

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

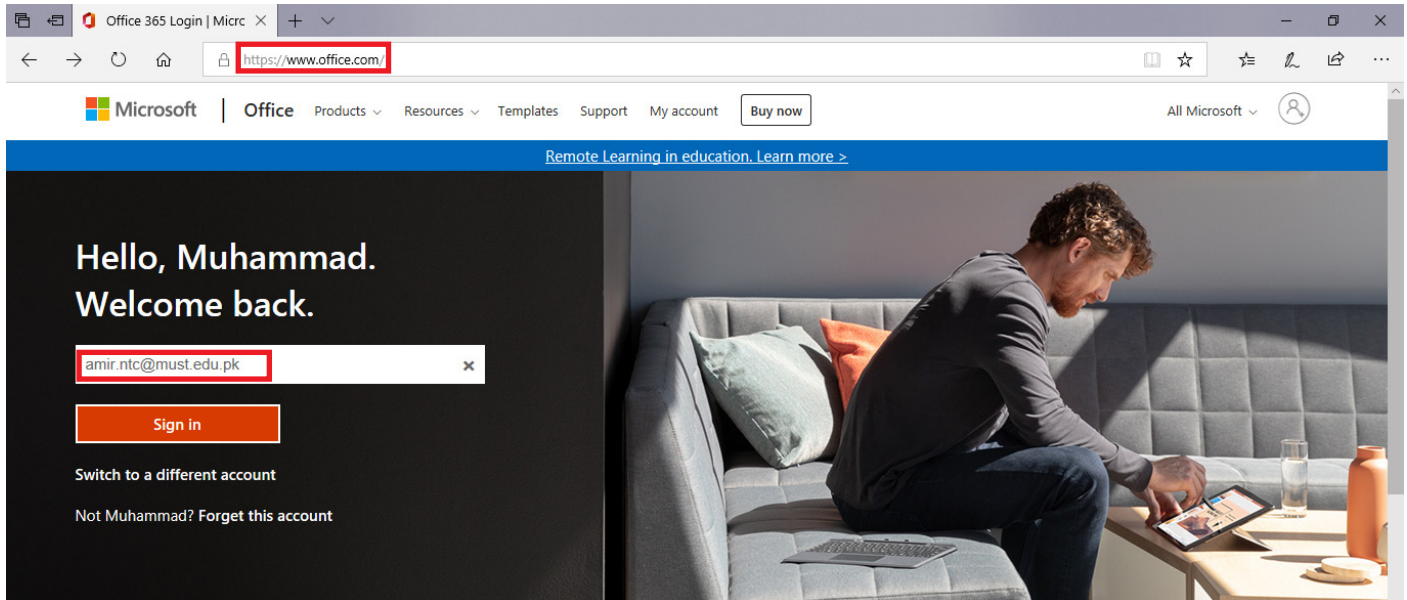
Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.



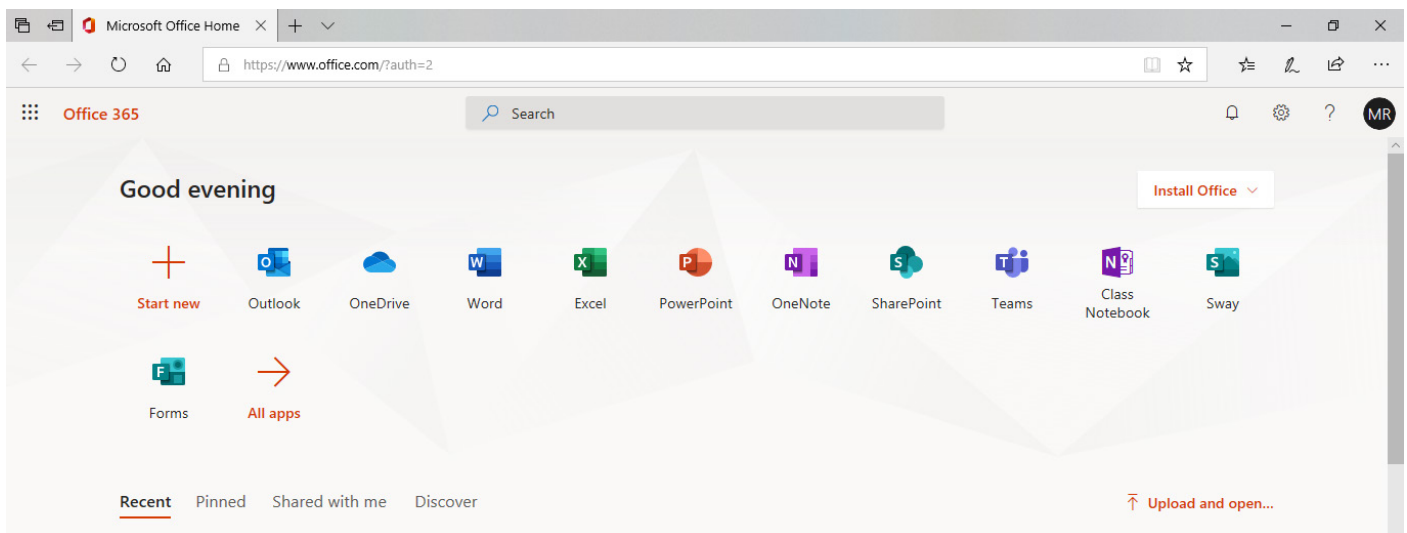
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LOGIN MICROSOFT OFFICE WEBSITE

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.



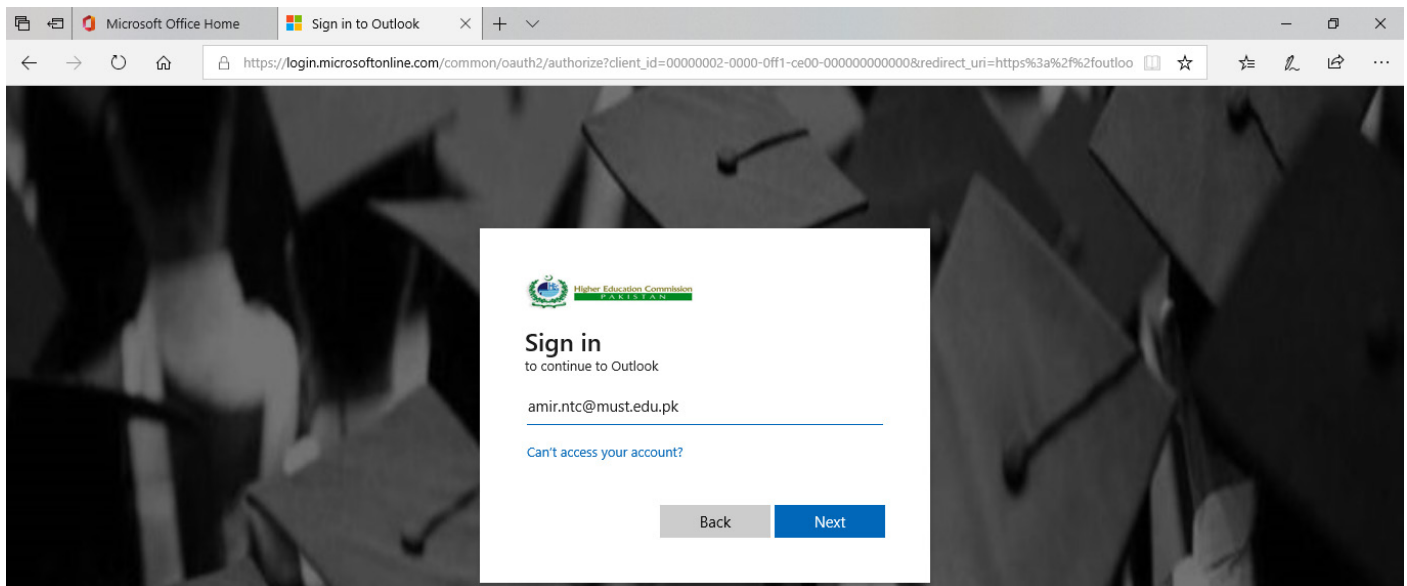
If you entered right credentials, it will show you your Microsoft Office 365 dashboard.



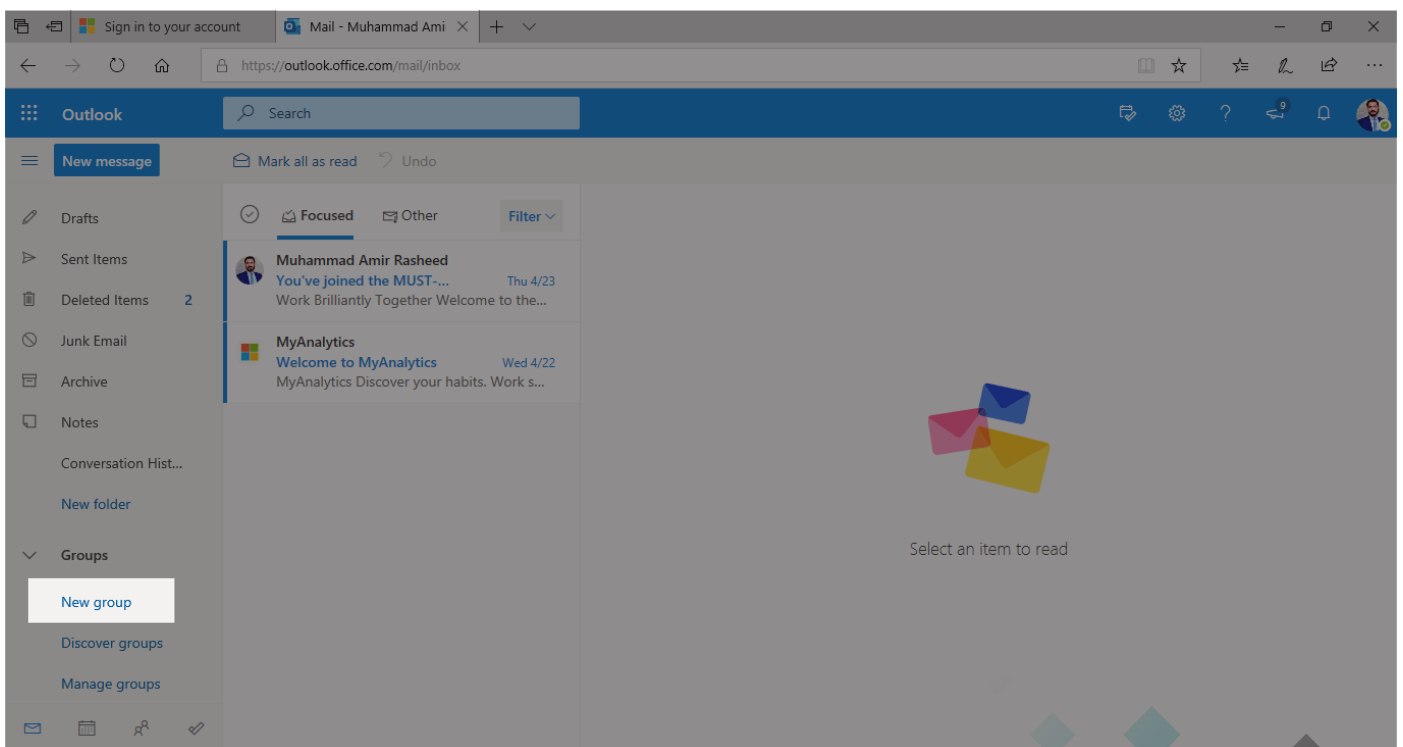
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OUTLOOK FOR NEW GROUP CREATION

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.

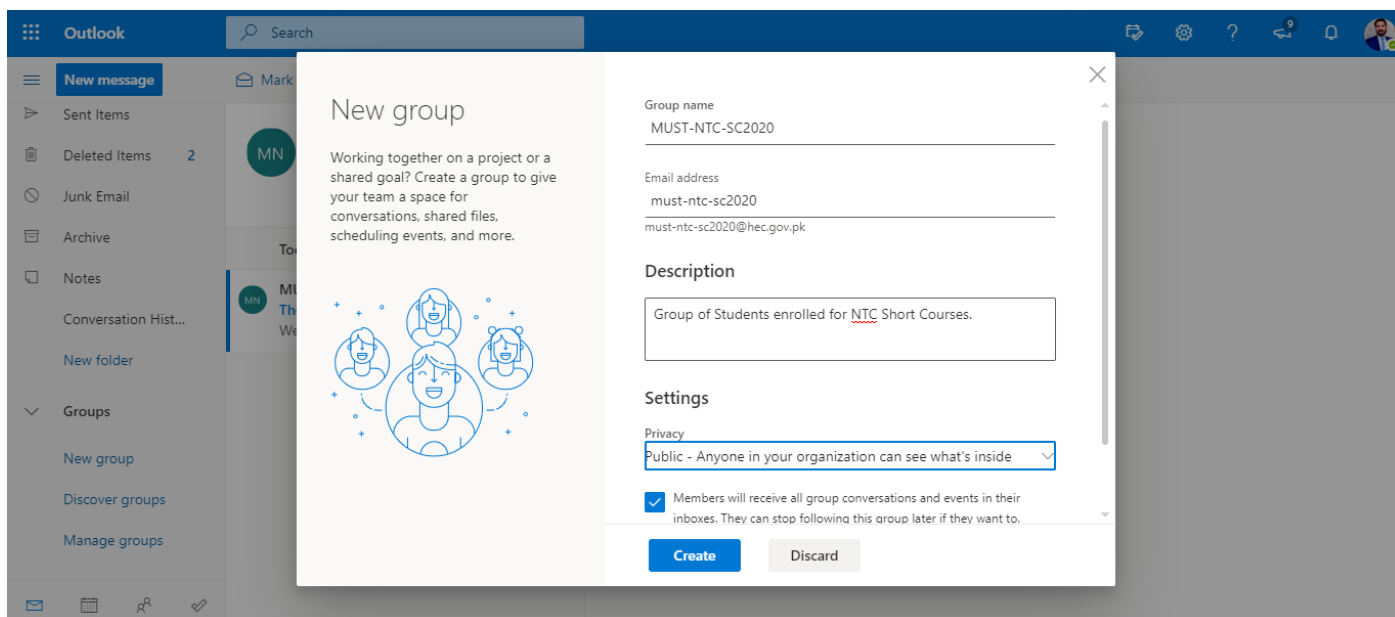


If you entered right credentials, it will show you your outlook email personal page. In the right side of the page, scroll down and you will find “New Group” Menu.



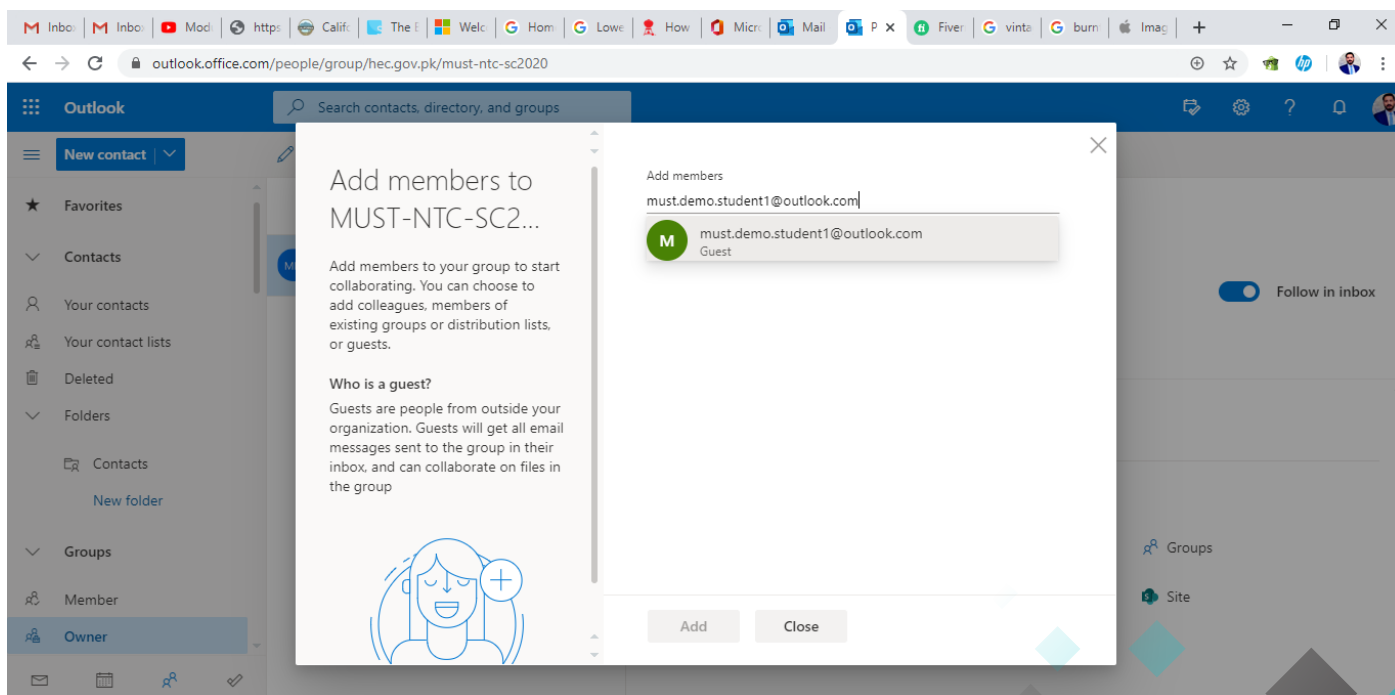
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Provide your group details here. It is recommended to use “MUST” in start of the group name so that it can be searched or organized later in HEC domain. Since, we are working under HEC domain, therefore, we have to select Public in Setting Privacy field.



The screenshot shows the Outlook 'New group' dialog box. On the left, there's a sidebar with navigation options like 'New message', 'Sent Items', 'Deleted Items', 'Junk Email', 'Archive', 'Notes', 'Conversation Hist...', 'New folder', 'Groups', 'New group', 'Discover groups', and 'Manage groups'. The main area is titled 'New group' and contains a description: 'Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.' Below this is an illustration of three people. The right side of the dialog has fields for 'Group name' (MUST-NTC-SC2020), 'Email address' (must-ntc-sc2020@hec.gov.pk), and 'Description' (Group of Students enrolled for NTC Short Courses). Under the 'Settings' section, the 'Privacy' is set to 'Public - Anyone in your organization can see what's inside'. There is a checkbox for 'Members will receive all group conversations and events in their inboxes. They can stop following this group later if they want to.' which is checked. At the bottom are 'Create' and 'Discard' buttons.

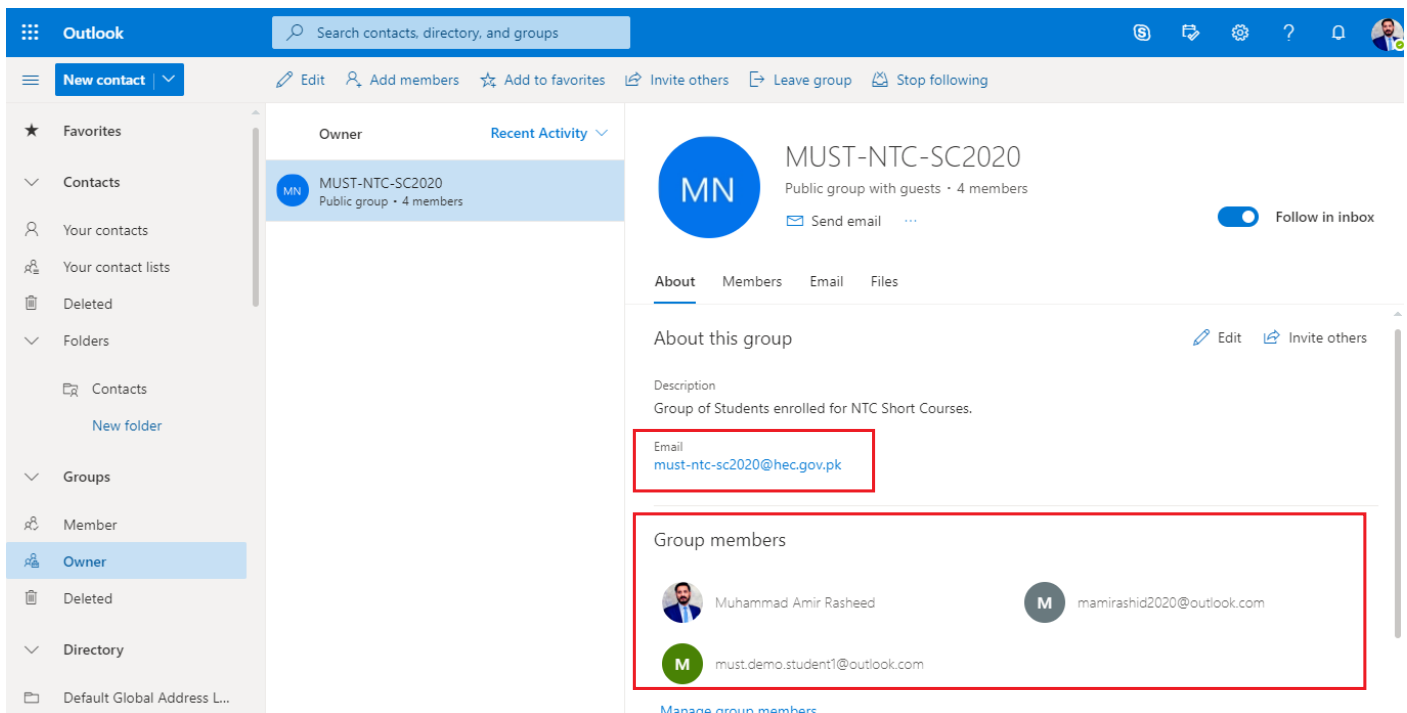
The group email address (like must.ntc-sc2020@hec.gov.pk) can be used to send email to all the members/students of the group you are going to add in the group. Now add members/students in the group by adding their email addresses or you can add later.



The screenshot shows the Outlook 'Add members to MUST-NTC-SC2...' dialog box. The left sidebar shows 'New contact', 'Favorites', 'Contacts', 'Your contacts', 'Your contact lists', 'Deleted', 'Folders', 'Contacts', 'New folder', 'Groups', 'Member', and 'Owner'. The main area is titled 'Add members to MUST-NTC-SC2...' and contains a description: 'Add members to your group to start collaborating. You can choose to add colleagues, members of existing groups or distribution lists, or guests.' Below this is an illustration of a person with a plus sign. The right side of the dialog has a field for 'Add members' (must.demo.student1@outlook.com) and a list of suggested members (must.demo.student1@outlook.com, Guest). At the bottom are 'Add' and 'Close' buttons.



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

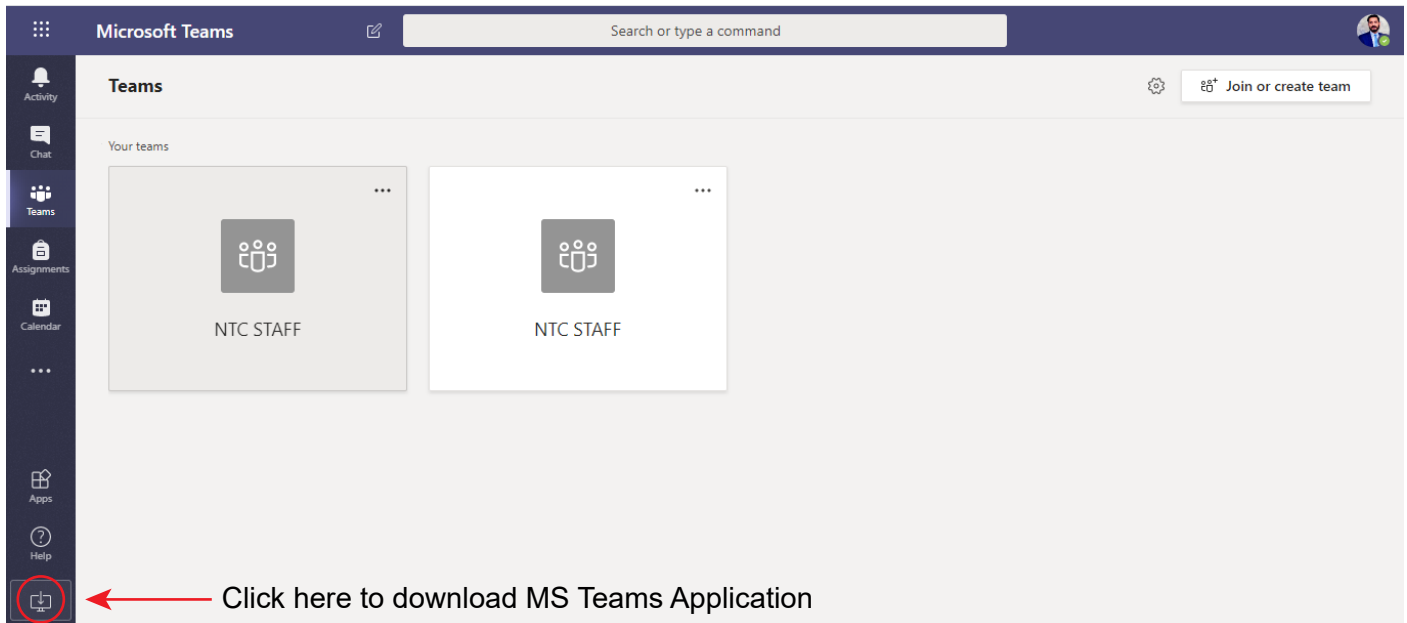
Note: Inform your students that keep checking their emails for all kind of class updates.



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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.



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

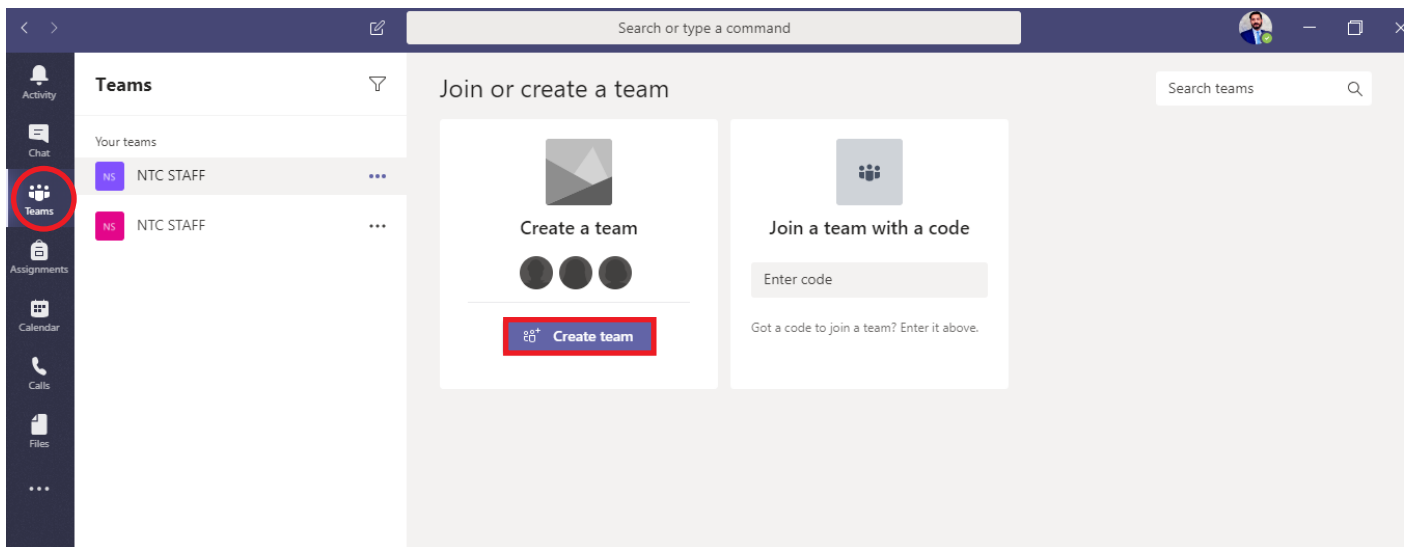
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[Learn more](#)

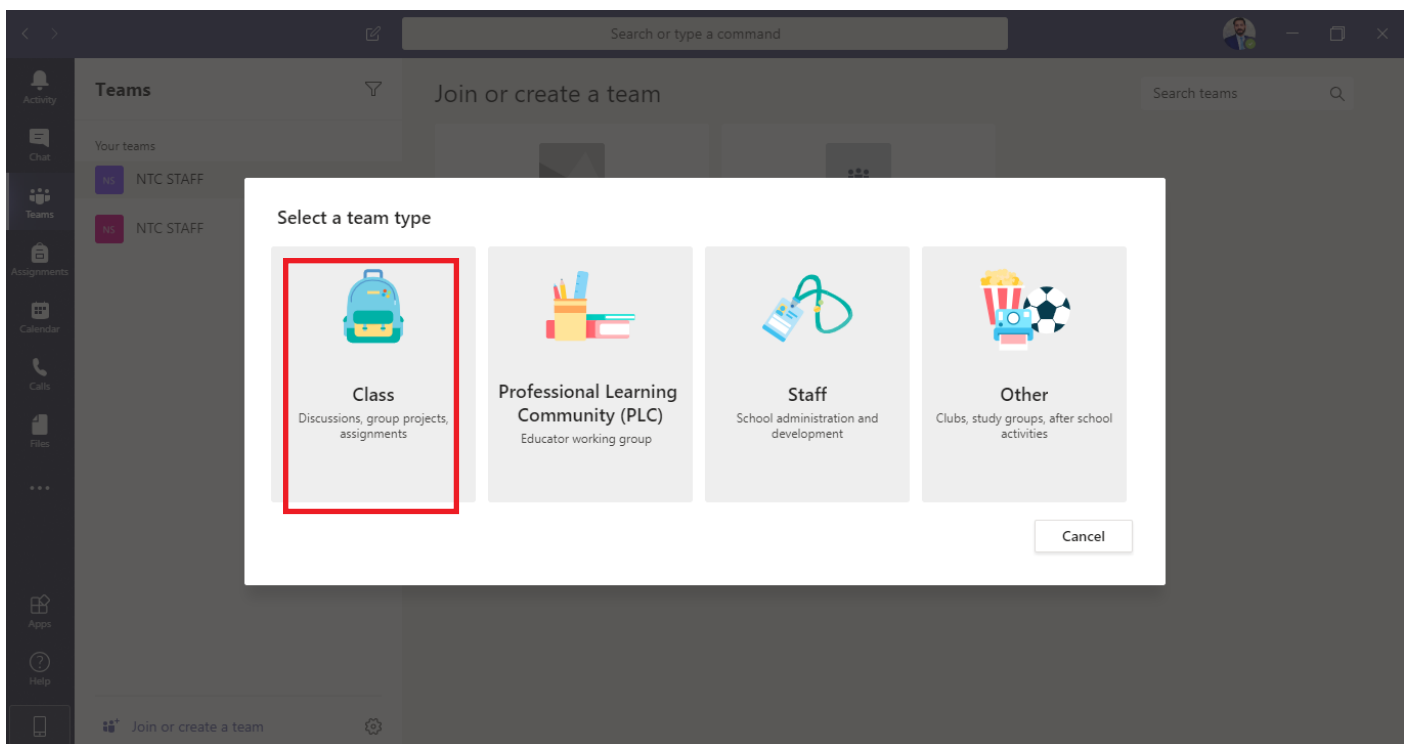


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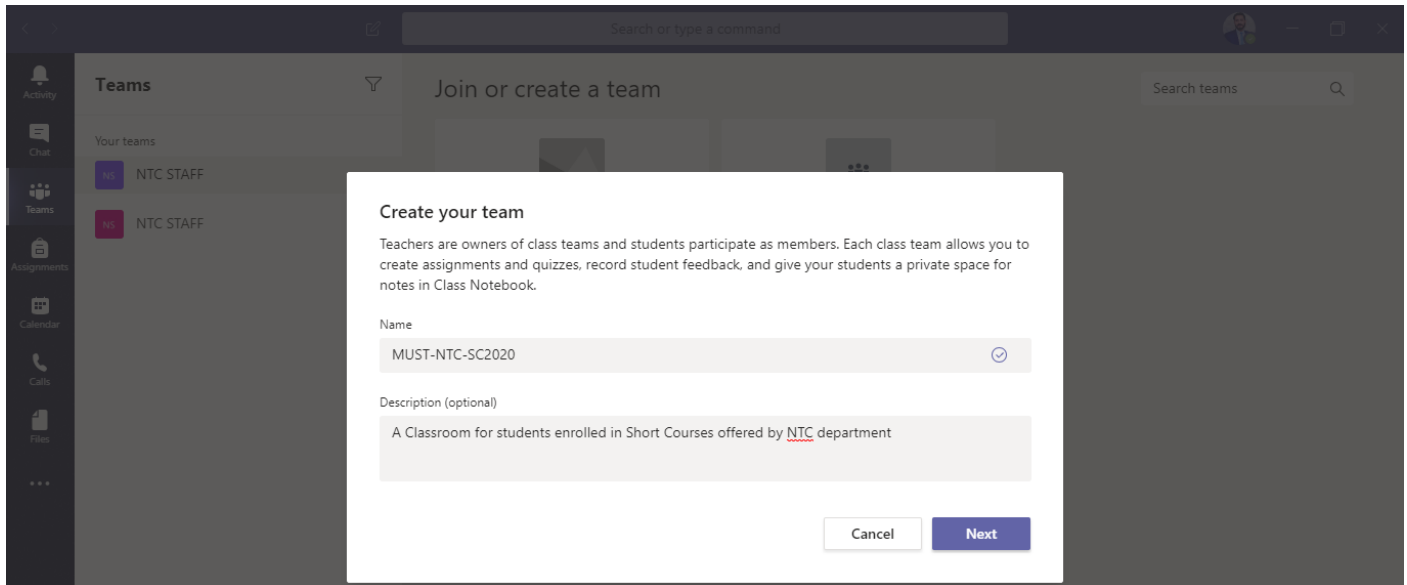
Click on “Teams” once you are logged in on the MS teams Application. Click on “Create team” button to create a new Team.



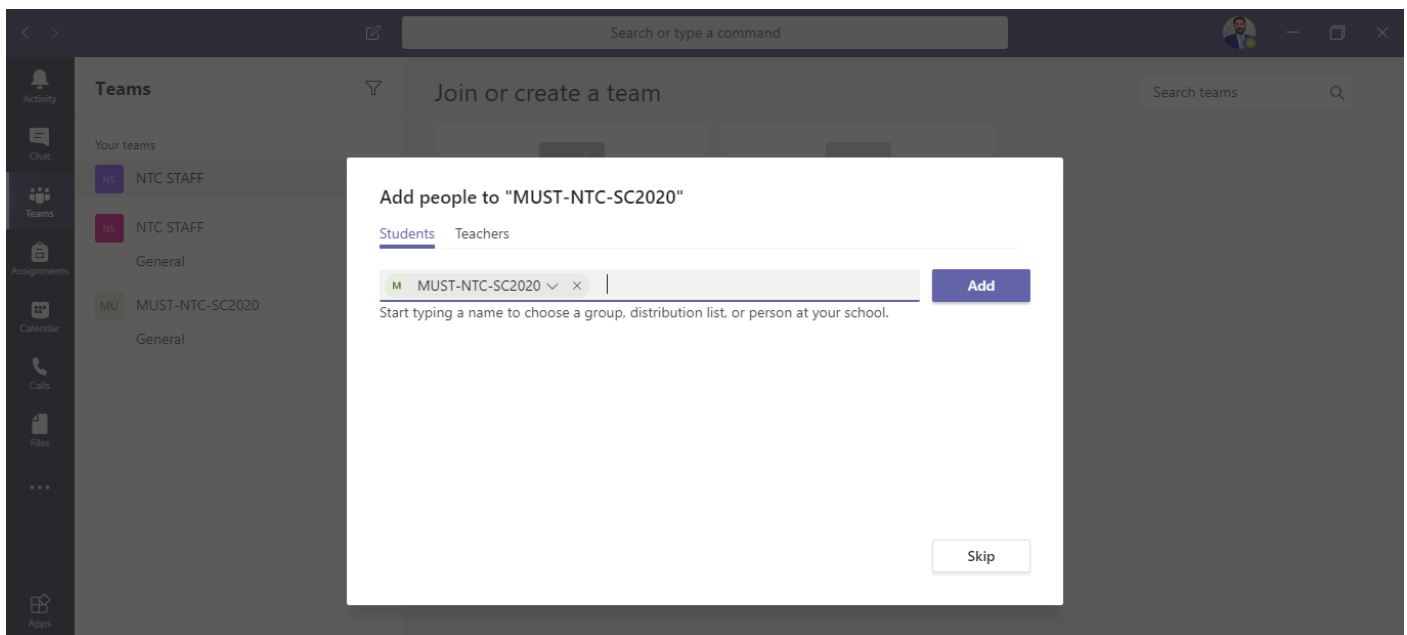
Next, select a team type. You can create a Class, a Professional Learning Community team, A Staff team, or Other teams depending on your requirements. For online classes, we must select the option “Class”.



Write a meaningful name of your class team with short description.

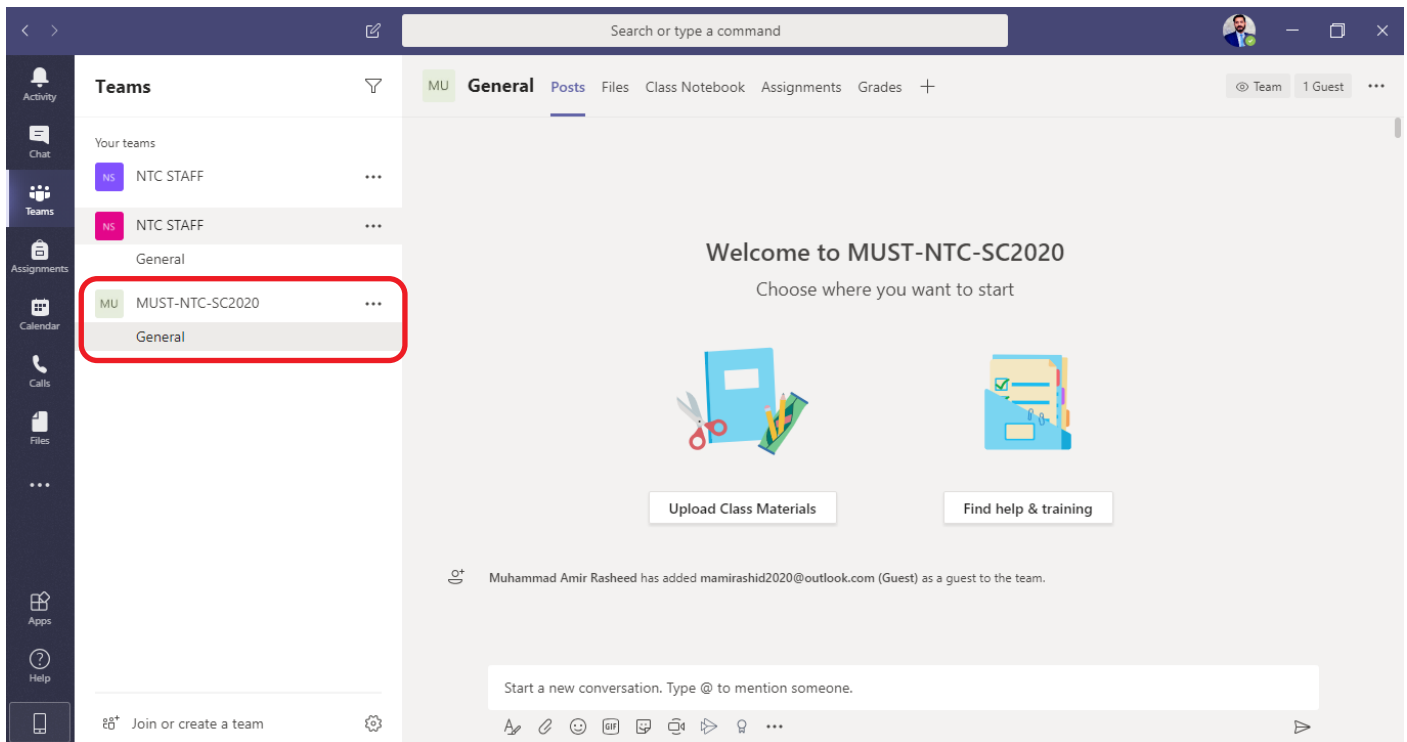


Here you can add students as members of a class team by typing their email addresses one by one, but it is highly recommended to add students as a group that has been created in MS Outlook. You can add students later by clicking more options (...) available with class team name.



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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.



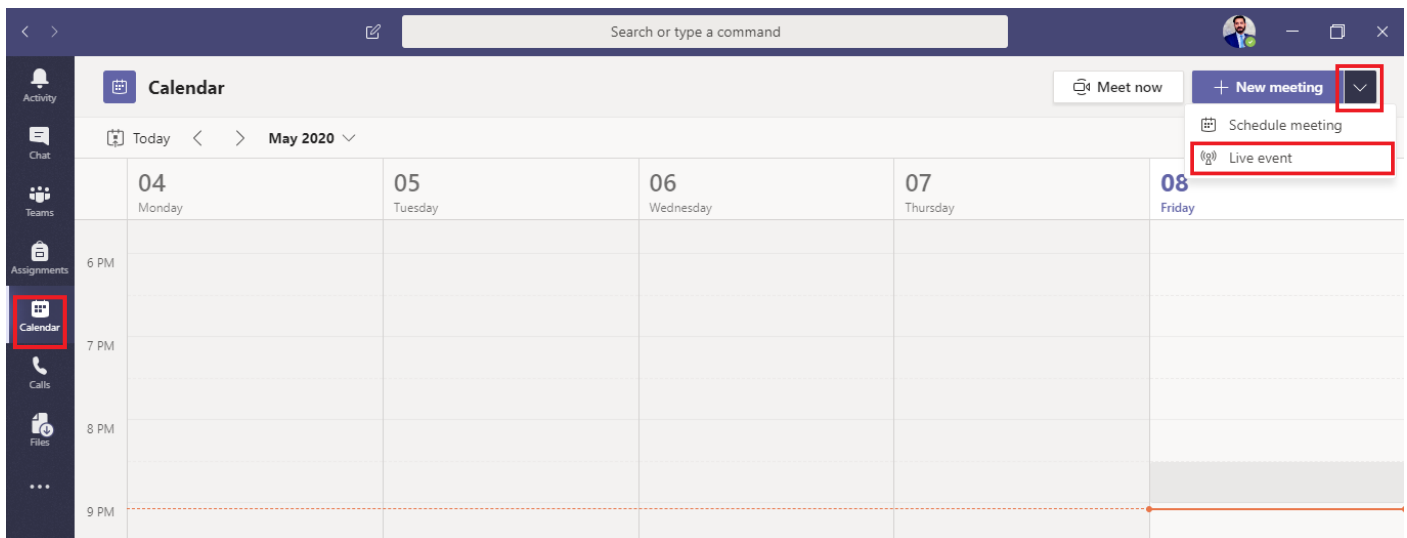
In a class team under General Channel, you can see there are few facilities available as tabs for team members. Facilities like Posts, Files, Class Notebook, Assignment, Grade. You can add a new tab like excel sheet or a PowerPoint presentation available for your class students.



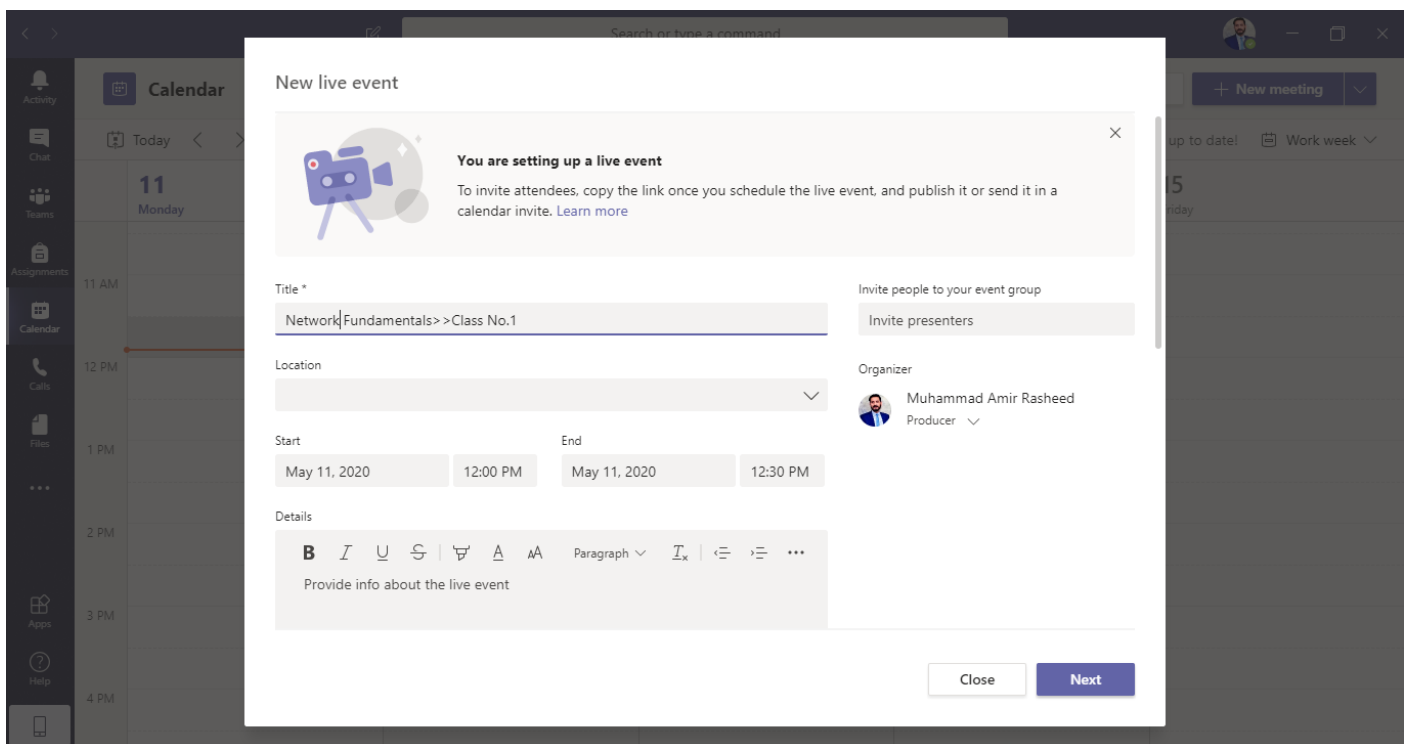
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CREATING A LIVE EVENT BY USING CALENDAR APPLICATION

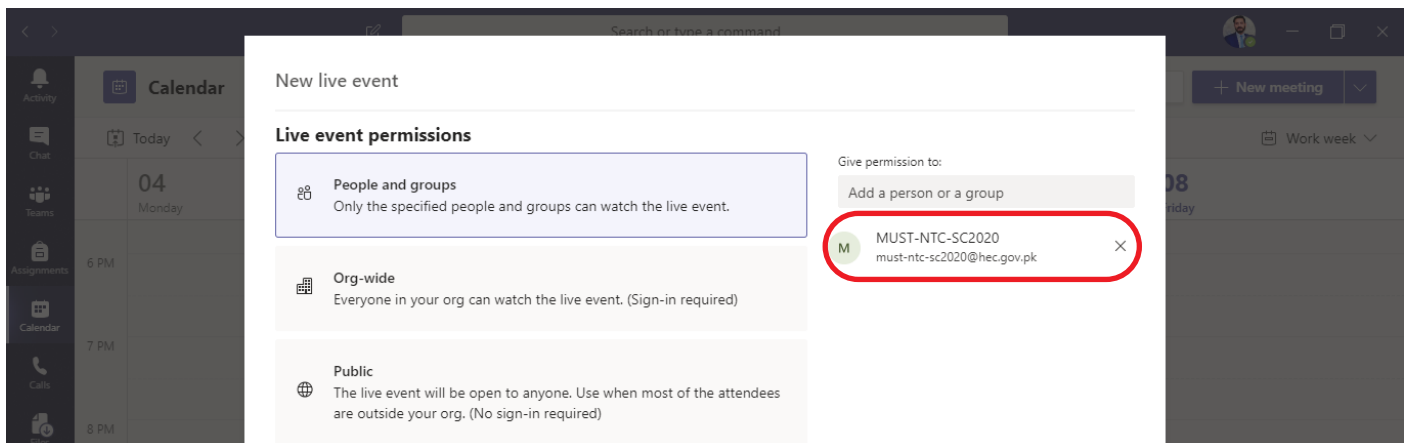
Since you have created your class team, its time to create a live event to take online class. Click on Calendar application in MS teams and on right corner click on the small arrow next to New meeting button and then click on live event.



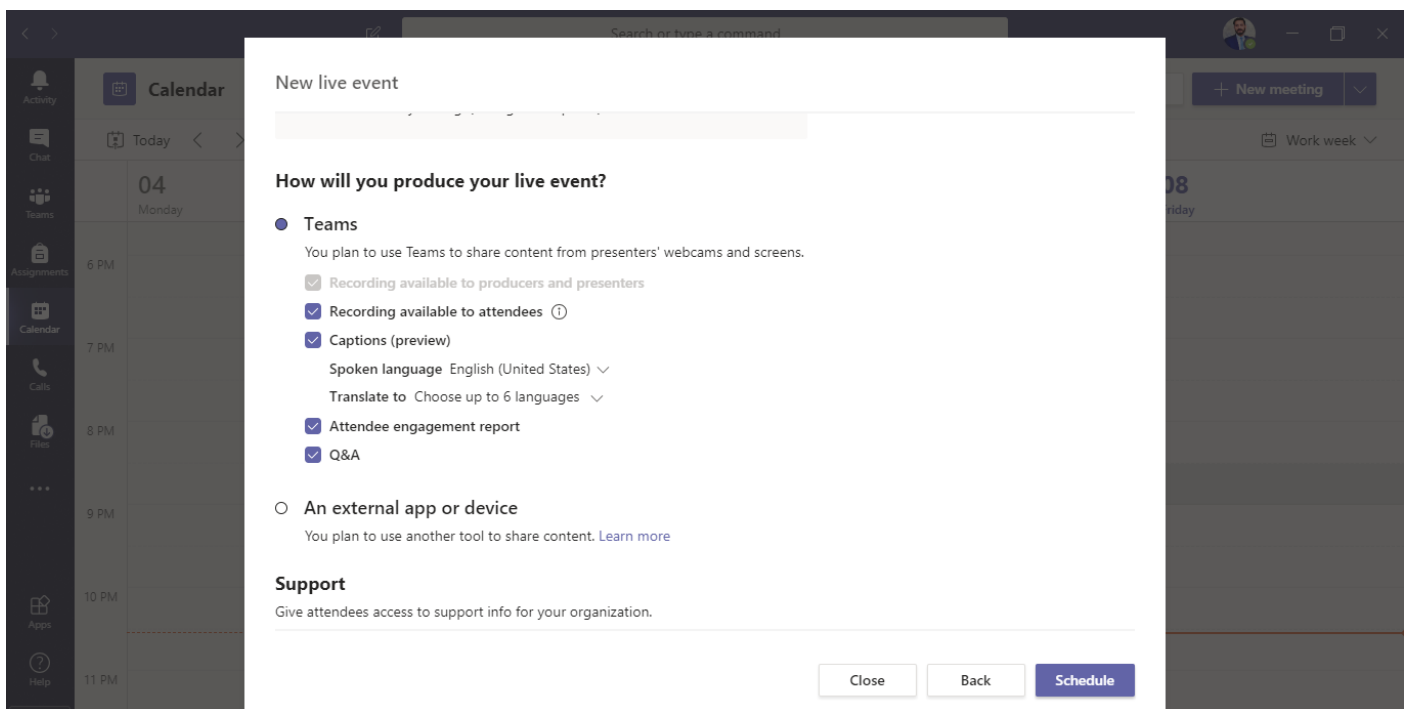
In the next window, you need to enter details of the lecture you want to deliver live. Details like Name of the lecture, date, start and end time etc.



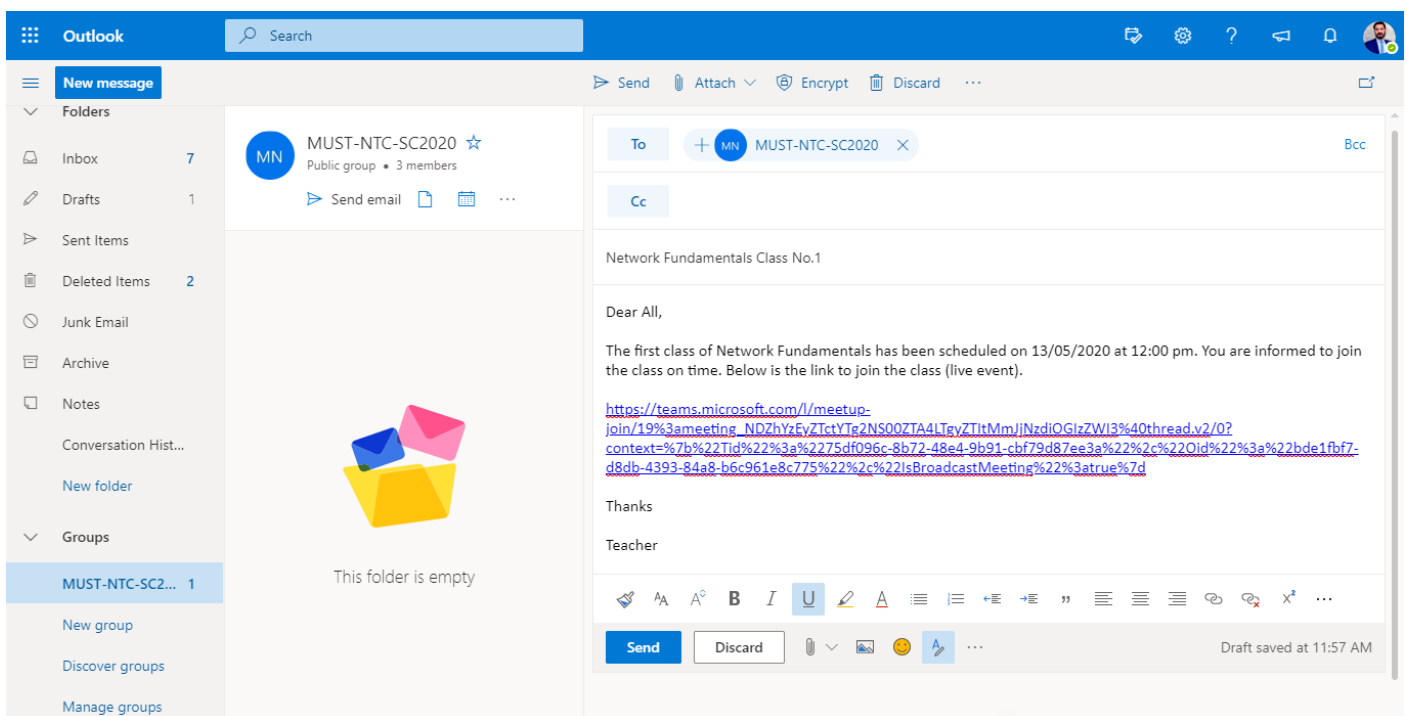
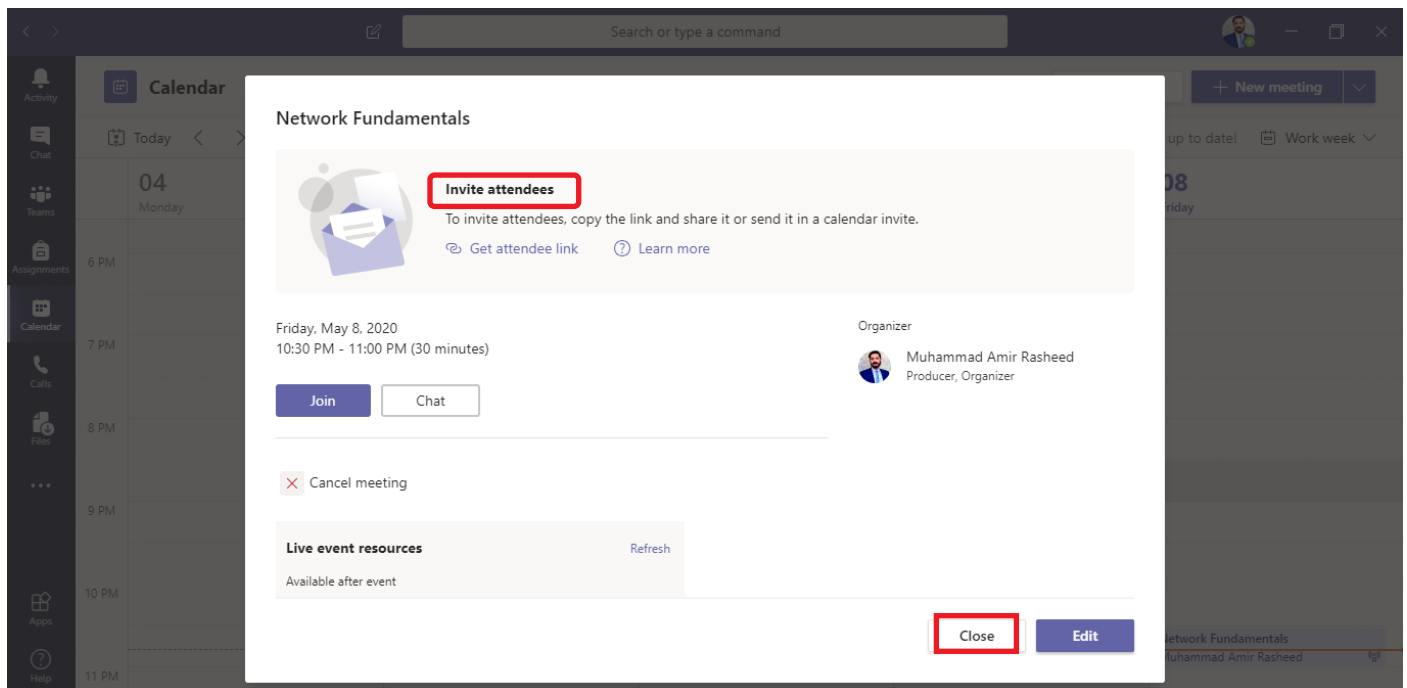
In the next window set the live event permissions. Select People and groups and add name of the outlook group in “Give permission to” field.



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.

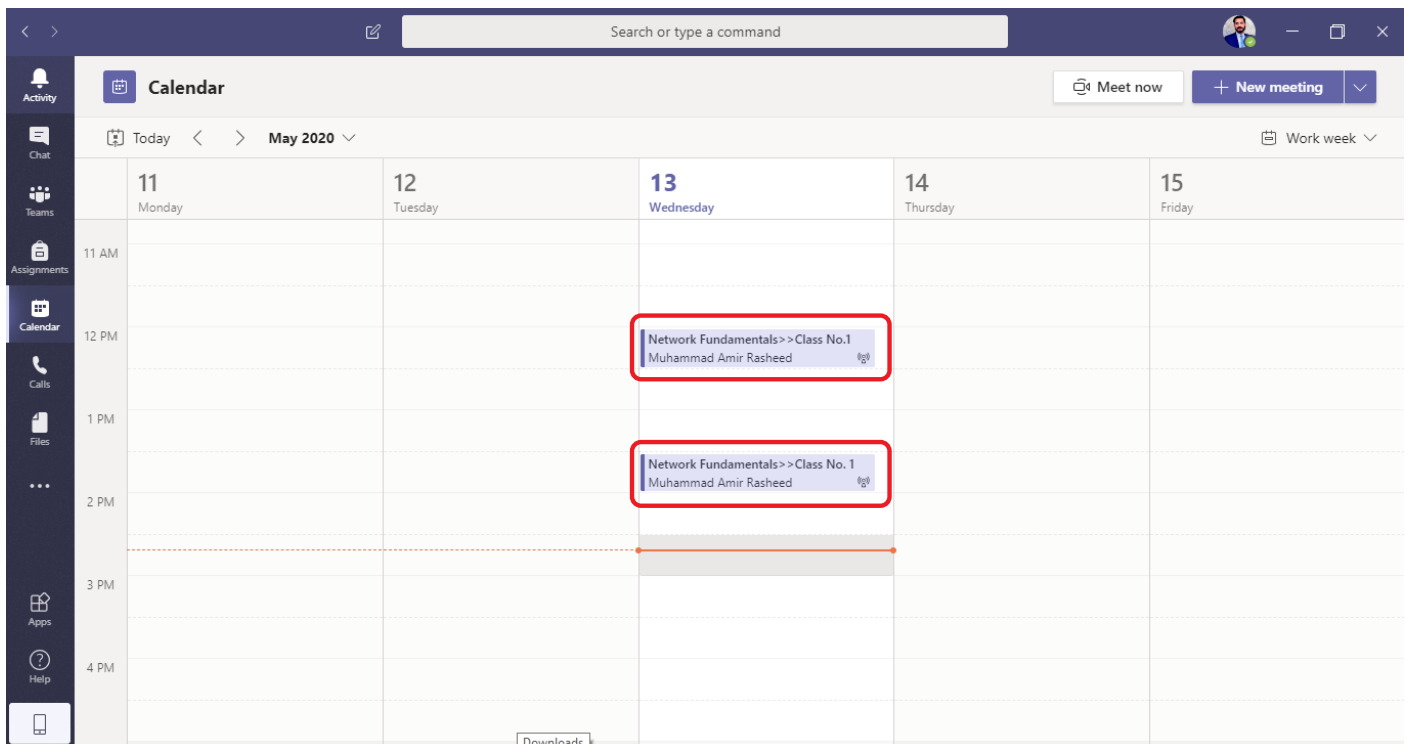


Click on “Get attendee link”. It will copy the attendee invitation link to clipboard and close the window. All members of the group can join the event you just send them an invitation email on the outlook group like ”must-ntc-sc2020@hec.gov.pk” and share the “copied clipboard link” in the email.

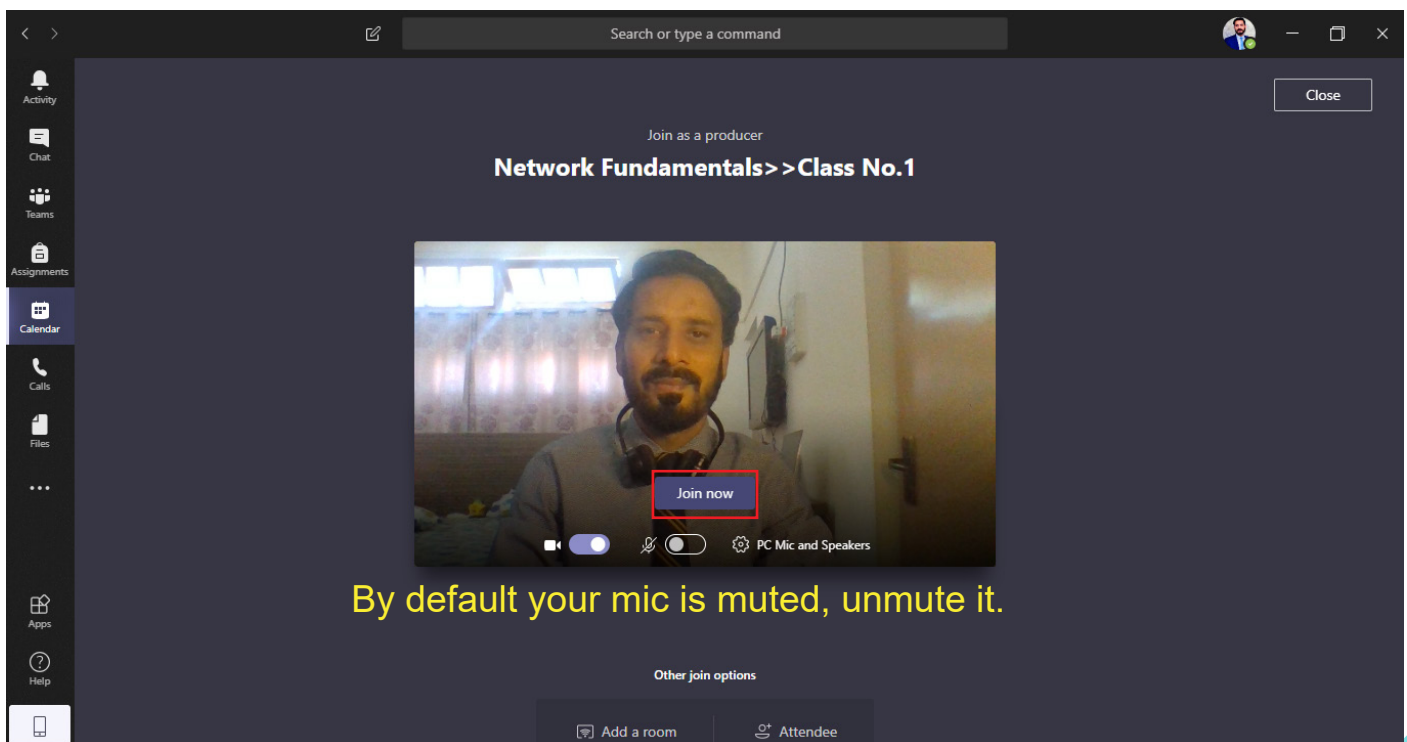


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Try to Join the even on time .Click on the event available on the Calendar and click on join.

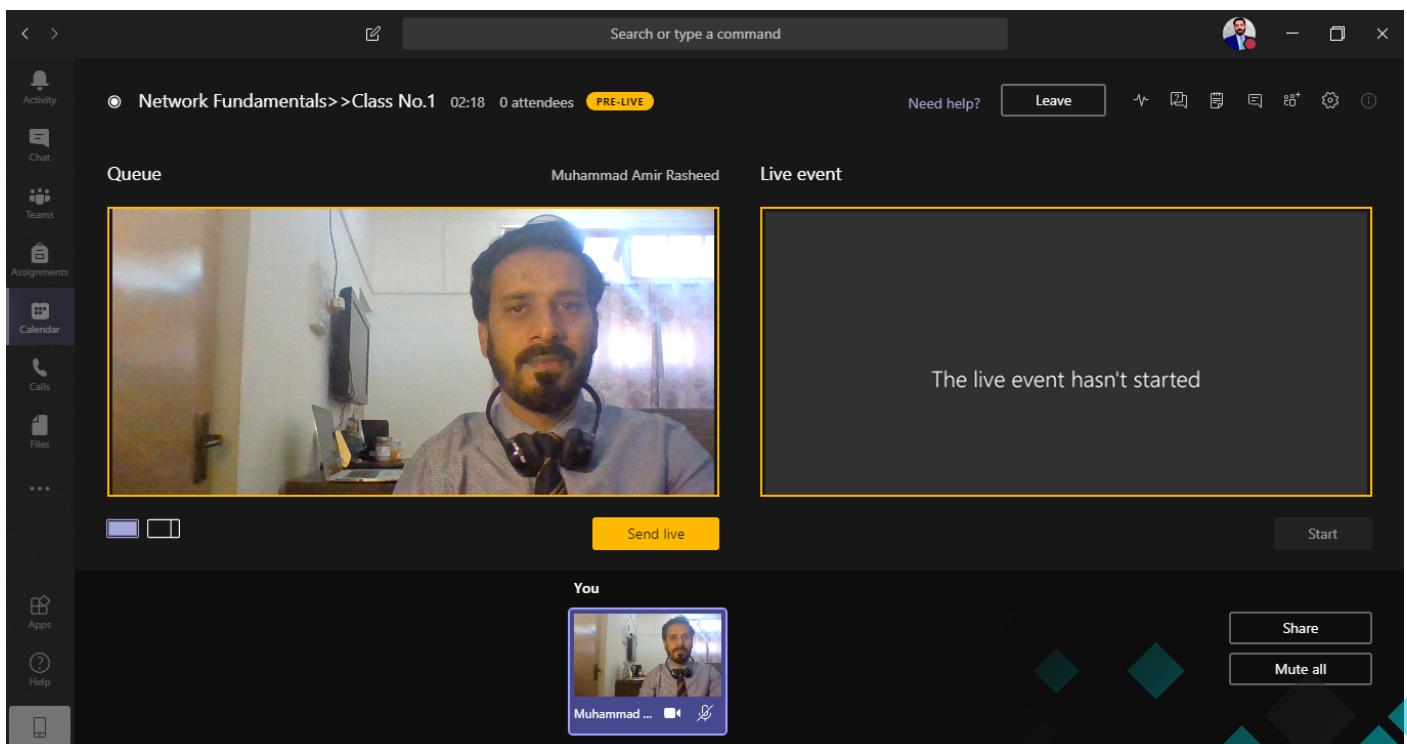
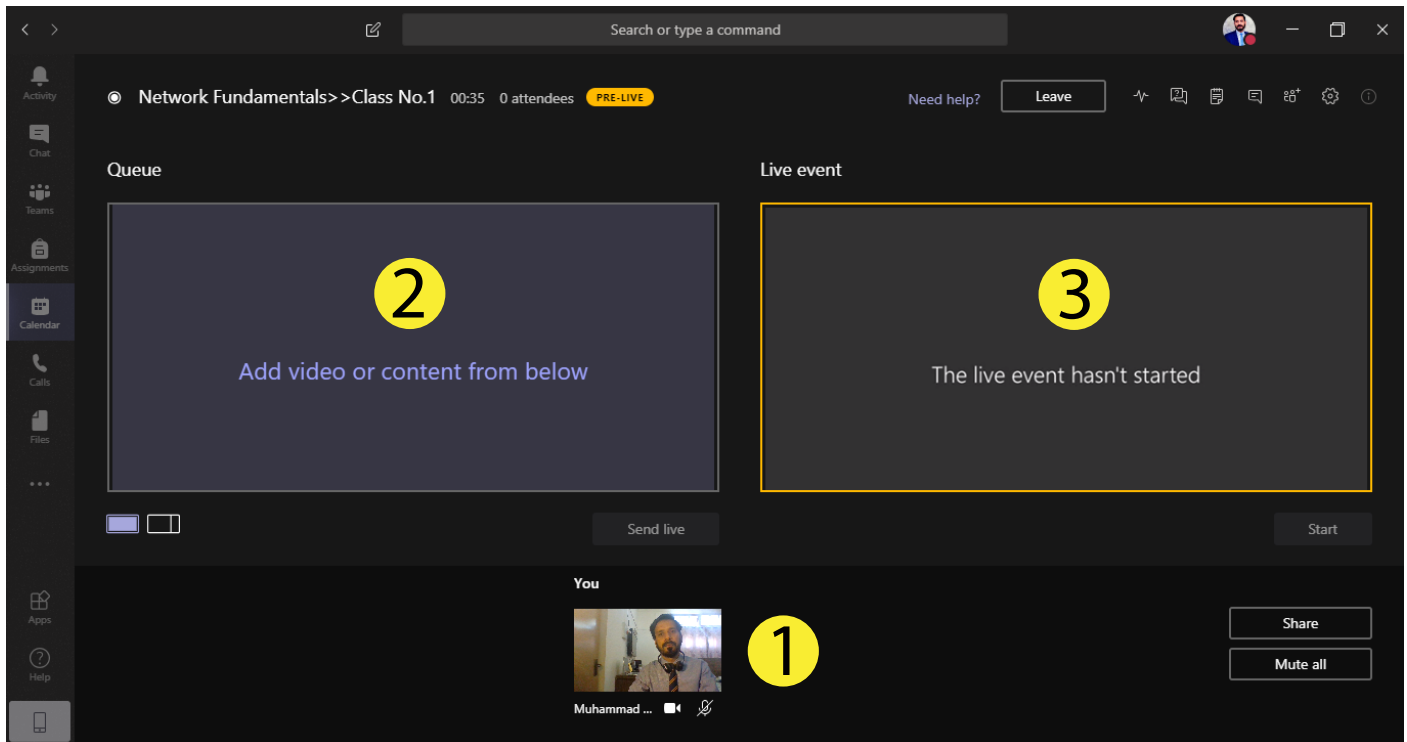


Next it will display your video with Join now button and some controls. Controls like switch video on/off, mic on/off, and PC Mic and Speakers settings. Click on Join now to move next.



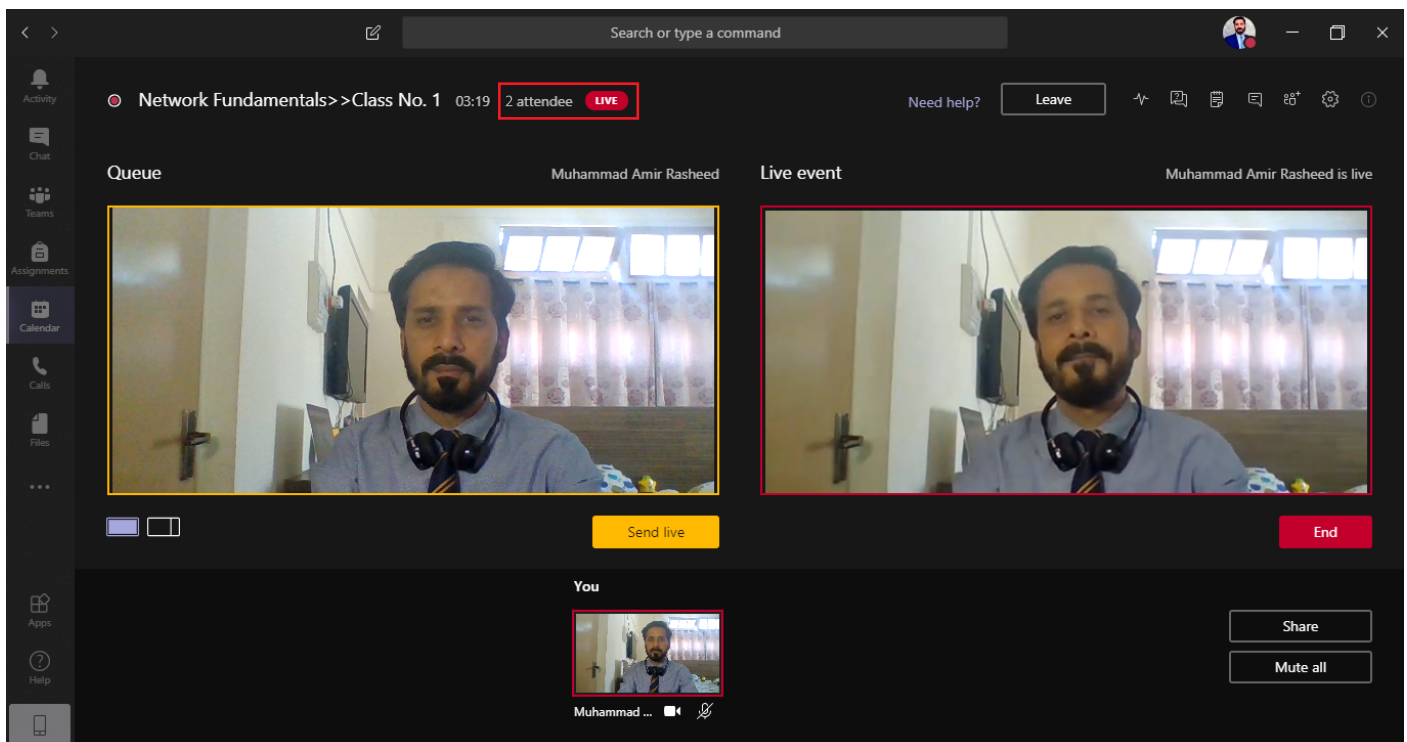
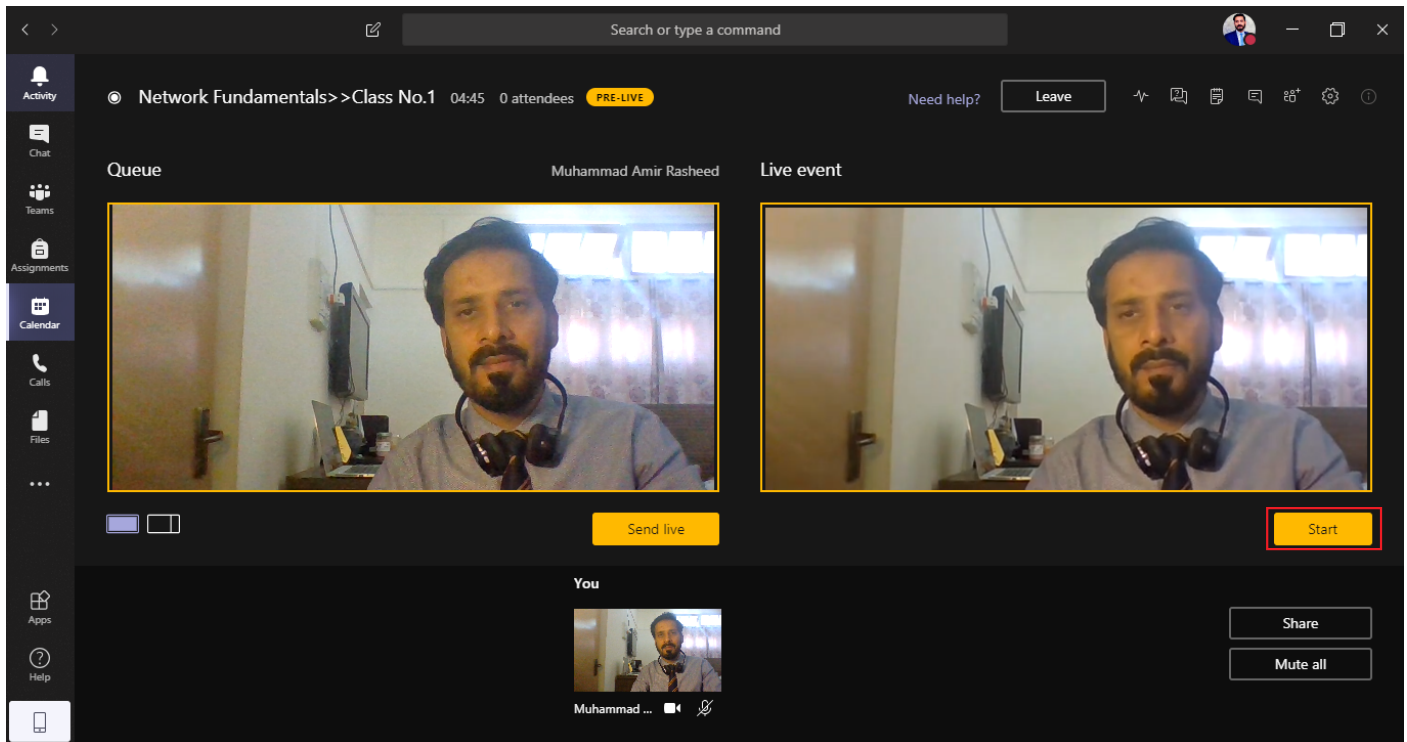
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Once the “Join now” button clicked, it will show you the following window. I marked the window with three sections. The Section No.1 shows your video and contents (Desktop, presentation etc.) that you want to share with your students. The Section No. 2 shows your Queue. Queue of your video or contents from below selection that you are going to send live. Double click item from the Section No.1 to add it in the Section No.2.



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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.

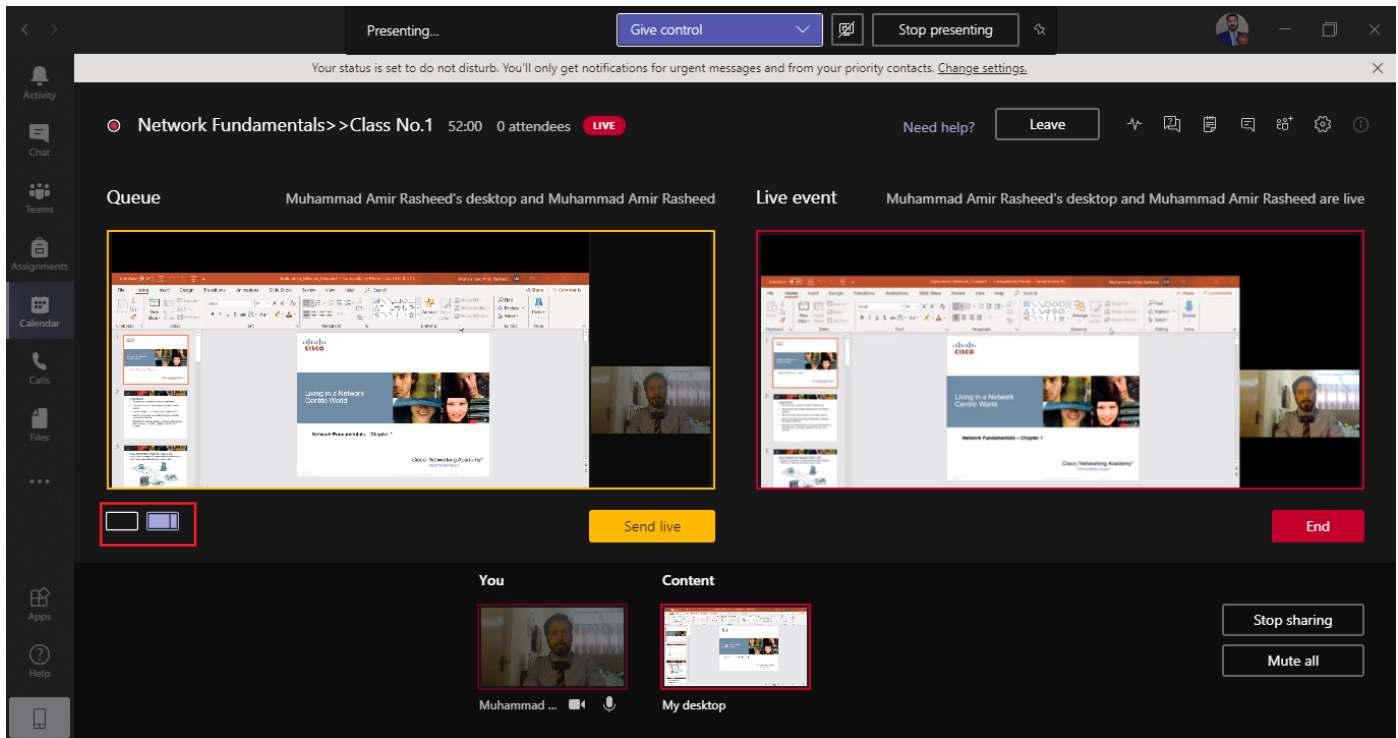


The event is live now as you can see red live indication with two attendee.



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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



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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.

The screenshot displays the Microsoft Teams interface during a live event. The top bar shows the event title "Network Fundamentals>>Class No. 1" and the time "13:10" with "1 attendee". The main content area is divided into three sections: "Queue", "Live event", and "You". The "Queue" section shows a list of questions. The "Live event" section shows a video feed of the host, Muhammad Amir Rasheed. The "You" section shows a small video feed of the user and buttons for "Share" and "Mute all". A sidebar on the right shows the "Live event Q&A" section with a list of questions and answers, and a "Make an announcement" button at the bottom.

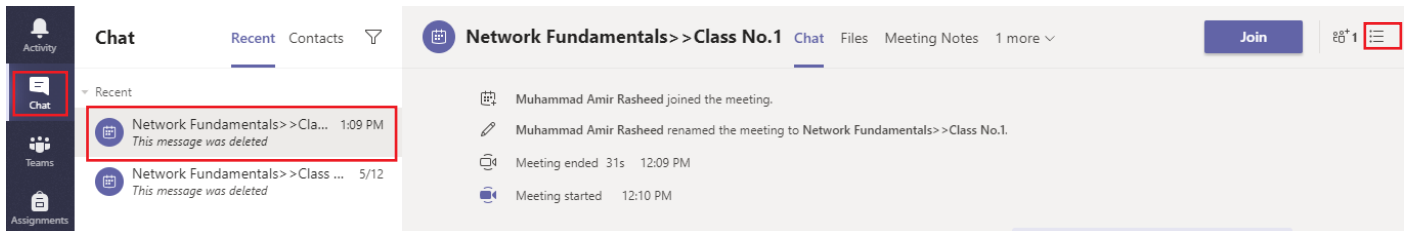
You can finish the event by clicking red “End” button in the Section No. 3 (Live event). Once the live session/event is ended, click the “Leave” button to close the window.



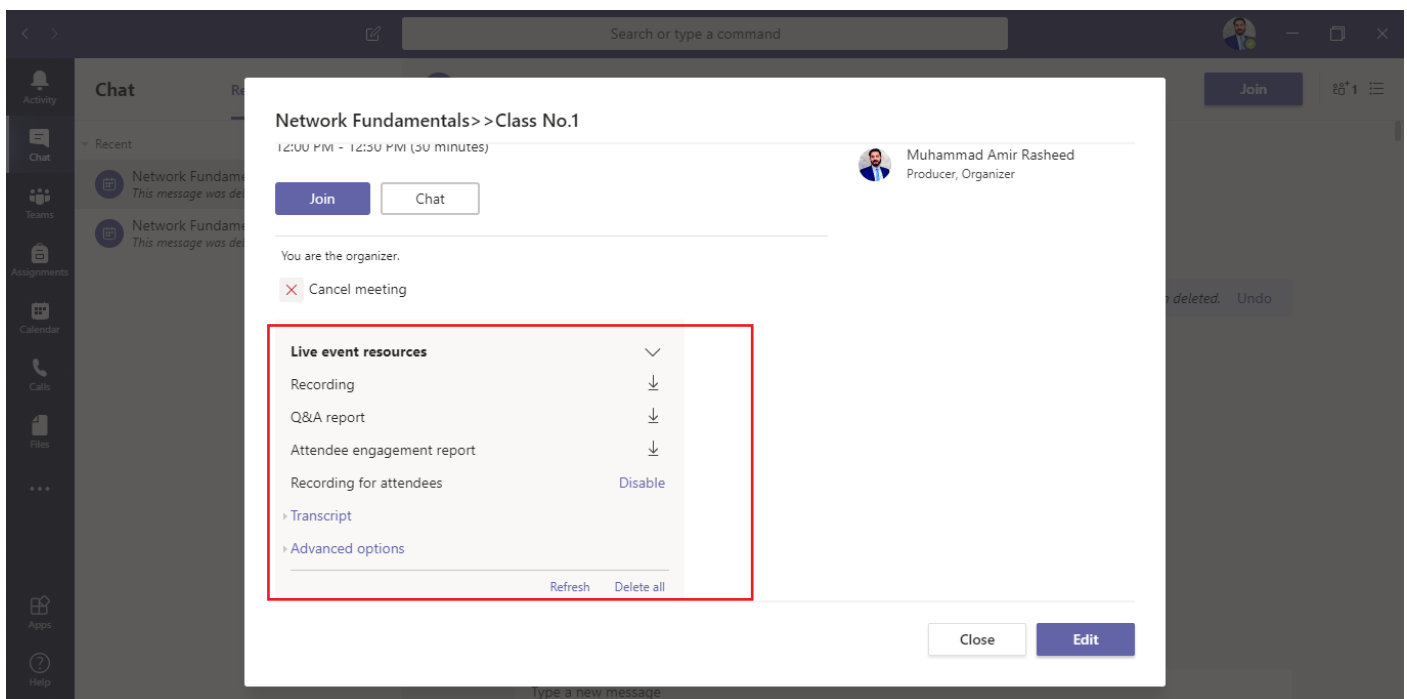
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DOWNLOADING EVENT REPORTS

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 (Recording, Q&A, Attendee 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	e4c6e69e-9a2b-4b Sir, please repeat the last topic?													
3	Moderator	Response	Muhammad Rasheed	5/13/2020 8:31	e4c6e69e-9a2b-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-4b Thank you Sir!													
6																		

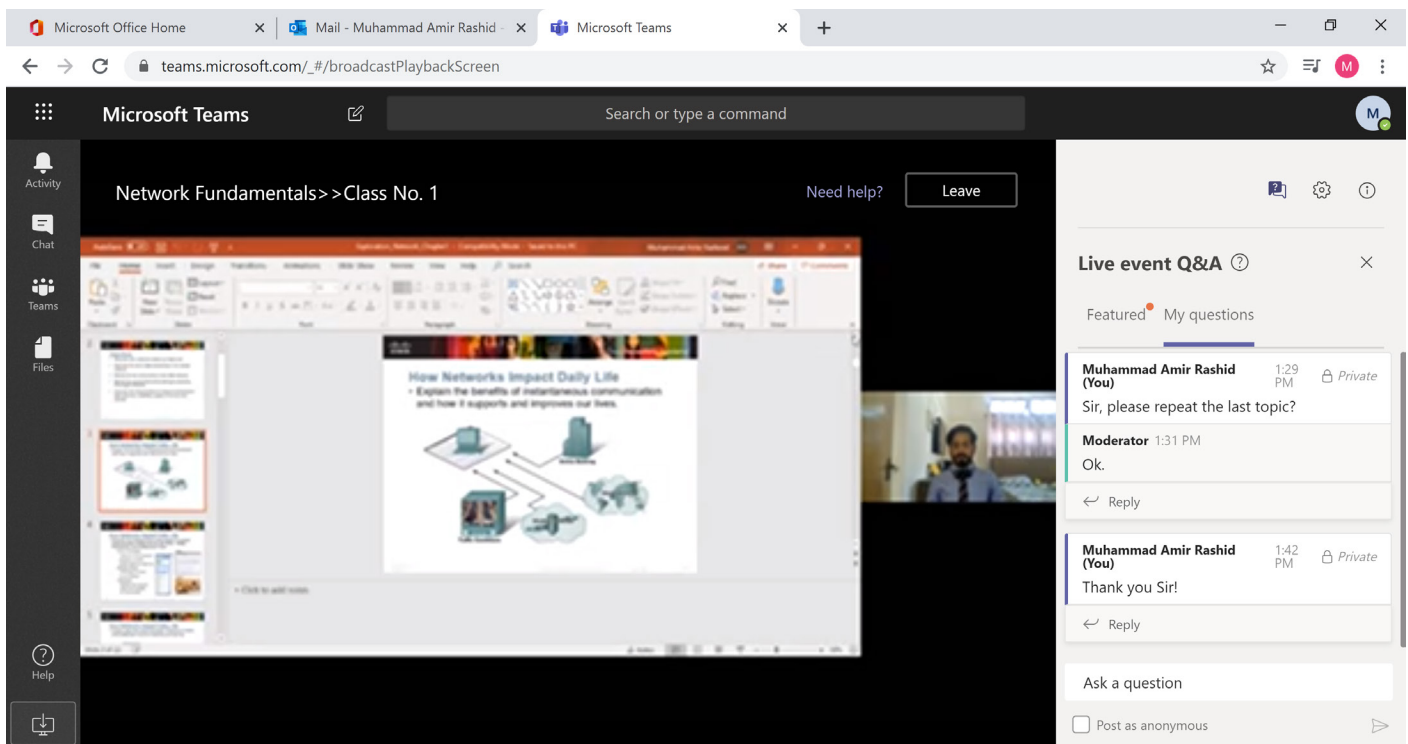
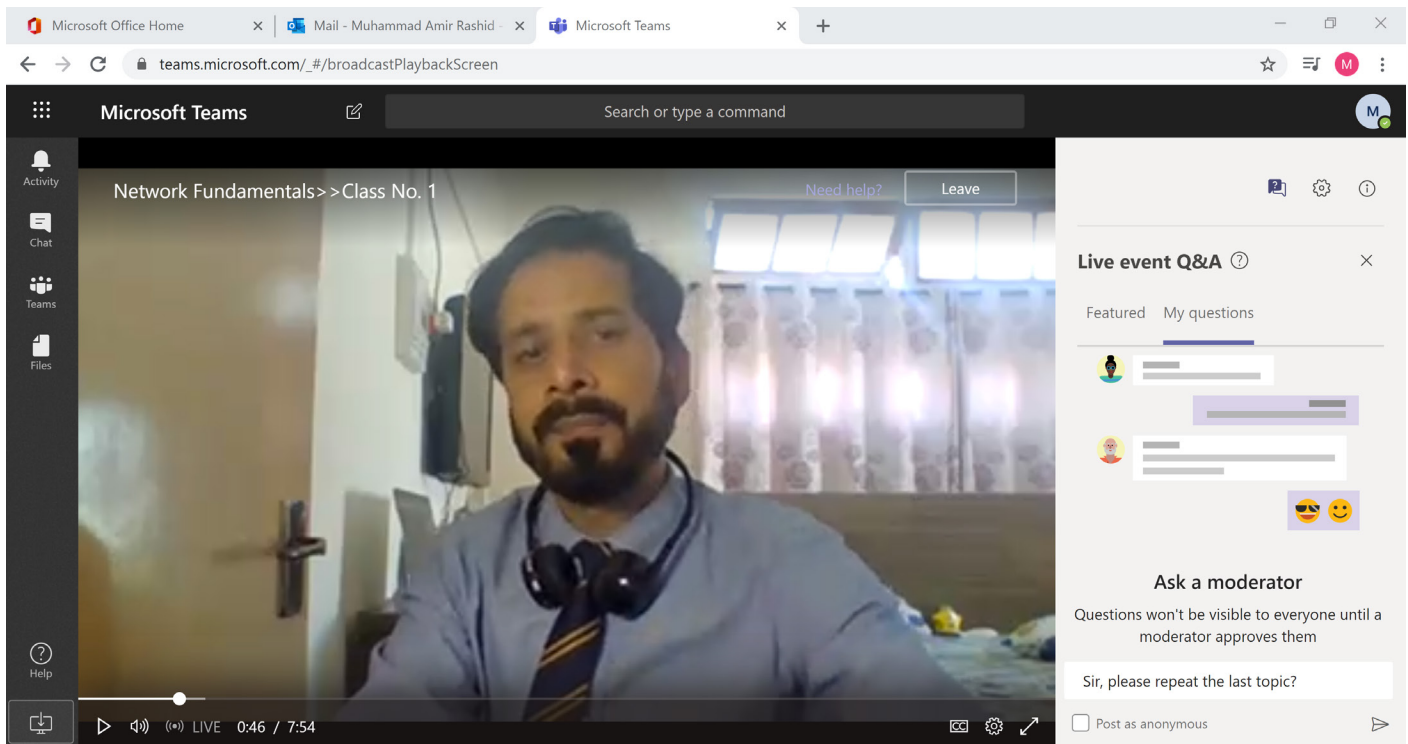
Attendee Engagement Report (Attendance)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Session Id	Participant Id	Full Name	User Agent	UTC Event	Action	Role								
2	e83d062a-	amir.ntc@must.edu.pk	Muhamm	Mozilla/5	5/13/2020	Joined	Event Team Member								
3	ac6e98ae-	must.demo.student1_outlook.com#EXT#@pern.onmicrosoft.com	Muhamm	Mozilla/5	5/13/2020	Joined	Attendee								
4	e83d062a-	amir.ntc@must.edu.pk	Muhamm	Mozilla/5	5/13/2020	Left	Event Team Member								
5	ac6e98ae-	must.demo.student1_outlook.com#EXT#@pern.onmicrosoft.com	Muhamm	Mozilla/5	5/13/2020	Left	Attendee								



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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



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