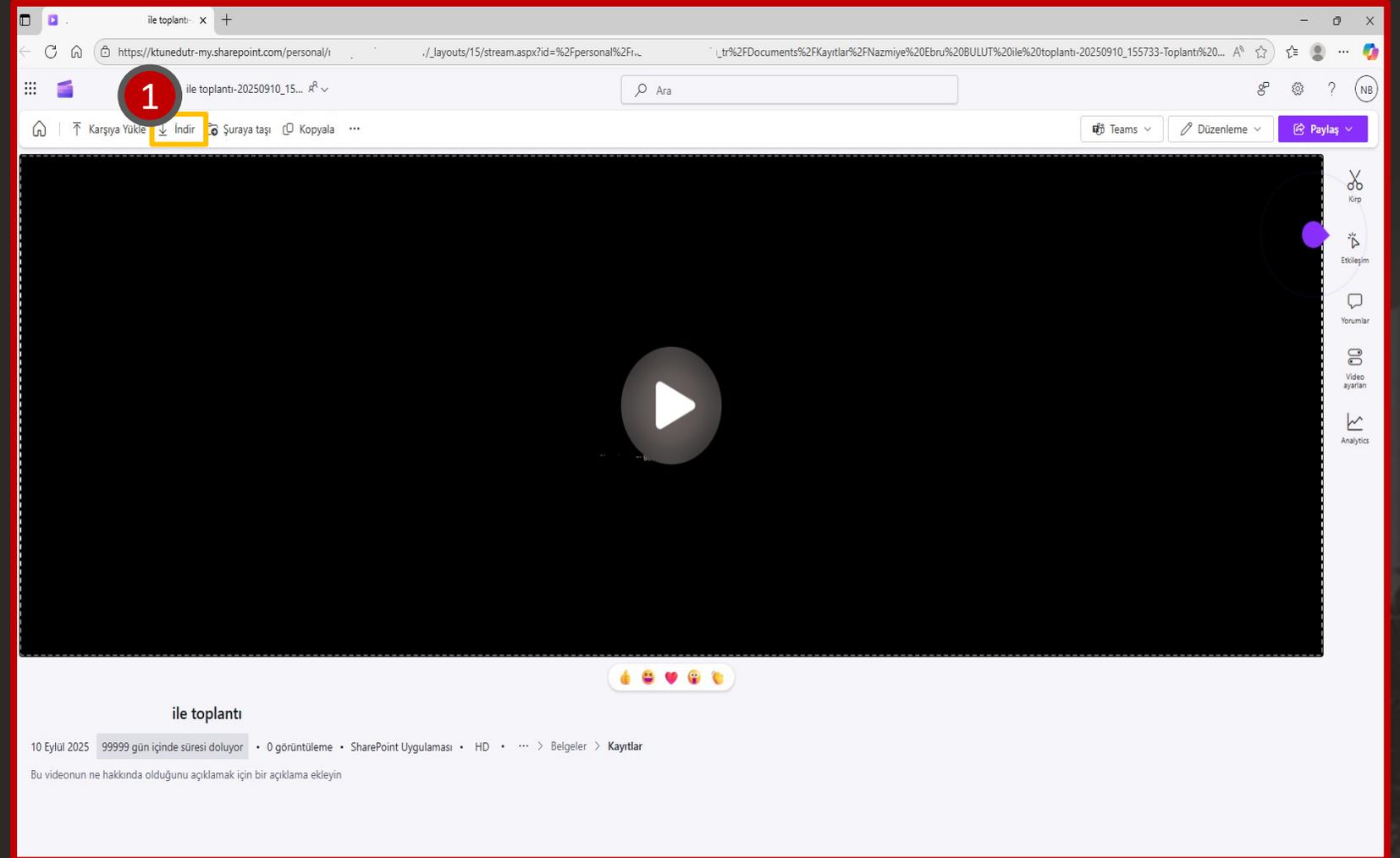
Select the relevant meeting and open the recording in your **browser** using your Teams account credentials.

The screenshot shows the Microsoft Teams interface. The top navigation bar includes 'ile toplantı', 'Sohbet et', 'Paylaşılan', and 'Toplantı Beyaz Tahtası'. The 'Paylaşılan' tab is active, showing a list of shared items. A red circle with the number '1' highlights the 'Paylaşılan' tab. A yellow box highlights the 'Paylaşılan' tab label. Below the navigation bar, there are buttons for 'Son Kullanılanlar', 'Dosyalar', and 'Bağlantılar'. A table of shared items is visible, with columns for 'Ad', 'Paylaşım tarihi', and 'Paylaşan'. A red circle with the number '2' highlights the '...' menu icon for a specific item. A yellow box highlights the 'Tarayıcıda Aç' option in the dropdown menu. A red circle with the number '3' highlights the 'Tarayıcıda Aç' option. The dropdown menu also includes 'Bağlantıyı kopyala'.

Sharing the Meeting Recording

Downloading the Meeting Recording

Use the “**Download**” option to save the meeting recording to your device.



The screenshot shows a web browser window displaying a meeting recording on a SharePoint site. The browser's address bar shows the URL: [https://ktunedutr-my.sharepoint.com/personal/.../_layouts/15/stream.aspx?id=%2Fpersonal%2F..._tr%2FDocuments%2FKayitlar%2FNazmiye%20Ebru%20BULUT%20ile%20toplanti-20250910_155733-Toplantı%20...](https://ktunedutr-my.sharepoint.com/personal/.../_layouts/15/stream.aspx?id=%2Fpersonal%2F...). The page title is "ile toplantı". The main content area is a large black rectangle with a white play button in the center, indicating a video player. Below the video player, there is a row of social media sharing icons (thumbs up, heart, share, etc.). At the bottom of the page, there is a metadata section with the following text: "10 Eylül 2025 99999 gün içinde süresi doluyor • 0 görüntüleme • SharePoint Uygulaması • HD • ... > Belgeler > Kayıtlar". Below this, there is a prompt: "Bu videonun ne hakkında olduğunu açıklamak için bir açıklama ekleyin". The "İndir" (Download) button is highlighted with a yellow box and a red circle with the number "1".



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Akademi Mah. Yeni İstanbul Cad. No:235/1, Selçuklu/KONYA



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