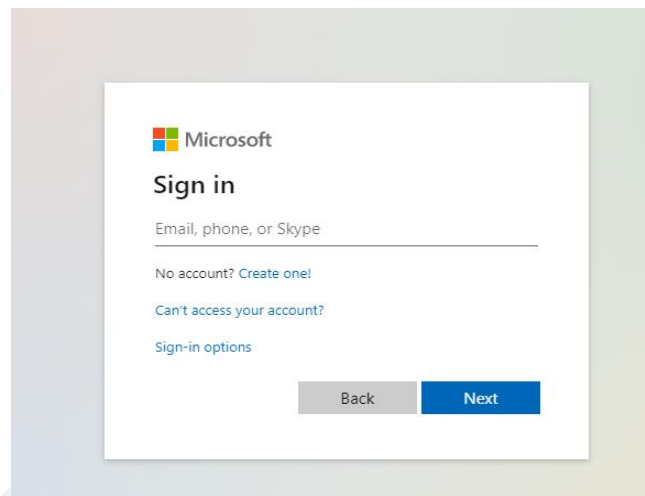


Microsoft Teams

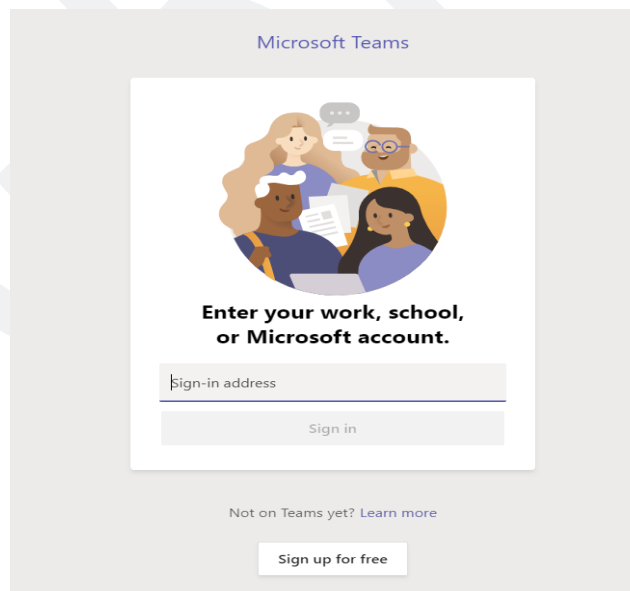
How to Create Teams?

Step 1: Open Microsoft Team in browser or in app. Login to your Microsoft Team account by the given Username and password.

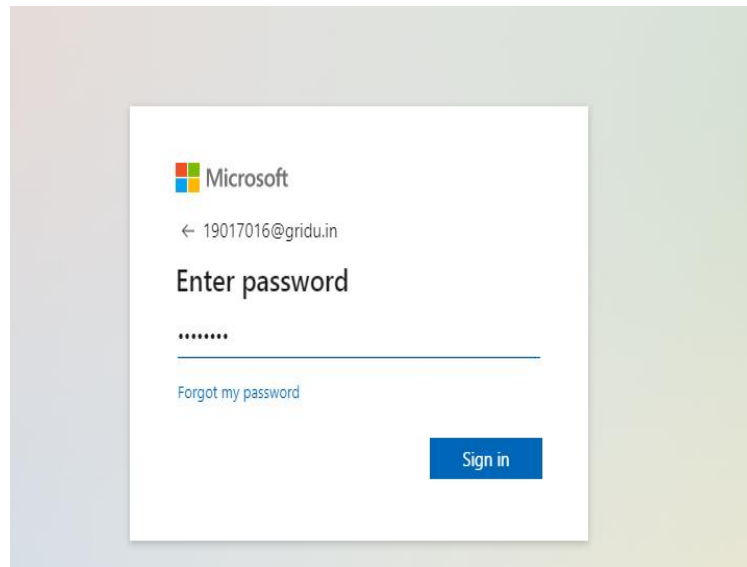
In browser



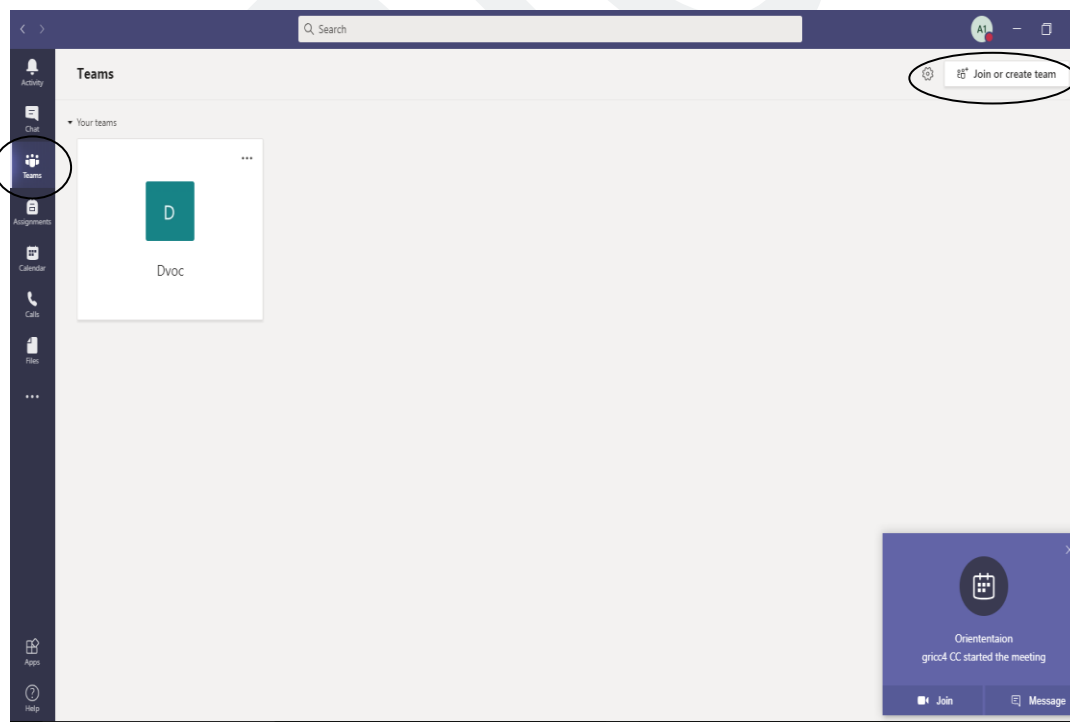
In app



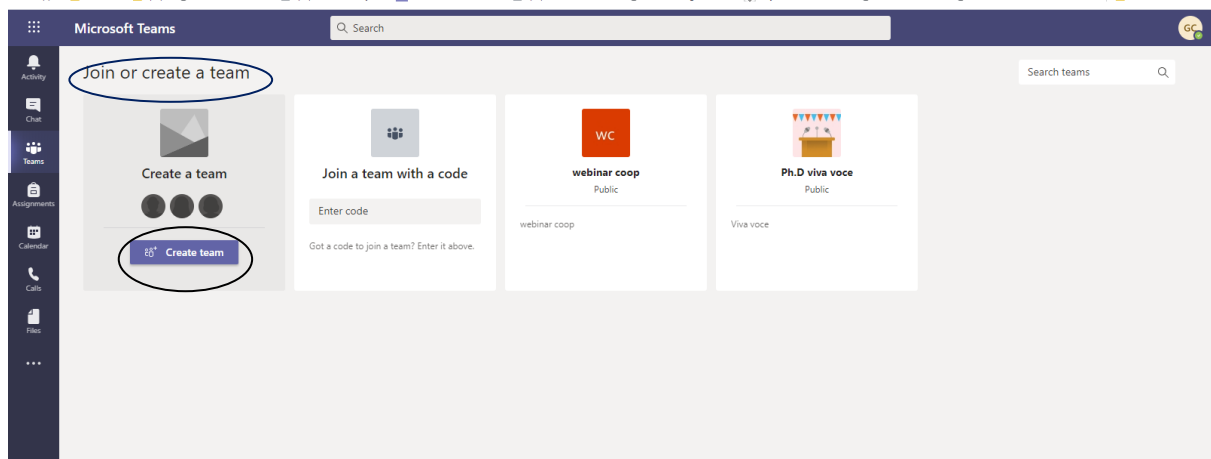
Step 2: Type the given password in your portal for Microsoft teams and select sign in button



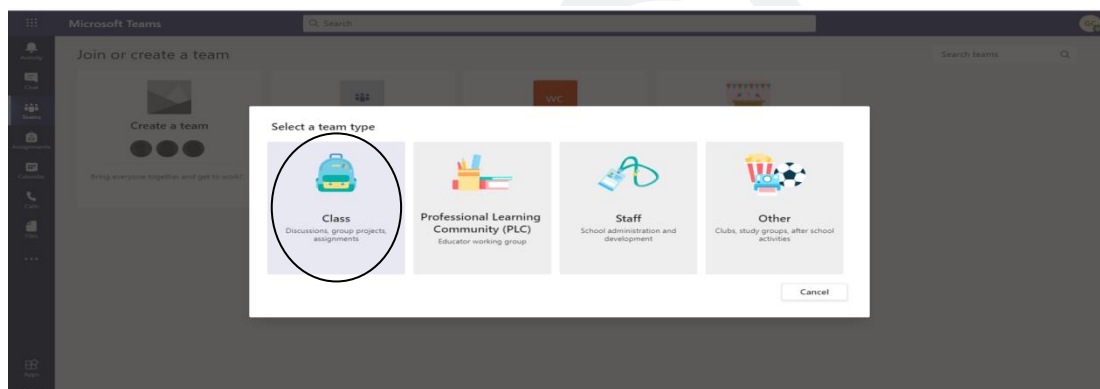
Step 3: Microsoft Team will be open. To create a team select teams menu in the left side menu bar.



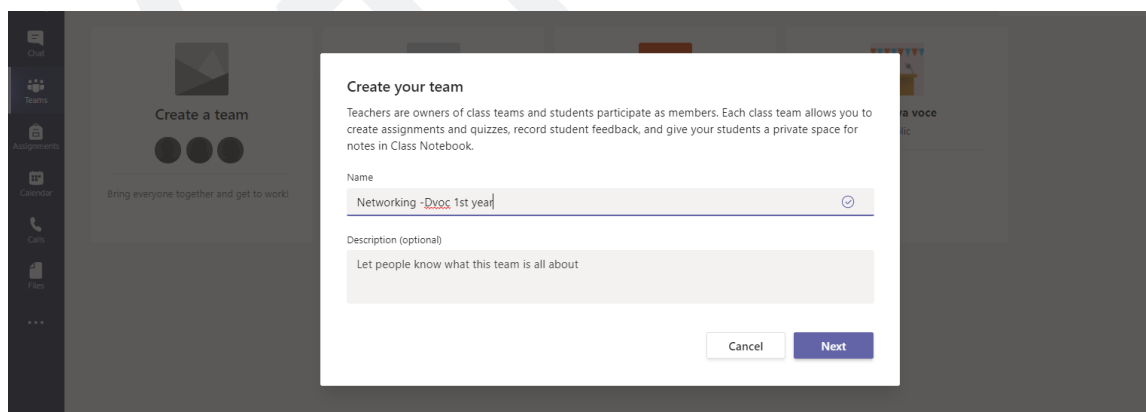
Step 4: Select Create team in Join or create a team option.



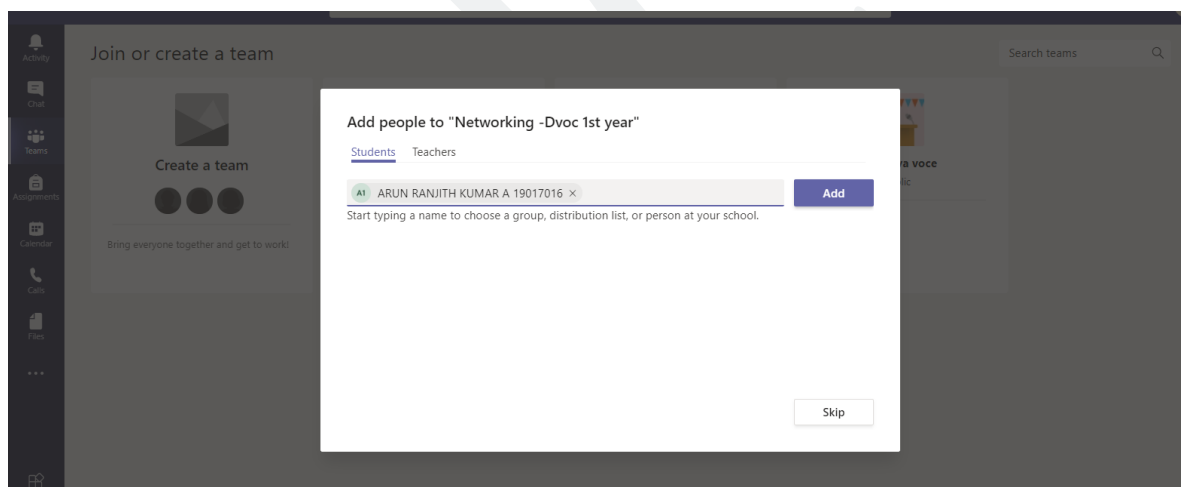
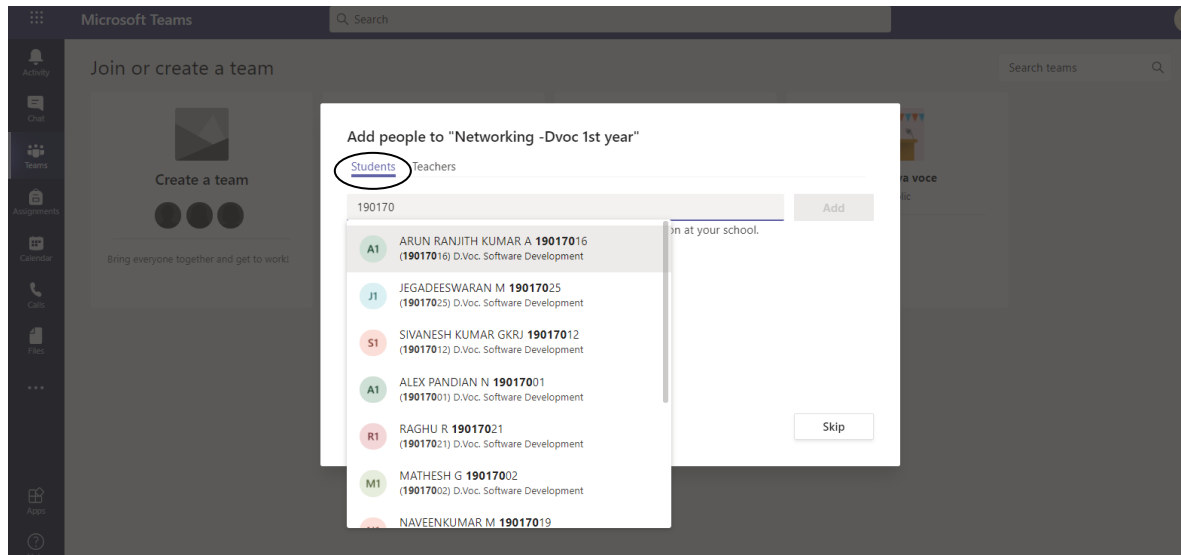
Step 5: Select team type as class for students.



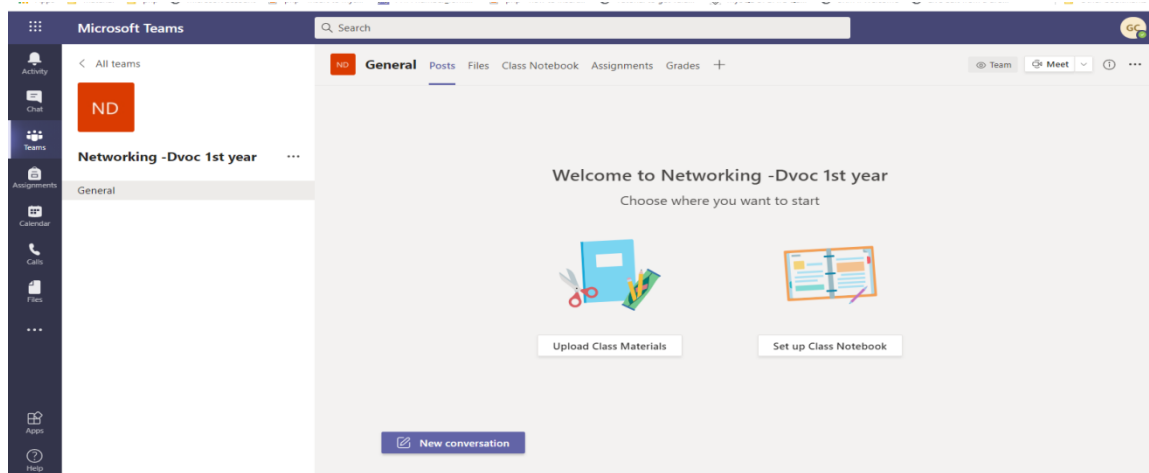
Step 6: Enter your semester, course and Programme names as a team name (ex. BScMaths IIsem Algebra) and click next button.



Step 7: Select Student tab to add students for the created team. Enter student register number in the search field and select the student. After selection click add button. Repeat this step for all the students of your course. Now click the close button.



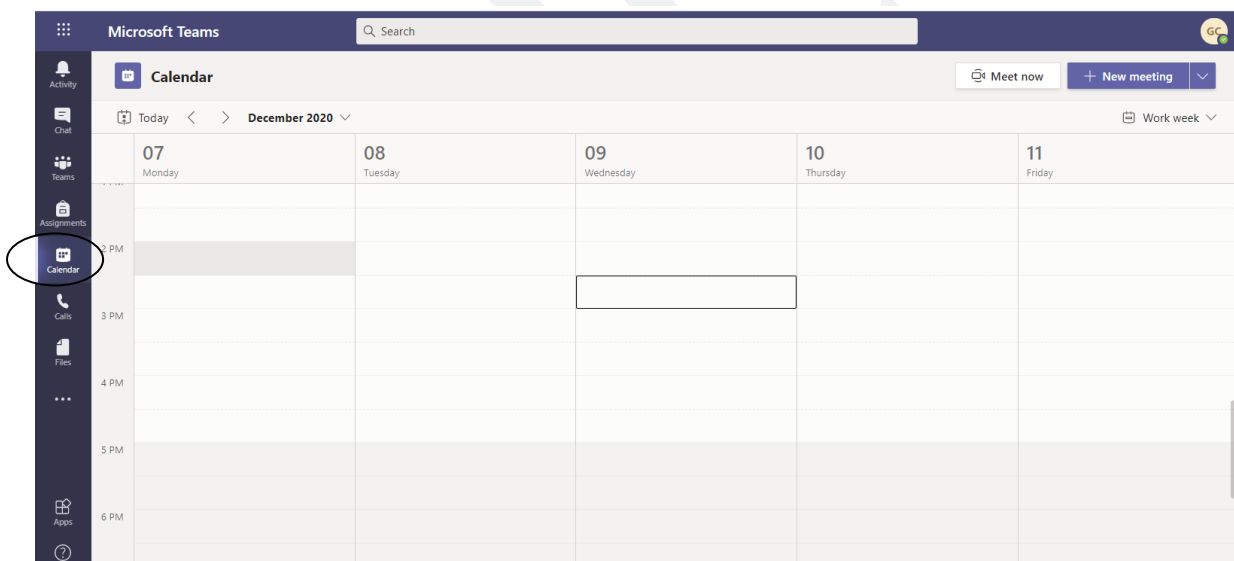
Step 8: Your team page will open.



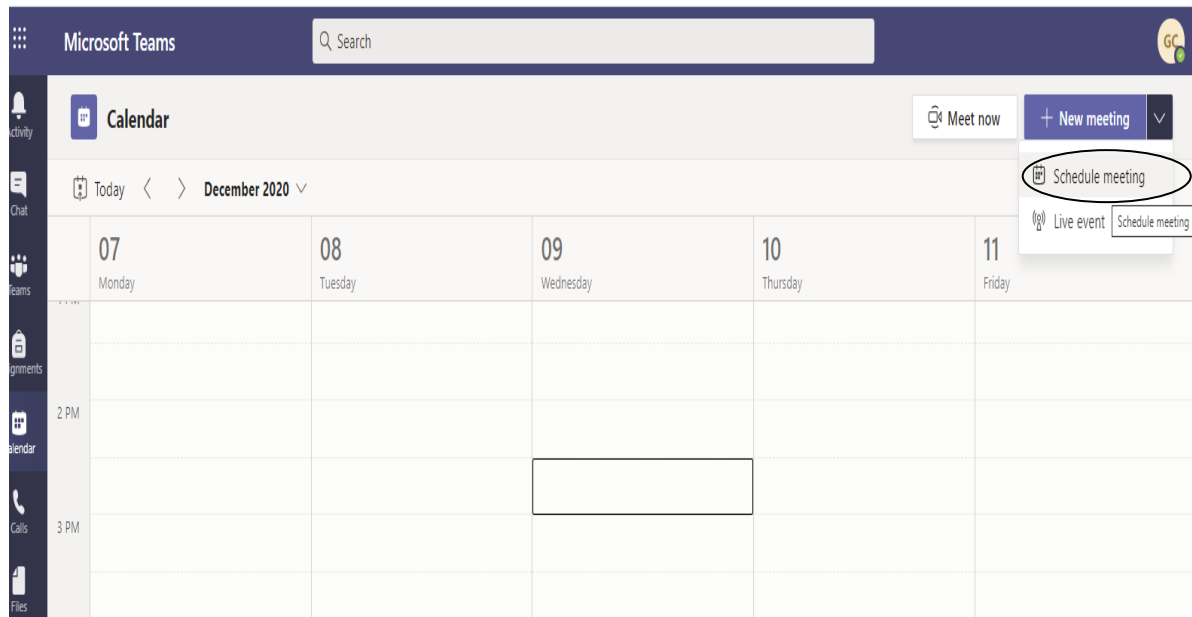
This page has all the options to handle online class. The following steps are for handling online classes using meeting in Teams option.

How to Schedule Meetings in Microsoft Teams?

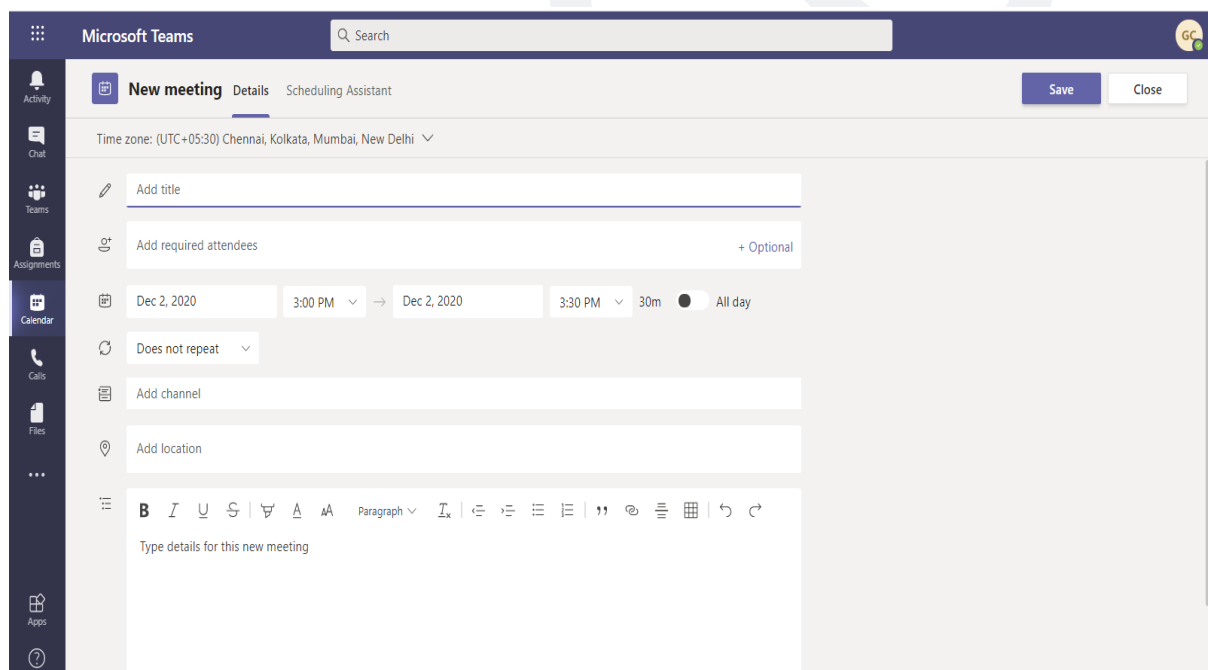
Step 1: Select Calendar option in the left side menu bar.



Step 2: Select schedule meeting in the dropdown of meeting option.

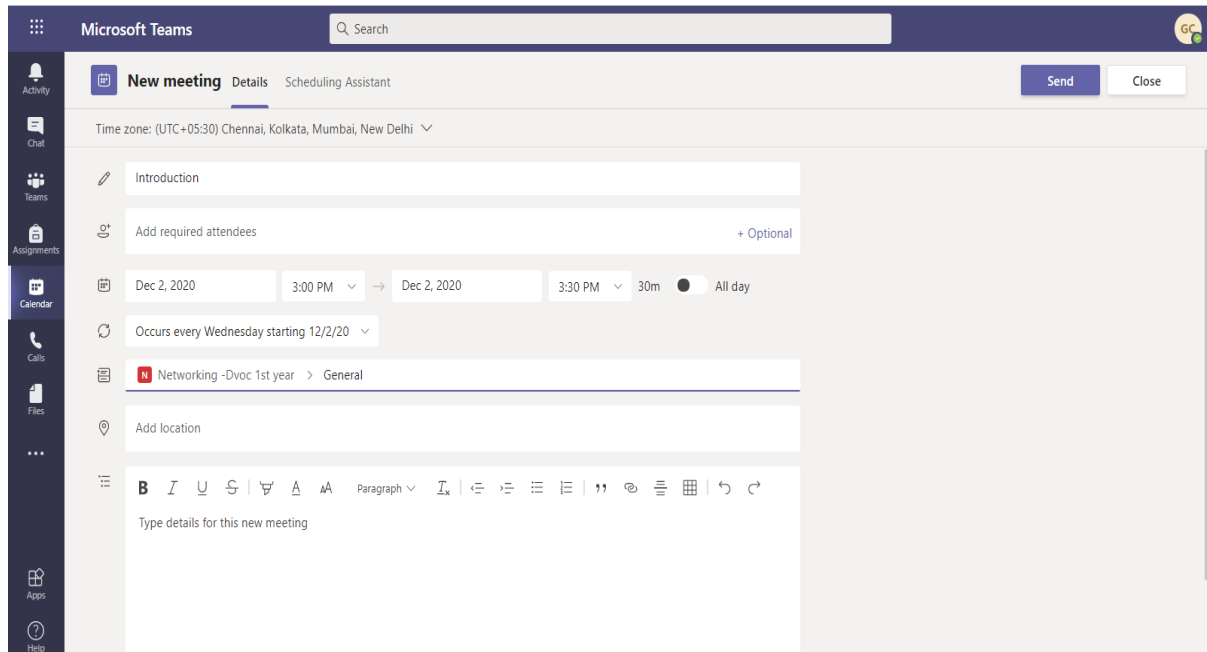


Step 3: Select schedule meeting present in the new meeting option.

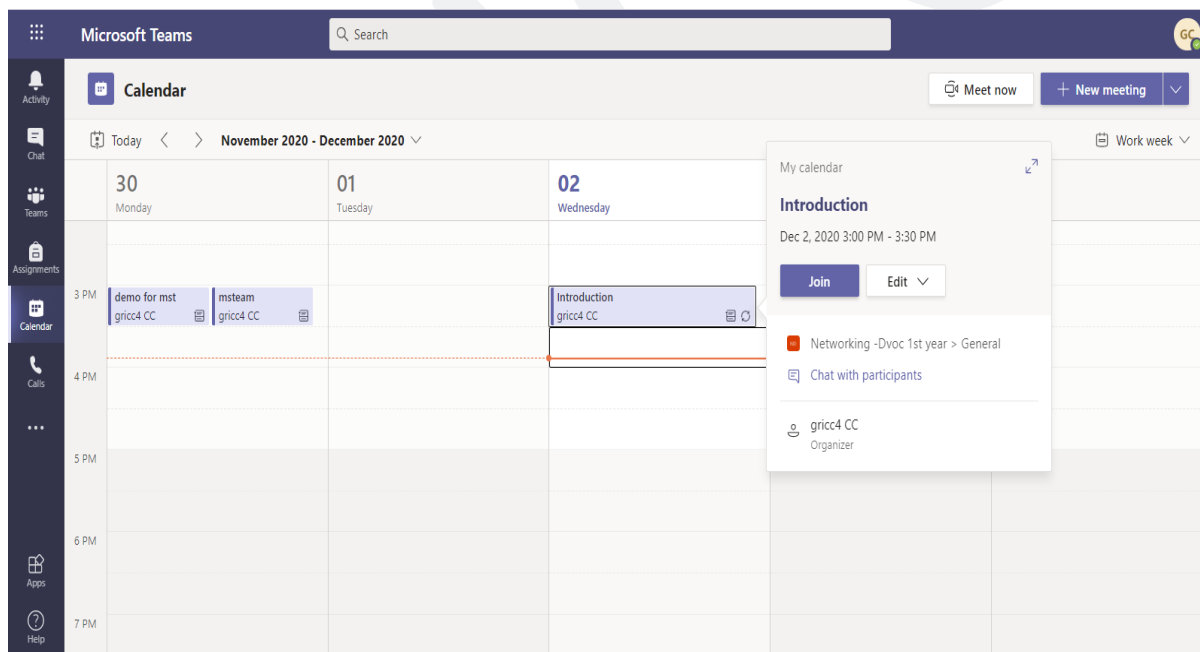


1. Add title - Enter the meeting title.
2. Add required attendees - You can add as an optional one.
3. Calendar - Select date and time duration of the meeting.
4. Do not repeat - You can schedule meeting repeatedly or not.
5. Add Channel - Assign the meeting for the selected teams.

Select send button. Meeting information will be sent to the students who are in the selected teams.

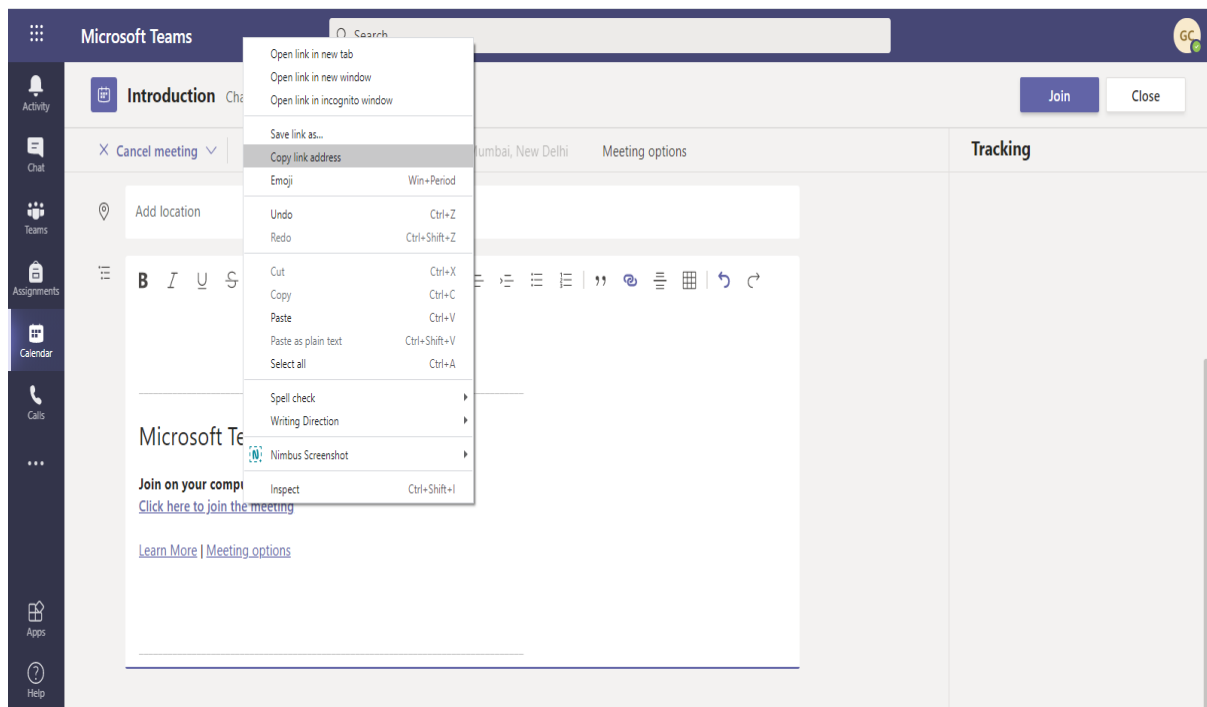


Step 4: If you want to Share the meeting link other than the team members, Select the arrow at the top right of the meeting in the calendar.



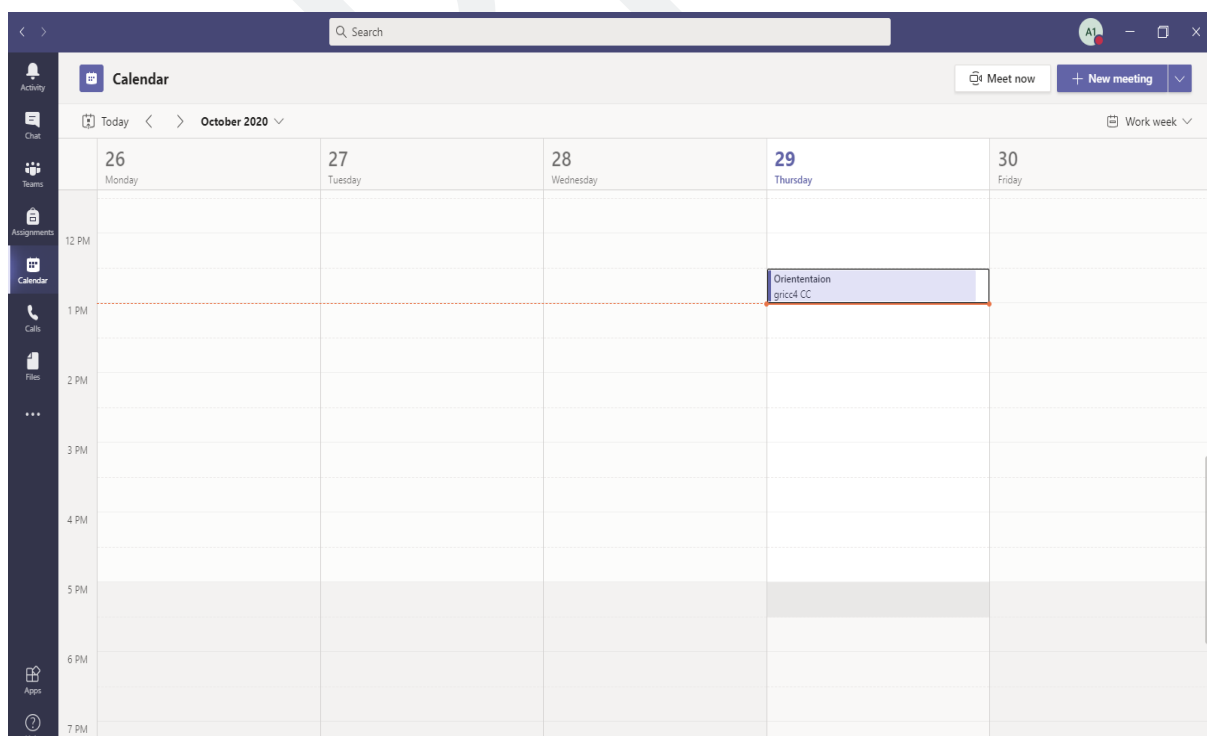
Step 5: At the bottom of the meeting details right click the click here to join the meeting option then popup menu will open and you can select copy link

address. Now you can share the link to participants to join in the meeting.

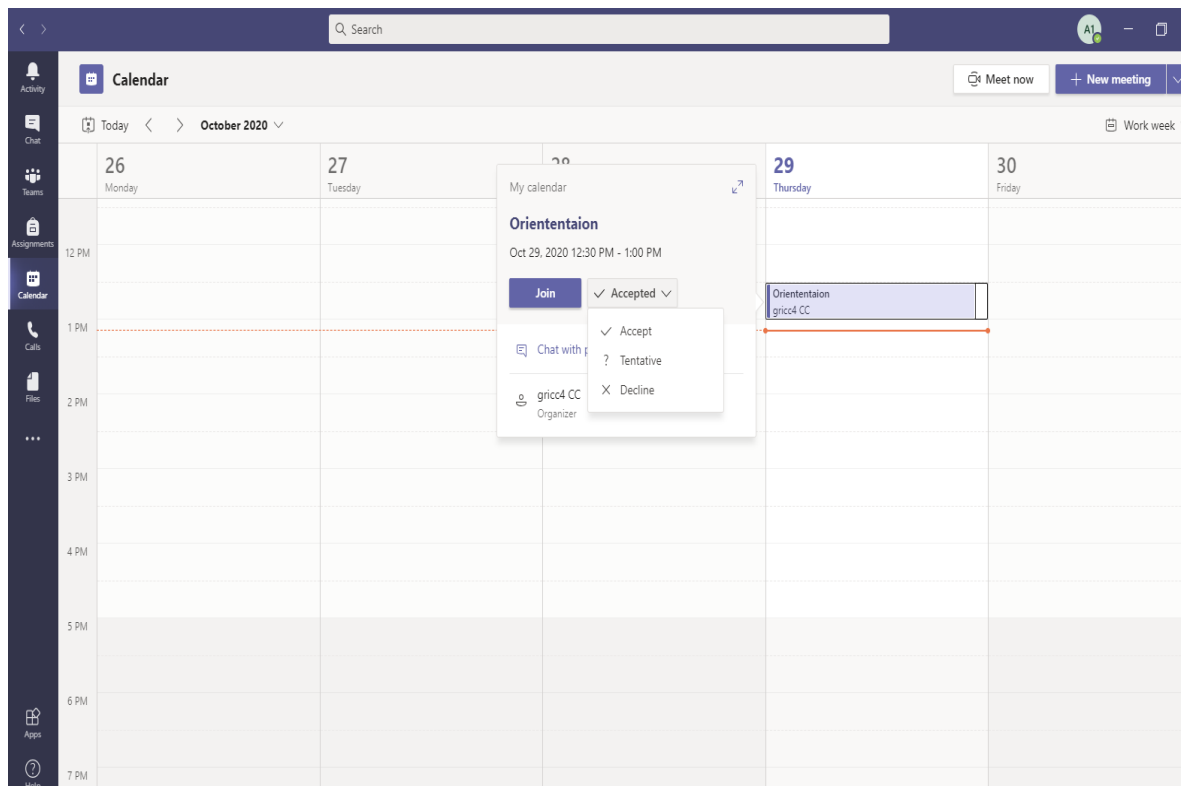


How to join in scheduled meeting

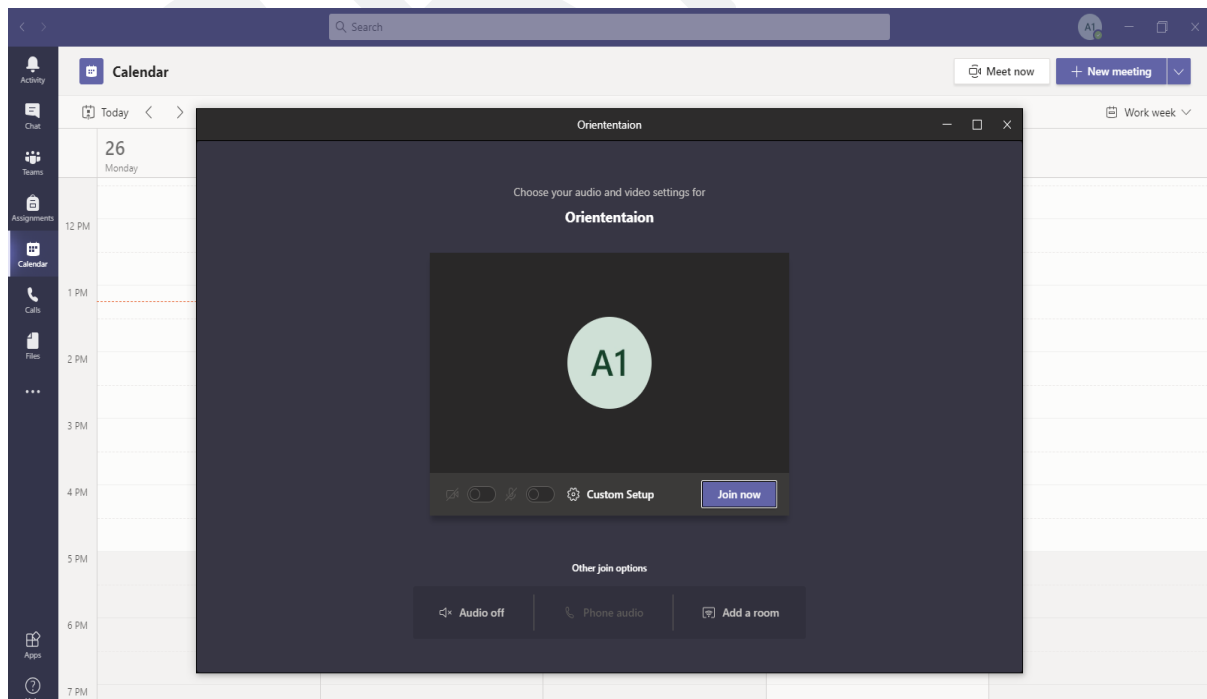
Step 1: All your meetings will be appeared in the calendar. Select calendar option at the left side menu in the Microsoft Team



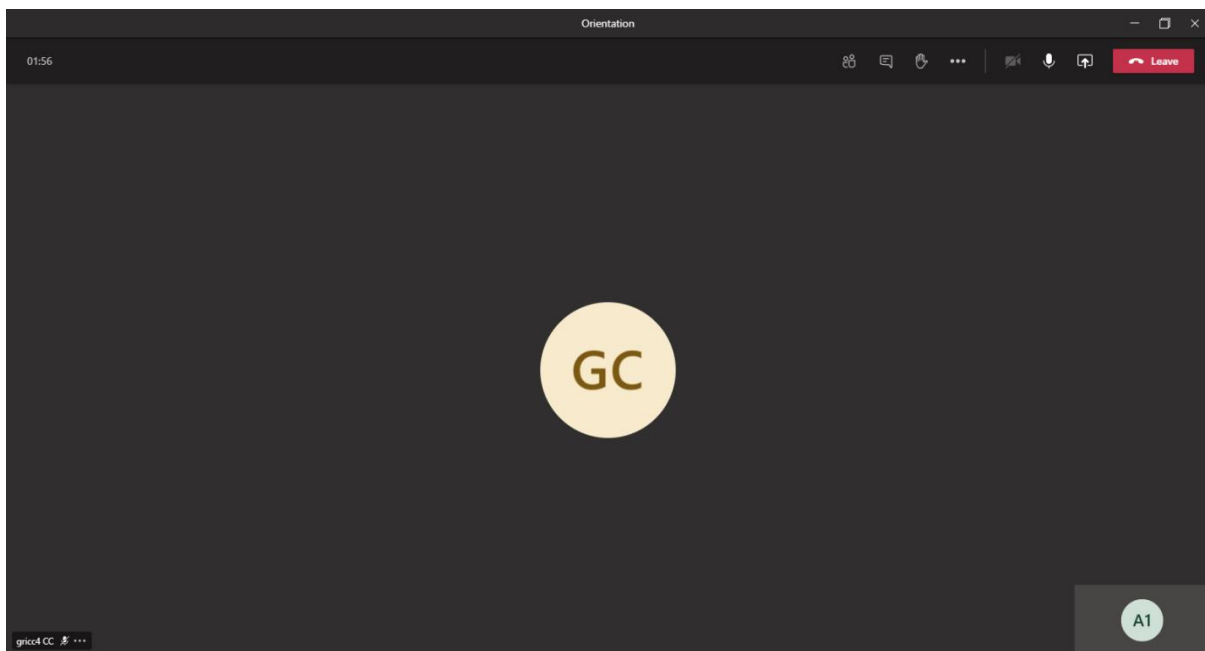
Step 2: Select the meeting in the calendar for example select orientation meeting which is highlighted. You will be having the option to join in the meeting. Select join option and accept the meeting.



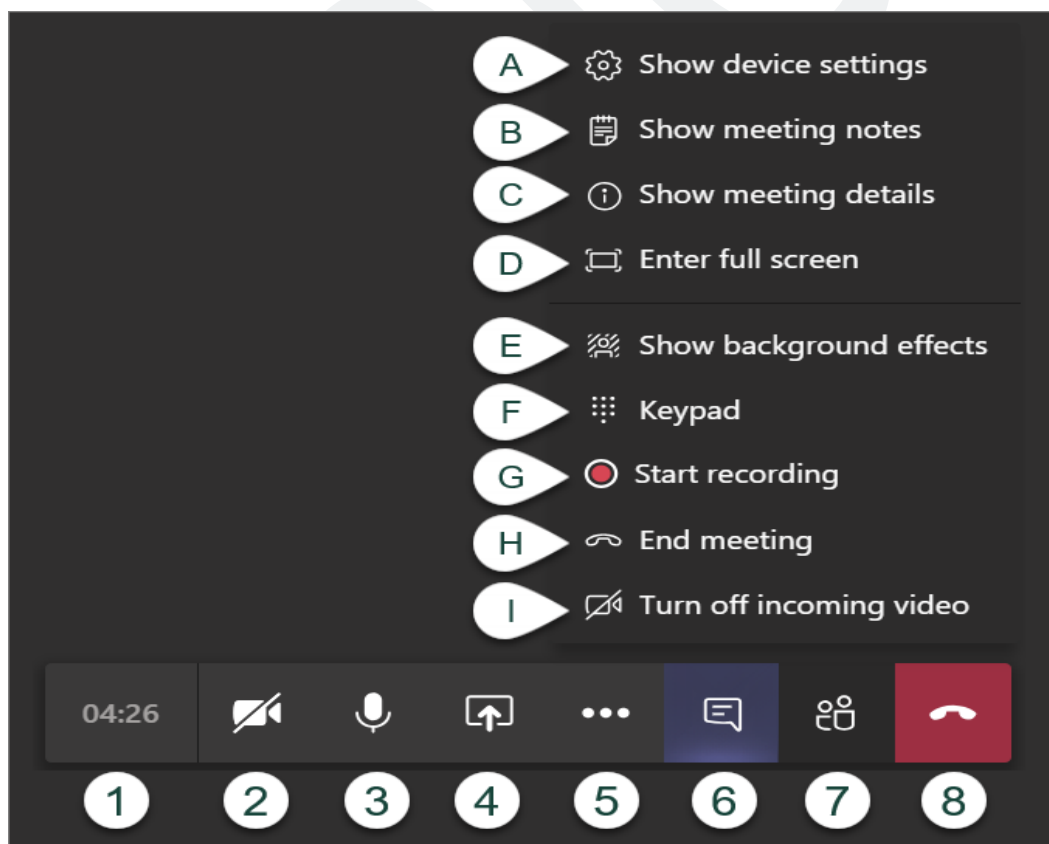
Step 3: Meeting will be open you can join now.



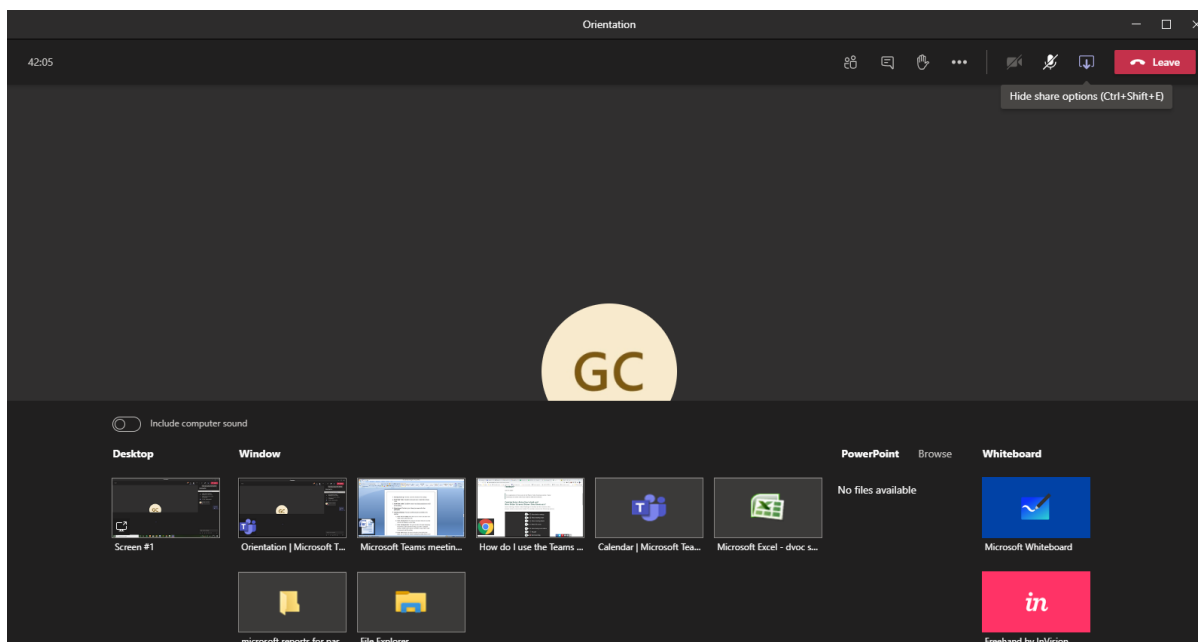
Step 4: After joining your screen will appear as follows



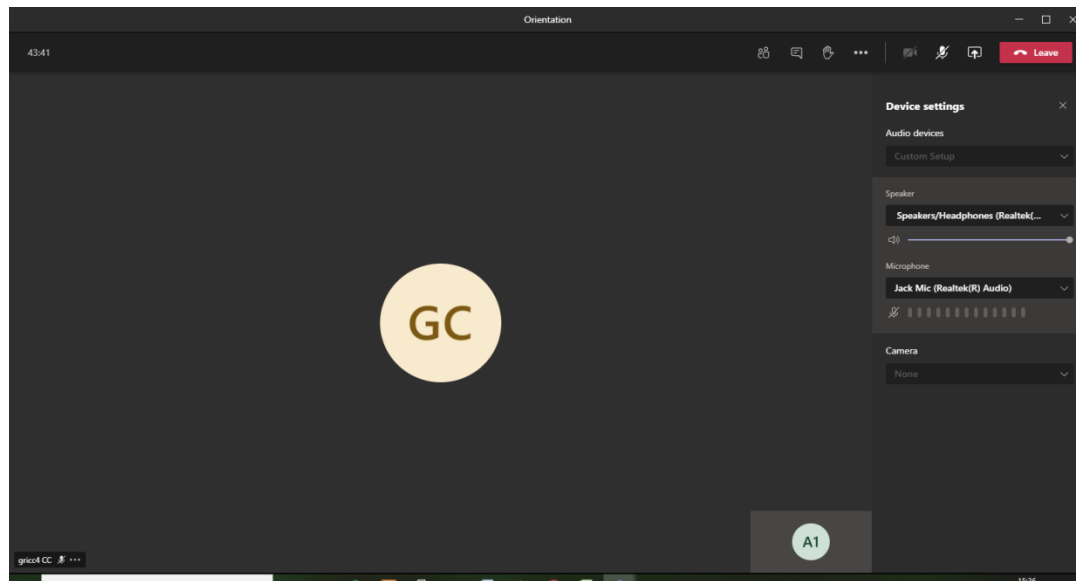
Step 5: Menus at the top right of the meetings.



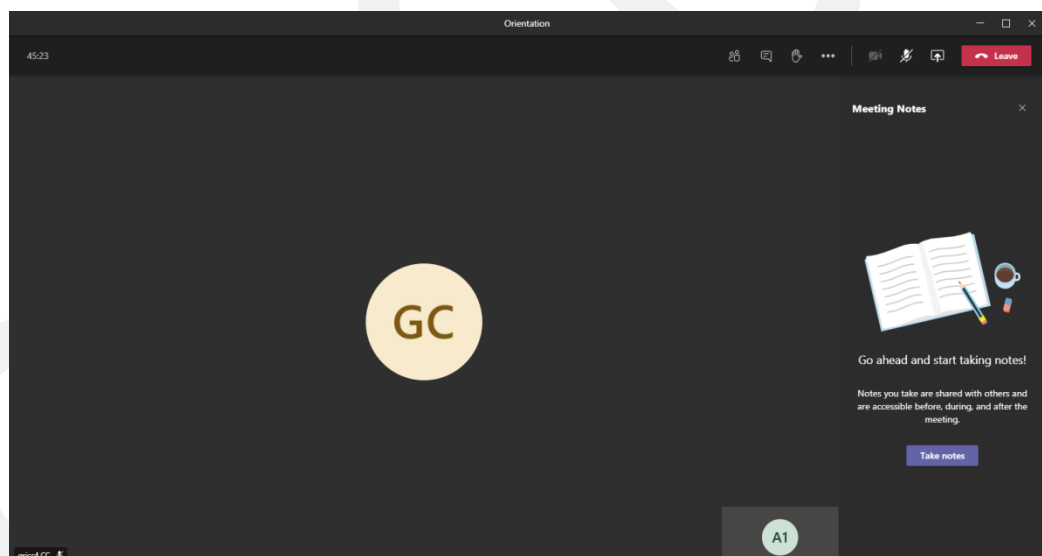
1. **Meeting Time Log:** This time counts the duration of the meeting.
2. **Show/Mute Video:** This allows the user to show or hide their webcam video.
3. **Show/Mute Audio:** This allows a user to turn their microphone on or off in the meeting.
4. **Share Screen:** This allows you to share your screen with other participants.



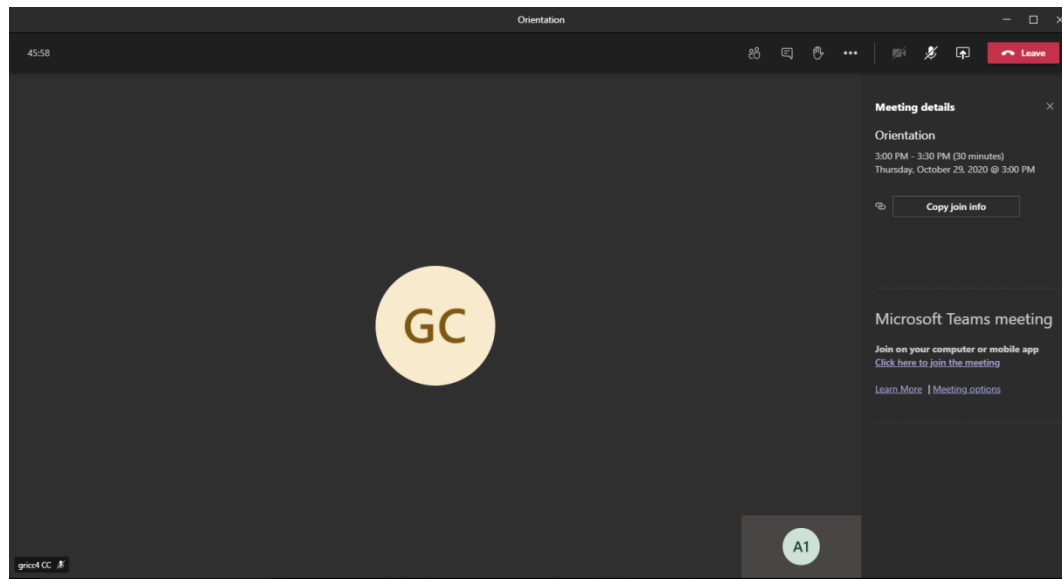
5. **Additional Options:** This shows additional options available in the meeting.
 - A. **Show Device Settings:** This allows you to review and adjust your video source, audio source, etc.



B. **Show Meeting Notes:** This opens a notes area where you can take notes for the meeting to review later.



C. **Show Meeting Details:** This opens an area to the right displaying the date/time of the scheduled meeting, any dial in conference numbers, ability to call a phone, and ability to copy a link to send to someone to join the meeting.



D. Enter Full Screen: This removes the tabs to the left for chat, teams, etc. as well as the window making the meeting take up your entire screen.

E. Show Background Effects: This allows you to add a blur or a virtual background to your video on the meeting. You can select from the options listed.

- i. ***To add your own images in Windows***, copy address listed below and paste it into the address bar of a File Explorer window. You can then add your photos to the Uploads folder.

%AppData%\Microsoft\Teams\Backgrounds

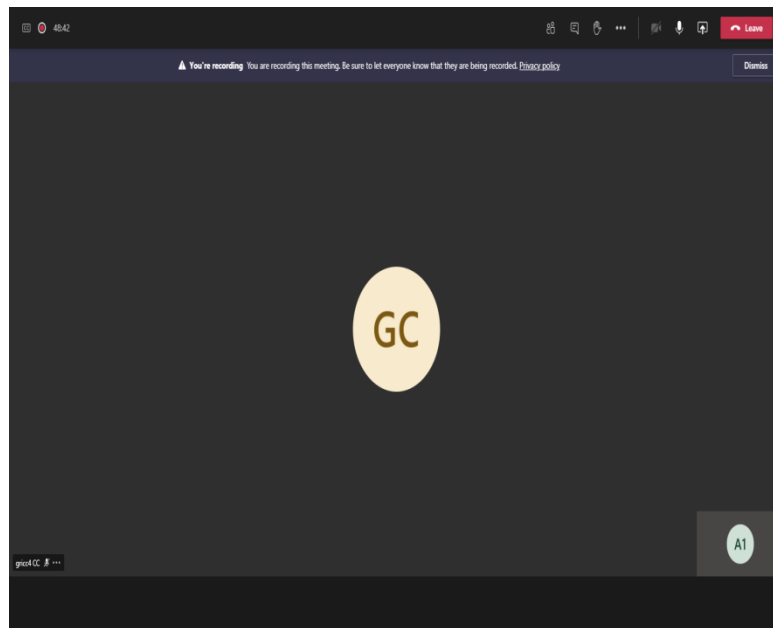
- ii. ***To add your own images in Mac*** copies the address listed below and paste it into the address bar of a Finder window. You can then add your photos to the Uploads folder.

~/Library/Application

Support/Microsoft/Teams/Backgrounds

F. Keypad: Allows you to dial numbers when necessary for entering conference rooms, etc.

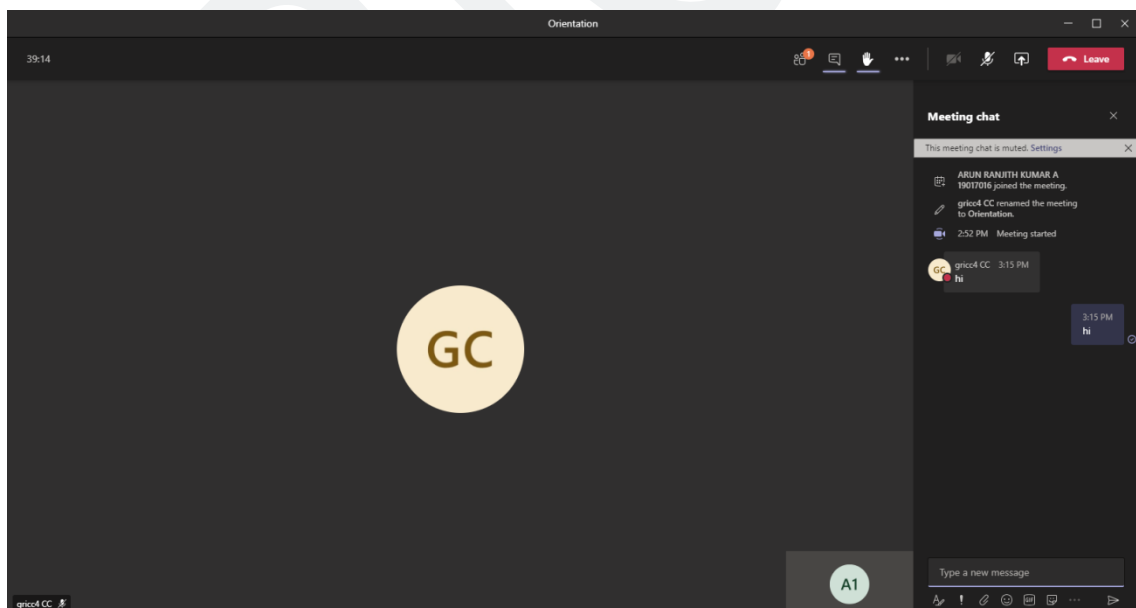
G. Start Recording: This allows you to start and stop recording of the meeting.



H. **End Meeting:** This will end the meeting for all participants.

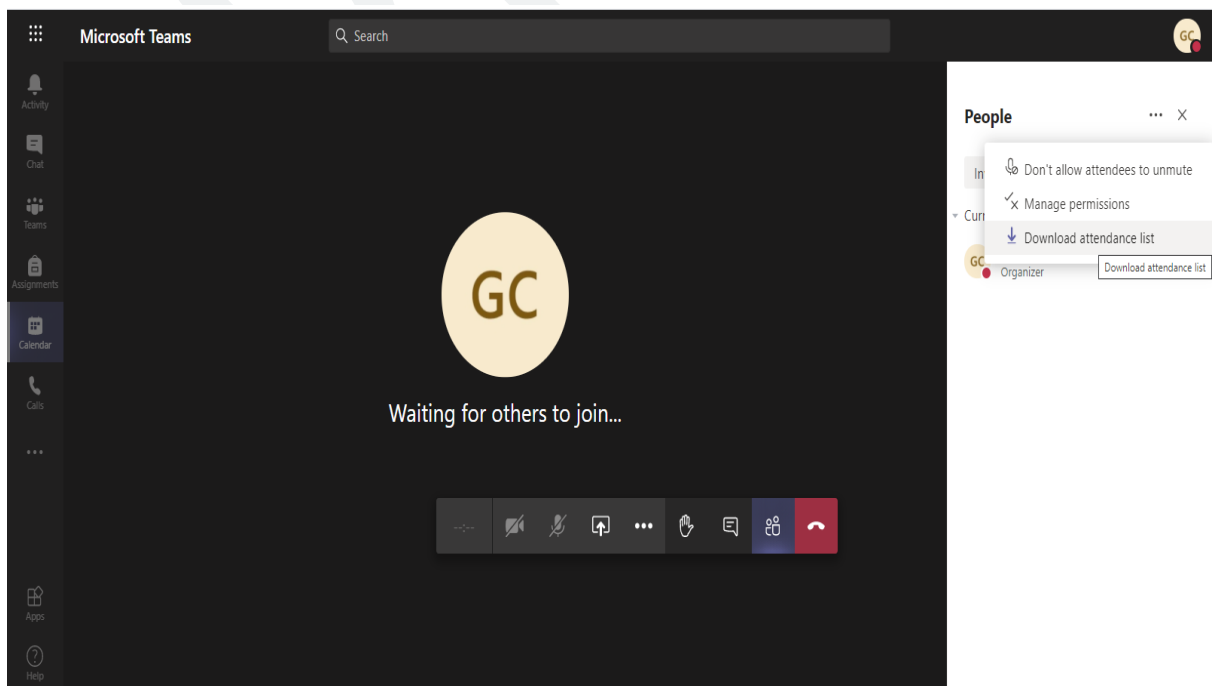
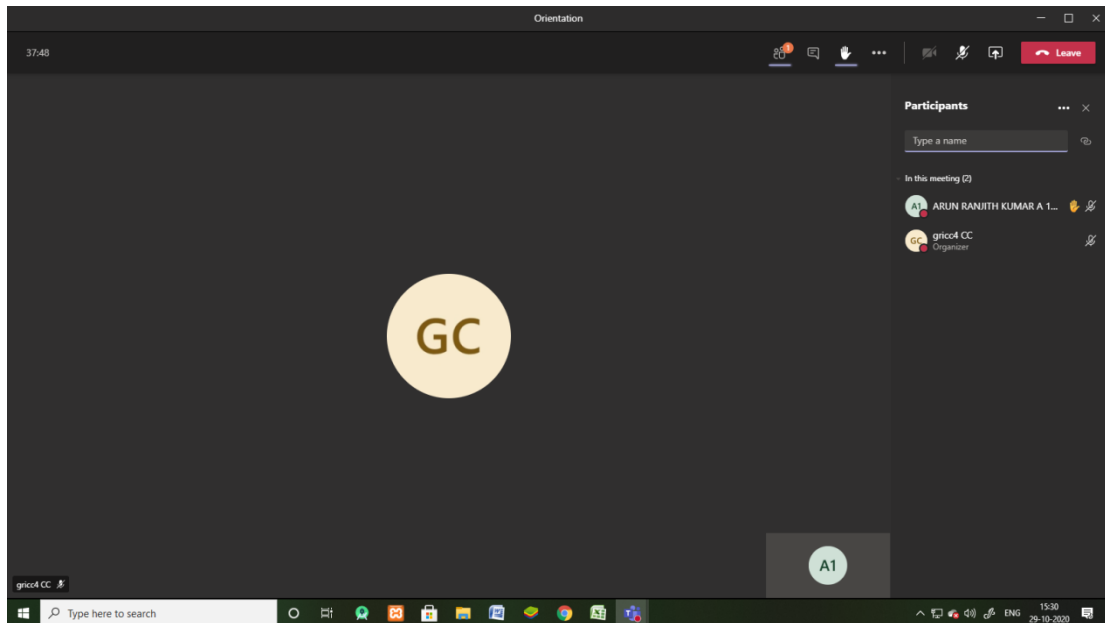
I. **Turn off Incoming Video:** This will force all participants to enter the meeting with their video turned off.

6. **Chart:** This will show the text chat for meeting participants.

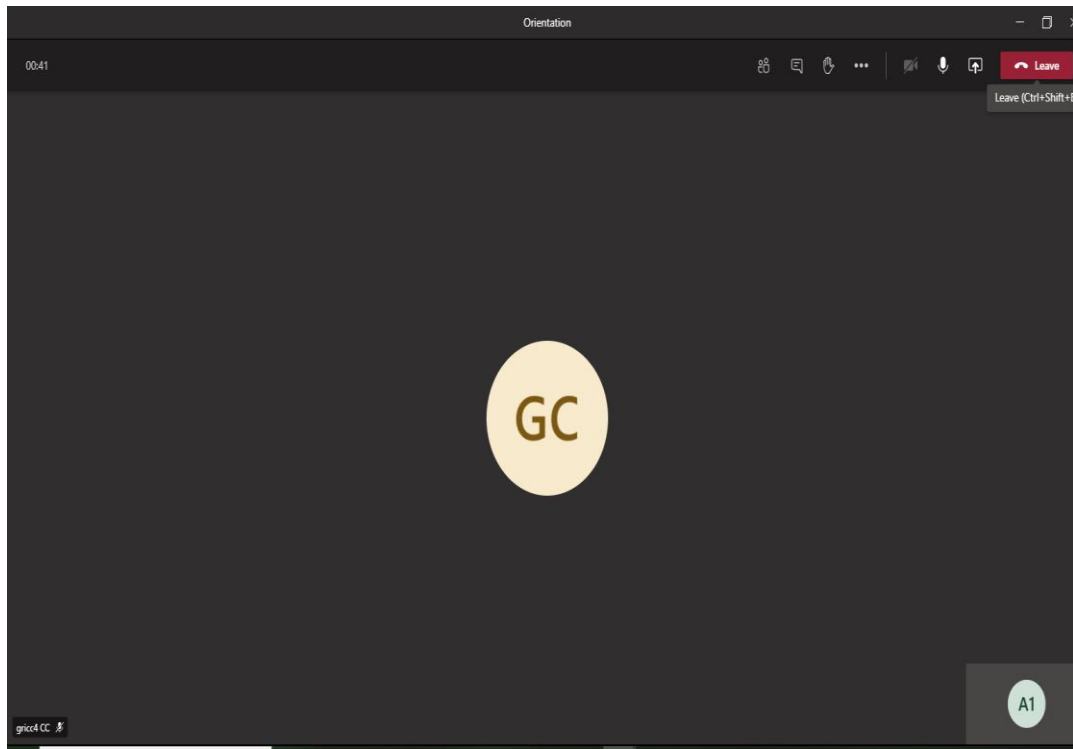


7. **View/Manage Participants:** This shows a list of everyone who is currently in the meeting. This also allows you to add users to your meeting and see who may have raised their hand.

8. **To Take attendance** of the participants select show participant and click 3 dots. Download attendance list option will be open. Select the option your attendance list will be downloaded to your system.



9. **Leave:** This ends the meeting for you personally. This does not end the meeting for everyone.



10. **End Meeting:** This ends the meeting for everyone.