MICROSOFT TEAMS

A step by step guide for Setting Up online class/meeting

THE GUIDE WILL INCLUDE

- ☐ **Accessing www.office.com website**

- ☐ **Accessing Outlook for New Group Creation**

- ☐ **Joining or Creating a New Team**

- ☐ **Using Calender for Live Event**

- ☐ **Downloading Event Reports**

MICROSOFT TEAMS AT A GLANCE

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.
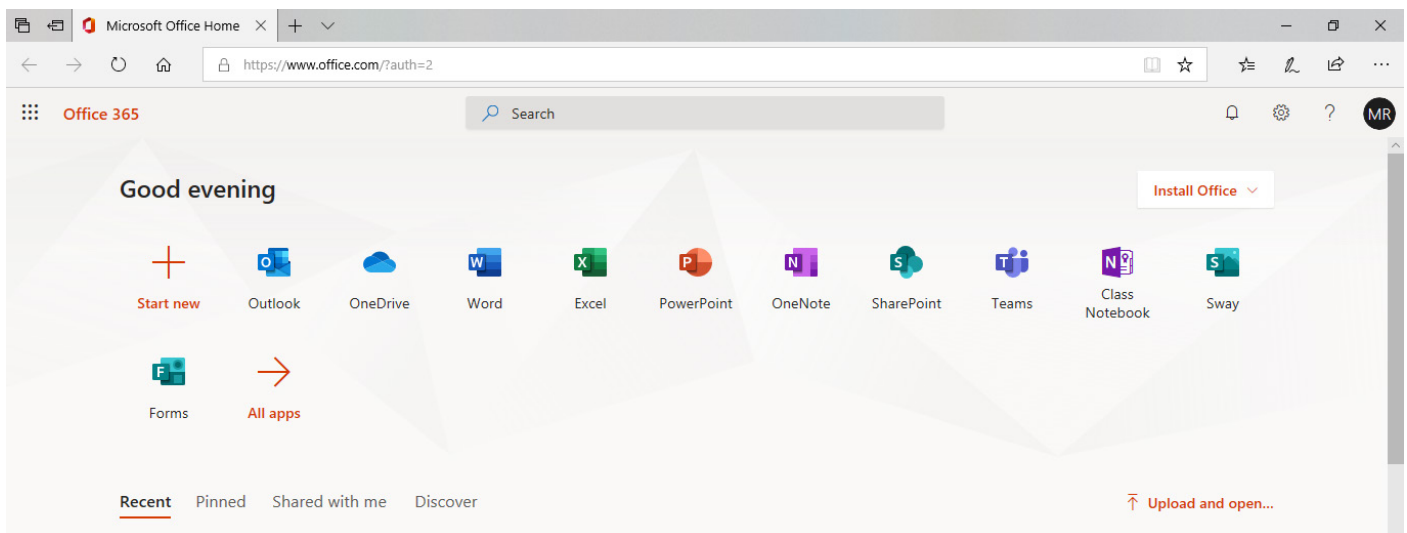
NETWORK AND TELECOMMUNICATION CENTER (NTC)
MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

LOGIN MICROSOFT OFFICE WEBSITE

Click on "Microsoft Edge" or "Chrome" browser icon and type www.office.com to open MS Office website. Enter the credential provided by NTC department (MUST officila email and Password) to login.
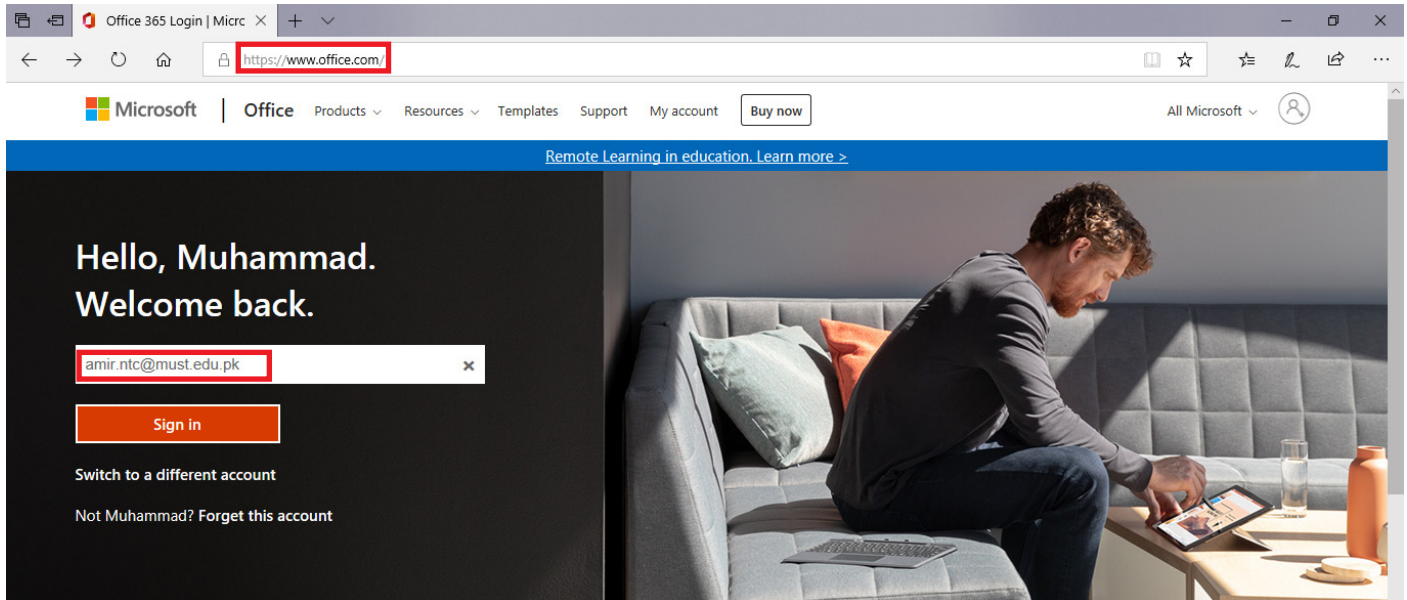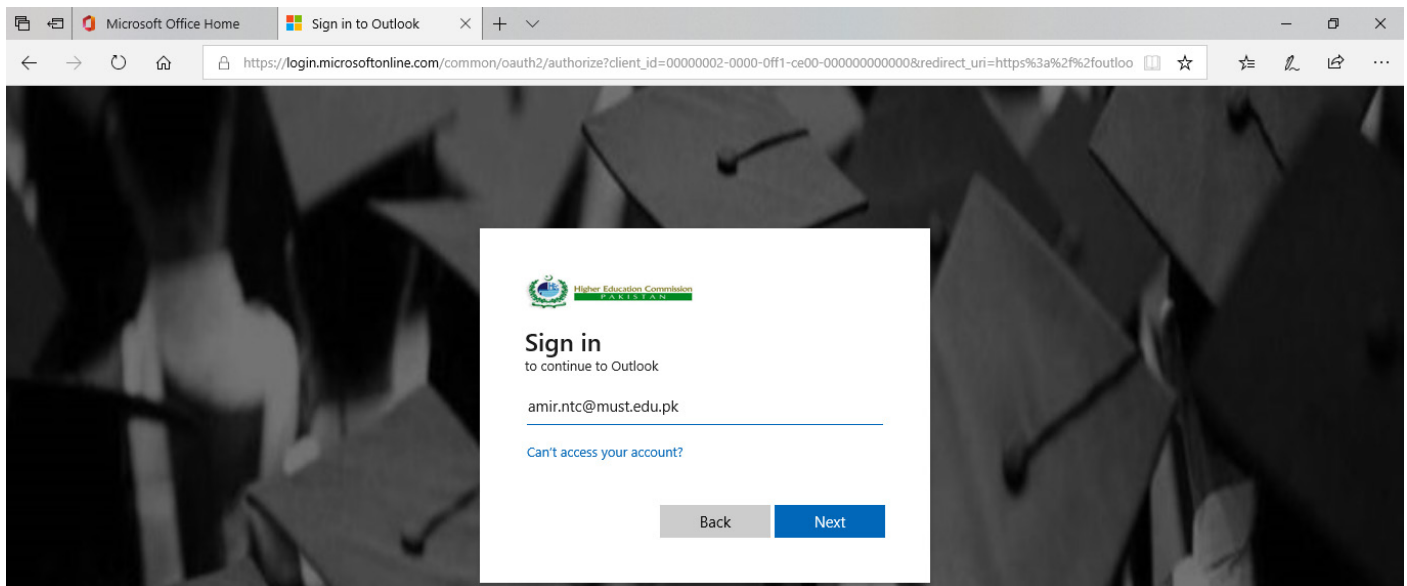

If you entered right credentials, it will show you your Microsoft Office 365 dashboard.

OUTLOOK FOR NEW GROUP CREATION

Click on "Outlook" in your Microsoft Office 365 dashboard and it will open another web page. Enter your credentials again to sign in your outlook inbox.
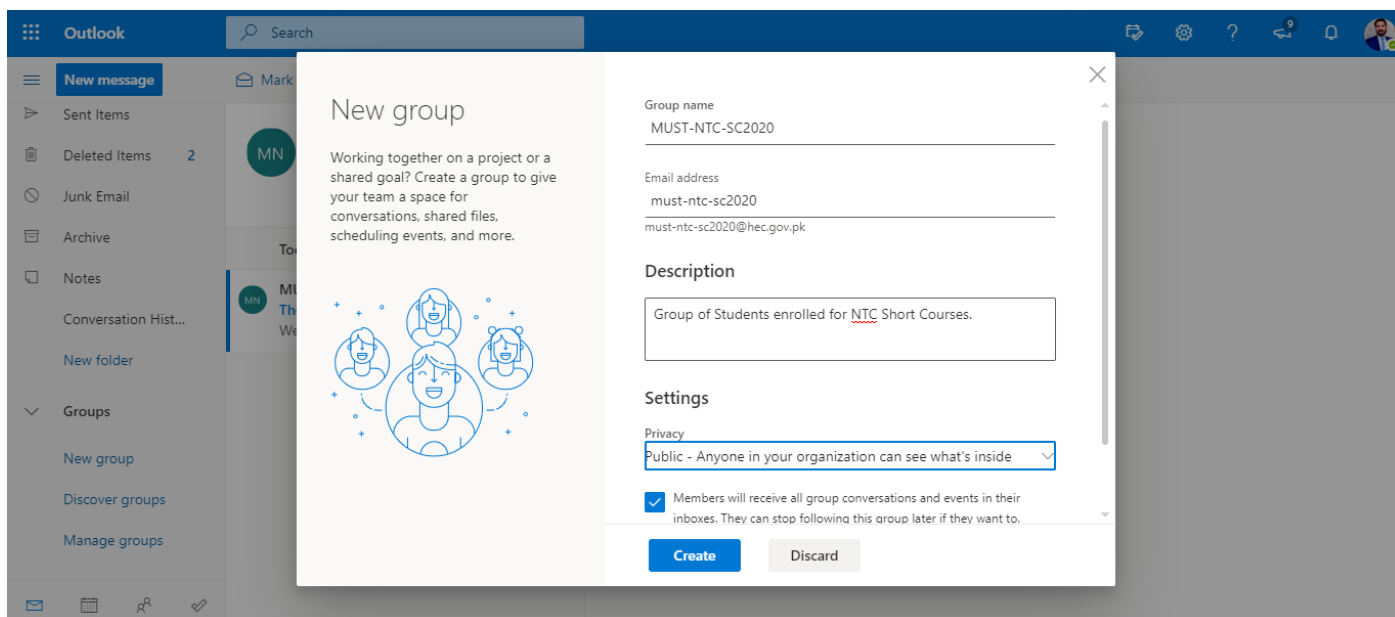

If you entered right credentials, it will show you your outlook email personal page. In the right side of the page, scroll down and you will find "New Group" Menu.
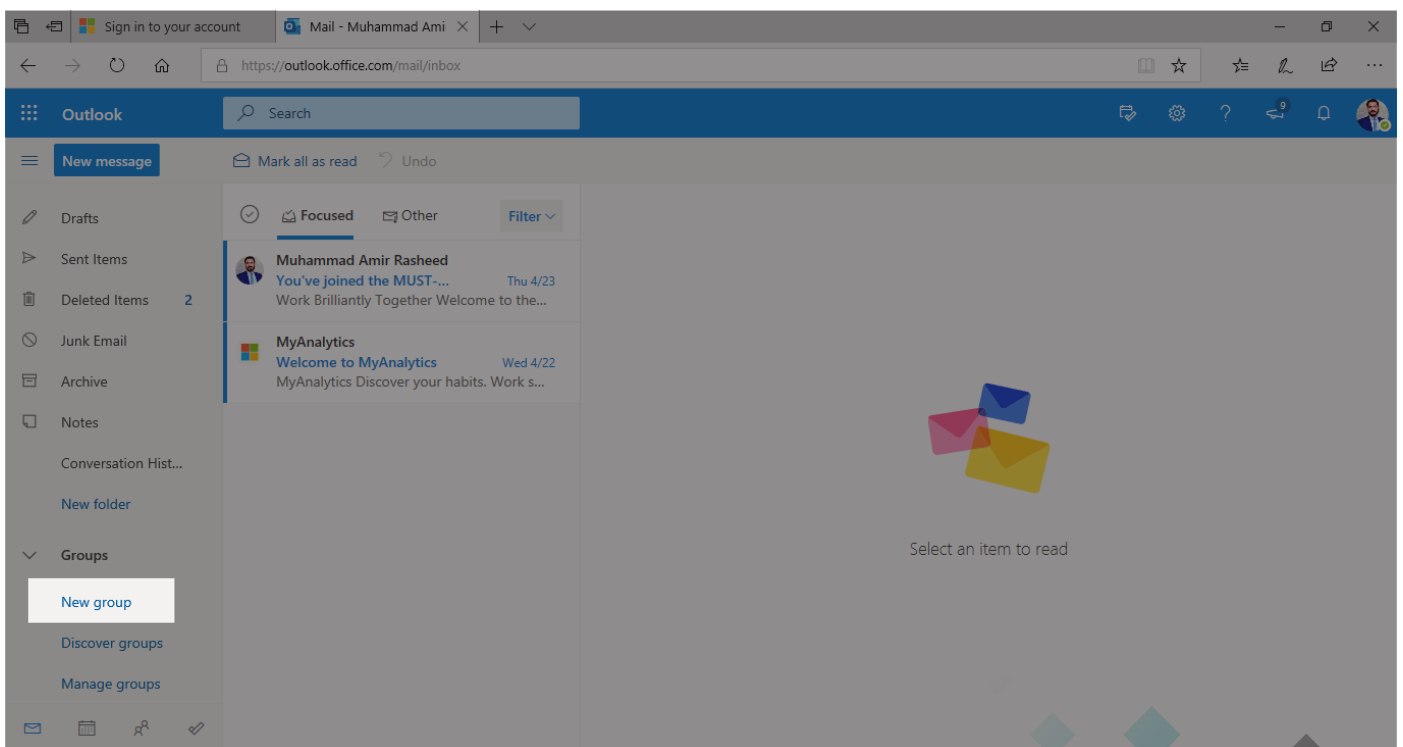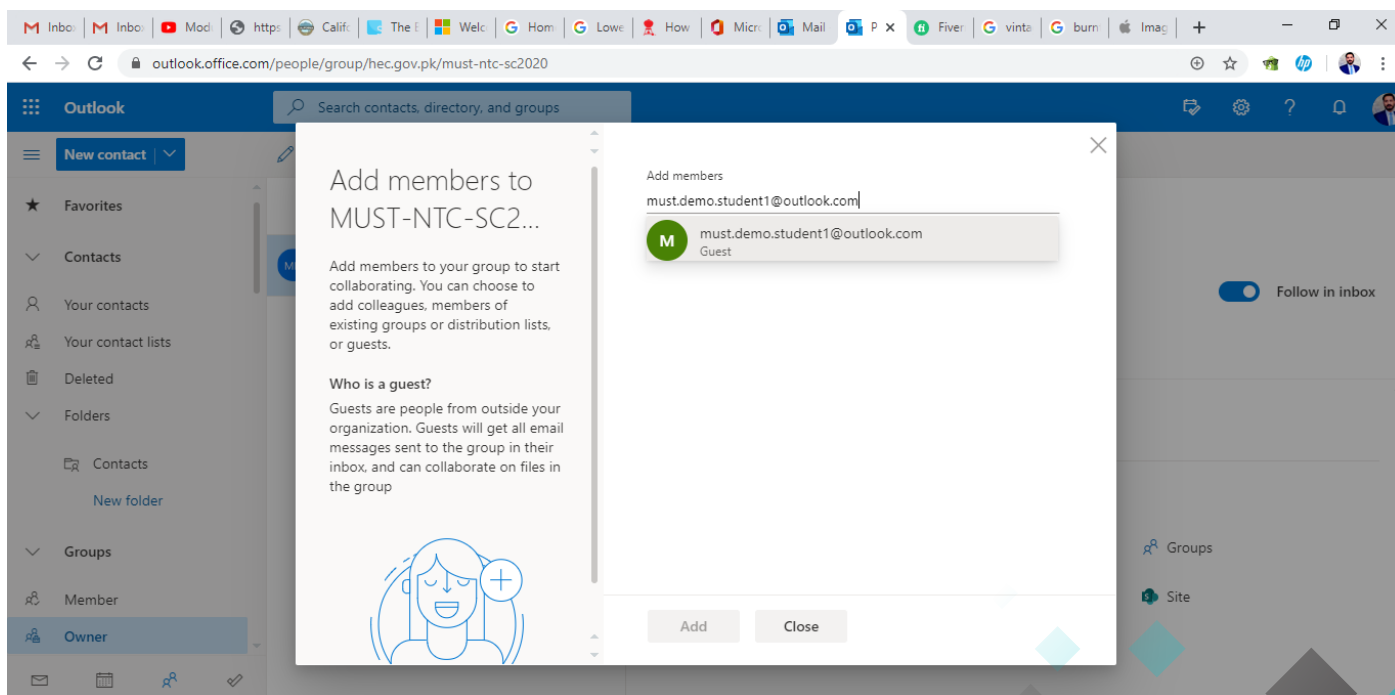
Provide your group details here. It is recommended to use "MUST" in start of the group name so that it can be searched or organized later in HEC domain. Since, we are working under HEC domain, therefore, we have to select Public in Setting Privacy field.
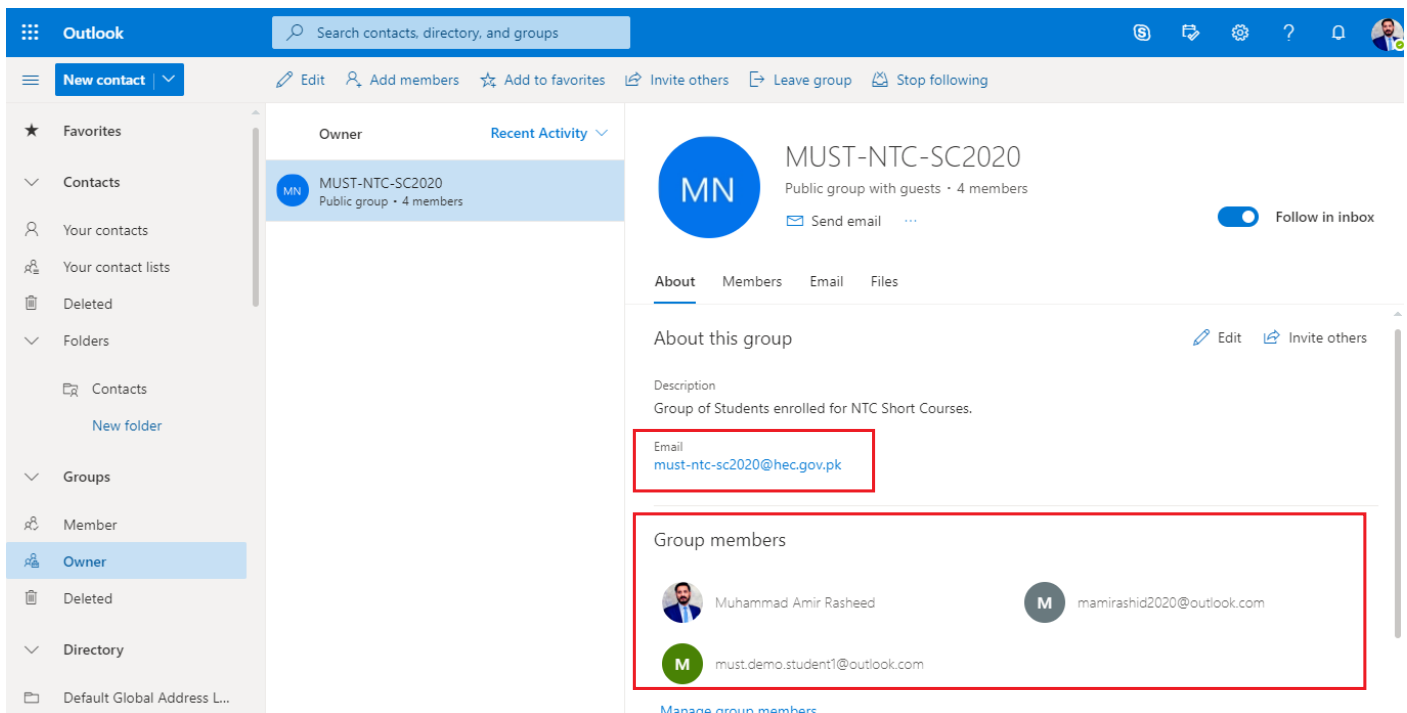

The group email address (like must.ntc-sc2020@hec.gov.pk) can be used to send email to all the members/students of the group you are going to add in the group. Now add members/students in the group by adding their email addresses or you can add later.

All members of the group will receive an email from the group email addess (must-ntc-sc2020@hec.gov.pk) that you have been added as a member in the group.

Note: Inform your students that keep checking their emails for all kind of class updates.

CREATE A NEW CLASSROOM USING MICROSOFT TEAMS

For teachers, MS Teams application must be installed on their laptops. In your MS Office dashboard, click on Teams and there is a link to download the application.

Click here to download MS Teams Application
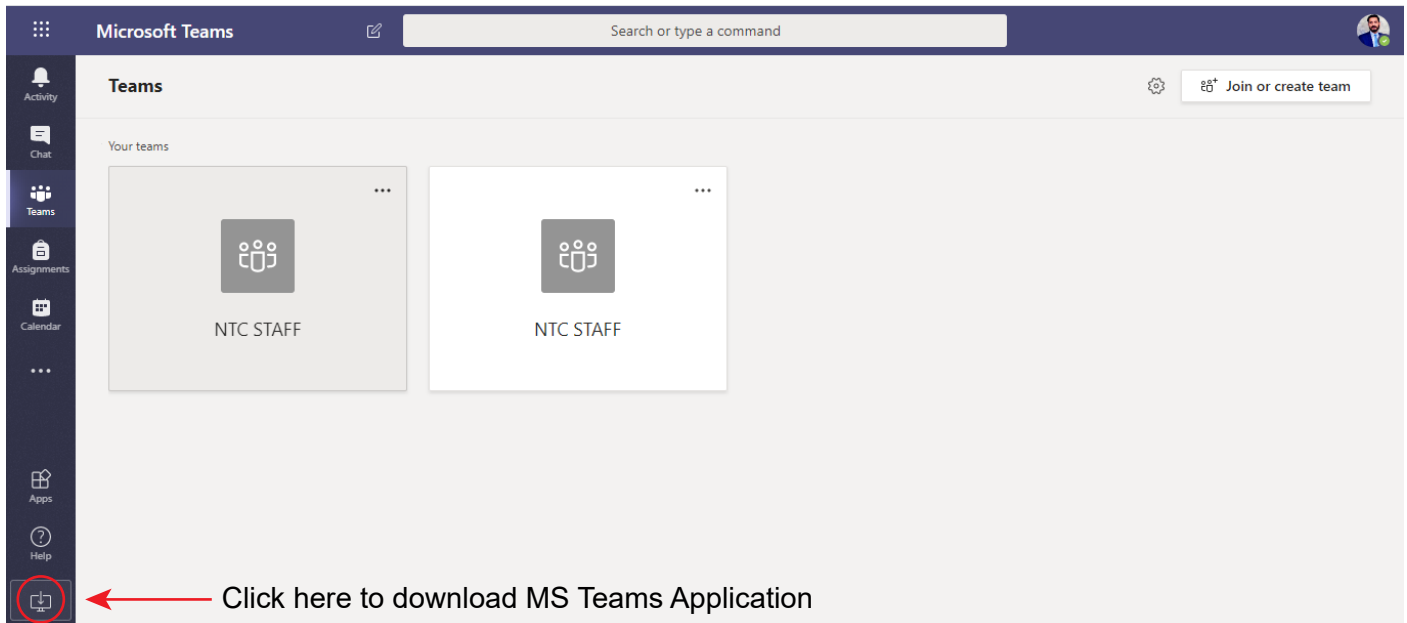
Once the application is downloaded, login with your MUST, Mirpur official email address e.g. amir.ntc@must.edu.pk and enter your password provided by HEC.

Enter your work, school, or Microsoft account

amir.ntc@must.edu.pk

Next

Learn more

Click on "Teams" once you are logged in on the MS teams Application. Click on "Create team" button to create a new Team.
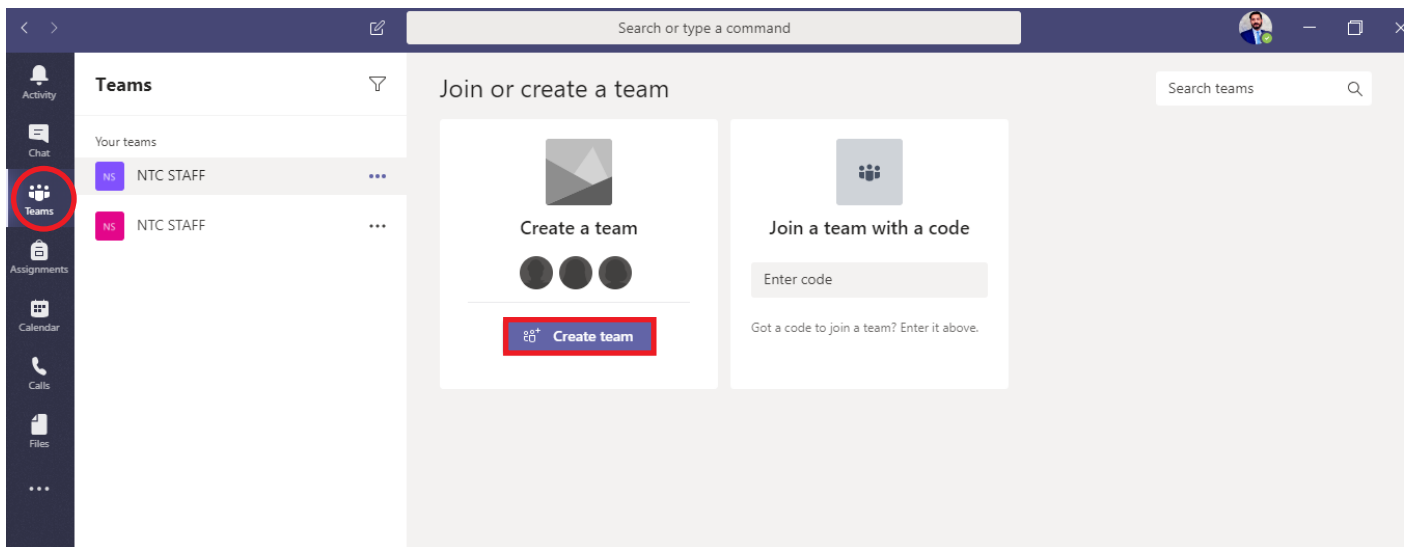
Next, select a team type. You can create a Class, a Professional Learning Community team, A Staff team, or Other teams depending on your requirements. For online classes, we must select the option "Class".
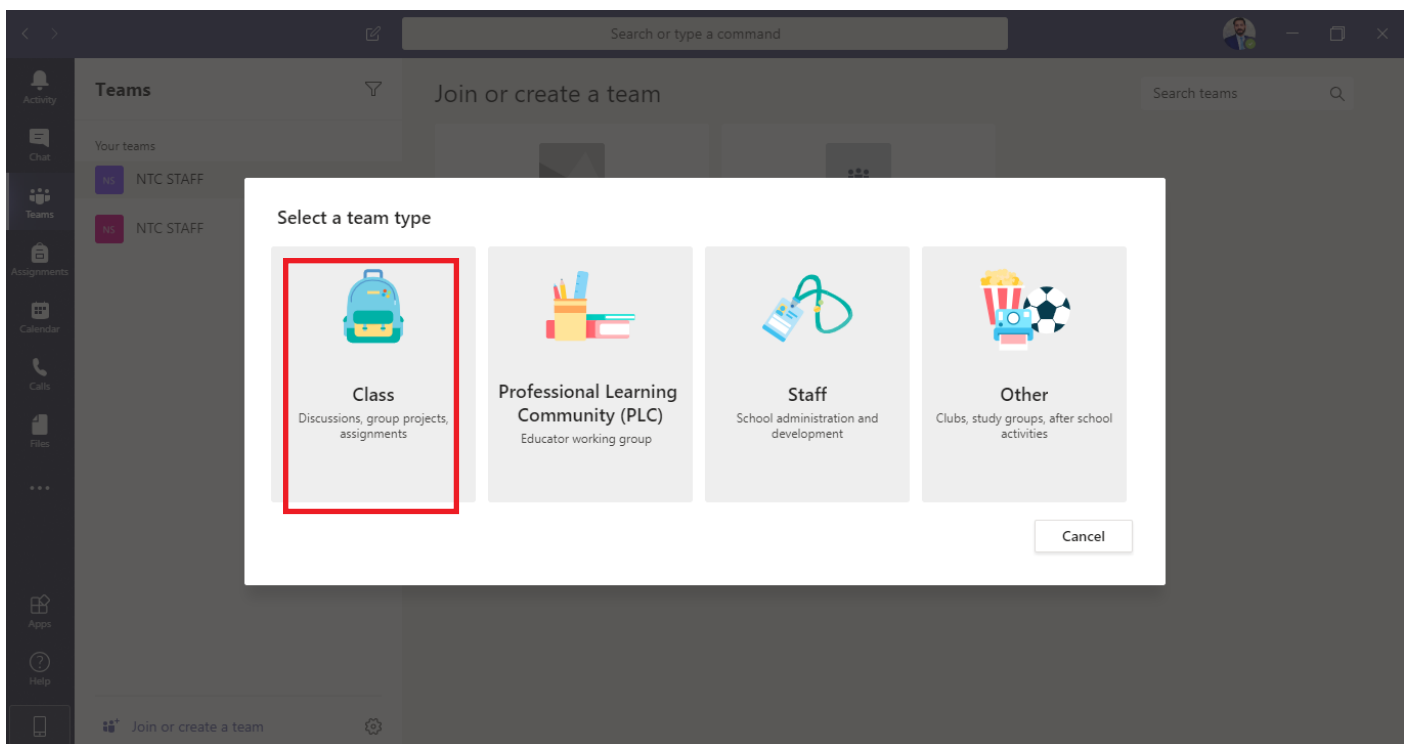
Write a meaningful name of your class team with short description.
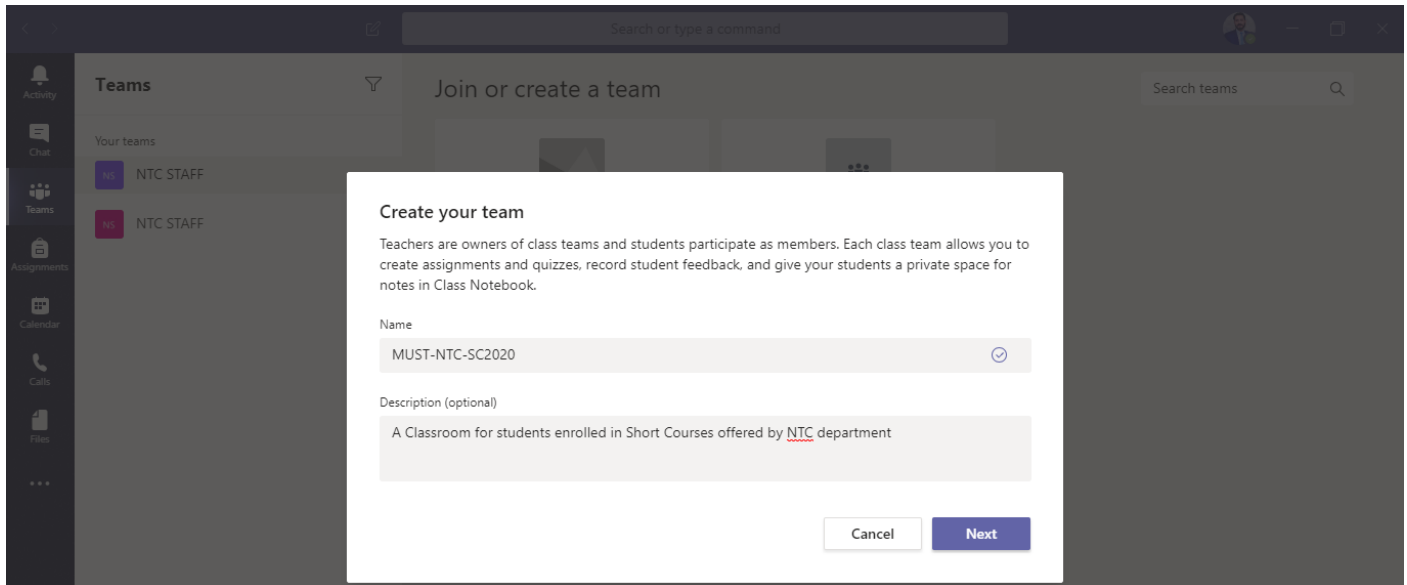
Here you can add students as members of a class team by typing their email addresses one by one, but it is highly recommended to add students as a group that has been created in MS Outlook. You can add students later by clicking more options (...) available with class team name.
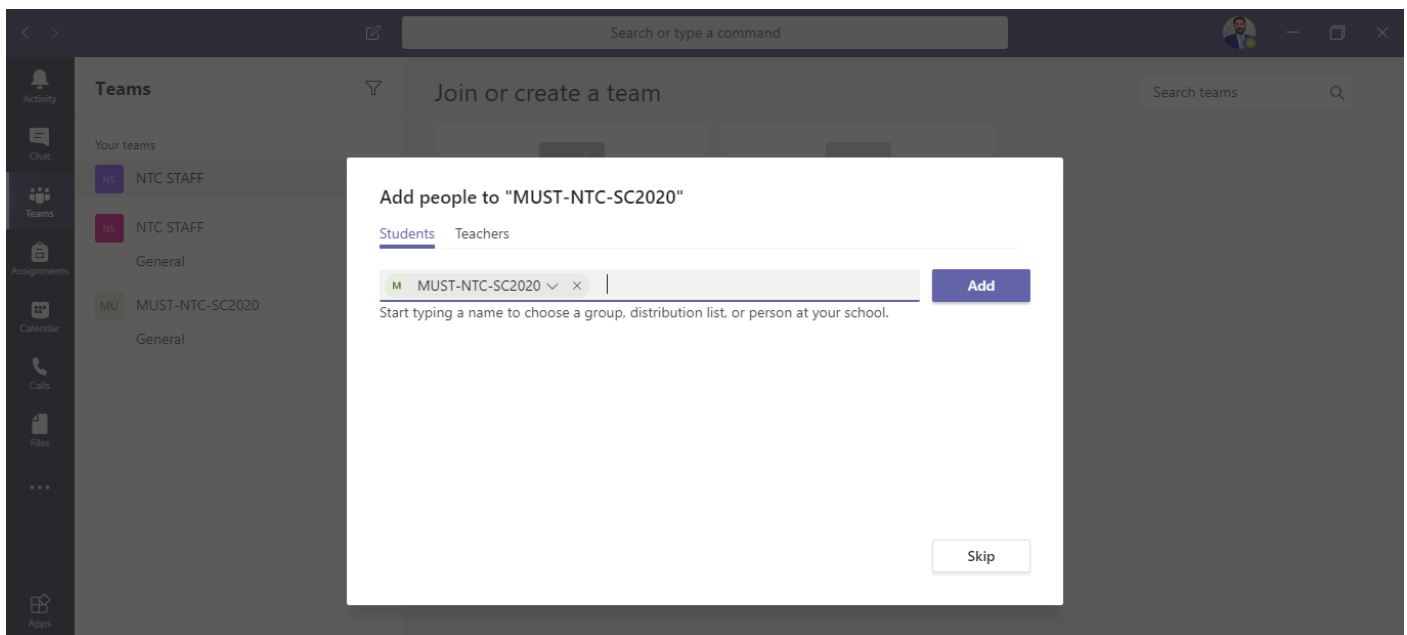
In a class team you can add different channels. Channel could be a subject, a topic, or a discipline it's up to a teacher. General is a default channel available for each newly created team.
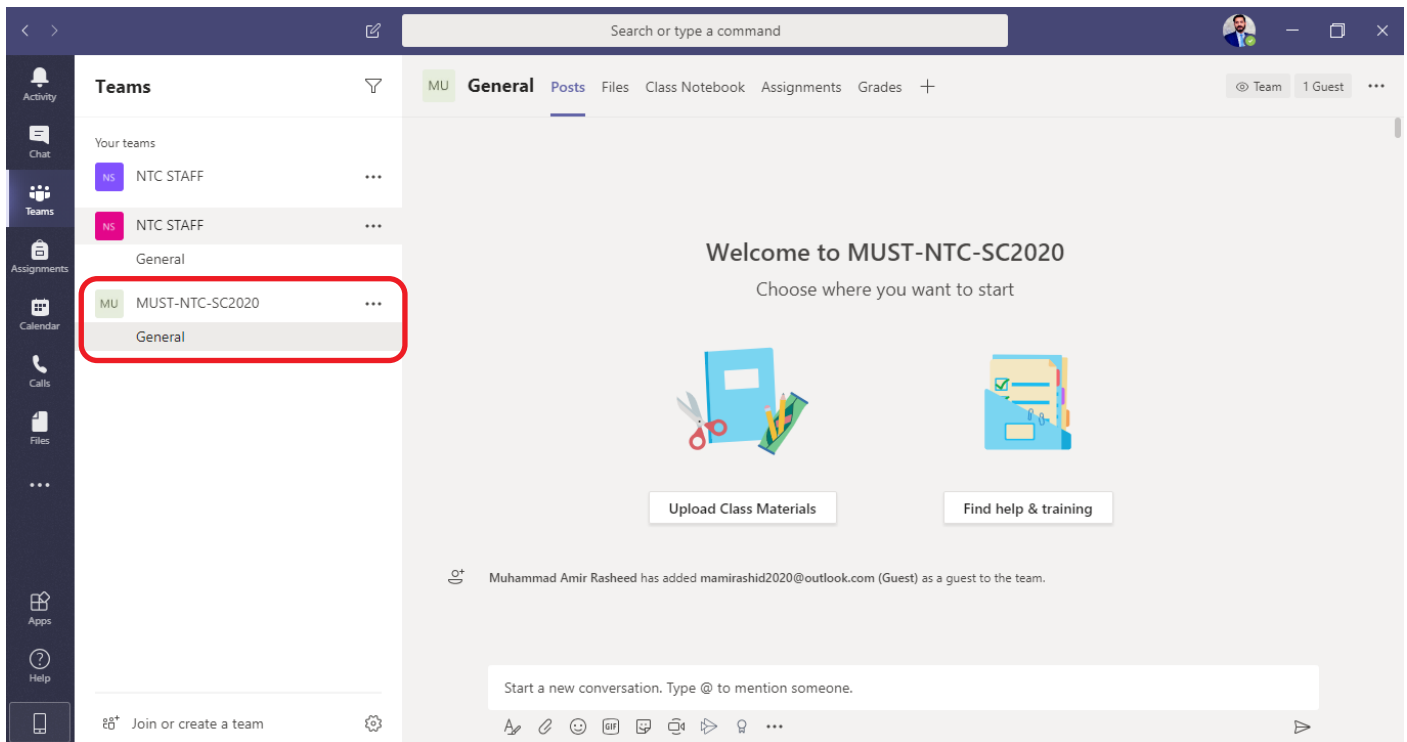
In a class team under General Channel, you can see there are few facilities available as tabs for team members. Facilities like Posts, Files, Class Notebook, Assignment, Grade. You can add a new tab like excel sheet or a PowerPoint presentation available for your class students.

CREATING A LIVE EVENT BY USING CALENDAR APPLICATION

Since you have created your class team, its time to create a live event to take online class. Click on Calendar application in MS teams and on right corner click on the small arrow next to New meeting button and then click on live event.
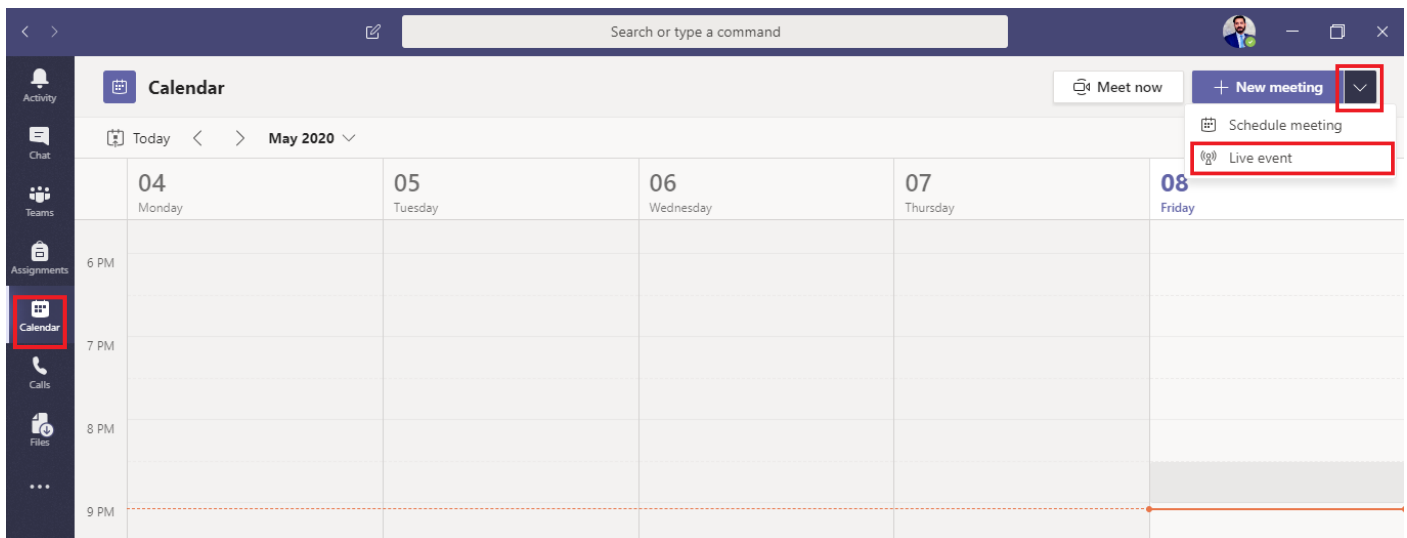
In the next window, you need to enter details of the lecture you want to deliver live. Details like Name of the lecture, date, start and end time etc.
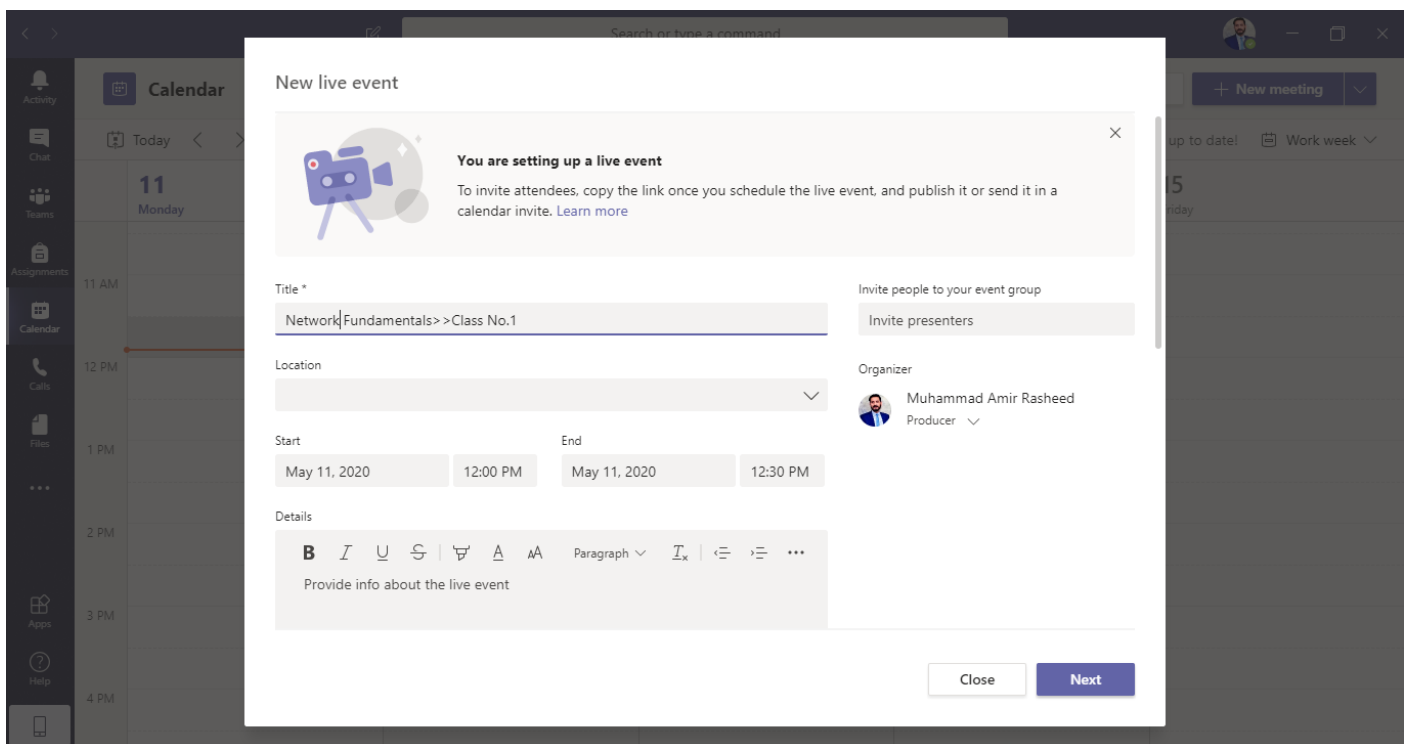
In the next window set the live event permissions. Select People and groups and add name of the outlook group in "Give permission to" field.
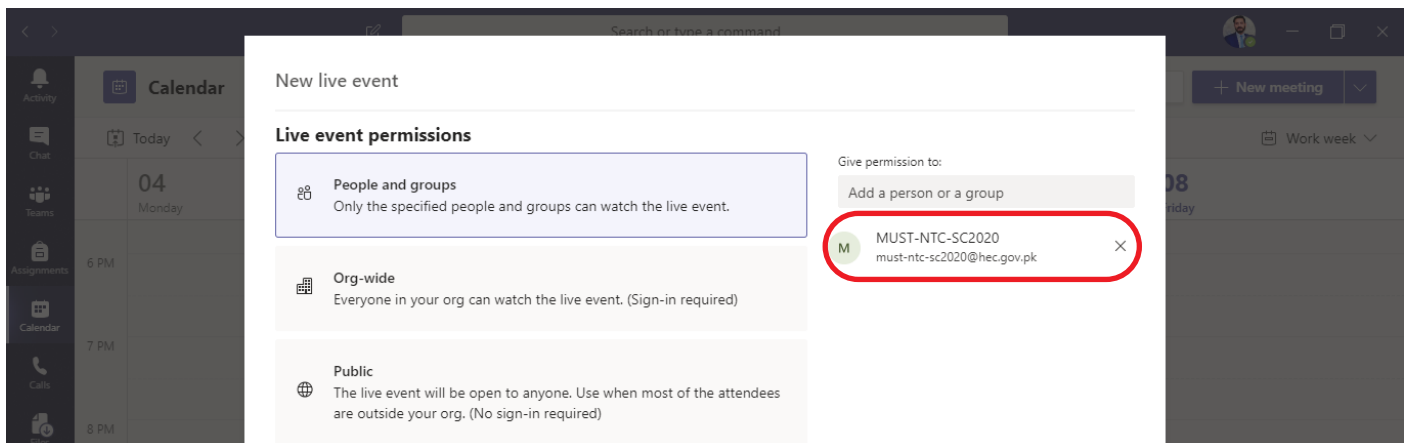
In the same window scroll down and there you will find a heading "How you will produce your live event?" Teams option is already selected, you just select the sub options under Teams like "Recording available for attendees, Caption, Attendees engagement report, and Q&A and click on Schedule button.
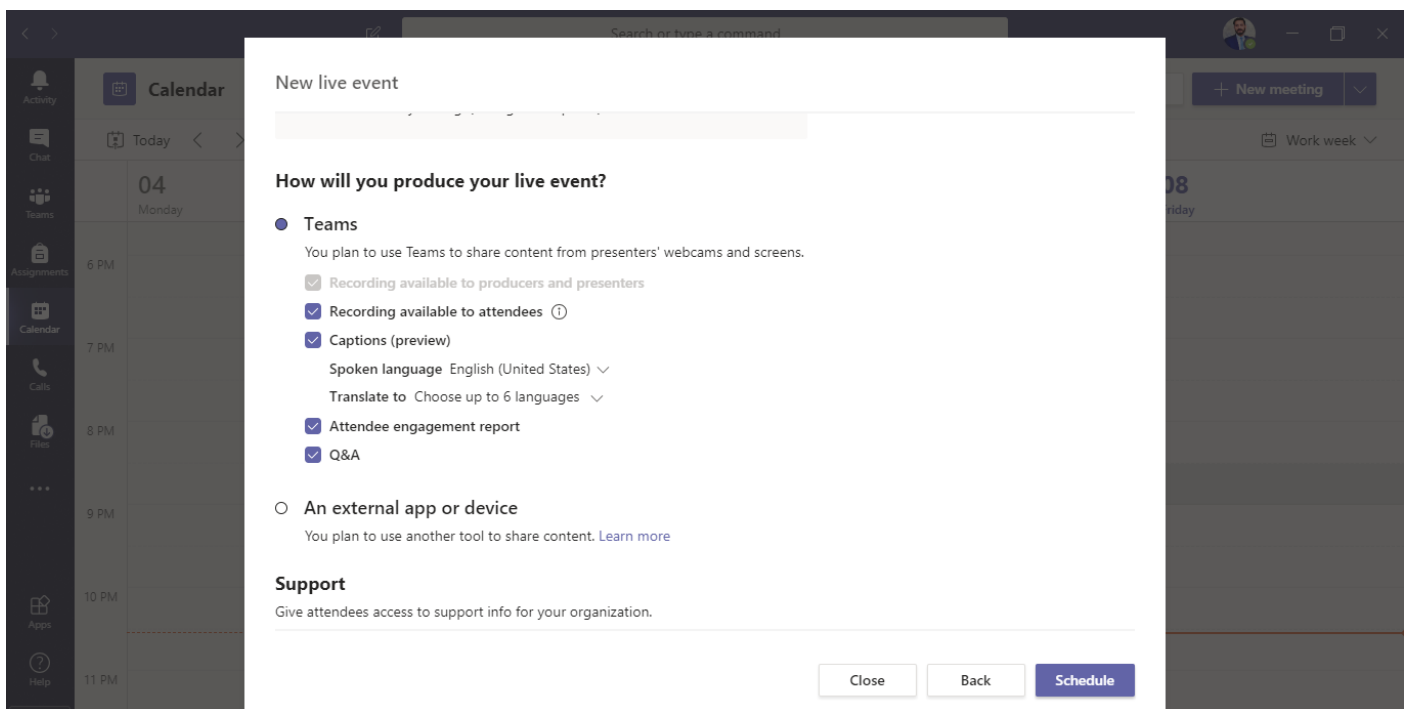
Click on "Get attendee link". It will copy the attendee invitation link to clipboard and close the window. All members of the group can join the event you just send them an invitation email on the outlook group like "must-ntc-sc2020@hec.gov.pk" and share the "copied clipboad link" in the email.
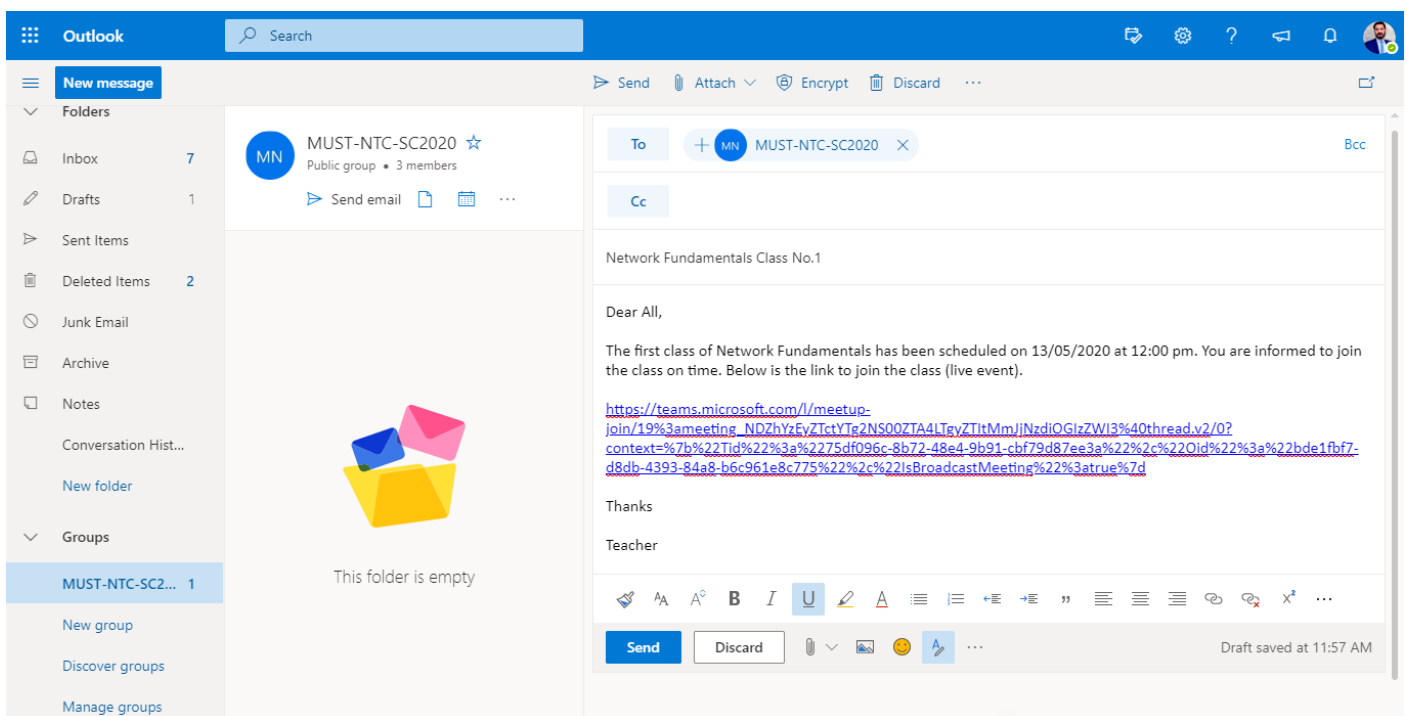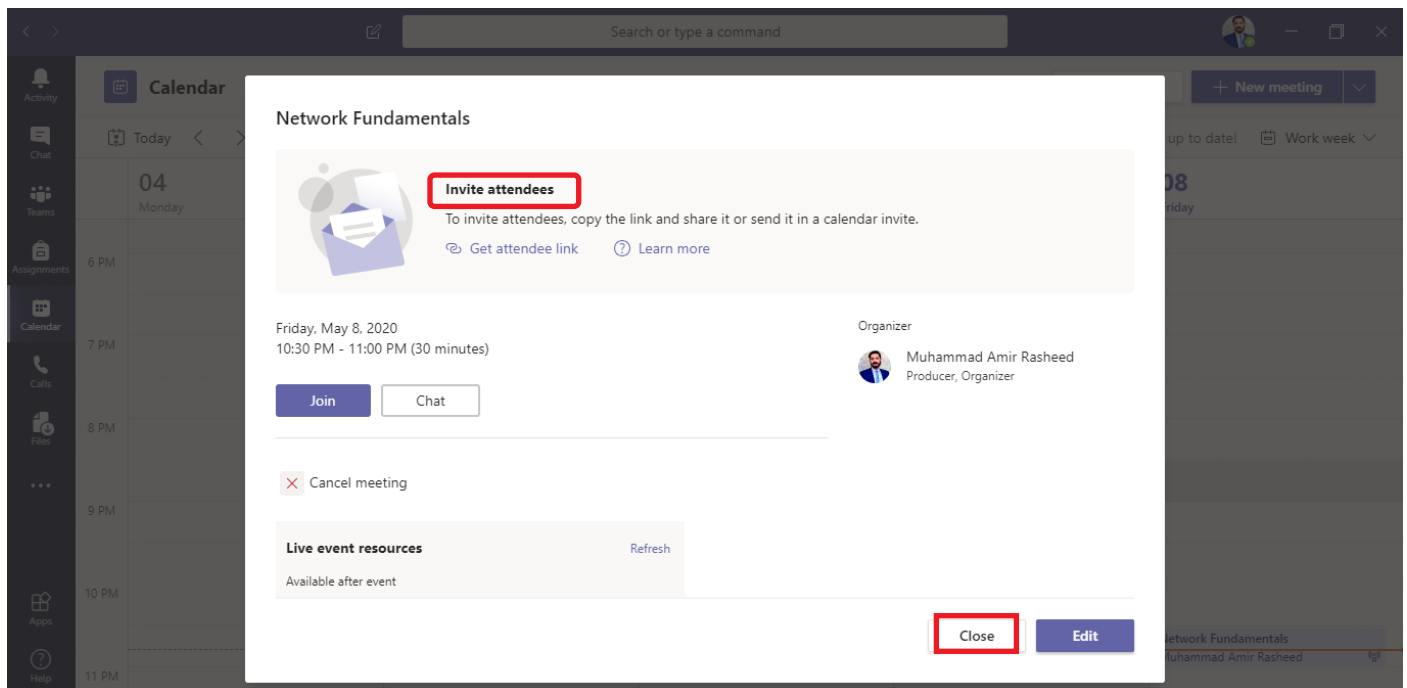
Try to Join the even on time .Click on the event available on the Calendar and click on join.
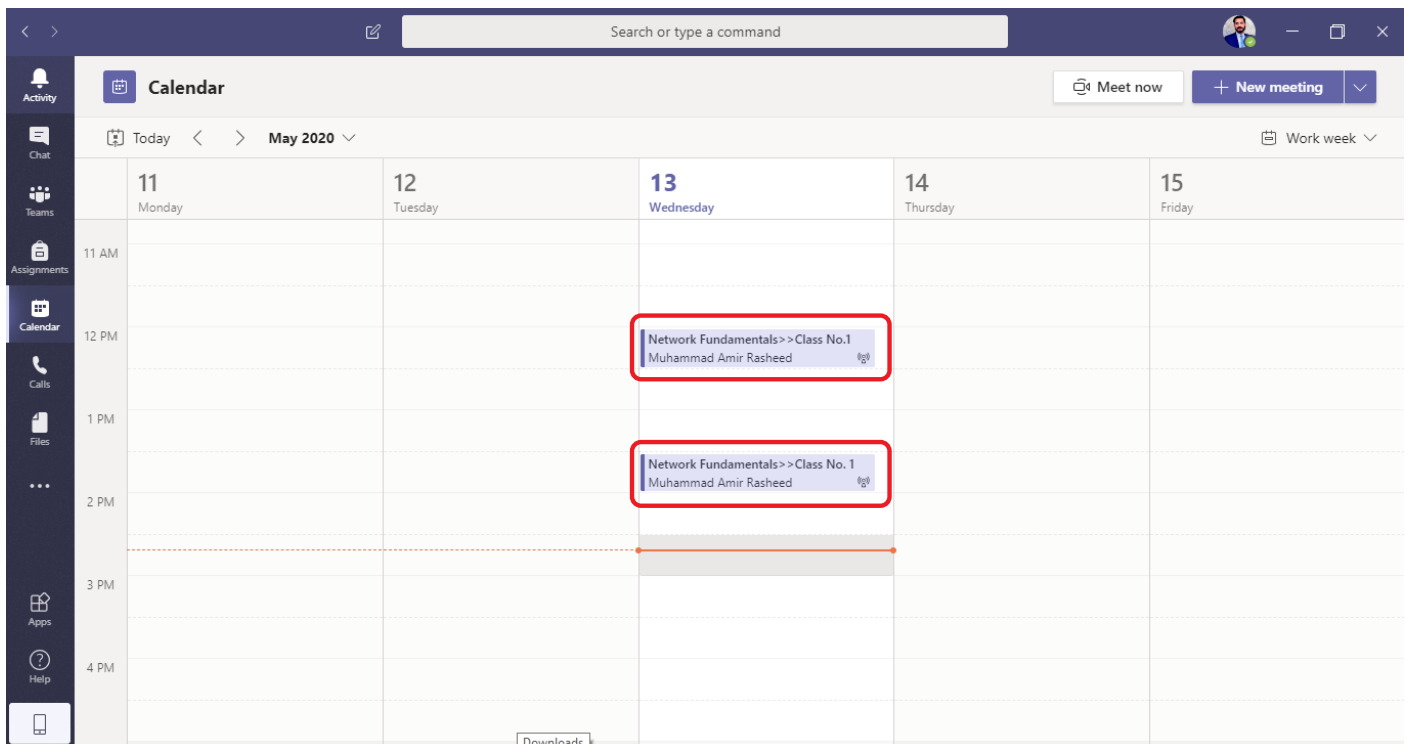
Next it will display your video with Join now button and some contols. Controls like switch video on/off, mic on/off, and PC Mic and Speakers settings. Click on Join now to move next.
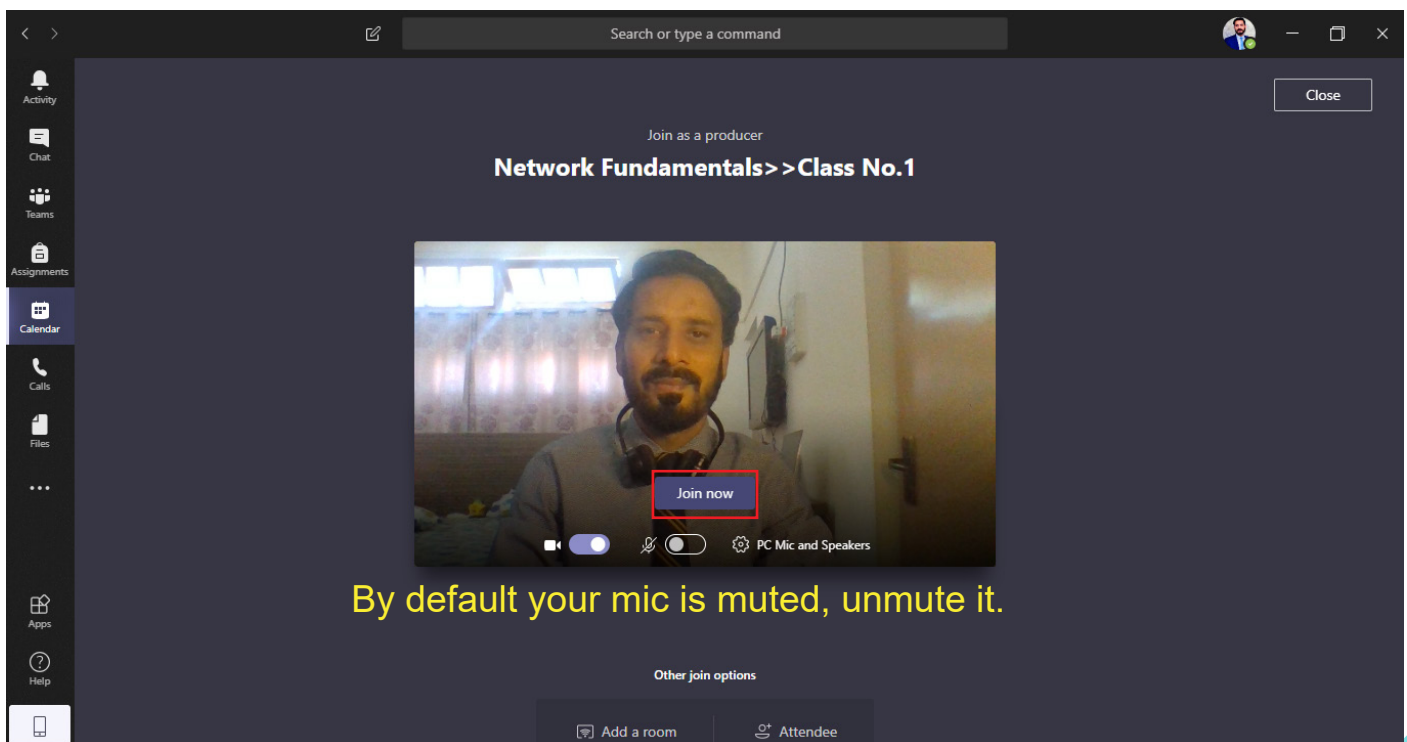
Once the "Join now" button clicked, it will show you the following window. I marked the window with three sections. The Section No.1 shows your video and contents (Desktop, presentation etc.) that you want to share with your students. The Section No. 2 shows your Queue. Queue of your video or conents from below selction that you are going to send live. Double click item from the Section No.1 to add it in the Section No.2.
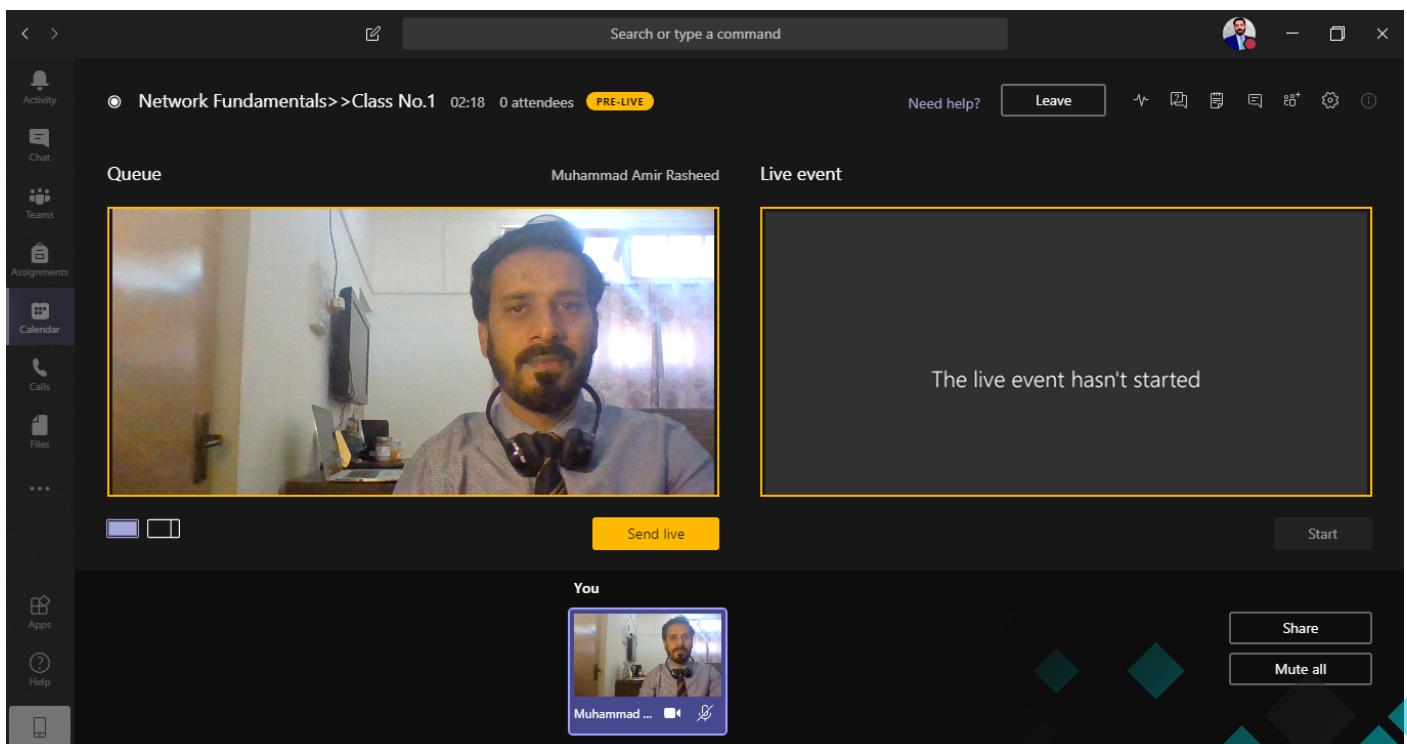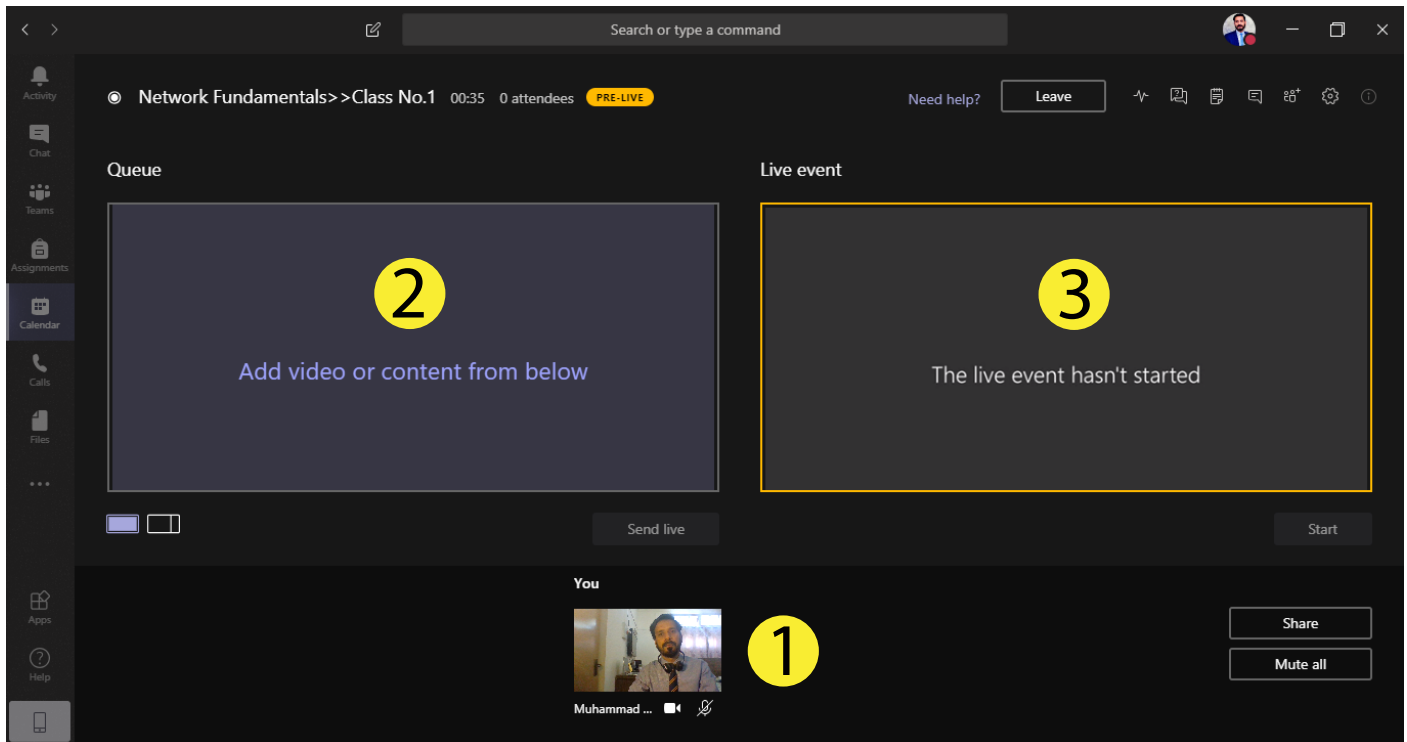
The Section No.3 shows your video and content live with little bit delay/lagging. To broadcast your video and contents, just click "Send live" button in the Section No.2. In the Section No. 3, click "Start" button to broadcast the event live for your students.
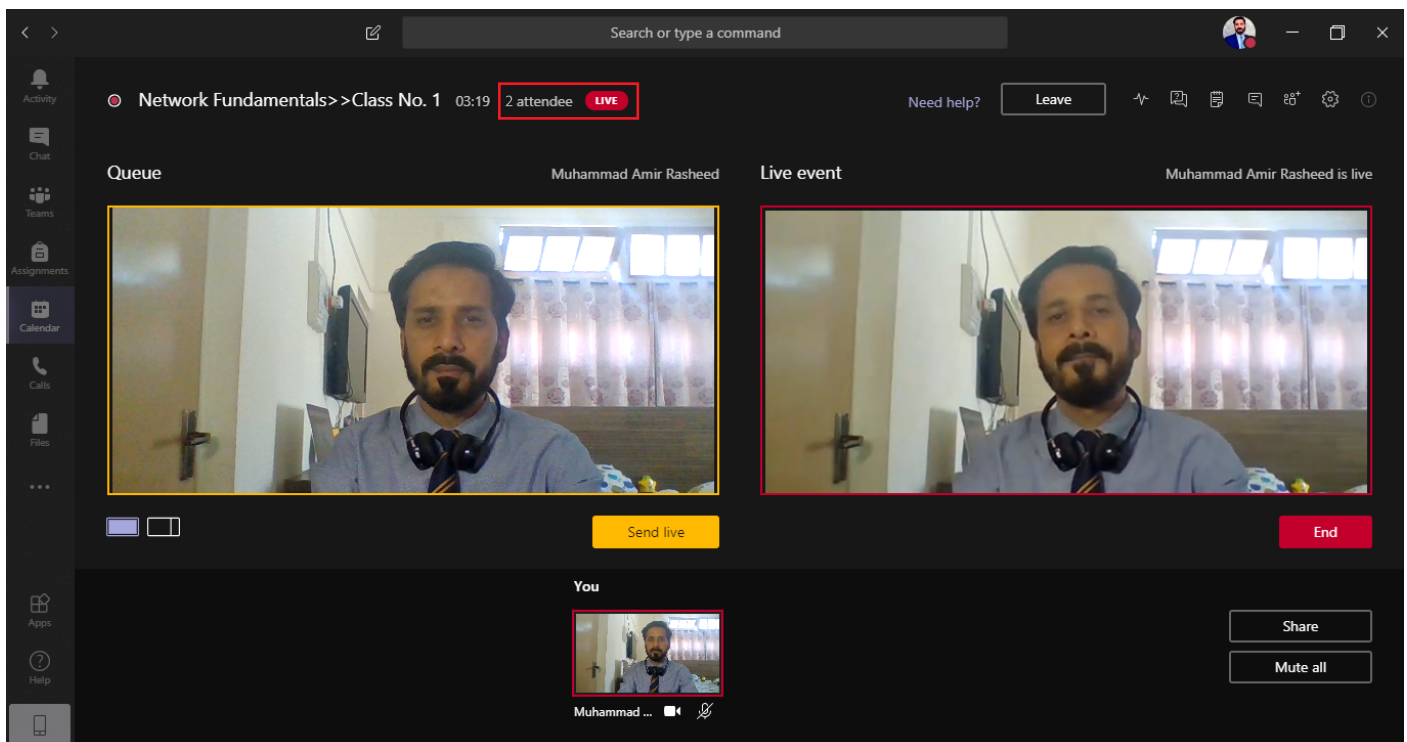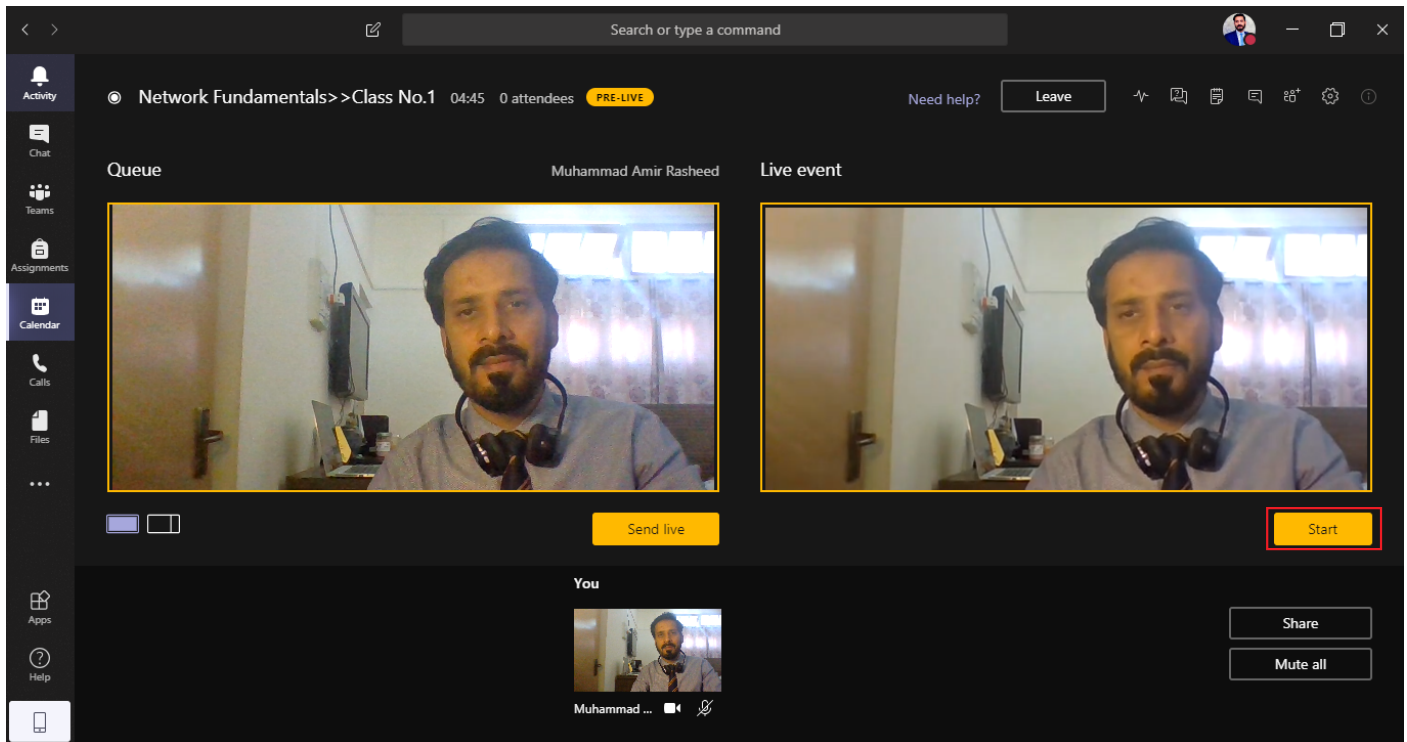
The event is live now as you can see red live indication with two attendee.

You can share your video only or video with content by clicking "Single Source" or "Content Left" buttons in the Queue Section. You can share your contents by click on the Share button. It is recommended to click on "Content Left" button then Share button in the Section No. 1 and select the content that you want to share and click "Send live" to share you content along with your video.
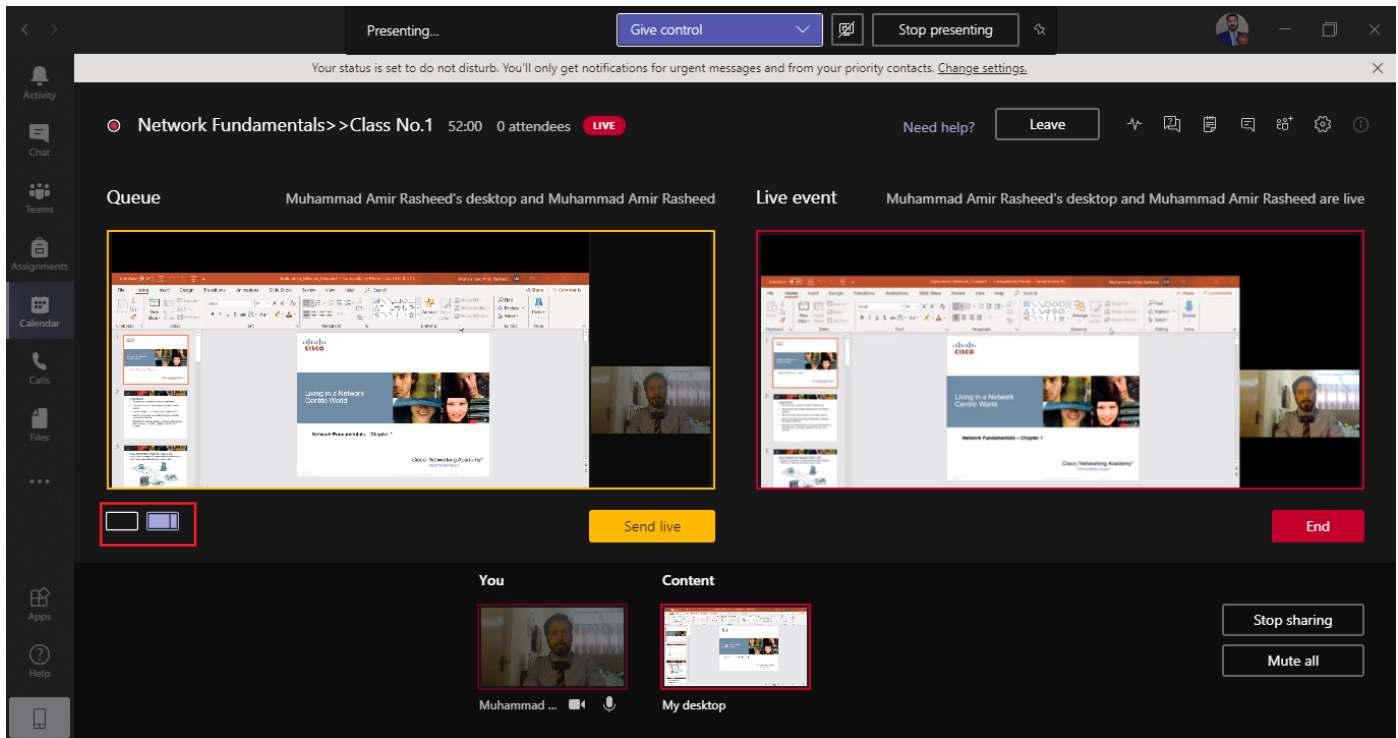
You can stop sharing your content by clicking on "Stop sharing" button and click on "Single Source" to share your video only

Your students can ask you questions during a live event and you can reply in private, dismiss a question or publish a question for all students.

You can finish the event by clicking red "End" button in the Section No. 3 (Live event). Once the live session/event is ended, click the "Leave" button to close the window.
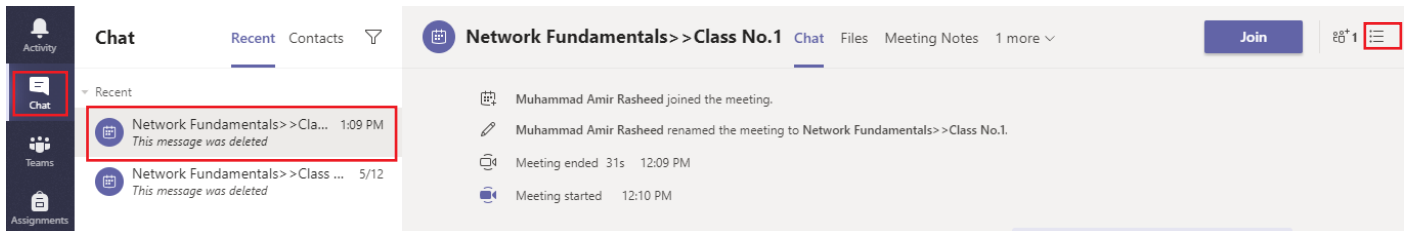
DOWNLOADING EVENT REPORTS

You can download event Recording, Q&A report, and Attendee engagement report. This window can be found in the Chat section by selecting the Event from Recent events list. Live event resources (Recordign, Q&A, Attende engagement reports) of the selected event can be found by clicking top right "View meeting details" button.

Scroll down to find "Live event resources" and click download button to download resources one by one. Resources download in the "Download" folder in your computer's Document folder.

Q&A Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Source	Type	Identity	Timestamp	Conversation Id	Content												
2	Attendee	Question	Must Demo Student1	5/13/2020 8:29	eeff93a2-1fe1-4b	Sir, please repeat the last topic?												
3	Moderator	Response	Muhammad Rasheed	5/13/2020 8:31	eeff93a2-1fe1-4b	Ok.(Muhammad Amir Rashid asked "Sir, please repeat the last topic?")												
4	Attendee	Question	Must Demo Student1	5/13/2020 8:42	98696506-6c5c-41	Thank you Sir!												
5	Attendee	Question	Must Demo Student1	5/13/2020 8:43	e4c6e69e-9a2b-4	Thank you Sir!												
6																		

Attendee Engagement Report (Attendance)

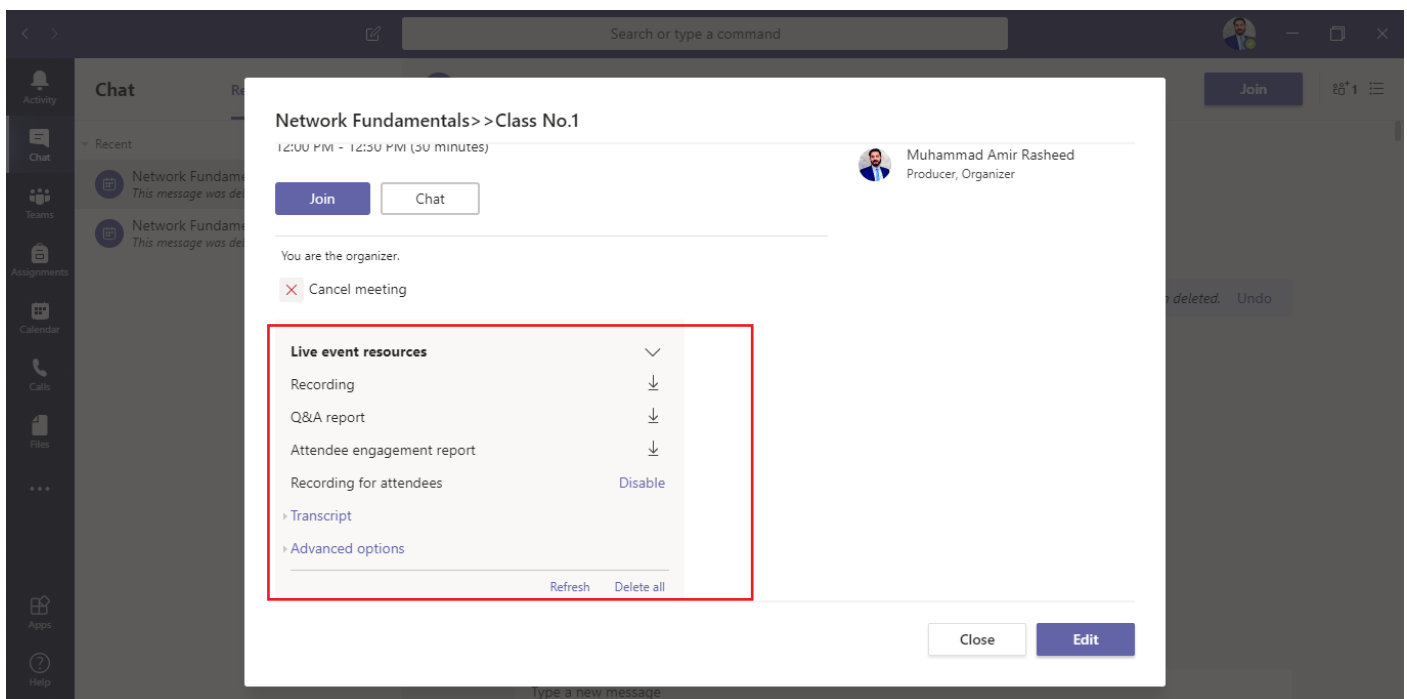|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Session Id	Participant Id		Full Name	UserAgen	UTC Even	Action	Role							
2	e83d062a-	amir.ntc@must.edu.pk		Muhamm	Mozilla/5	5/13/202(	Joined	Event Team Member							
3	ac6e98ae-	must.demo.student1_outlook.com#EXT#@pern.onmicrosoft.com		Muhamm	Mozilla/5	5/13/202(	Joined	Attendee							
4	e83d062a-	amir.ntc@must.edu.pk		Muhamm	Mozilla/5	5/13/202(	Left	Event Team Member							
5	ac6e98ae-	must.demo.student1_outlook.com#EXT#@pern.onmicrosoft.com		Muhamm	Mozilla/5	5/13/202(	Left	Attendee							

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Contact: 05827-960096 Email: imtiaz@must.edu.pk

Screen shots from "MUST Demo Student1" laptop
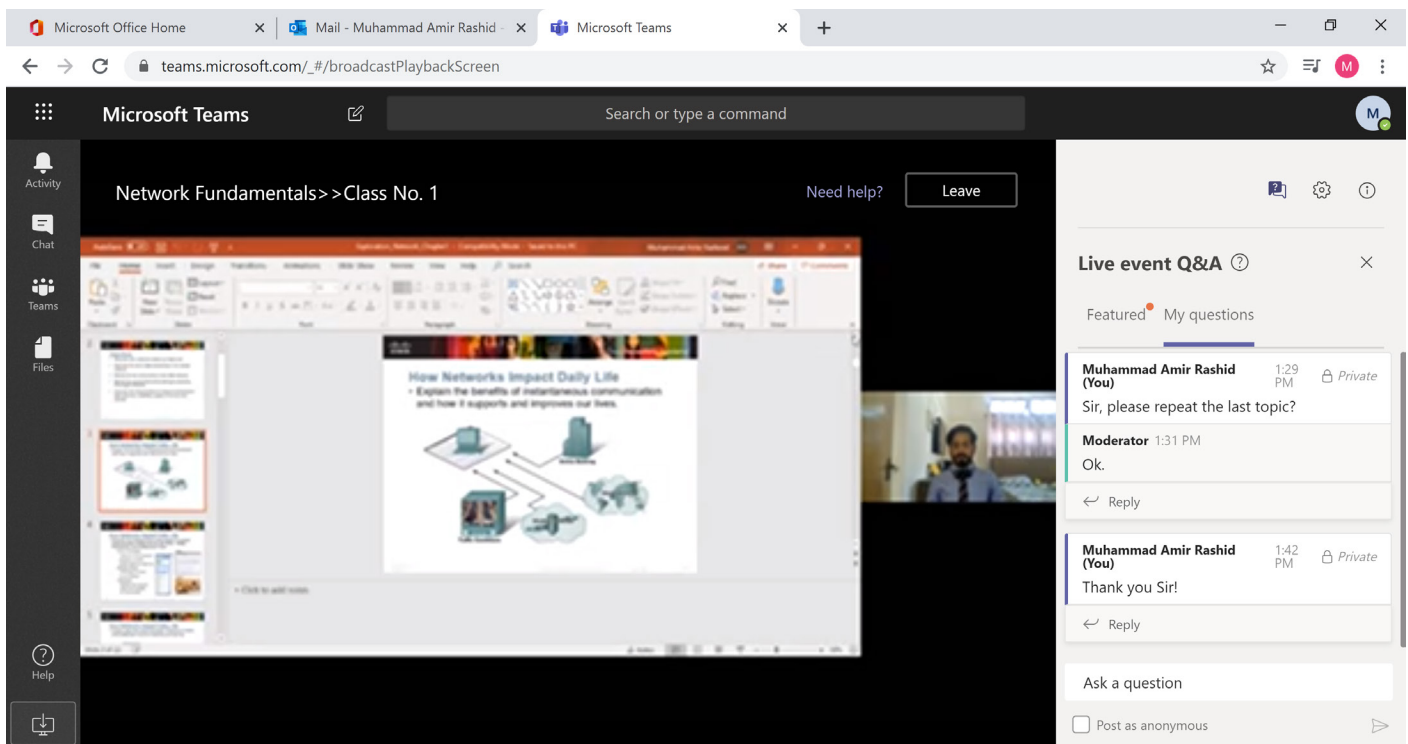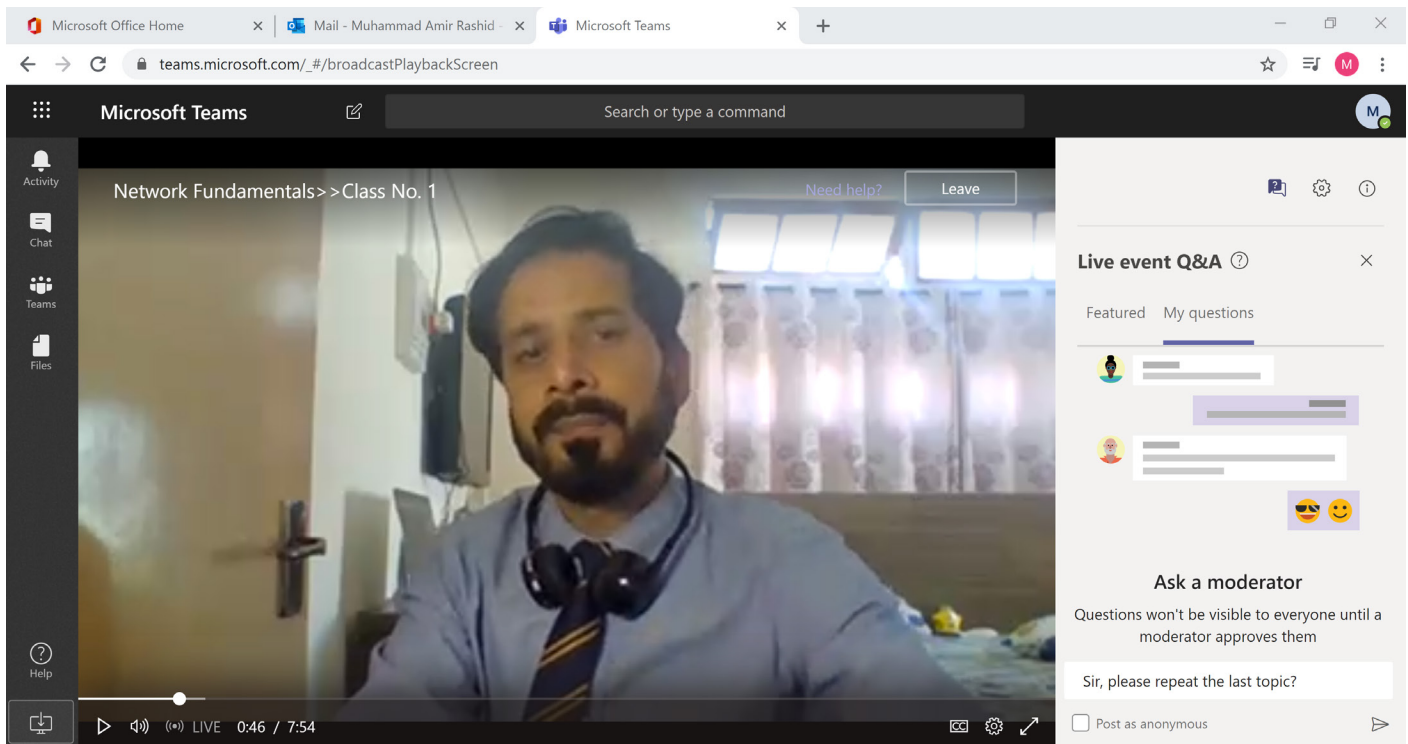
**There is much more to explore we hope this document shall give
you a head start.
THANKS from NTC Team**