

Instructions for “Statistics for Business”

You need to install the required platform software on your computers, which is available at:

<https://teams.microsoft.com/downloads>

At the initial use of the software you will be asked to either **Sign In** or to **Sign Up** (which is free). As far as these two options are concerned:

1. To **Sign In** you will have to activate your institutional account (applies to former AUEB students or former students at institutions that have employed MS Teams and MS Office) after activating Office 365, according to the instructions you may find at:

<https://www.aueb.gr/el/content/office-365-dilos-365>.

2. To **Sign Up** it is possible to use any e-mail account you have available (but I am under the impression that @outlook.com accounts tend to be more friendly).

Option (1) provides various useful options (e.g. access to the chat room of the system) which means that communication/questions during the lectures will be easier.

(1)/(2) should (and must) be done **immediately** (any time before August 20, 2021).

To connect as members of the team/class which is titled **Stats for Business (ISFM)-2021**, either:

(a). Use the link:

<https://teams.microsoft.com/l/team/19%3aFddd9nNZFdCo7GtwTKBGGWxL8AF4RdJSqnOqCisSdF81%40thread.tacv2/conversations?groupId=3930be21-4a29-4665-8a37-0cf3da15b5b4&tenantId=ad5ba4a2-7857-4ea1-895e-b3d5207a174f>

or (b). (if you have used option (1)-**Sign In**) employ the code: **wt831hf**, via

Teams → Join or create a team

For more information, please check:

<https://support.office.com/en-us/article/use-a-link-or-code-to-join-a-team-c957af50-df15-46e3-b5c4-067547b64548>

In order to be able to attend the lectures minimizing connection problems, it would be useful to employ the maximum width of your band available. So once you enter the class you are advised to turn your camera/video off via Microsoft Teams, whereas as far as sound is concerned you should place yourself in **mute** mode.

Finally, instructions are also available from the AUEB distant learning support at: <https://www.aueb.gr/el/microsoft-teams>.