



PAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Department: Information Communication Technology



A basic guide for using Microsoft Teams.

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### Getting started

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.

### What do I need to use Microsoft Teams?

1. An active internet connection
2. An active NUST email account and password
3. A laptop, smartphone, tablet, Mac or Desktop PC.

### How do I get Microsoft Teams?

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=windows&arch=x64&download=true>

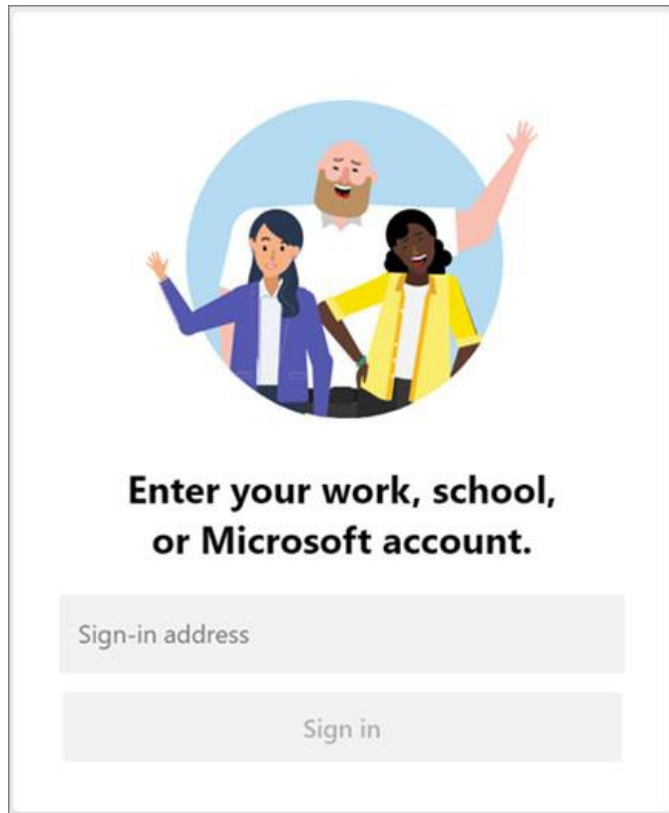
For Mac's and iMac's:

<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.

### Signing in

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](mailto:jdoe@nust.na)

Password: "email password".

**For students:**

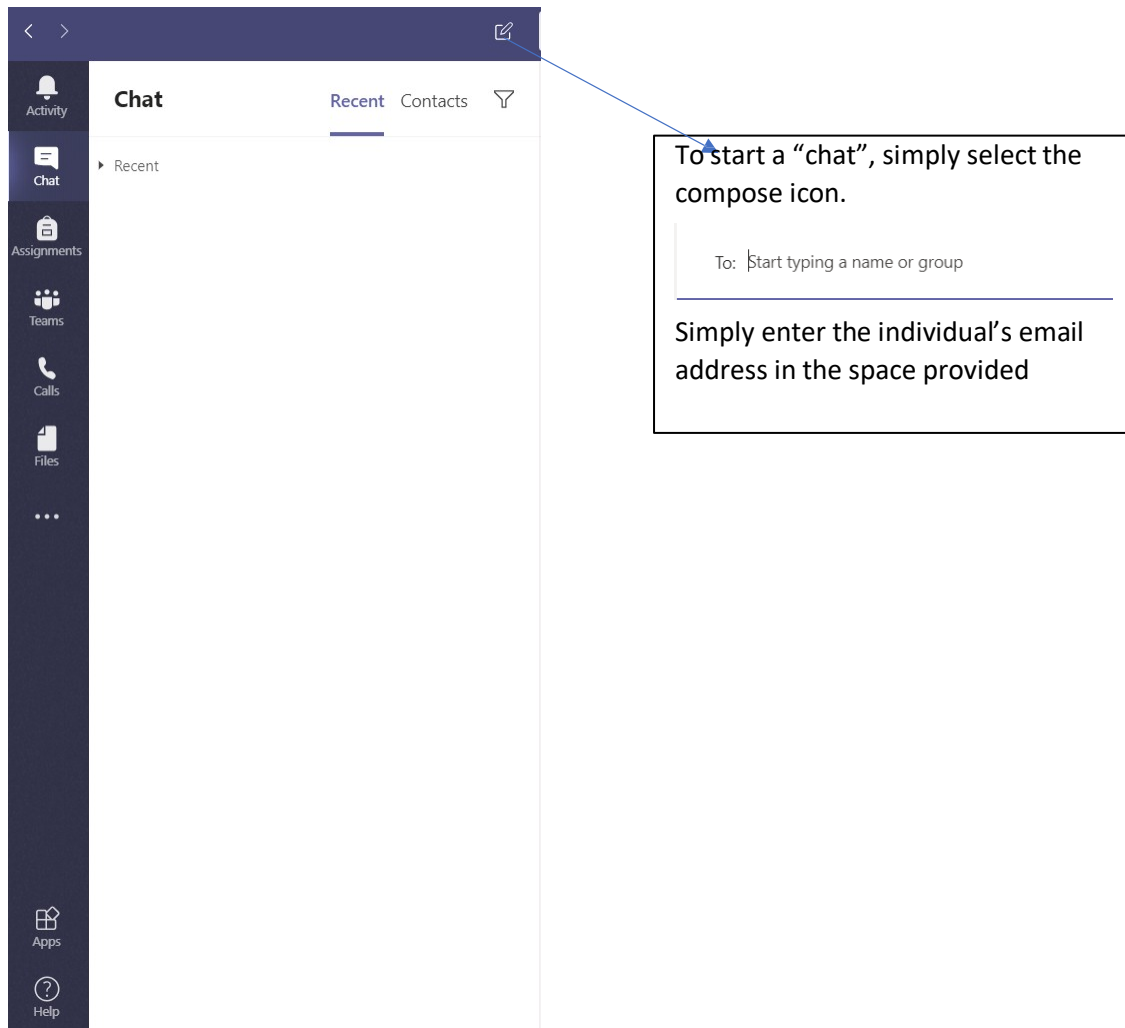
Sign-in address: "Student email address" e.g. [21545145@students.nust.na](mailto:21545145@students.nust.na) ,

Password: "labs password"

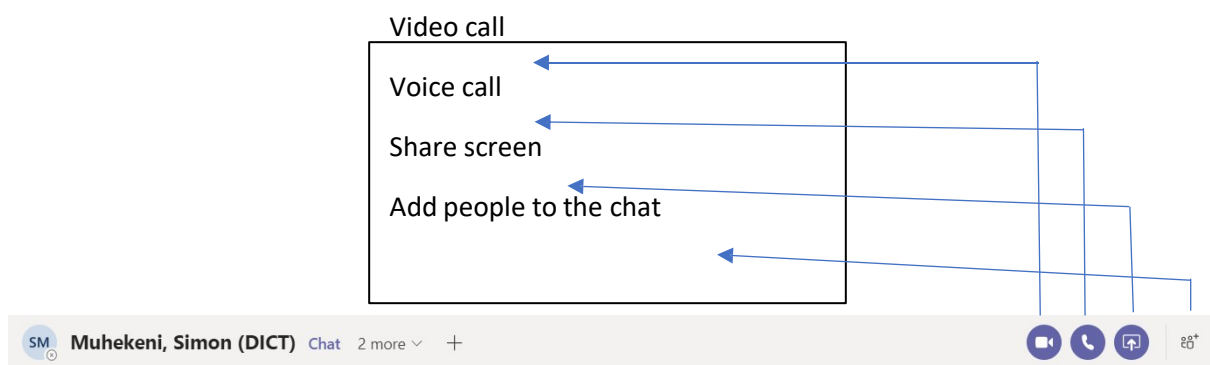
(Note: This sign in password is independent from e-learning).

## 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:



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.





The 10 icons provide different features within the chat, starting from left to right.

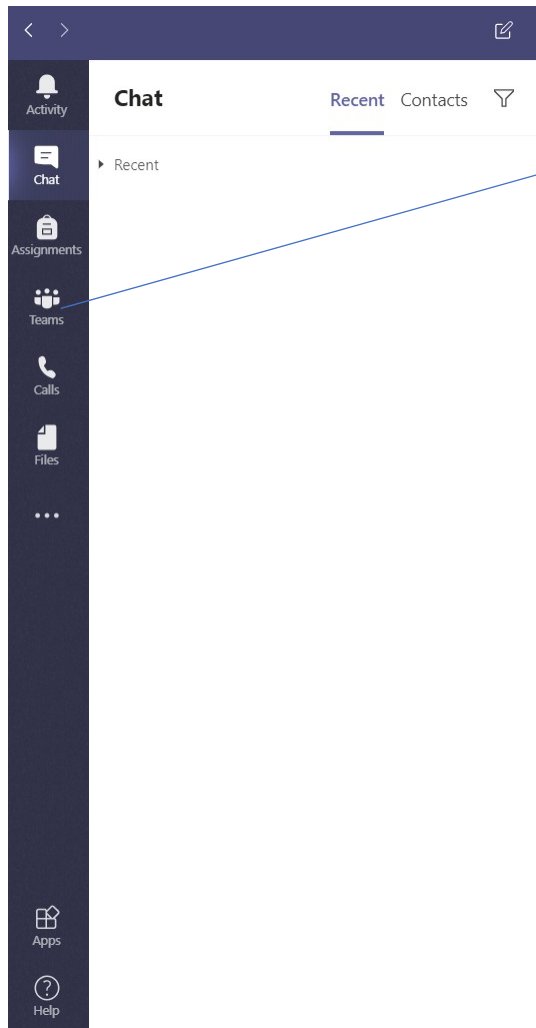
1. Changes the message format
2. Sets the message delivery options, high importance or standard.
3. Attach a file.
4. Smiley faces
5. Short videos
6. Stickers
7. Meet now – same as video calling
8. Praise someone
9. Messaging extensions – apps
10. Send

These are all the features available when having a chat with an individual. These same functions apply in a team.

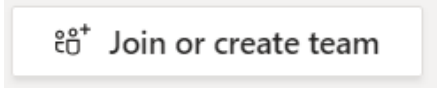
The following section provides information on creating and managing a Team.

## Creating a Team

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



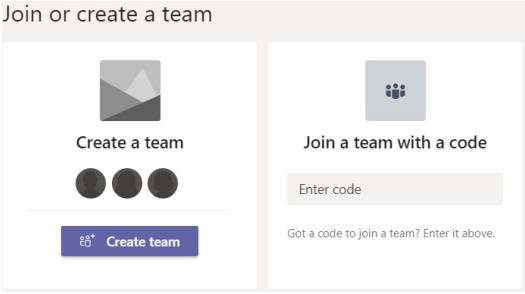
Once you selected Teams, on the top right corner you will see the following:



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

The screenshot shows a button with a group of four people icon and a plus sign, followed by the text "Join or create team".

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



Join or create a team

Create a team

Join a team with a code

Enter code

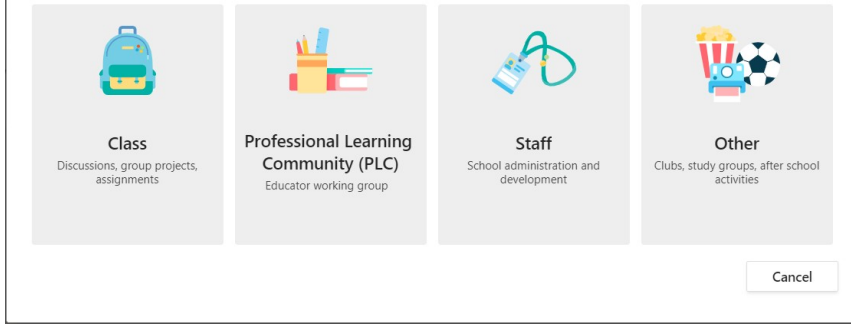
Got a code to join a team? Enter it above.

Create team

The screenshot shows a dialog box titled "Join or create a team". It has two main sections. The left section is titled "Create a team" and features a "Create team" button. The right section is titled "Join a team with a code" and features an "Enter code" input field and a note: "Got a code to join a team? Enter it above."

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

Select a team type



Class

Professional Learning Community (PLC)

Staff

Other

Discussions, group projects, assignments

Educator working group

School administration and development

Clubs, study groups, after school activities

Cancel

The screenshot shows a dialog box titled "Select a team type". It contains four selectable options, each with an icon and a description: "Class" (backpack icon), "Professional Learning Community (PLC)" (books icon), "Staff" (stethoscope icon), and "Other" (party popper and soccer ball icon). A "Cancel" button is located at the bottom right.

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.

Add

Skip

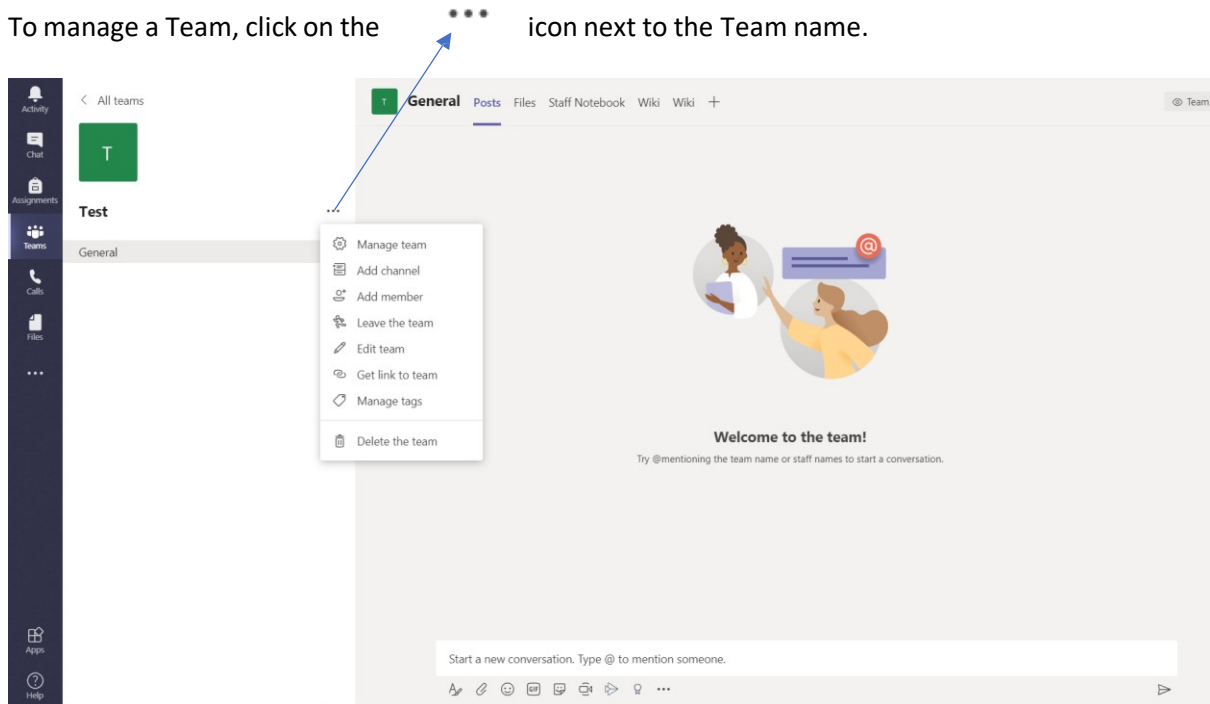
You add people by their email addresses just like you would in a chat. You can also add people external to NUST with Gmail addresses or any email as long as that person has Microsoft Teams.



## 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.

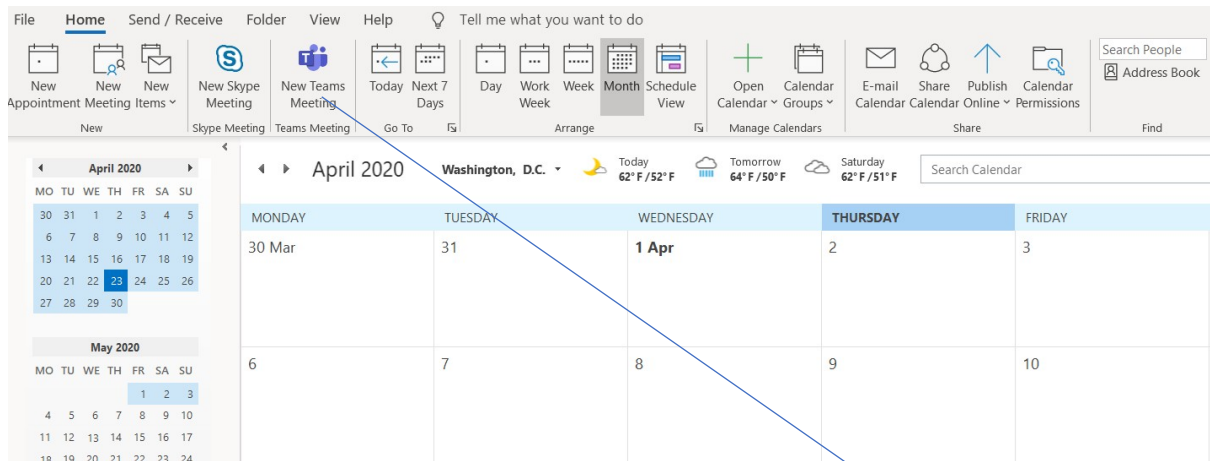
## Scheduling a meeting

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

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

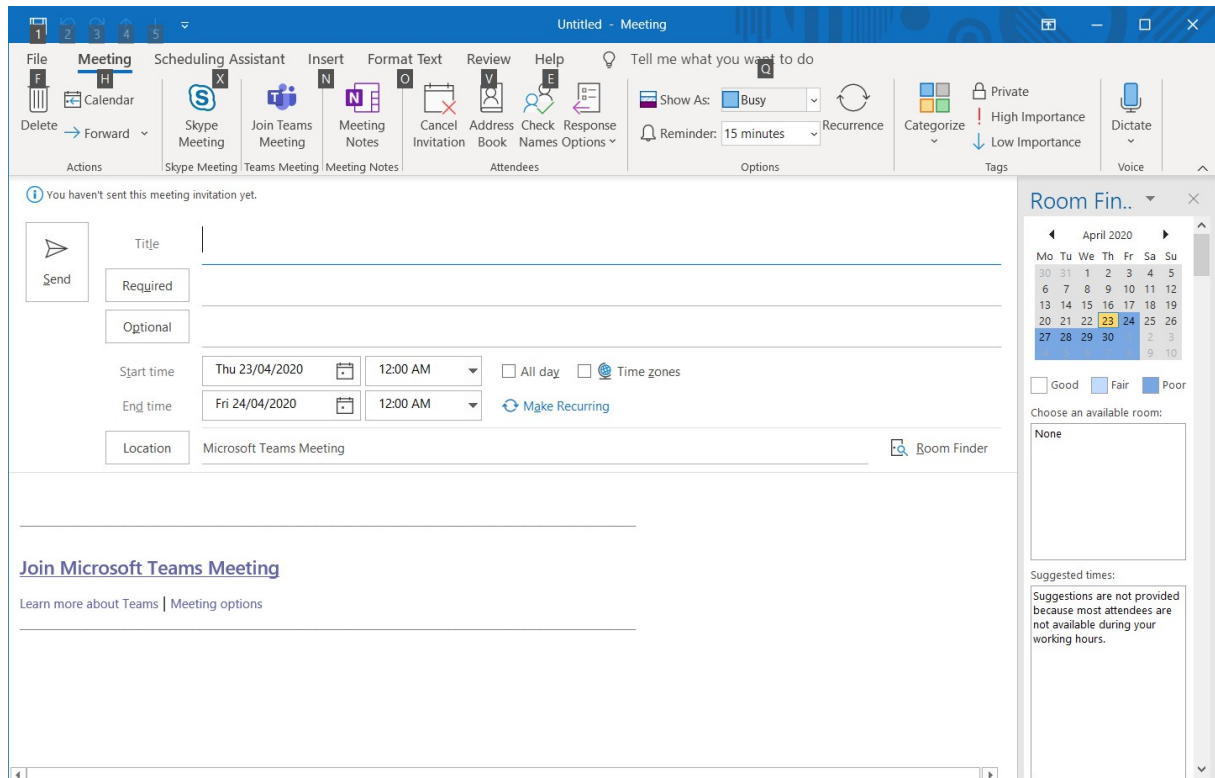


Once you've selected the Calendar icon, you should see your own calendar:



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