

Getting started with Intranet and Teams

What is the Intranet?

The Intranet of the Rietveld Academie is the central place where all the information is gathered. You'll find news about screenings, exhibitions and lectures. And there is a Frequently Asked Questions about housing, insurance, money-related topics, the student office, the student counsellor and more. Please note: it could happen some links are not working yet. This will be fixed when you have your own Rietveld account.

What does Teams do?

Teams is the online work environment where you can:

- Upload and share media (audio, images, video, PDF, YouTube)
- Chat and instant messaging

If you experience difficulties, please contact public@rietveldacademie.nl.

In this tutorial you'll learn the following:

- A. Get access to Intranet
- B. General overview of Intranet
- C. Get access to Teams
- D. General overview of Teams

A. Get access to the Intranet

1. After the introduction mail, you'll receive a mail by Microsoft with the topic 'Gerrit Rietveld Academie invited you to access applications within their organization'. Click the link in the mail. You will be redirected to the Intranet of the Rietveld Academie.



Microsoft Invitations on behalf of Gerrit Rietveld Academie
<invites@microsoft.com>

B. General overview of the Intranet

1. On top there is the news sections, here you will find the **Nice to Know** info such as projects by Rietveld students and alumni.

The screenshot displays the Rietveld Intranet homepage. At the top, there is a navigation bar with a home icon, the word "Intranet", and user settings. Below this is a "News" section with three featured articles: "Follow the #RietveldAtHome hashtag" (dated 6/23/20), "Eight Cubic Meters: Fresh Windows by Fine Arts" (dated 6/8/20), and "The livingROOM - a Third Space for Exchange - 12 June & 3 July" (dated 6/8/20). A red arrow points from the text in the first block to the first news item. To the right of the news section is a "To All New Students: A Digital & Warm Welcome!" message, last modified 2 weeks ago. Below the news is a section for "Introduction video of Ben Zegers, Head of Bachelor Education" with a video player showing a man looking at a map. To the right of the video is a "My apps" section with three green buttons labeled "FAQ", "Home", and "Teams". Below the apps is a "Class Talk - Collection of Quotes of Basicyear Students" section featuring a quote: "There are some strawberries involved, too". On the far right is a "Quick links" section with items like "Frequently Asked Questions", "Workshops", and "Student Counselor". Below that is a "Staff Departments" section with links to "Public Rietveld", "Student Affairs", and "Housing". Further down are "GRA Initiatives" (Studium Generale, Student Council, Unsettling), "Manuals" (Getting Started at the Rietveld, Maps of the buildings), and "My favorites" (Gerrit Rietveld Academie).

2. In the right sidebar there is the **Need to Know** information about the Workshops, how to reach the Student Office, Public Rietveld and info about Housing.

(some of the) GRA Initiatives are Studium Generale, the Student Council and Rietveld Unsettling. Click on the links for more info.

The screenshot shows an Intranet homepage with a dark header bar containing a home icon, the word "Intranet", and user profile icons. The main content area features a "News" section with three articles: "Follow the #RietveldAtHome hashtag" (dated 6/23/20), "Eight Cubic Meters: Fresh Windows by Fine Arts" (dated 6/8/20), and "The livingROOM - a Third Space for Exchange - 12 June & 3 July" (dated 6/8/20). Below the news is an "Introduction video of Ben Zegers, Head of Bachelor Education" with a video player showing a man looking at a map. To the right of the video is a "My apps" section with icons for "FAQ", "News", and "Teams". Below that is a "Class Talk - Collection of Quotes of Basicyear Students" featuring a quote: "There are some strawberries involved, too".

The right sidebar, titled "Need to Know", contains a notification "To All New Students: A Digital & Warm Welcome!" (last modified 2 weeks ago). Below this are several sections with gear icons for settings:

- Quick links**: Frequently Asked Questions, Workshops, Student Counselor.
- Staff Departments**: Public Rietveld, Student Affairs, Housing.
- GRA Initiatives**: Studium Generale, Student Council, Unsettling.
- Manuals**: Getting Started at the Rietveld, Maps of the buildings.
- My favorites**: Gerrit Rietveld Academie.

3. In the Apps-section there is the button for FAQ (our database of **Frequently Asked Questions**). Choose a route that suits you. Browse through the themes, view the A-Z index, or search the topics directly.

There is also a Teams button, this is the online environment where you can chat with your fellow students and Public Rietveld. See below for more information about Teams.

The screenshot displays the Rietveld Intranet interface. At the top, there is a navigation bar with a home icon, the word "Intranet", and user profile icons. Below this is a "News" section with three articles: "Follow the #RietveldATHome hashtag" (dated 6/23/20), "Eight Cubic Meters: Fresh Windows by Fine Arts" (dated 6/8/20), and "The livingROOM - a Third Space for Exchange - 12 June & 3 July" (dated 6/8/20). A "Read more..." link is visible next to the third article. Below the news is an "Introduction video of Ben Zegers, Head of Bachelor Education" with a video player showing a man looking at a map. To the right of the video is a "My apps" section with three buttons: "FAQ", "News", and "Teams". Below the apps is a "Class Talk - Collection of Quotes of Basicyear Students" section featuring a quote: "There are some strawberries involved, too". On the right side of the page, there is a "Quick links" section with items like "Frequently Asked Questions", "Workshops", and "Student Counselor". Below that is a "Staff Departments" section with "Public Rietveld", "Student Affairs", and "Housing". Further down is a "GRA Initiatives" section with "Studium Generale", "Student Council", and "Unsettling". Below that is a "Manuals" section with "Getting Started at the Rietveld" and "Maps of the buildings". At the bottom right is a "My favorites" section with "Gerrit Rietveld Academie".

4. **Meet Ben Zegers**, the Head of Bachelor Education. Play the video and he will introduce you to the Gerrit Rietveld Academie.

The screenshot shows the Gerrit Rietveld Academie Intranet homepage. At the top, there is a navigation bar with a home icon, the word "Intranet", and user profile icons. Below the navigation bar is a "News" section with three articles:

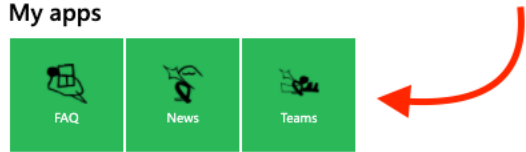
- 6/23/20**: Follow the #RietveldAtHome hashtag (with a photo of people in costumes).
- 6/8/20**: Eight Cubic Meters: Fresh Windows by Fine Arts (with a photo of a building facade).
- 6/8/20**: The livingROOM - a Third Space for Exchange - 12 June & 3 July (with a photo of a room with a white sofa).

Below the news section is a "My apps" section with three green buttons: "FAQ", "News", and "Teams". To the right of the news and apps sections is a sidebar with several categories:

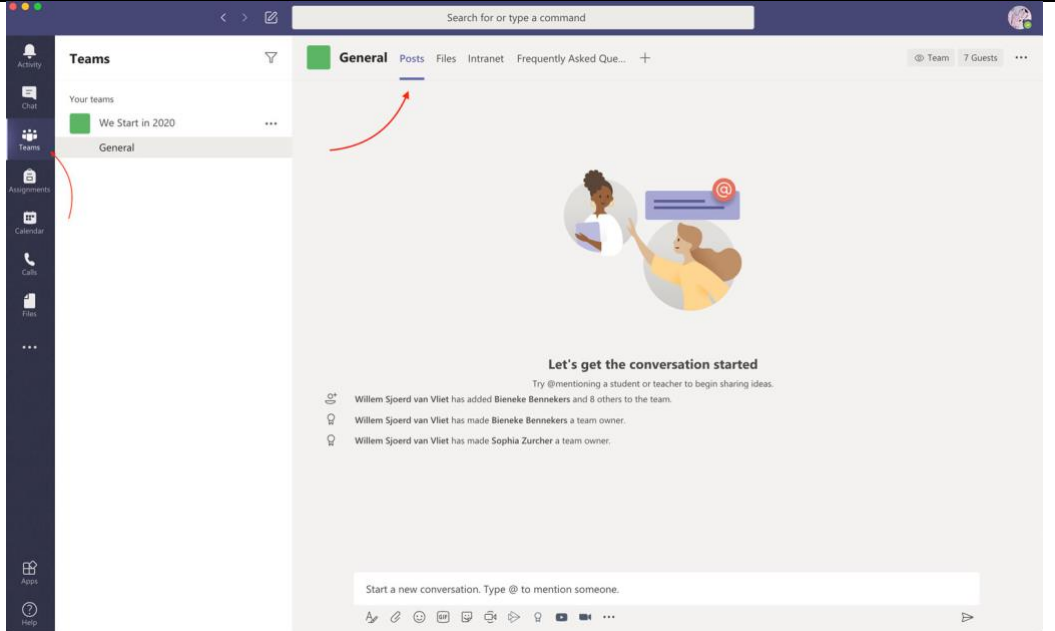
- To All New Students: A Digital & Warm Welcome!** (Last modified: 2 weeks ago)
- Quick links**: Frequently Asked Questions, Workshops, Student Counselor.
- Staff Departments**: Public Rietveld, Student Affairs, Housing.
- GRA Initiatives**: Studium Generale, Student Council, Unsettling.
- Manuals**: Getting Started at the Rietveld, Maps of the buildings.
- My favorites**: Gerrit Rietveld Academie.

In the center of the page, there is a featured section titled "Introduction video of Ben Zegers, Head of Bachelor Education". It features a video thumbnail showing a man (Ben Zegers) looking at a large map on a table. To the right of the video is a quote: "There are some strawberries involved, too".

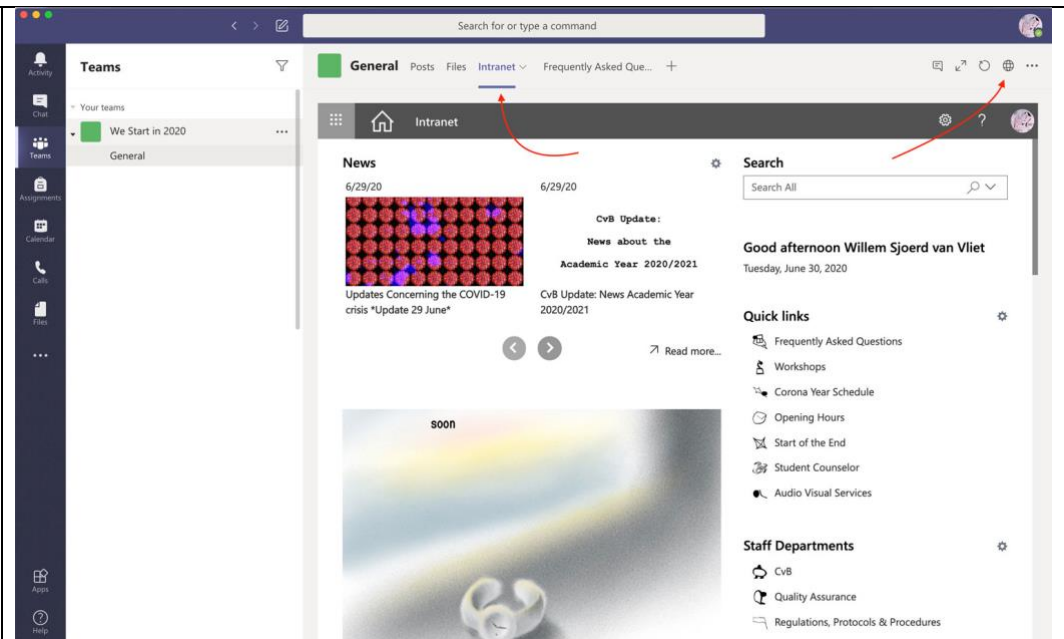
C. Get access to Teams

1. Log in to intranet.rietveldacademie.nl with your email	
2a. Open Teams in your browser via the app-section of the Intranet. Fill in your mail and password. (if you have trouble logging in with your browser, try the app)	 <p>The screenshot shows a section titled 'My apps' with three green buttons: 'FAQ', 'News', and 'Teams'. A red arrow points from the right towards the 'Teams' button.</p>
2b. Or download the Teams App for Android , iPhone/iOS , Mac/OSX , Windows . Fill in your mail and password.	

D. General overview of Teams

1. Once you have accessed Teams, you can choose 'Teams' in the purple sidebar. The only Team you have is 'We Start in 2020'. Choose the channel called 'General'. Choose the tab 'posts' to use the chat.	 <p>The screenshot shows the Microsoft Teams interface. On the left, a purple sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The 'Teams' icon is highlighted with a red arrow. The main area shows a team named 'We Start in 2020' with a 'General' channel selected. The 'Posts' tab is also highlighted with a red arrow. The main content area displays a 'Let's get the conversation started' message with a list of recent activity.</p>
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2. Choose the tab 'Intranet' the view the main page of the Intranet. If you click on the globe in the top-right corner you'll visit the intranet outside of Teams.



3. Choose the tab 'Frequently Asked Questions' to view all the FAQ-themes.

