NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Information Communication Technology

A basic guide for using Microsoft Teams.

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<u>Getting started</u>

Microsoft Teams provides all functions necessary in the age of online collaboration for business and education. This guide aims to provide you (the user) with the information needed to get the most out of Microsoft Teams. Let's get started.

<u>What do I need to use Microsoft Teams?</u>
1. An active internet connection
2. An active NUST email account and password
3. A laptop, smartphone, tablet, Mac or Desktop PC.

<u>How do I get Microsoft Teams?</u>

For tablets, iPad's and smartphones, Microsoft Teams can be downloaded from The Google Play Store for android devices as well as the App Store for Apple devices.

For Windows based laptops and Desktop PC's, Microsoft Teams can be downloaded using the following link:
https://teams.microsoft.com/downloads/desktopurl?env=production&plat=wi ndows&arch=x64&download=true

For Mac's and iMac's:
https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app

Alternatively, Microsoft Teams can be accessed and used from a web browser such as **Microsoft Edge** and **Google Chrome**. Mozilla Firefox is not recommended as there are issues with video and voice. Safari 11.1+ is also not recommended.

<u>Signing in</u>

Once Microsoft Teams is successfully downloaded and installed, you will see a sign in page as below:
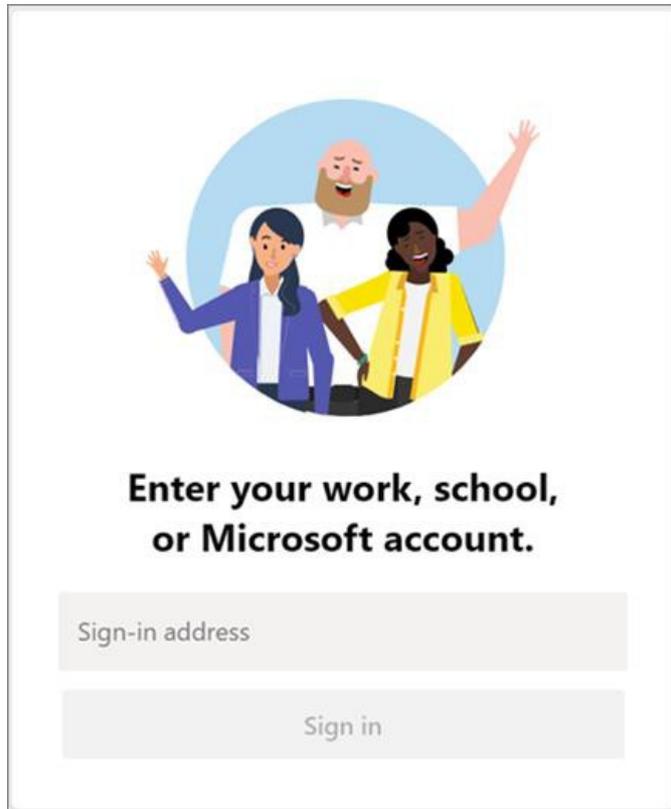
As this document bears reference to staff and students of NUST, signing in is as follows:

For staff:
Sign-in address: "NUST email address" e.g. jdoe@nust.na
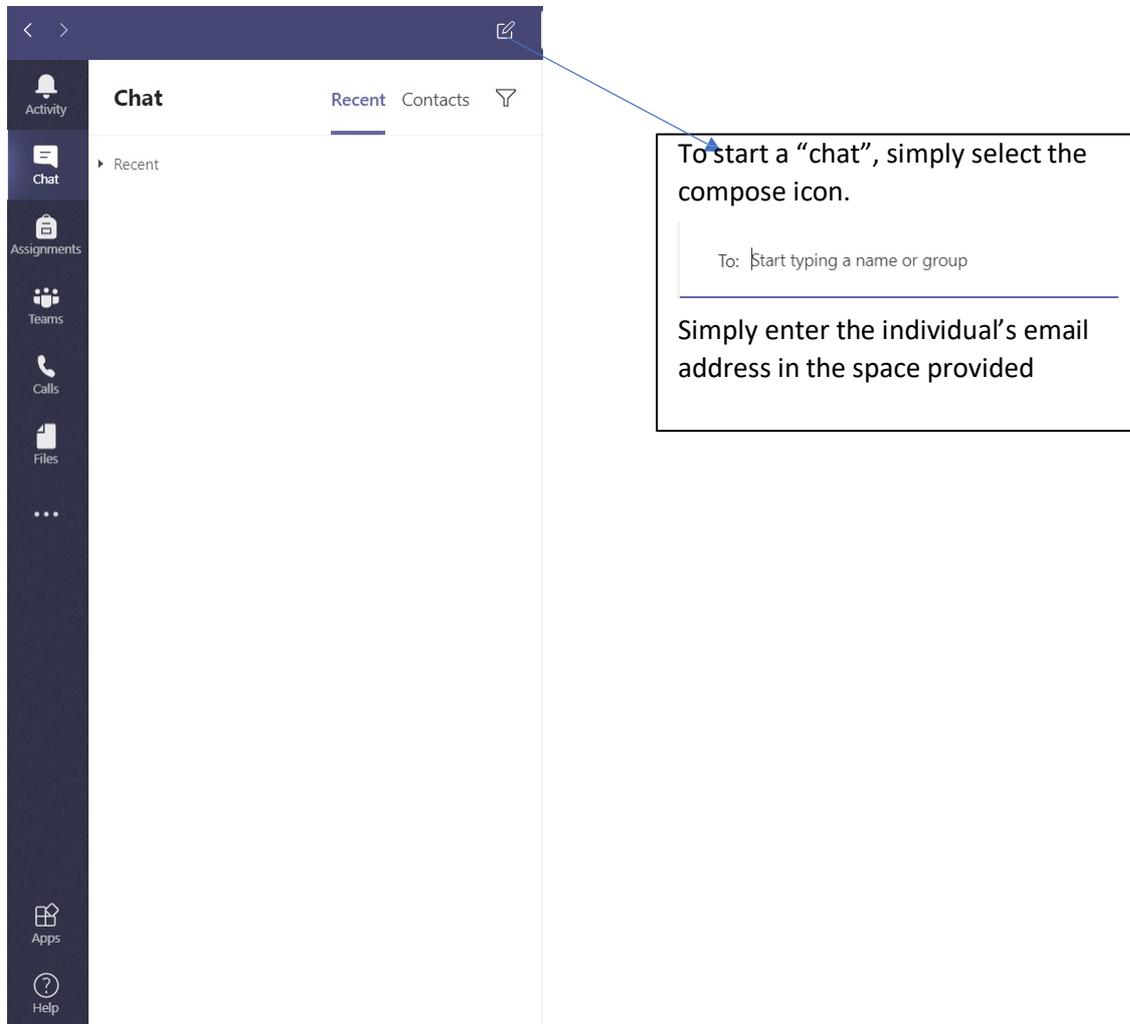Password: "email password".

For students:
Sign-in address: "Student email address" e.g. 21545145@students.nust.na" ,
Password: "labs password"
(Note: This sign in password is independent from e-learning).

Creating a chat

A "chat" is starting a conversation or sending a message to an **individual** much like and sms or WhatsApp message. Once you are successfully logged on to Teams, the left side pane will look as follows:

To start a "chat", simply select the compose icon.

To: Start typing a name or group

Simply enter the individual's email address in the space provided

Once you are in a chat, you can do a voice call, attach a file or a video call or add people to the chat.

Video call

Voice call

Share screen

Add people to the chat

SM **Muhekeni, Simon (DICT)** Chat 2 more ⌄ +
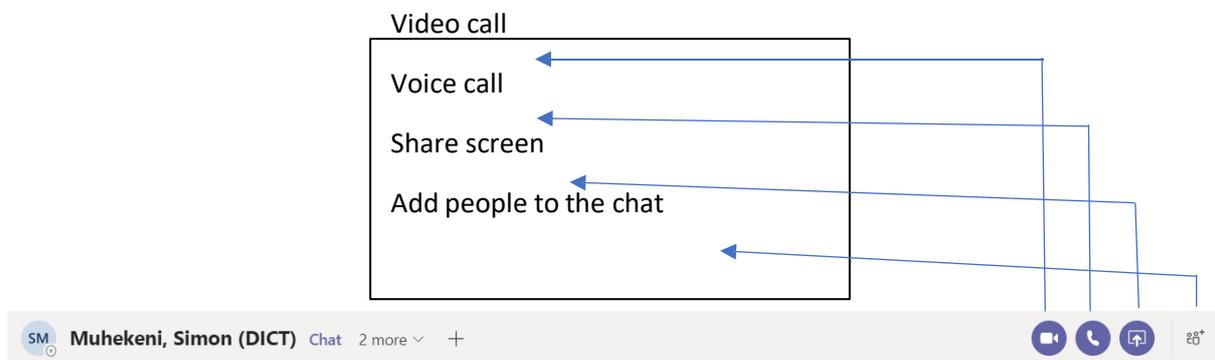
The 10 icons provide different features within the chat, starting from left to right.

1. Changes the message format
2. Sets the message delivery options, high importance or standard.
3. Attach a file.
4. Smiley faces
5. Short videos
6. Stickers
7. Meet now – same as video calling
8. Praise someone
9. Messaging extensions – apps
10. Send

These are all the features available when having a chat with an individual. These same functions apply in a team.
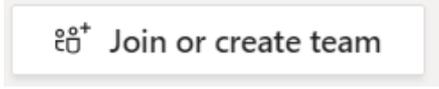
The following section provides information on creating and managing a Team.

Creating a Team

As with "chat", the "Teams" icon appears on the left side pane as below:
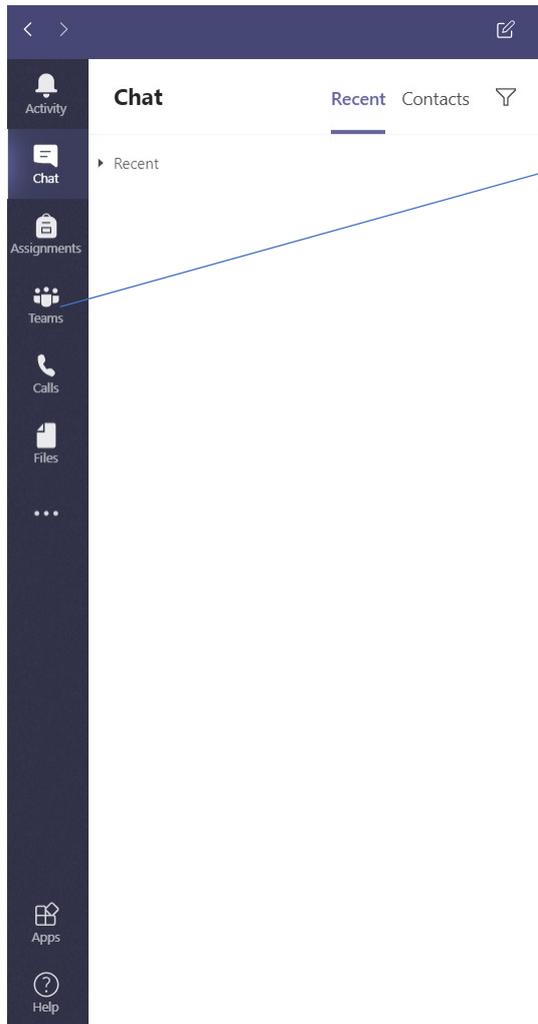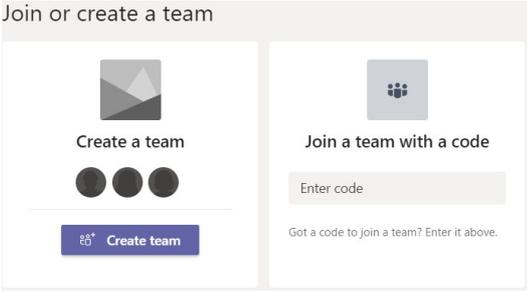

Once you selected Teams, on the top right corner you will see the following:

This allows you to create your own Team or join an existing Team created by someone else.

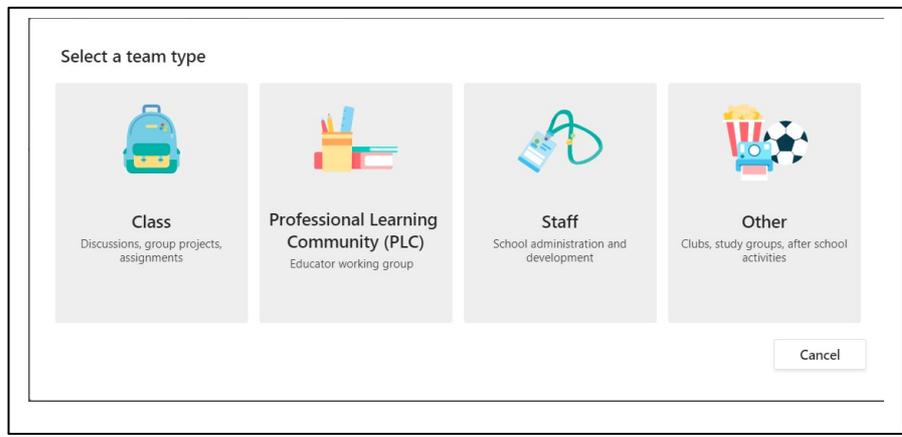Once you selected Join or create, you will see the following:

If you select the option to create your own Team, you will need to select the type of Team it will be:

Once you've selected the Type of Team it will be, you can then give the Team a meaningful name and a description for participants to clearly understand the role of the Team.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy

Private - Only team owners can add members

Create a team using an existing team as a template

Cancel   Next

After naming the Team and describing and setting the Privacy settings (public or private), members need to be added and the following window will appear:

Add people to "Test"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group   Add

Skip

You add people by their email addresses just like you would in a chat. You can also add people external to NUST with Gmail addresses or any email as long as that person has Microsoft Teams.

Managing a Team

This feature allows the team owner to add more people, remove people, and add a channel (a specific focus) within a Team.

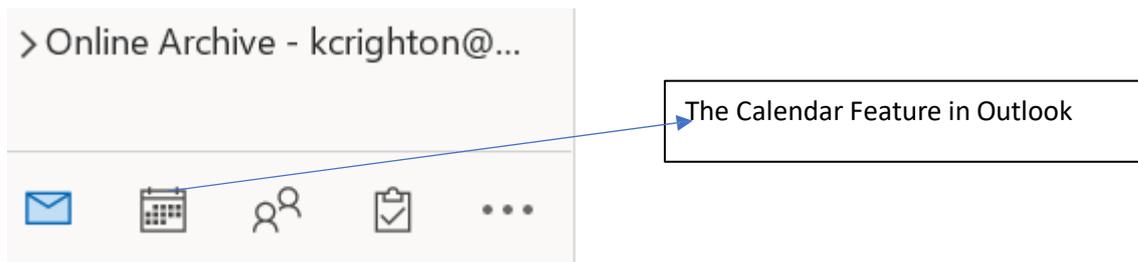To manage a Team, click on the ••• icon next to the Team name.
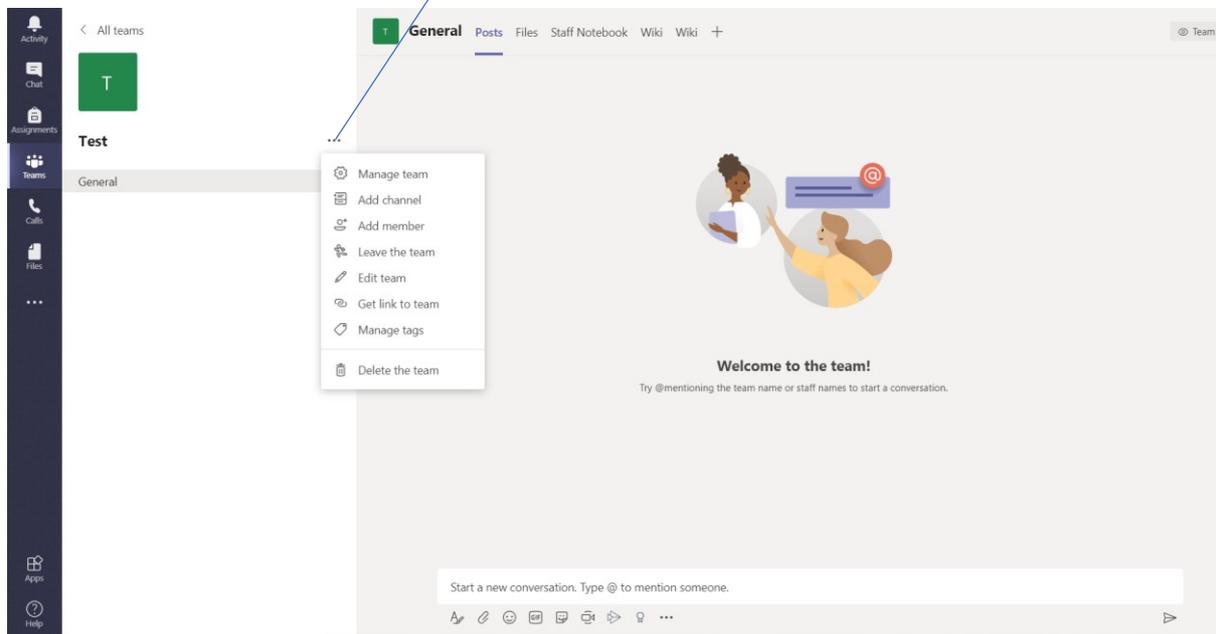
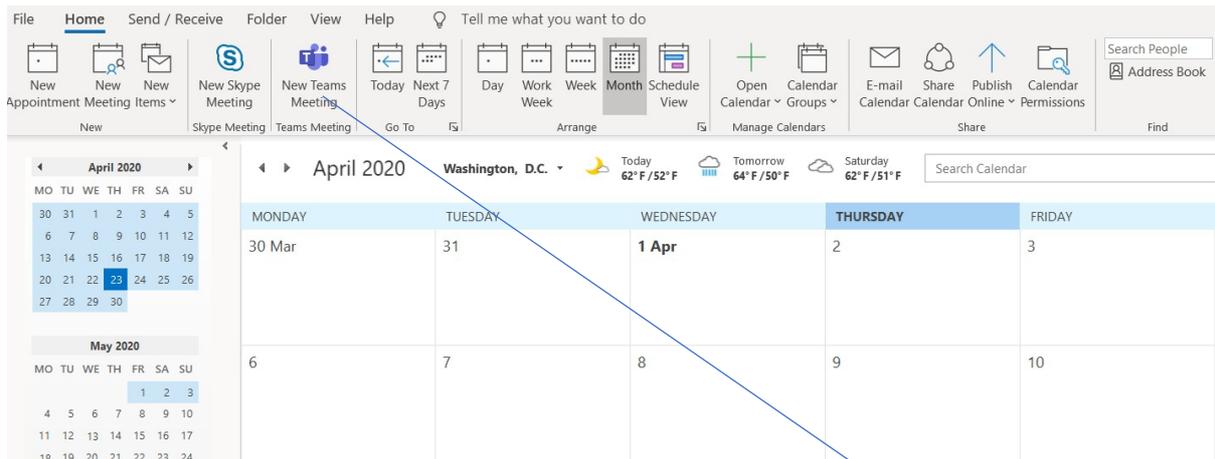The drop-down list provides the functions needed to manage a Team.

Scheduling a meeting

For staff to schedule a meeting, you will need to make use of Microsoft Outlook.

Simply open your Outlook application, the select the calendar icon at the bottom left
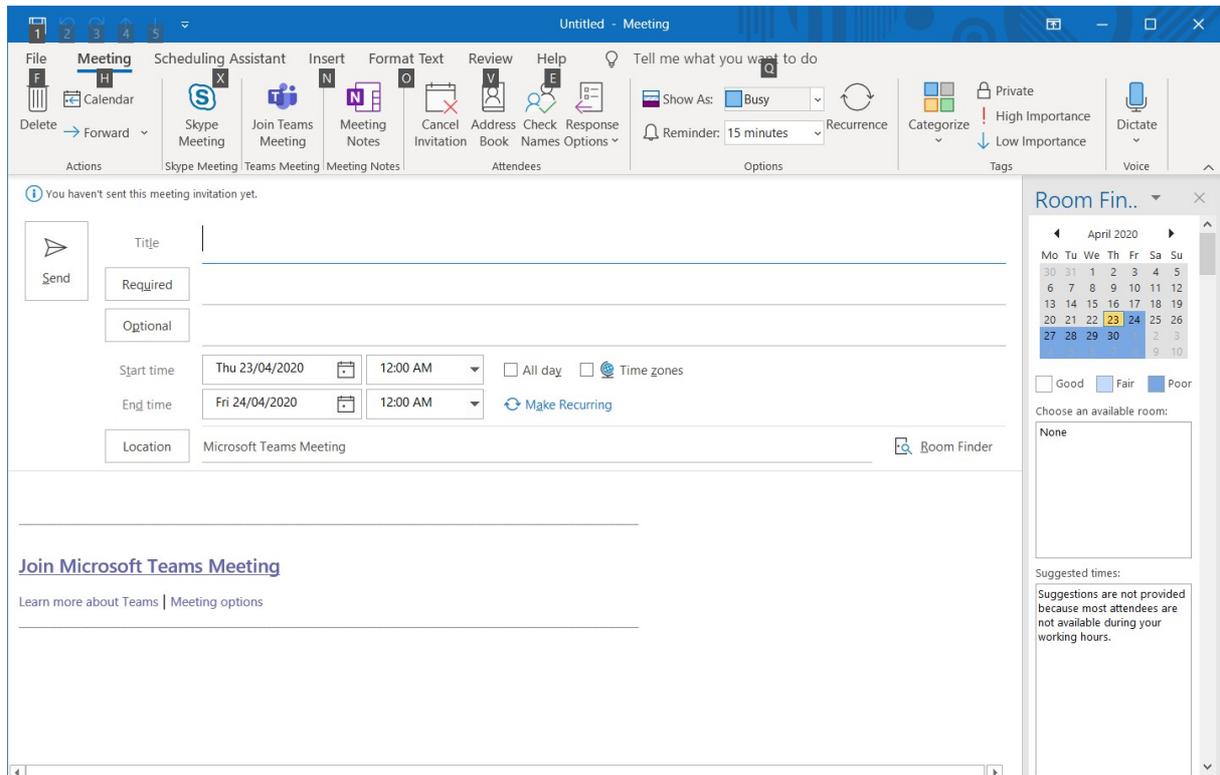

The Calendar Feature in Outlook

Once you've selected the Calendar icon, you should see you own calendar:

If you have Microsoft Teams installed on your device, then you will notice the "New Teams Meeting" icon in the ribbon as in the above image.

You can then give the meeting a Name, invite people via their email addresses, set the time etc.

For more Microsoft Teams functionalities, kindly follow the link below:
https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-US&ad=US

For assistance, please contact the ICT Helpdesk:

Telephone: +264 61 207 2484

Cell + WhatsApp   +264 81 249 7885

E-mail: icthelpdesk@nust.na