

Use Microsoft Teams (P1/9)

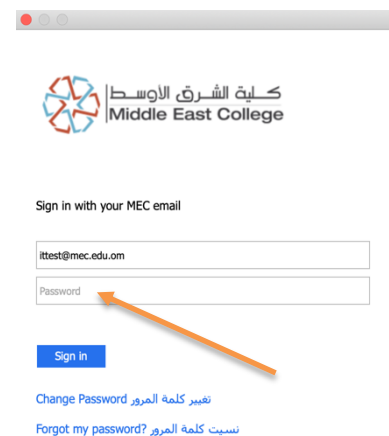
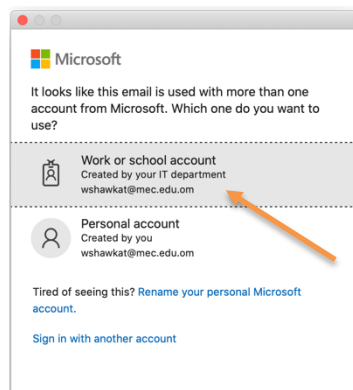
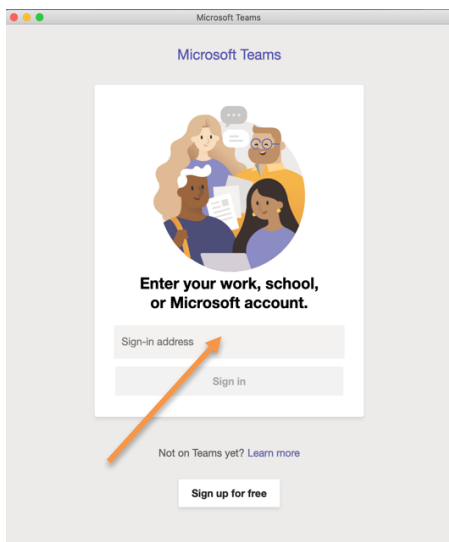
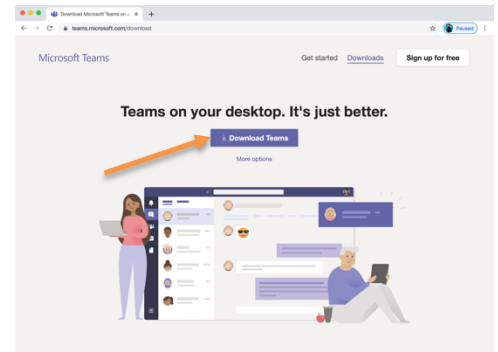
1. Install MS Teams application

a. Open

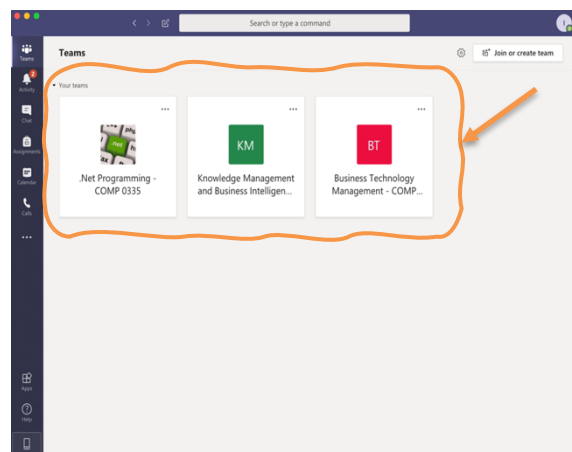
<https://teams.microsoft.com/download>

b. Download the relevant application to your device OS and install.

2. Sign into MS Teams with your MEC email and password



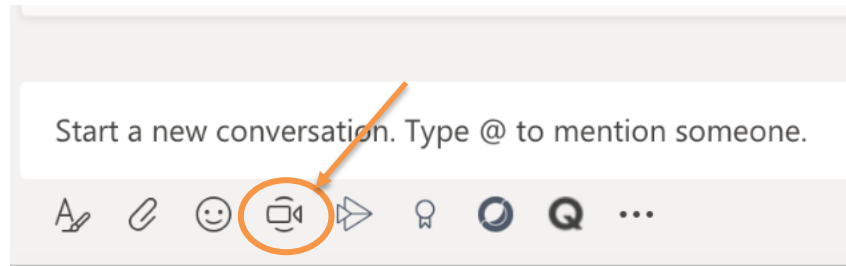
3. Ensure that you can see all your modules



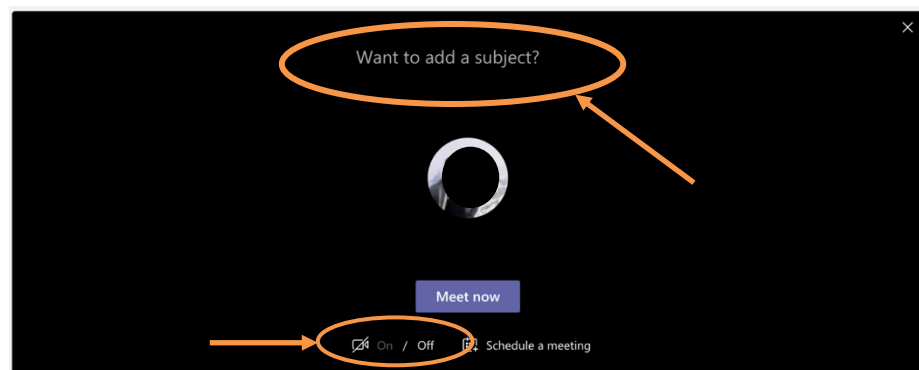
Use Microsoft Teams (P2/9)

4. Start a Video Meeting or Live Classroom

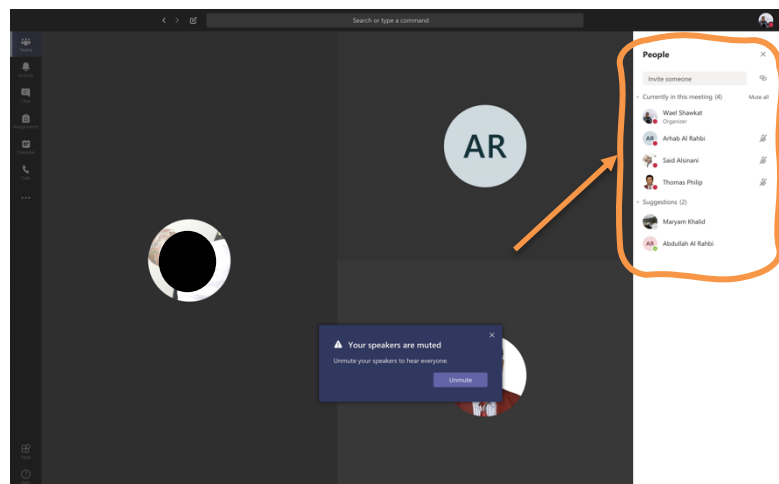
- Press on "Meet now" icon from toolbox



- Type Meeting or Class Subject
- Turn your mic and camera on/off before you start then click "Meet Now"

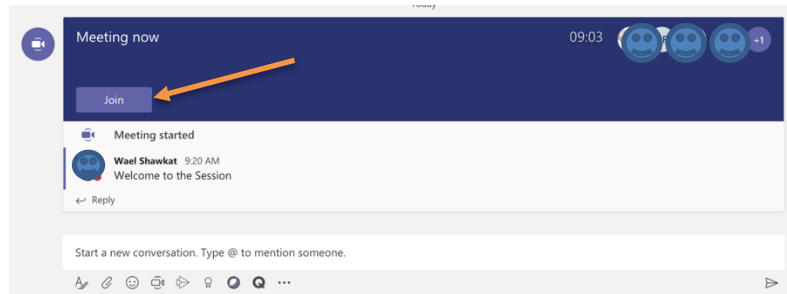


- Wait for attendees to join
- You can Invite someone by typing their name



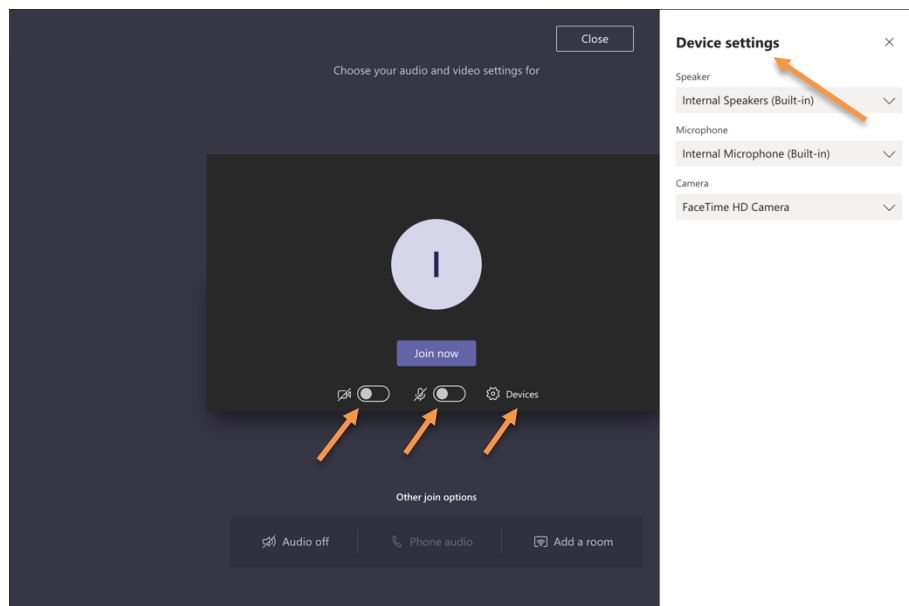
Use Microsoft Teams (P3/9)

5. **JOIN an existing meeting** by open a Team or Module and click "Join"



6. Turn your mic and camera **on/off** before you start then click "Join Now"

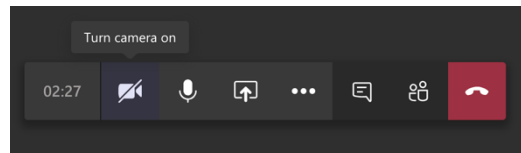
a. Adjust your audio/video device settings if necessary



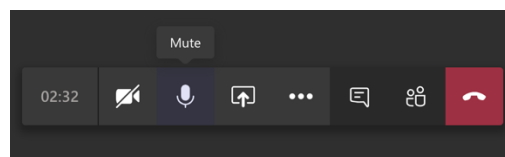
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7. Use the meeting toolbox during the session to toggle and navigate necessary tools

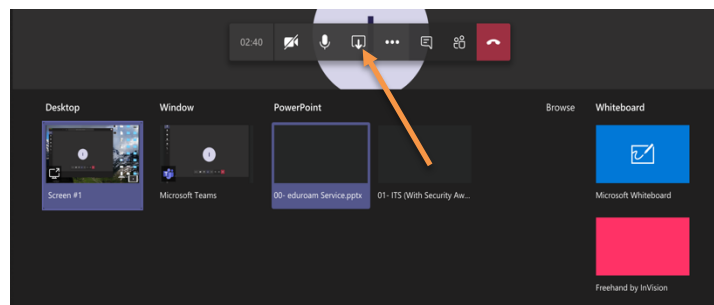
a. Turn camera on/off



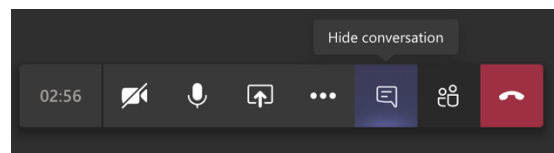
b. Turn microphone on/off



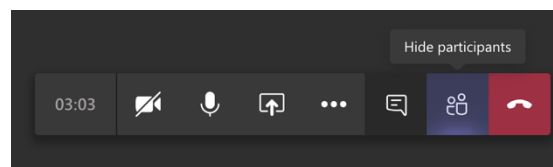
c. Share desktop, window, whiteboard and presentations



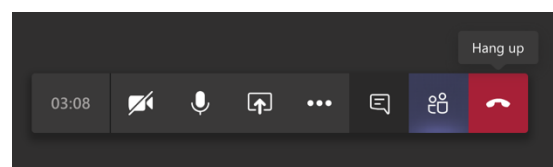
d. Open or Hide chat window for text conversations



e. View and control participants (Invite, Mute All, Remove)



f. Hang up and end meeting



Use Microsoft Teams (P5/9)

8. More Option (...)

a. Show device settings

- i. Select or change connected audio, video devices

b. Show meeting notes

- i. View or write meeting notes (saved in team space).

c. Enter full screen

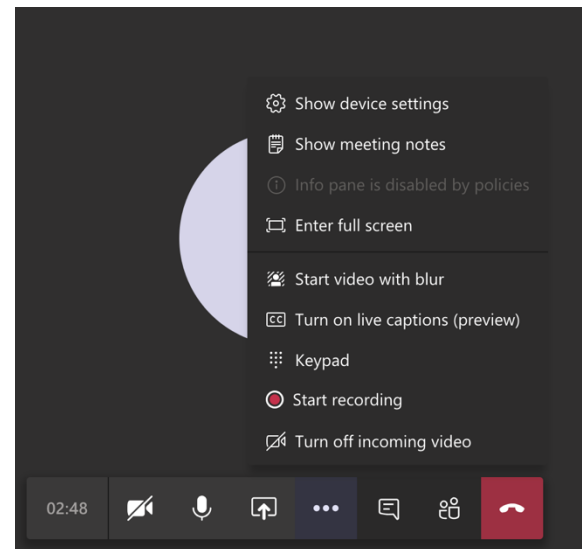
- i. Make the application full screen for clear view.

d. Start video with blur (Recommended)

- i. Focus on your face and blur your background for privacy.

e. Turn on live captions (Recommended)

- i. Capture the speaker voice and convert it to text on screen.



f. Start recording (Available only for Team Owners)

- i. Record fully/partially the meeting (audio and video) (saved in team space).

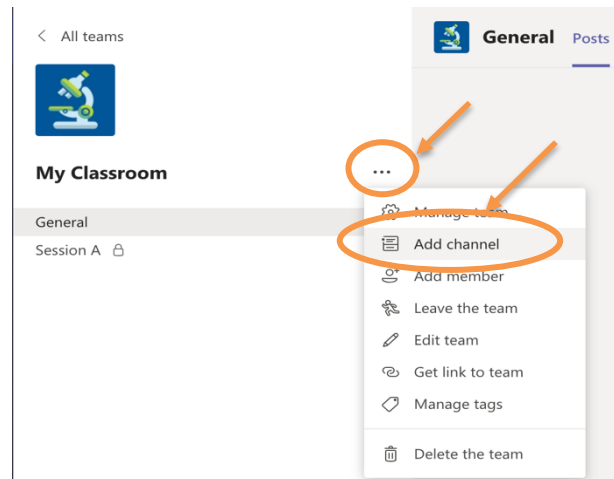
g. Turn off incoming video

- i. Switch others video off and keeps only audio to preserve internet bandwidth and speed.
- ii. Same button switch video back on.

Use Microsoft Teams (P6/9)

9. Add Private Discussion Channels

- Click more options three dots (...) beside the team name then click "Add Channel"



- Type the Channel Name, Description, and Privacy then click "Next"

Create a channel for "My Classroom" team

Channel name
Session B

Description (optional)
Help others find the right channel by providing a description

Privacy
Private - Accessible only to a specific group of people within the team

Cancel Next

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c. Add Members to the channel

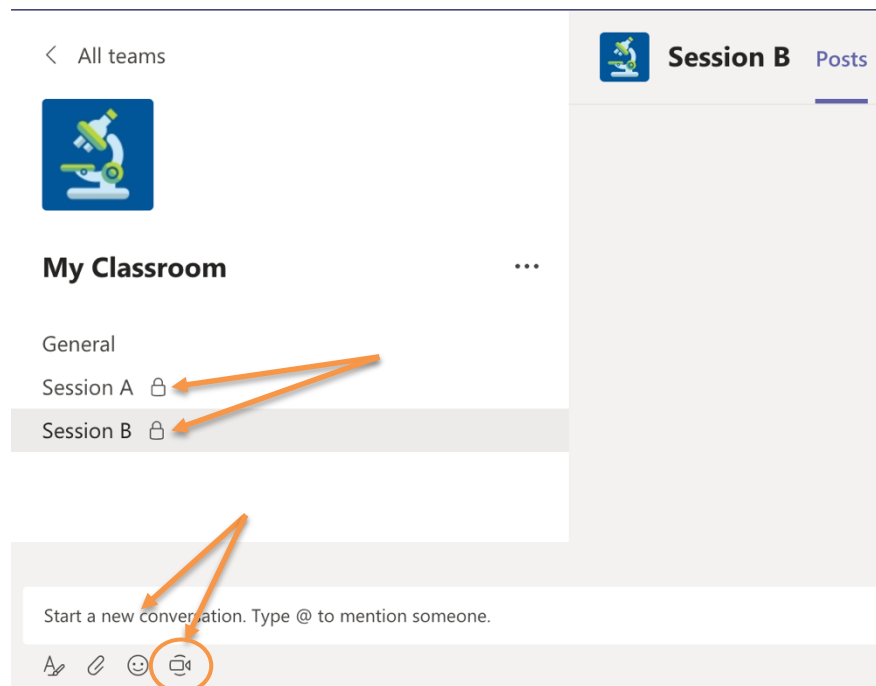
Add members to the Session B channel

This is a private channel, so only the people you add here will see it.



d. Make sure the channel is created

e. Start private session discussion, meeting and file sharing



Private channels will be hidden from other team members, and visible only to channel members.

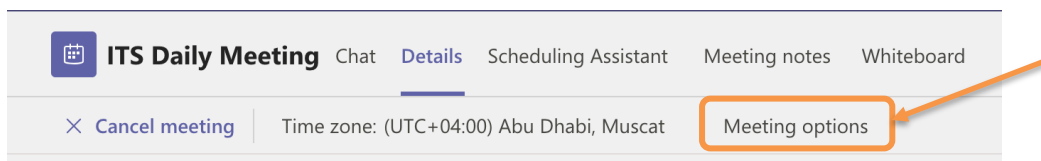
Use Microsoft Teams (P8/9)

10. Presenter and attendee roles

In Teams meetings everybody are Presenters. But you can select who should be a presenter and who should be attendee.

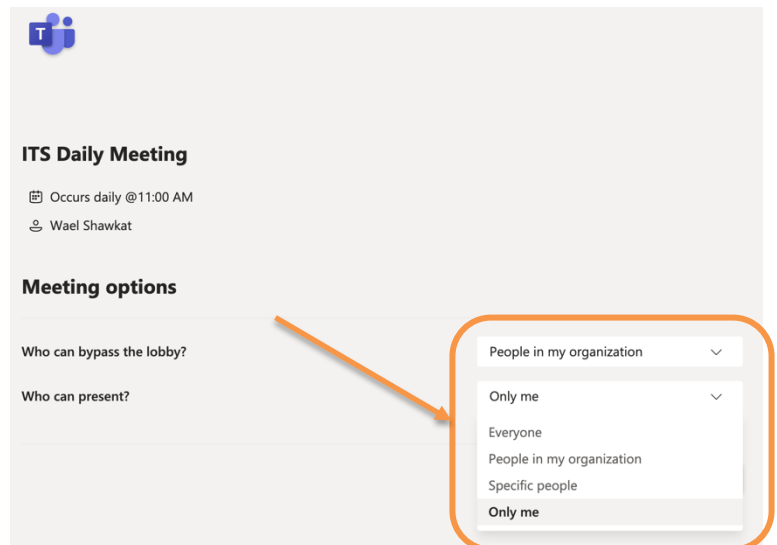
a. From Teams calendar you can also select Meeting options,

(but you have to send the meeting first. It is after you sent away the invitation you can see Meeting Options)



b. Here you can select who should be a presenter (Who can present?)

- i. Everyone (default) – Everyone in the meeting will be a presenter when they join.
- ii. People in my organization – All Users in MEC will be presenters when they join the meeting
- iii. Specific people – Select who should be a presenter.
- iv. **Only me** – Only the organizer can present, All other participants will join as **attendees**.



Use Microsoft Teams (P9/9)

Change roles in an active meeting

- In the People pane select More options (...) next to the person name
- select Make an attendee. You will get an warning first
- select Change on that to perform the change.

People

Invite someone

Currently in this meeting (2)



Wael Shawkat
Organizer



ITTEST

Suggestions



Mute participant



Pin



Remove participant



Make an attendee

Roles in a meeting

| Capability | Organizer | Presenter | Attendee |
|---|-----------|-----------|----------|
| Speak and share video | ✓ | ✓ | ✓ |
| Participate in meeting chat | ✓ | ✓ | ✓ |
| Share content | ✓ | ✓ | |
| Privately view a PowerPoint file shared by someone else | ✓ | ✓ | ✓ |
| Take control of someone else's PowerPoint presentation | ✓ | ✓ | |
| Mute other participants | ✓ | ✓ | |
| Remove participants | ✓ | ✓ | |
| Admit people from the lobby | ✓ | ✓ | |
| Change the roles of other participants | ✓ | ✓ | |
| Start or stop recording | ✓ | ✓ | |