

# NUML



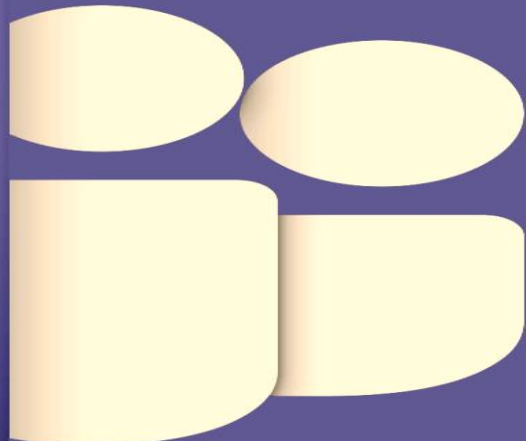
*MS OFFICE 365*

# TEAMS

*Live class with MS Office 365 - Teams Application*

*TEACHERS' GUIDE*

A large, bold, yellow letter 'T' is centered on a purple rectangular background. The 'T' has a slight gradient and a shadow, giving it a 3D appearance.



*By: ICT Department*

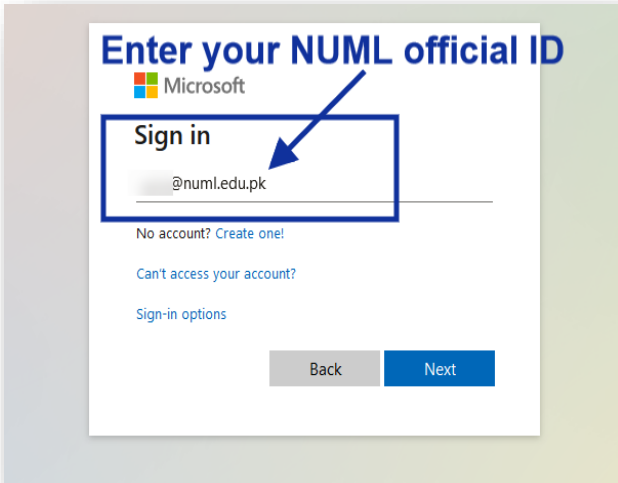
## Contents

1. Access Microsoft Office 365 Account .....	2
2. Download and Install (Desktop Application).....	2
3. Run Teams Application on Desktop .....	3
4. Create Team and Invite Team Members .....	3
5. Auto-enrolment by students .....	4
6. Creating Channels and Tabs.....	5
7. Organizing your Content .....	6
8. Create Video Conference .....	6

# 1. Access Microsoft Office 365 Account

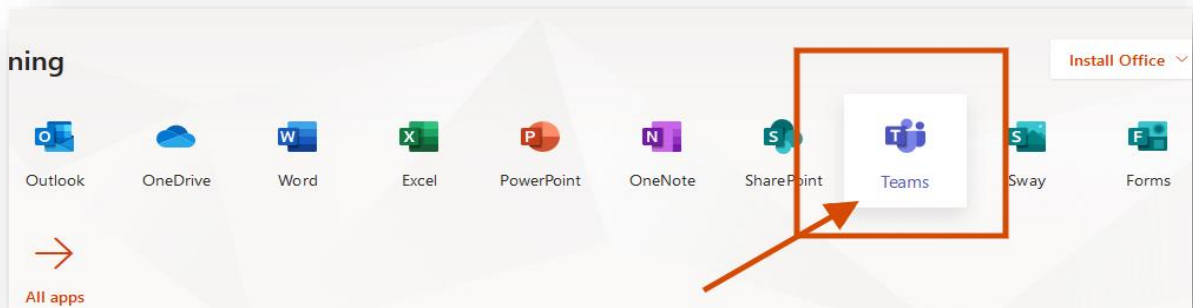
To access your Microsoft Office 365 Account, open this link in any browser: [portal.office.com](https://portal.office.com)

- 1.1. Enter your Official Email Address and Password sent by ICT to login into your Office 365 Account.

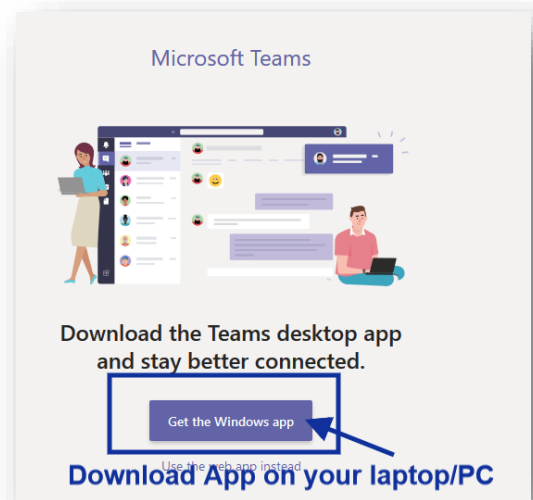
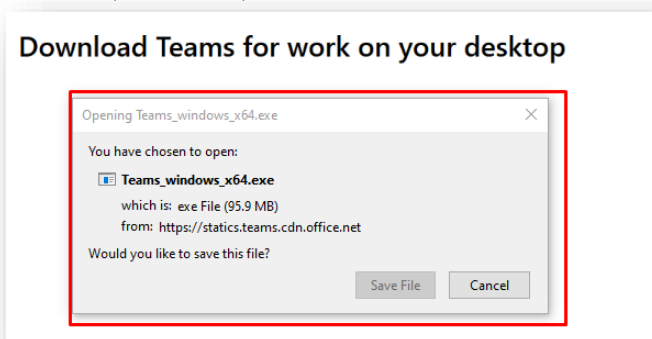


# 2. Download and Install (Desktop Application)

- 2.1. When you will login to your MS Office 365 Account, on Dashboard select Teams icon:

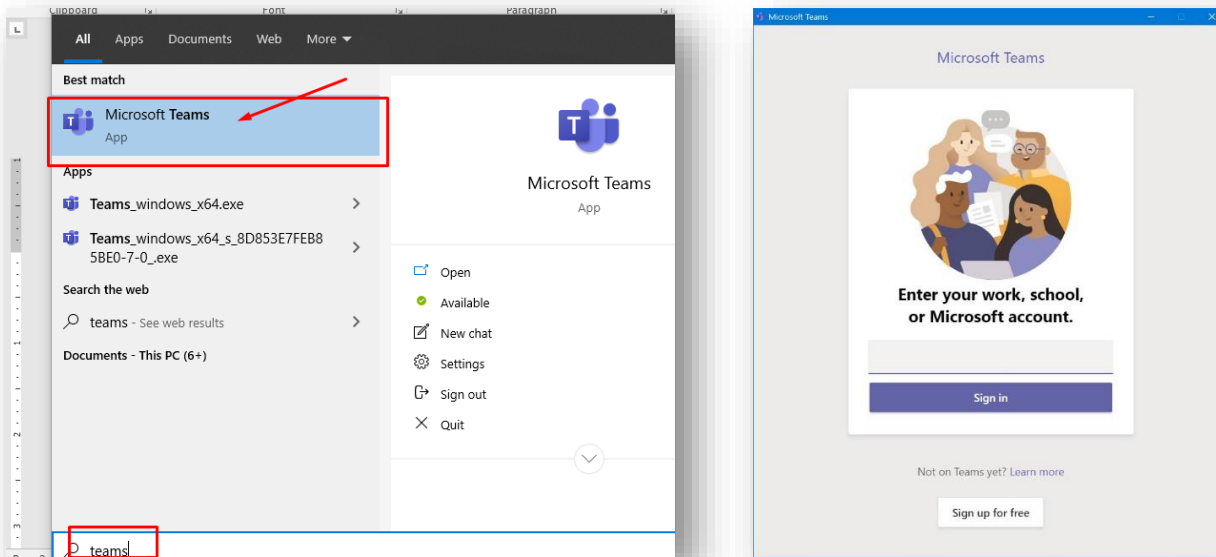


- 2.2. You will be redirected to Microsoft office 365 products' page, click on "Get the Windows App" button to download and install the app on your Windows, OS, Android, or Linux device.



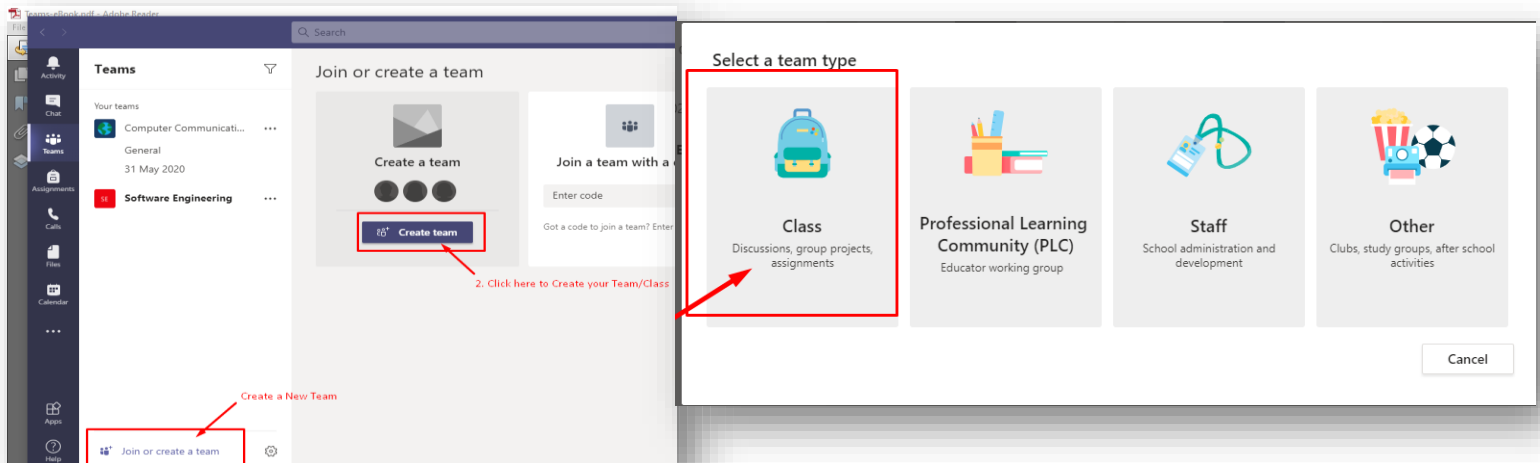
### 3. Run Teams Application on Desktop

To launch Teams, go to the app launcher and login to your MS Office Teams Desktop Application:

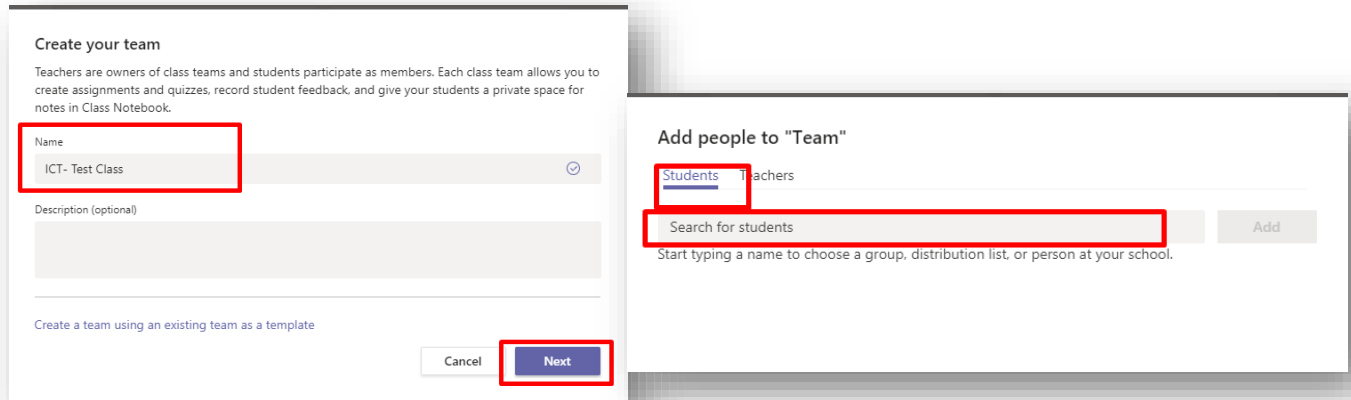


### 4. Create Team and Invite Team Members

- 4.1. At the bottom part of the page, click on the link Join or create team.
- 4.2. Click on the Create team button then select Classes.

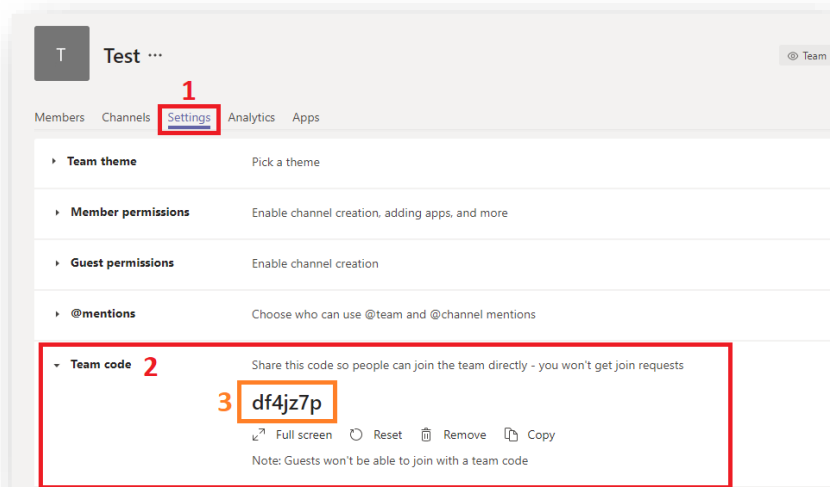


- 4.3. In the Create your Team window, name your class, then write a brief description that states the purpose of the class, then click the Next button.
- 4.4. Start adding people to the class. Click on the Add button to start adding individuals, groups or distribution lists from Organization. Or if you want to set up your content first (recommended), then click on Skip to add team members later.

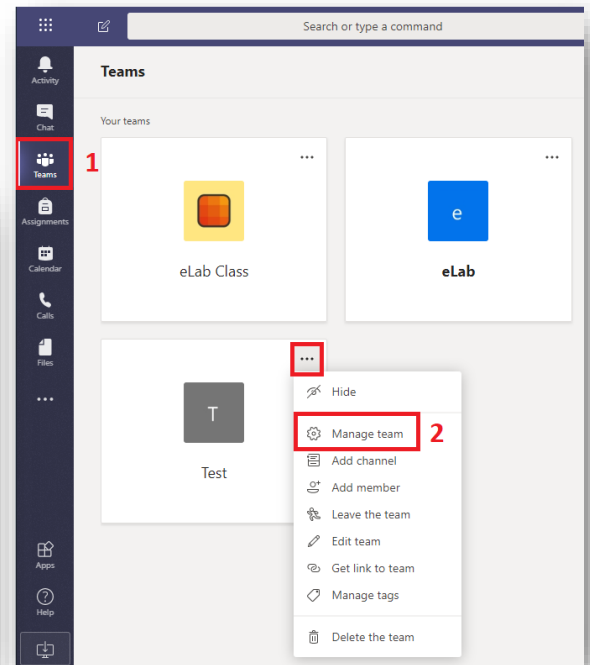


## 5. Auto-enrolment by students

- 5.1. If you prefer that students enroll themselves, click on “Teams” (1), then on the three dots of the team you want students to enroll in, then on “Manage team” (2)
- 5.2. Click on “Settings” (1), then on “Team code” (2) and share the code (3) through any medium (Email, WhatsApp App etc.)



[image \(5.2.\)](#)



## 6. Creating Channels and Tabs

**6.1. Channels** are subsets of a Team that help you organize content and conversations. When you create a new class, a "General" channel is automatically added. You can create additional channels to keep your class organized. By default, anyone on the team can access these channels.

Use Channels to create sub-categories within each team for file storage, special projects, focused topics and/or conversations

### 6.2. Standard

For weekly content

For topics

### 6.3. Private

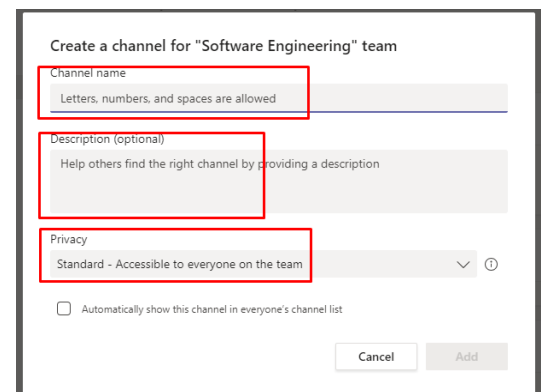
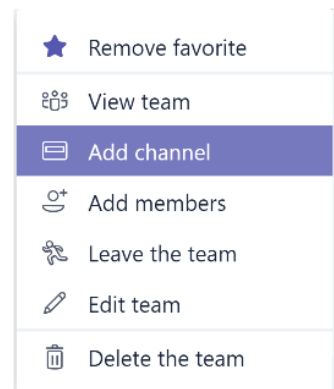
For tutorial groups

For teaching team

**6.4.** To Create a **new channel**, select the ellipses (...) next to your team name in the channel list.

**6.5.** From the drop down menu, select **Add Channel**

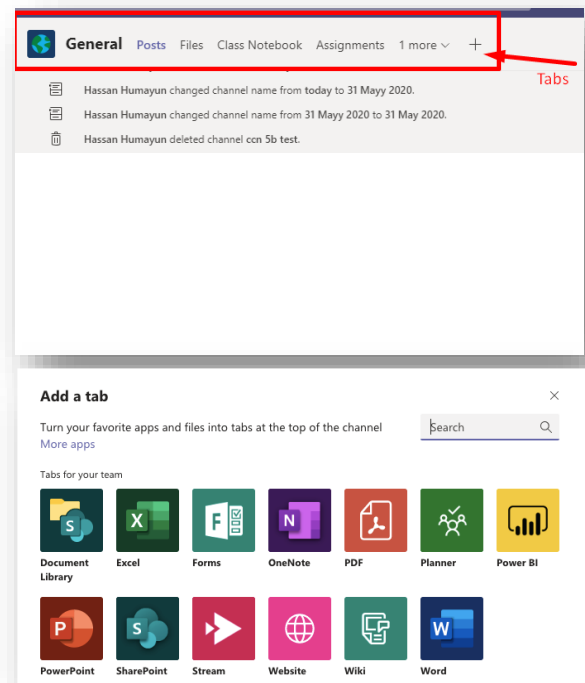
**6.6.** In the dialog box, name your channel and write a brief description that explains the purpose of the channel, then select the Add button.



**6.7. Tabs** let you add content and applications within a channel. Several default tabs are created within each channel, including Conversations, Files, Class Notebooks, and Assignments.

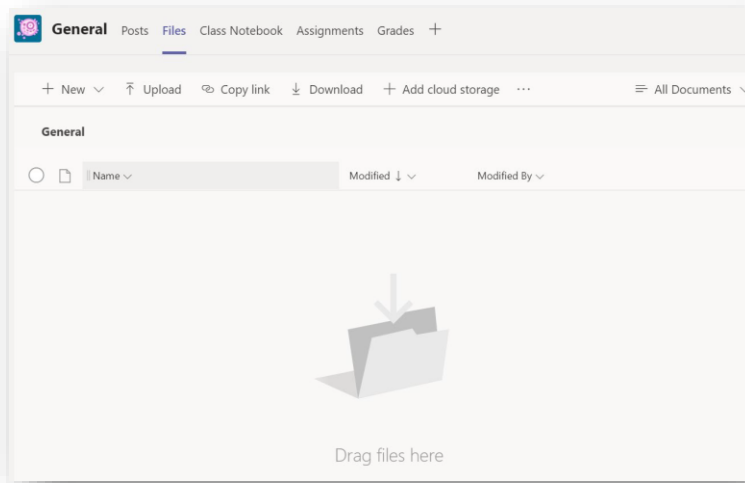
**6.8.** To create a new tab, select the + to the right of the default tabs, then select an app or file for the tab, name it, and select the Save button.

**6.9.** To create a new tab that links directly to a specific file (such as a lesson plan or outline or an interactive class presentation), click the + to the right of the default tabs, then select the app for the file type (such as a Word document, Excel spreadsheet, or PowerPoint presentation), browse to the file name under "Files," name the tab, and select the Save button.



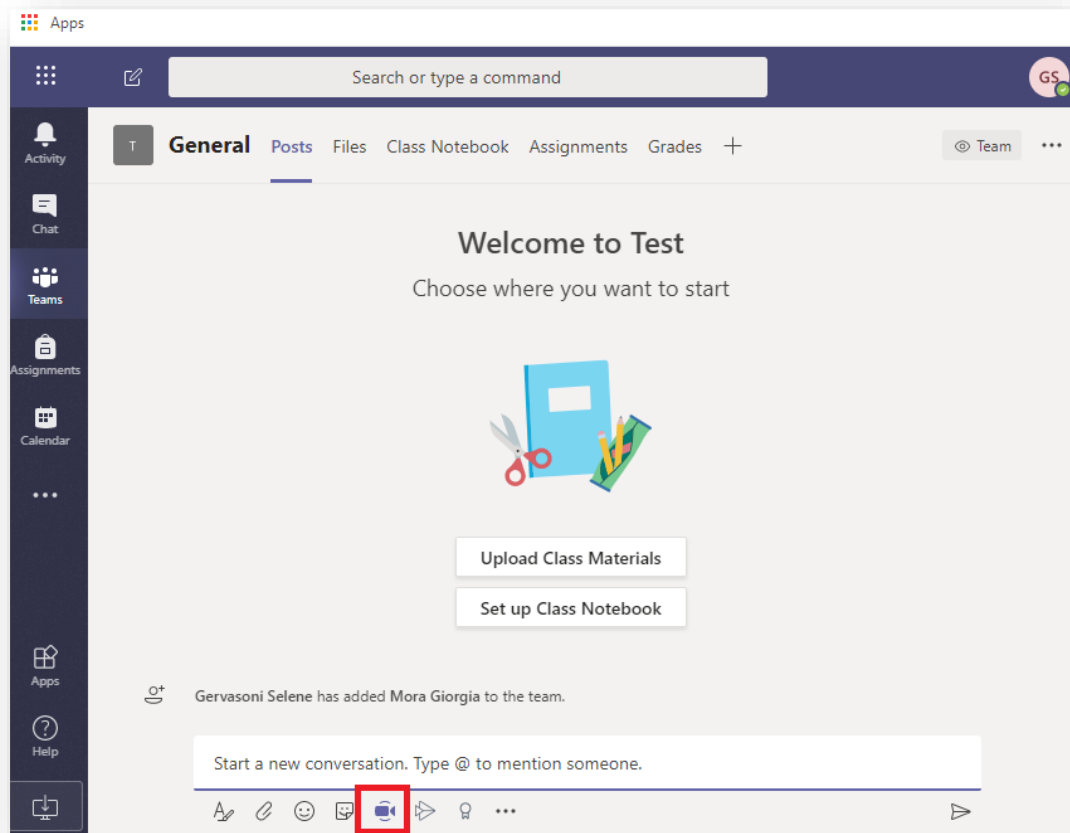
## 7. Organizing your Content

You can upload your Files and can use it later for your Live Sessions, Class Assignment etc.



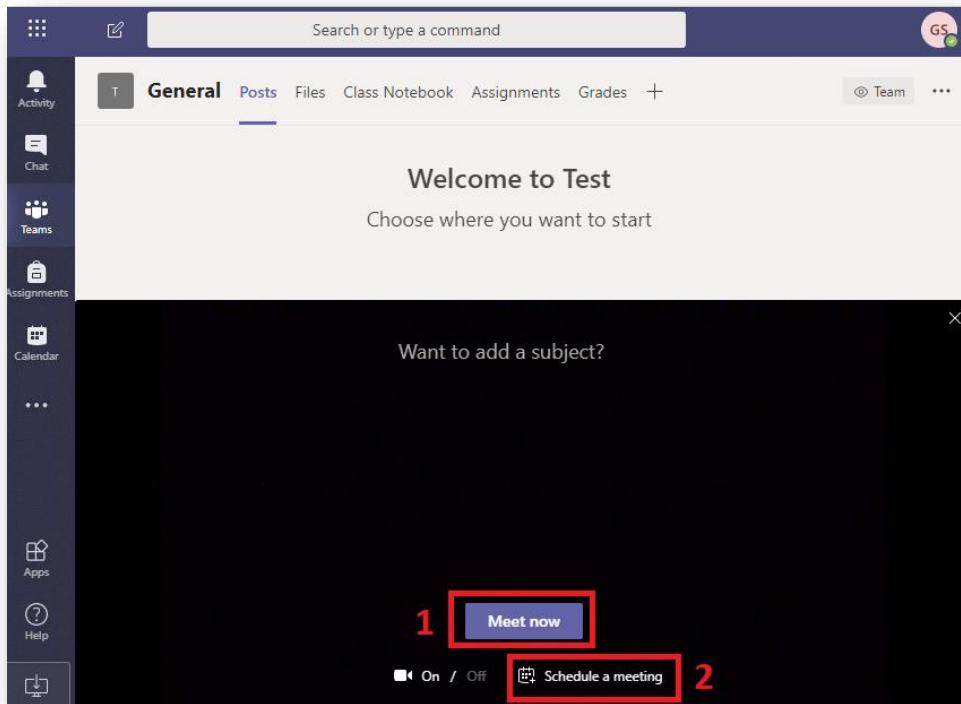
## 8. Create Video Conference

8.1. To create a videoconference lesson (meeting), click on the camera icon:



## 8.2. Start Meeting

You can decide to start it immediately (1) or to schedule it (2):



## 8.3. Schedule Meeting

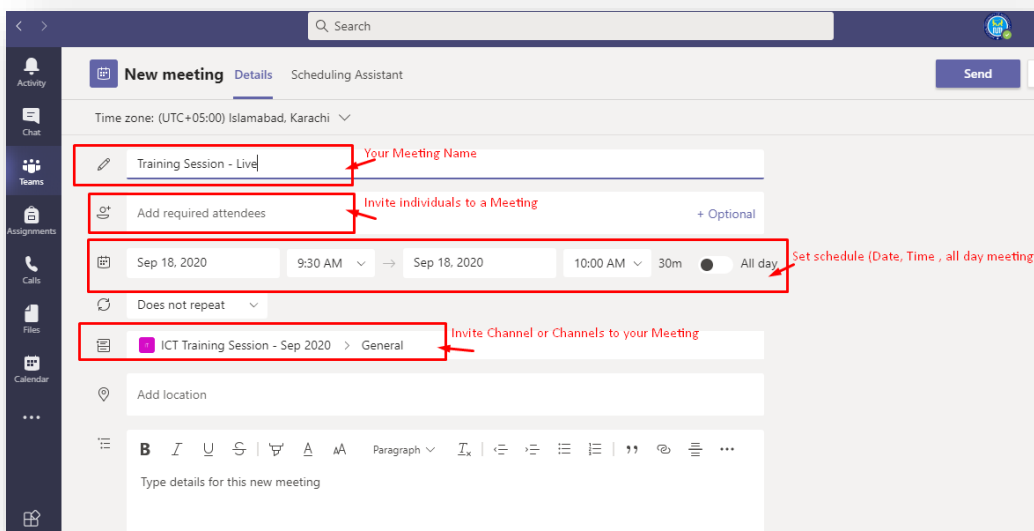
To schedule a meeting, fill in the Form.

## 8.4. Invite individuals to a meeting

Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

## 8.5. Invite a channel to a meeting

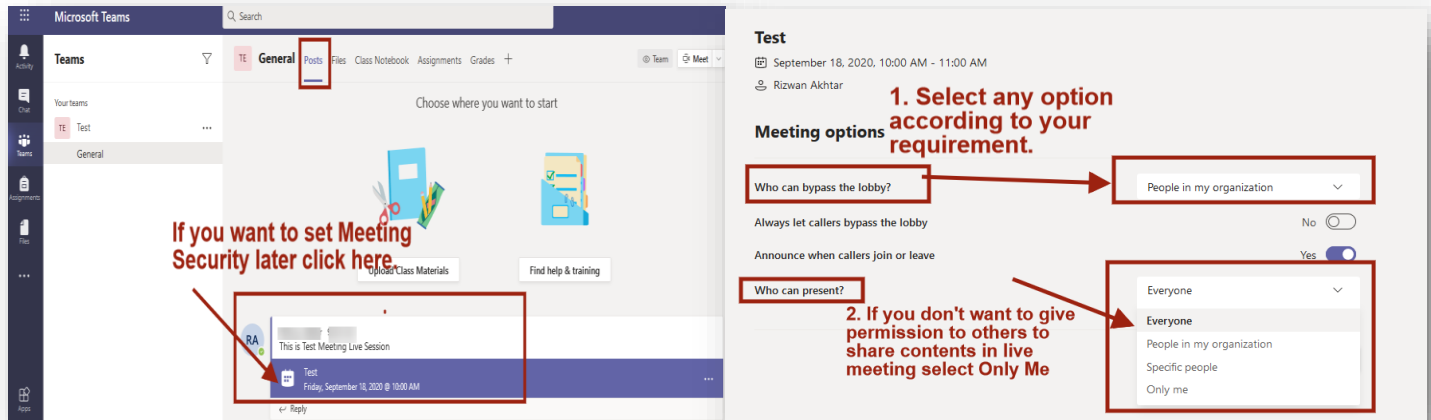
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.





## 8.6. Set Meeting role through Meeting Options

You can set meeting options later after scheduled a meeting.



**1. Select any option according to your requirement.**

**2. If you don't want to give permission to others to share contents in live meeting select Only Me**

If you want to set Meeting Security later click here.

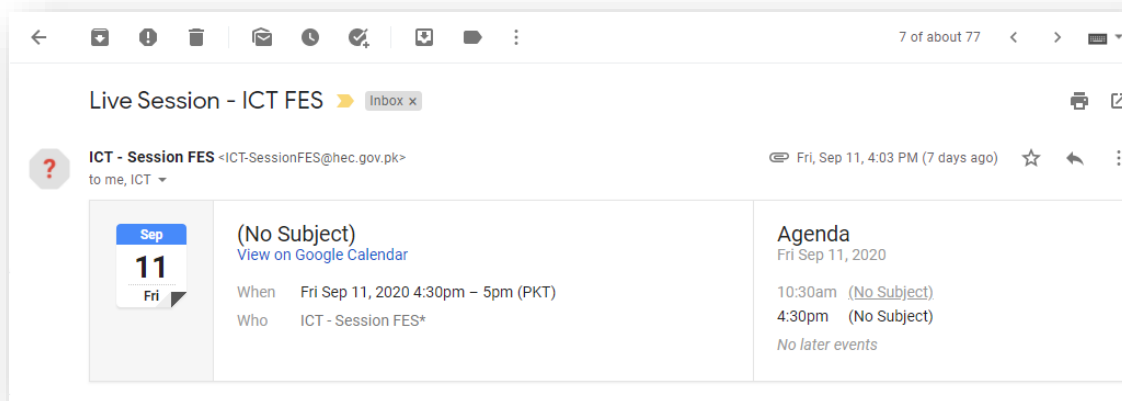
### a. Control who can enter the meeting directly. (Who can bypass the lobby)

Use the virtual meeting lobby so that participants wait to be admitted to the meeting instead of joining immediately.

### b. Control who joins the meeting as a presenter or attendee.

Select **Only Me** to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting. If you expect to have more than one presenter in your meeting, select **Specific people** and pick the other participants who should join as presenters. Select **Everyone** if you want all participants to join the meeting as a presenter.

## 8.7. Participants will receive a notification via email



Live Session - ICT FES

ICT - Session FES <ICT-SessionFES@hec.gov.pk> to me, ICT

**Sep 11 Fri**

(No Subject)  
View on Google Calendar

When Fri Sep 11, 2020 4:30pm – 5pm (PKT)  
Who ICT - Session FES\*

**Agenda**  
Fri Sep 11, 2020

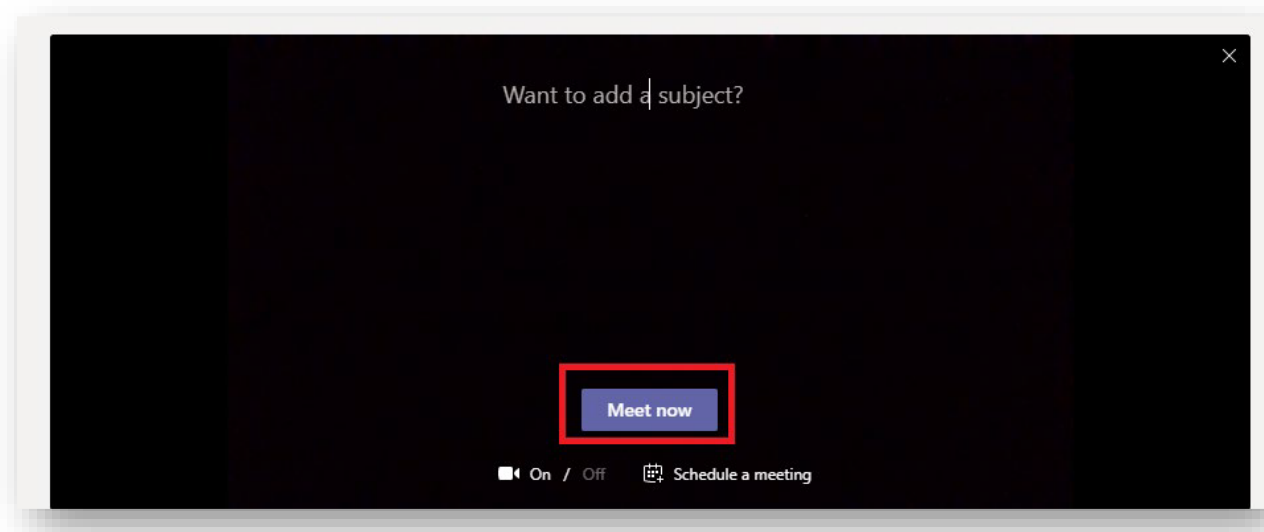
10:30am (No Subject)  
4:30pm (No Subject)  
No later events

## 8.8. Roles in an online meeting

Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	

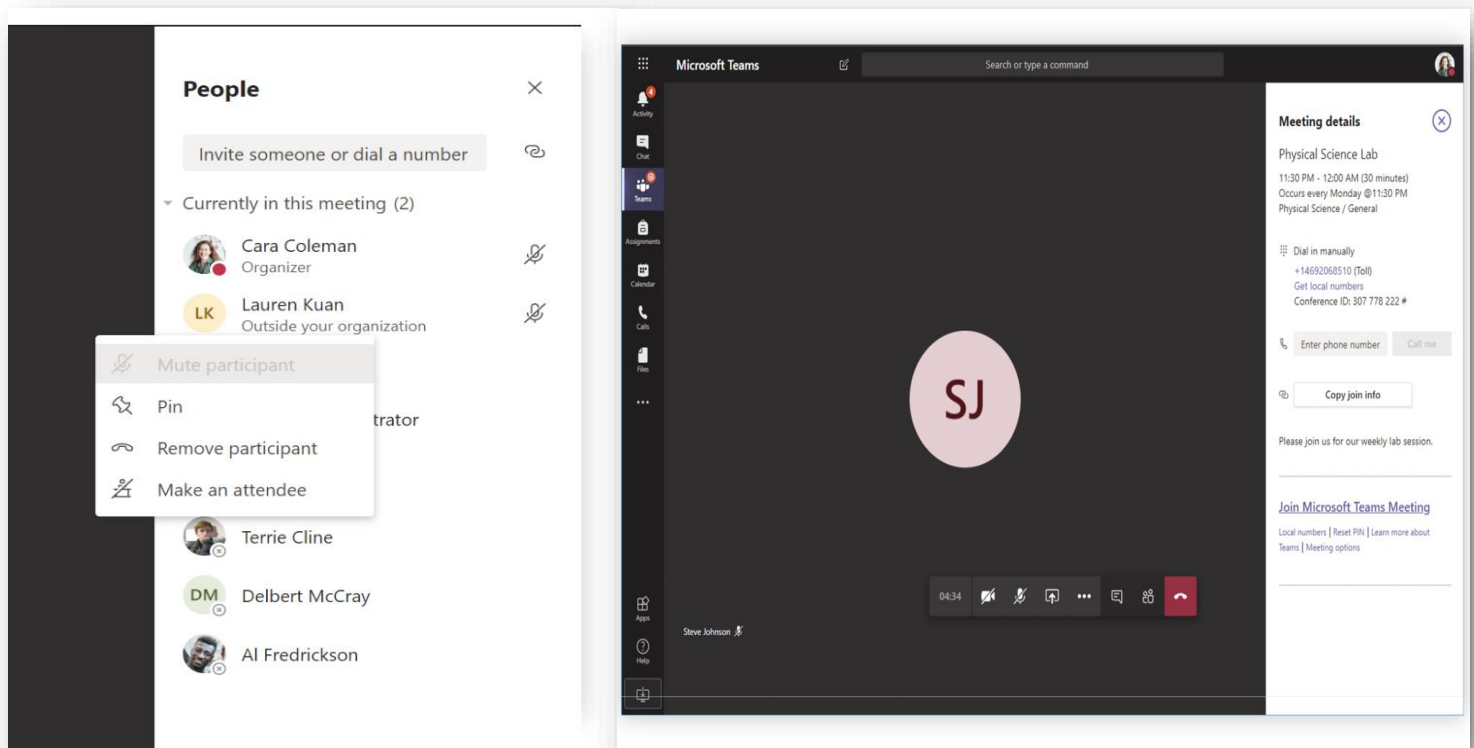
## 8.9. Meet Now

If you click on “Meet now”, the meeting will begin immediately, and participants will be allowed to join the meeting.

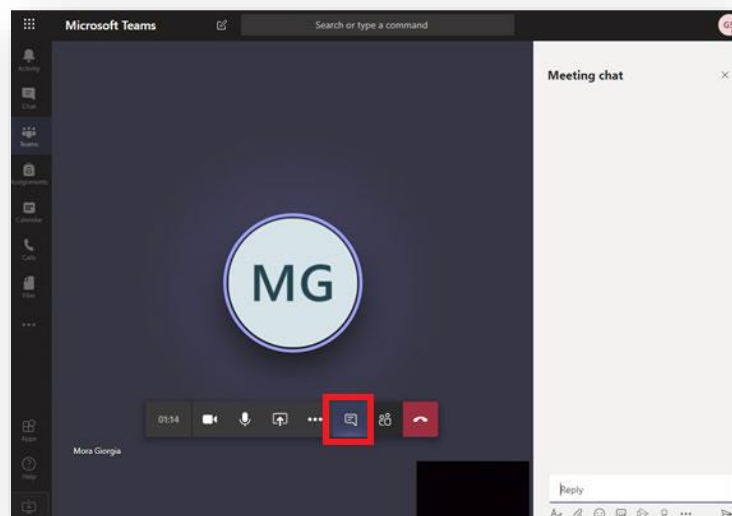


## 8.10. Change roles during a meeting

- a. To change a participant's meeting role, click or tap **Show participants** in your call controls. Right-click on the participant whose role you want to change. Select **Make an attendee** or **Make a presenter**.
- b. To quickly access your Meeting options and change the meeting role settings for both current participants and anyone joining your meeting in the future, click or tap **More actions** in your call controls, then **Show meeting details**. You can find the link to your **Meeting options** near the join link for the meeting

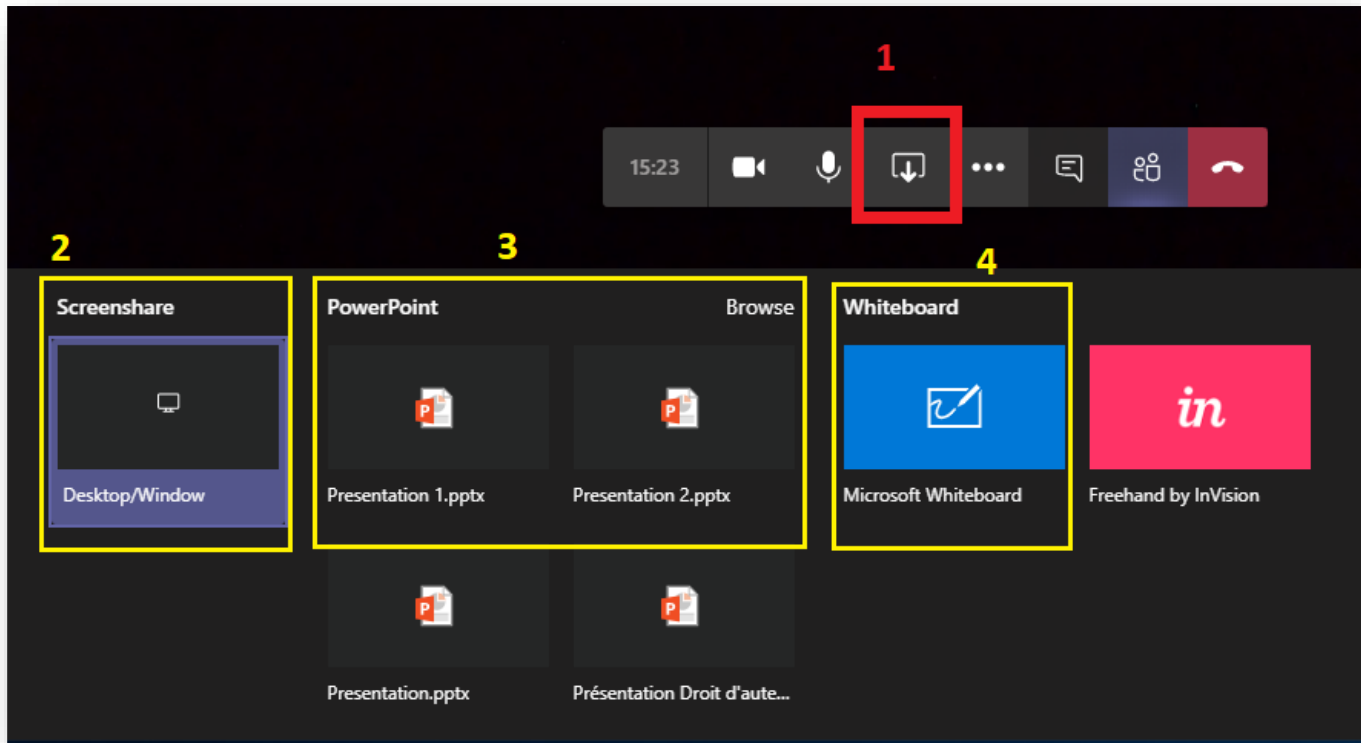


## 8.11. By clicking on the message icon, you can chat with all participants:



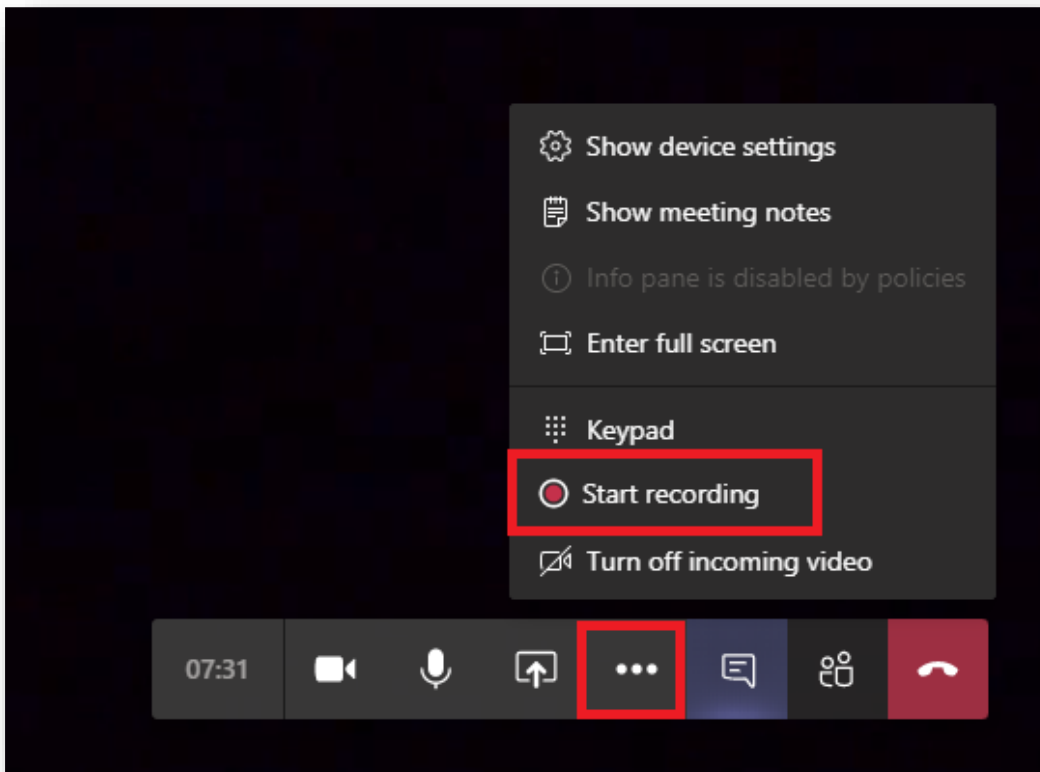
### 8.12. During the meeting, if you click on the screen icon (1), you can share:

- a. the screen of your PC (2)
- b. PowerPoint presentation (3)
- c. collaborative whiteboard (4)

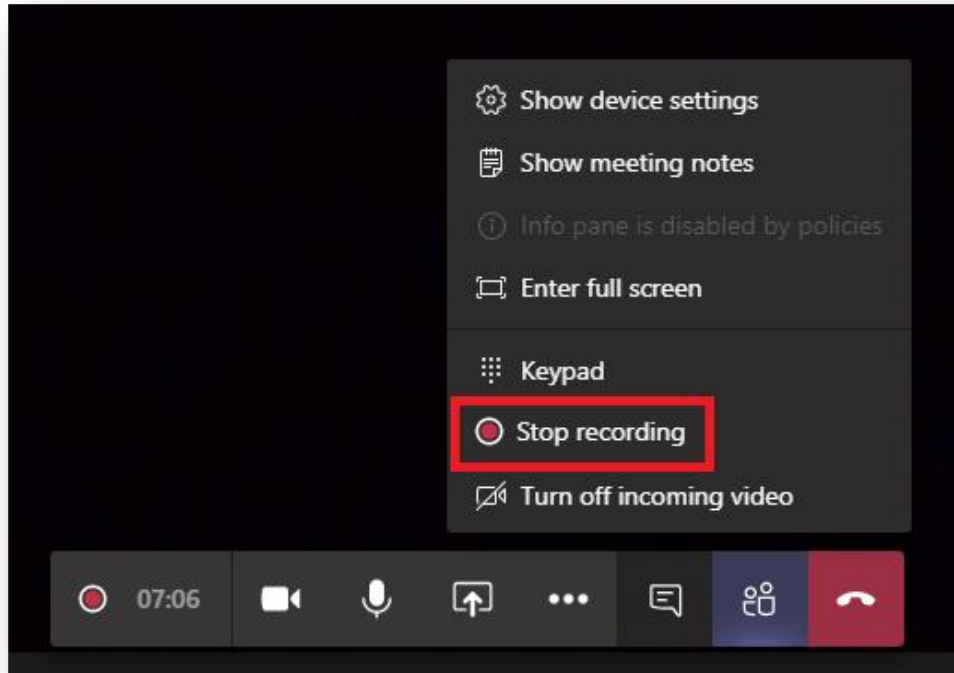


### 8.13. Record the meeting

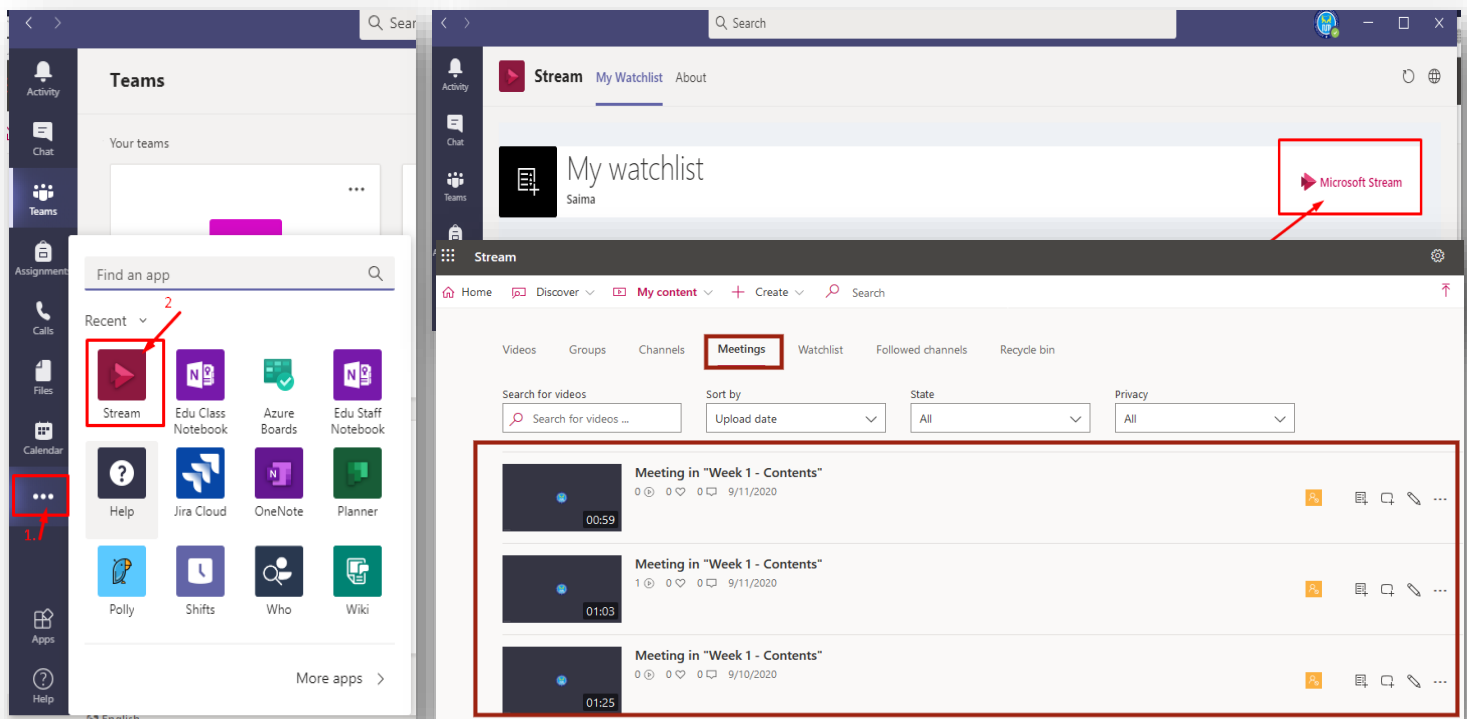
- a. To record the meeting, click on the three dots, then on “Start recording”.



b. To stop recording, click on the three dots, then on “Stop recording”:



8.14. The recording will be **automatically uploaded** on your Stream account (integrated in Office 365 – HEC Cloud). You will receive an email notification with the link after the meeting has ended. The recording can be shared with other users or download in mp4 format.



## 8.15. The meeting recording will be also available in Teams

