



**Guide to using Microsoft Teams for Education Process
during Distance Mode of Learning and Teaching
at “Astana IT University” LLP**

	Content	
Terms and definitions		3
1 Microsoft Teams User Interface and Key Features		
1.1 Sign in to Teams		3
1.2 Teams User Interface		5
2 Working with Teams		
2.1 Create a Team		6
2.2 Manage a Team		8
2.3 Schedule a meeting with your team		8
2.4 Join a meeting		9
2.5 Participate in a meeting		10
3 Additional Features of Microsoft Teams		
3.1 Share files		11
3.2 Add tabs		11
3.3 Add apps		12

Terms and definitions

Microsoft Teams is a unified communication and collaboration platform that allows you to create virtual classrooms for students and staff collaboration and interaction within the institution. To use it, Office 365 account (username and password) in the domain of the educational organization is required.

Office 365 is a line of subscription services offered by Microsoft.

A **team** is a collection of people, conversations, files, and tools — all in one place. A channel is a discussion in a team, that may be dedicated to a particular project or topic.

Chats are unlimited, temporary or permanent “rooms” for communication with interlocutors. Chats can be group and private.

1. Microsoft Teams Interface and Key Features

1.1 Sign in to Teams:

1.1.1 Sign in via Office Online:

Go Office Online Portal through the following link: <http://portal.office.com> and sign in with your email and password:

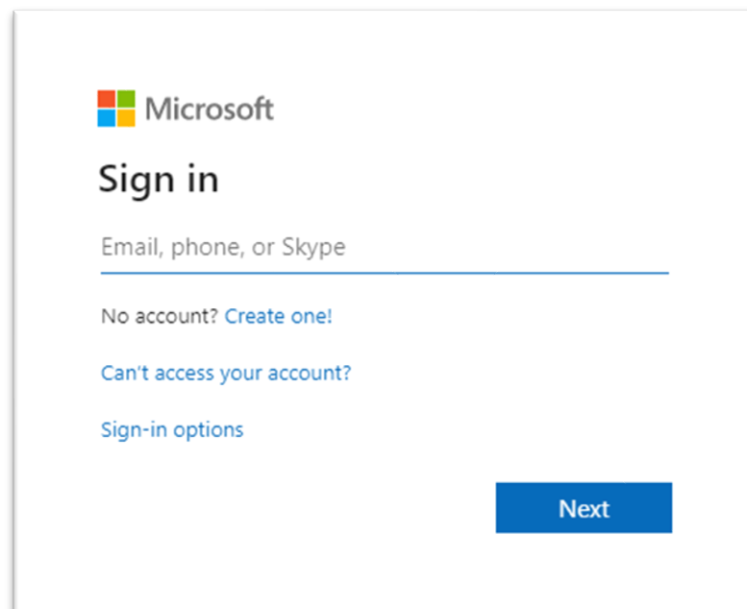


Figure 1. Sign in

In the window that appears, select Teams from the list of Microsoft applications and run the application:

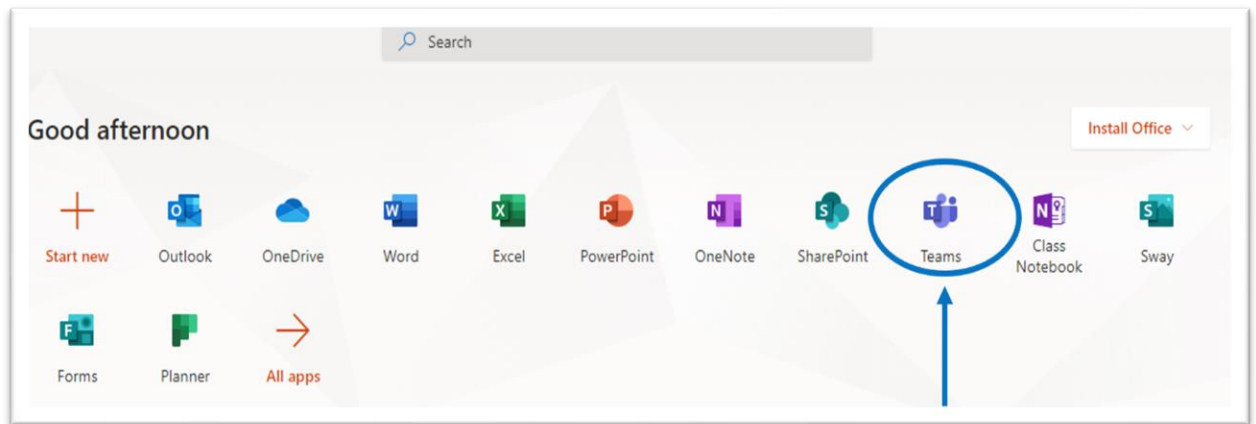


Figure 2. Run the application via Office Online

1.1.2 Sign in to Teams on PC:

Run the application on computer:

- In Windows, click Start  > Microsoft Teams;
- On Mac, go to the Applications folder and click Microsoft Teams.

Then sign in with your username and password.

If the application has not been previously installed, in the upper right corner click on the icon with your account and choose "Download the desktop app":

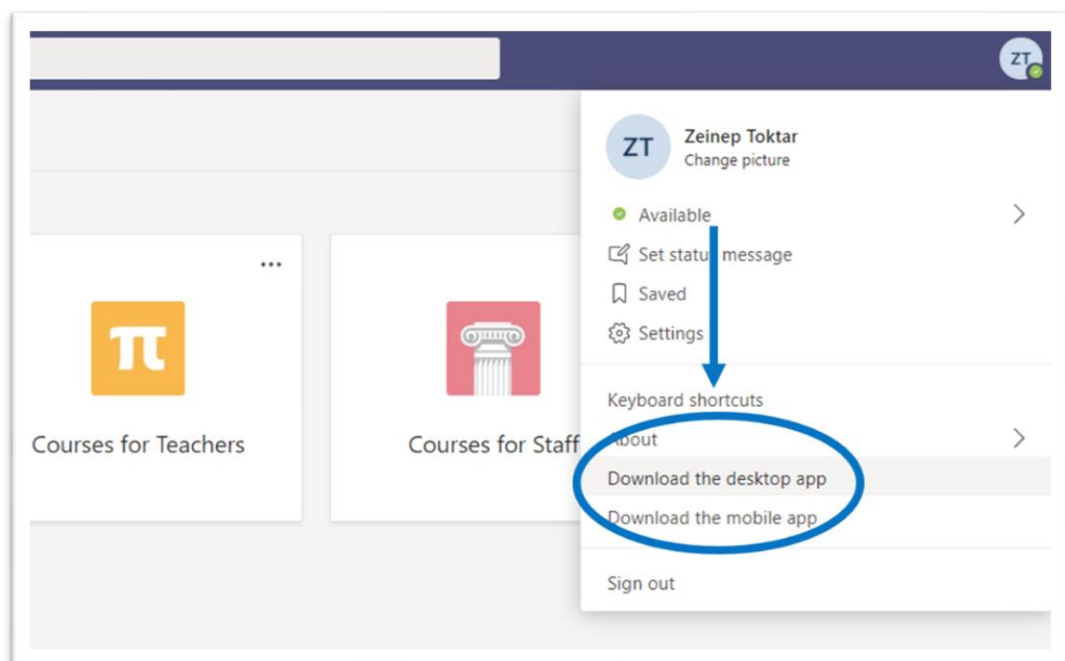


Figure 3. Downloading the desktop app

1.1.3 Sign in to Teams via mobile app:

To download the Teams mobile app, go to App Store or Google Play on your mobile device. Run the application by clicking Teams icon. Then sign in with your username and password.

1.2 Teams User Interface:

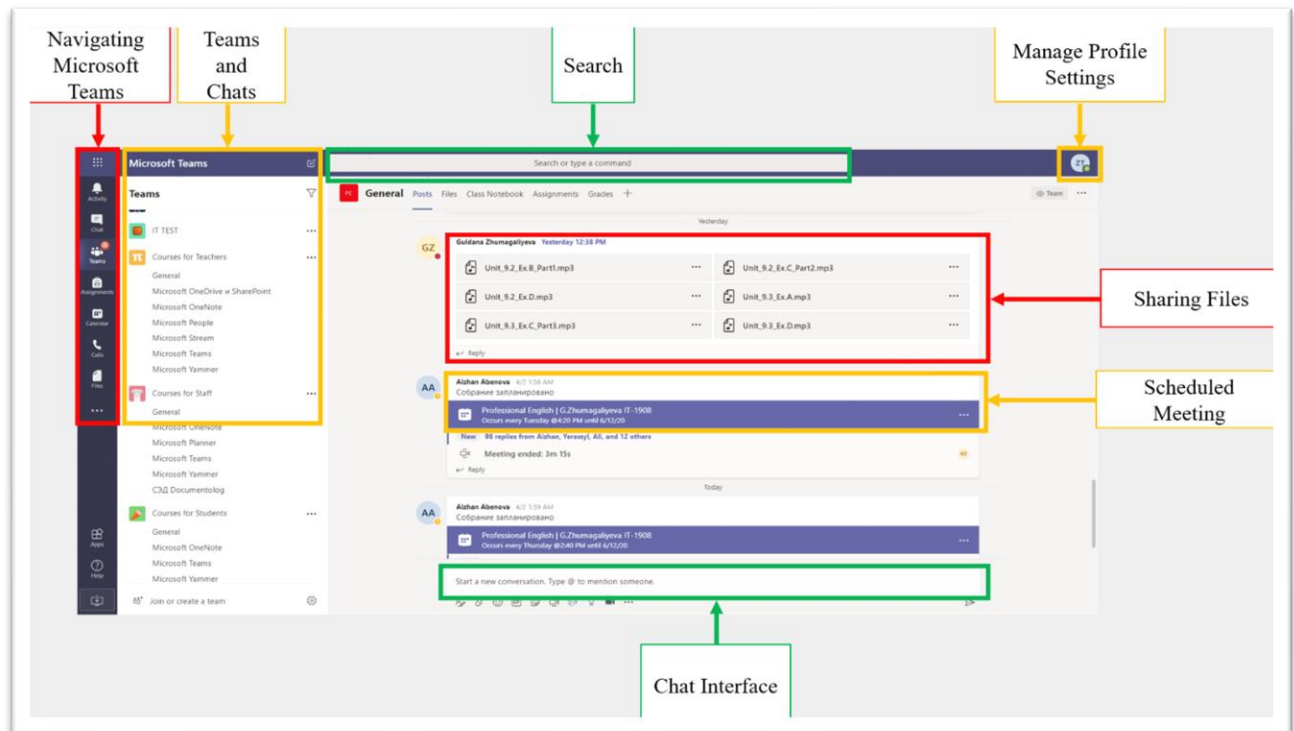


Figure 4. Teams User Interface

The main panel for navigating Microsoft Teams is located vertically to the left. From top to bottom: “Activity”, “Chat”, “Teams”, “Calendar”, “Calls”, “Files”, “Search for applications”, “Adding applications”, “Help”.

In the area next to the navigation panel, you can view available Teams and Chats.

In the "Search" field, you can search for specific items or users.

Using the "Manage Profile Settings" function, you can change the application settings, photo or download the application.

The chat interface consists of the following buttons (from left to right): “Format”, “Attach”, “Emoji”, “GIF”, “Stickers”, “Meet now”, “Applications”.

2. Working with Teams

2.1 Create a Team

Go to the "Teams" menu and click "Create Team":

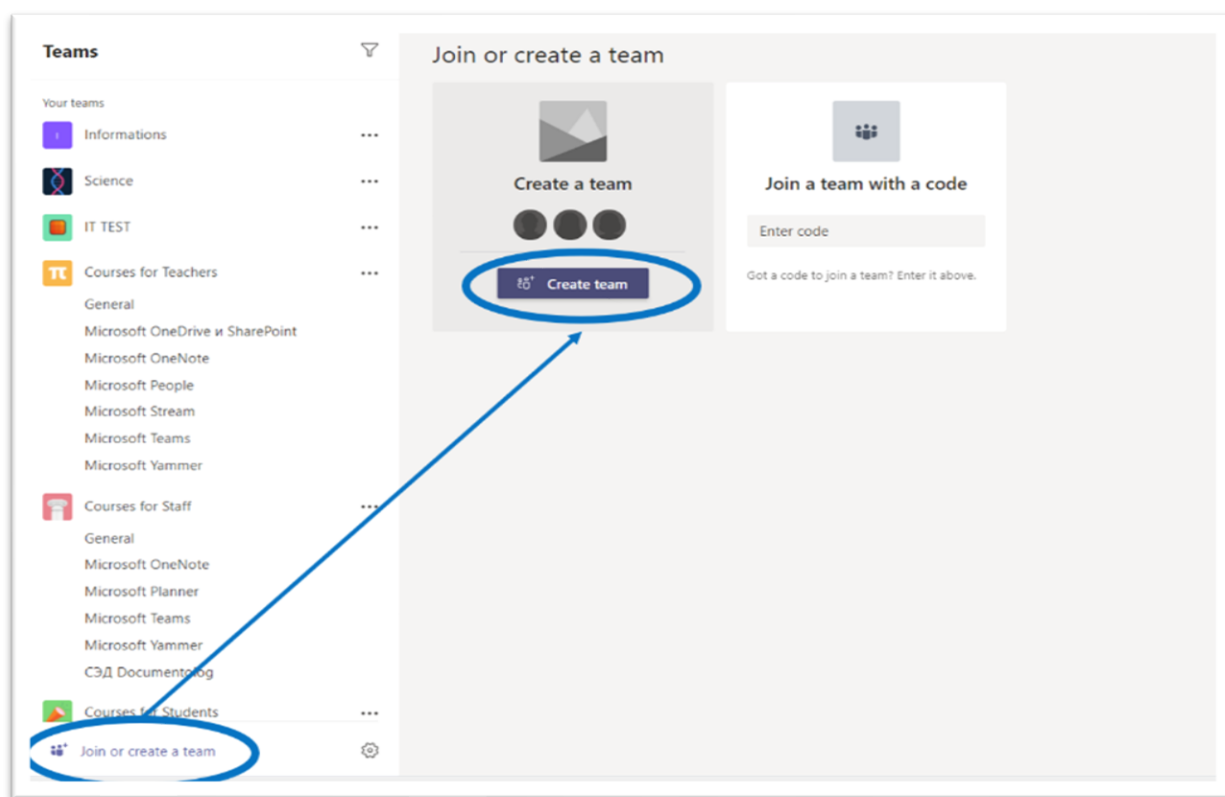


Figure 5. Create a Team

From the proposed options, select "Class":

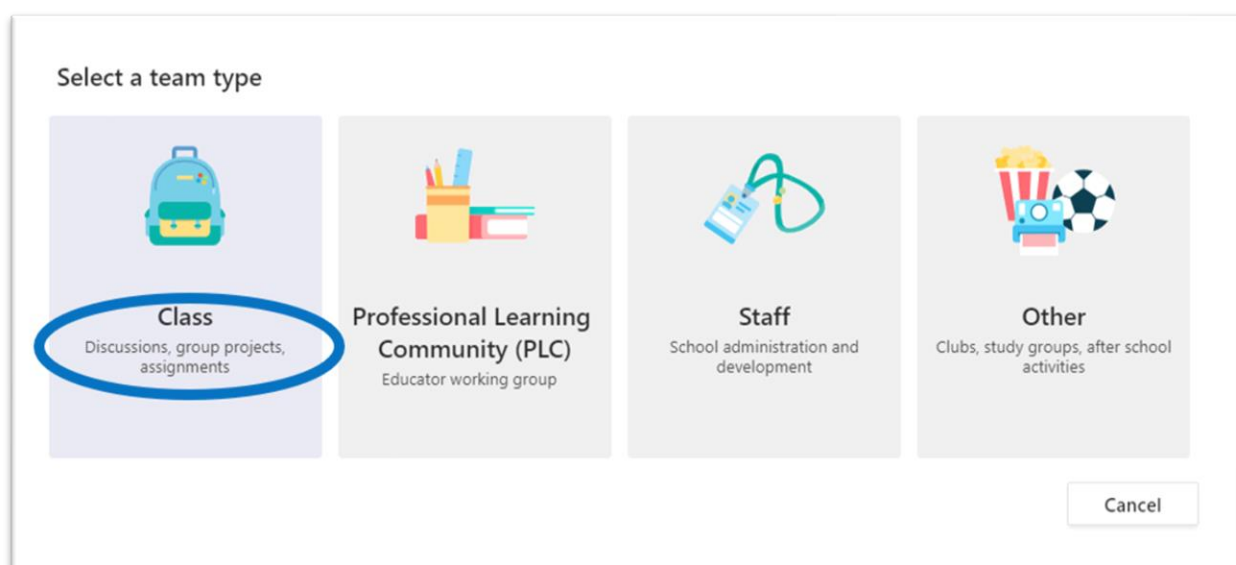
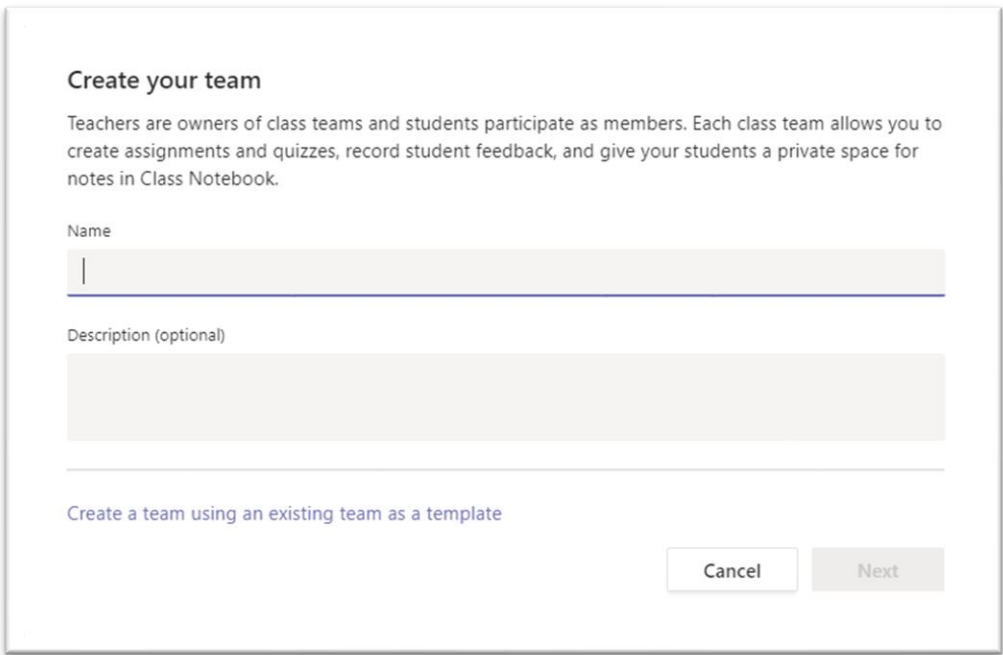


Figure 6. Create a class

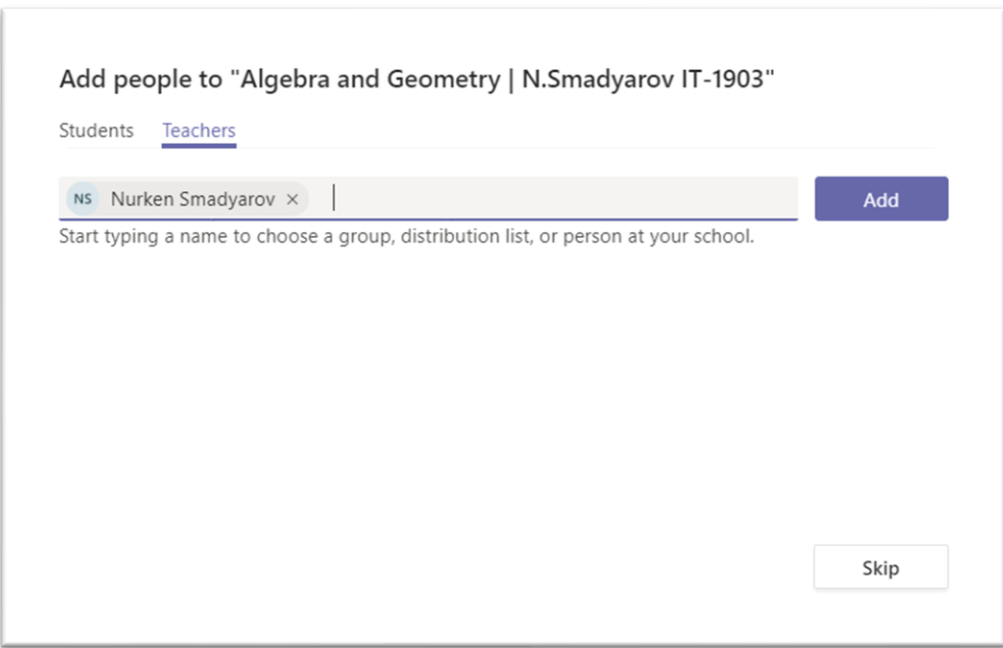
Set the team name:



The screenshot shows a 'Create your team' dialog box. At the top, it says 'Create your team' followed by a paragraph: 'Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.' Below this is a 'Name' label and a text input field. Underneath is a 'Description (optional)' label and a larger text area. At the bottom left, there is a link: 'Create a team using an existing team as a template'. At the bottom right, there are two buttons: 'Cancel' and 'Next'.

Figure 7. Set the team name

Add students and teachers:



The screenshot shows a dialog box titled 'Add people to "Algebra and Geometry | N.Smadyarov IT-1903"'. It has two tabs: 'Students' and 'Teachers', with 'Teachers' currently selected. Below the tabs is a search bar containing 'NS Nurken Smadyarov' with a close button (x) and an 'Add' button. Below the search bar is the text: 'Start typing a name to choose a group, distribution list, or person at your school.' At the bottom right, there is a 'Skip' button.

Figure 8. Add students and teachers

The team has been created. Now you can communicate and work within the team. Please note that Students are added as “Members” of the team, and Teachers are added as “Owners”.

The table below shows the difference in capabilities between the owner and the member:

Table 1. Owner and Member Capabilities

Actions	Owner	Member
Create a team	Yes	No
Leave a team	Yes	Yes
Change a team name and description	Yes	No
Delete a team	Yes	No
Add members	Yes	No

2.2 Manage a Team

In this menu you can manage the team: change the name of the team, add and remove members and reassign roles, create new channels or receive links to the team:

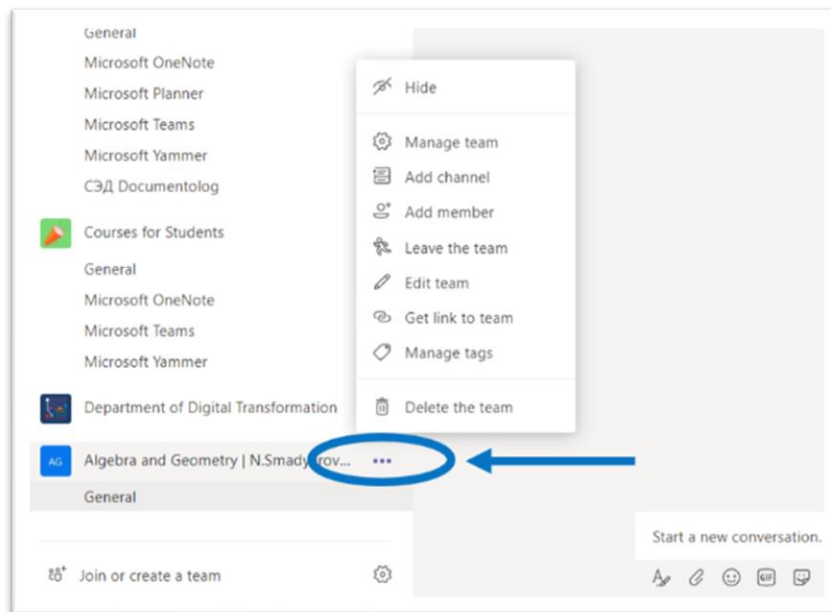


Figure 9. Manage a Team

2.3 Schedule a meeting with your team

Click “Meet now” under the message box to start a live meeting in a channel:

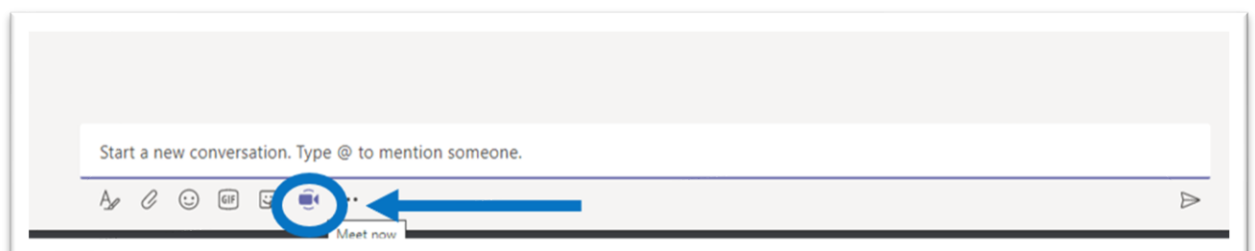


Figure 10. Meet now

The click “Schedule a meeting” to schedule the meeting for the future.

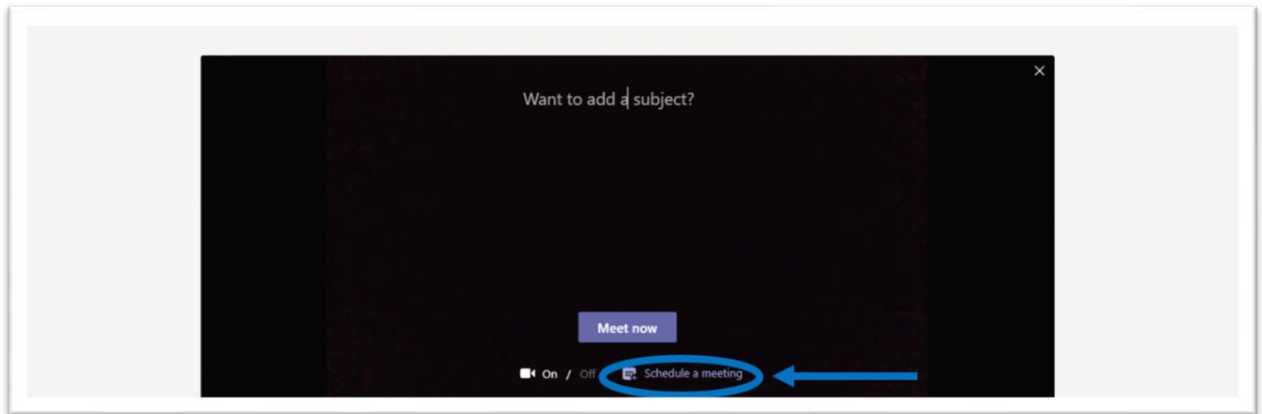


Figure 11. Schedule a meeting

In the window that appears, fill in the necessary the meeting details:

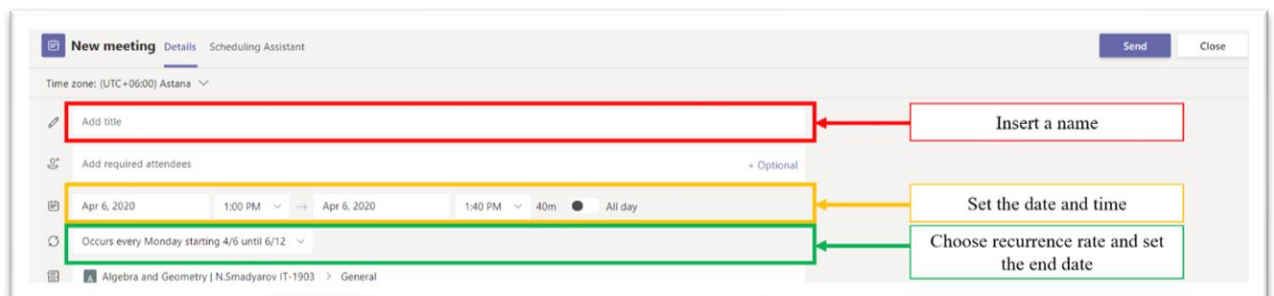


Figure 12. Fill in the meeting details

Then you need to click "Send", Members of the channel will see an invitation for the meeting in their calendar.

2.4 Join a meeting

Find the meeting invitation in the channel of your team or on your Teams calendar:

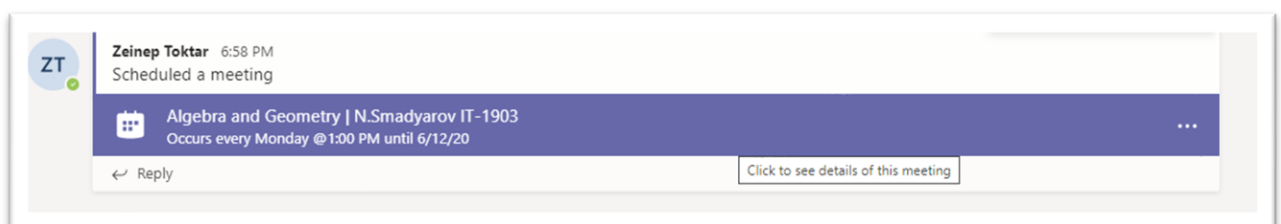


Figure 13. meeting invitaion

Open the meeting and click “Join” to join the meeting.

Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select “Join now” to enter the meeting:

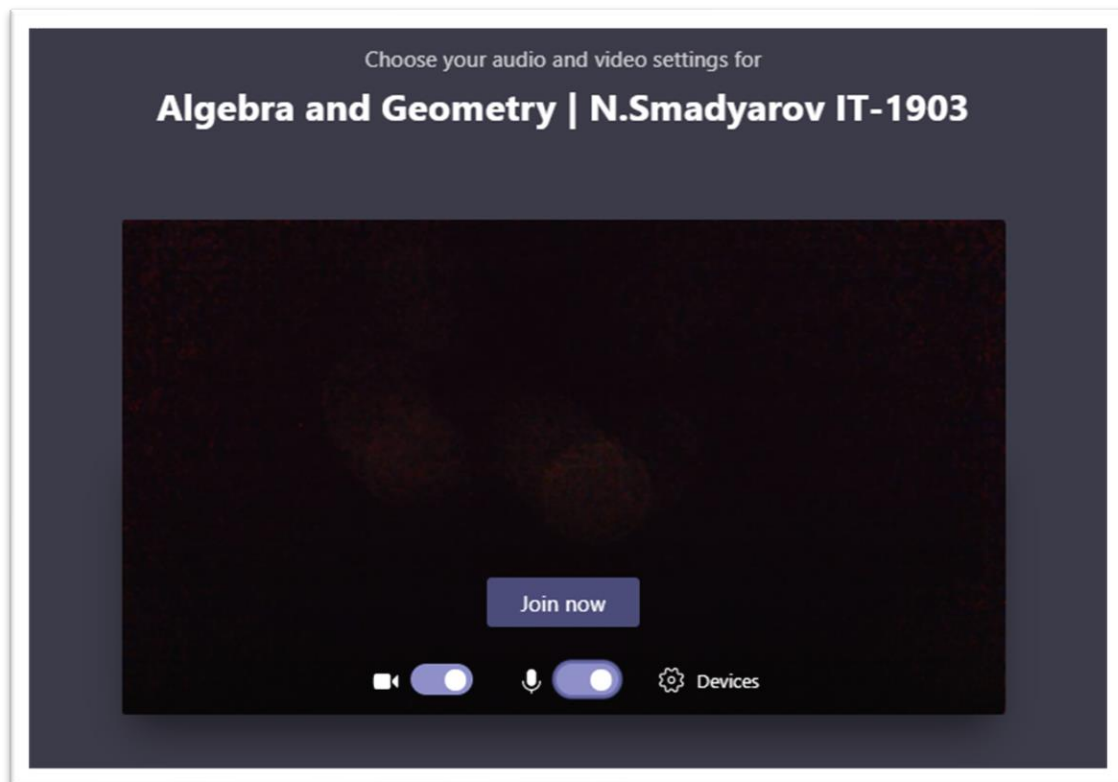


Figure 14. Join a meeting

2.5 Participate in a meeting

Share video, voice, or your screen during the online call:

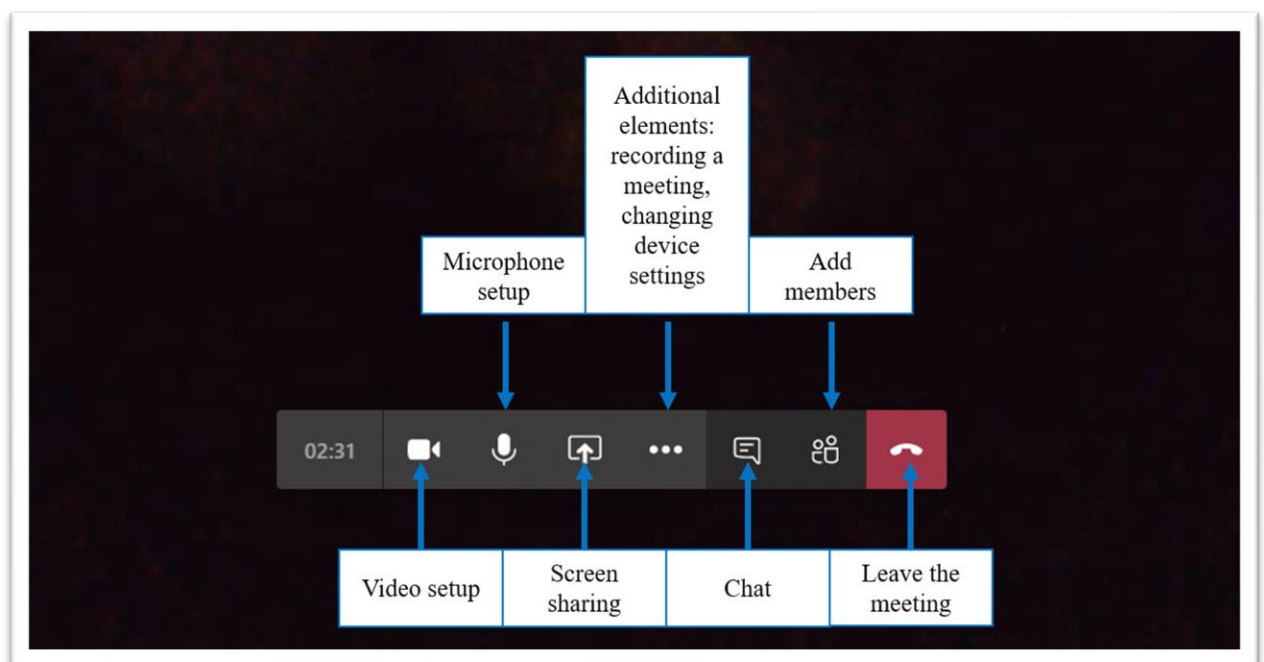


Figure 15. Participate in a meeting

3. Additional Features of Microsoft Teams

3.1 Sharing files

Click “Attach” under the message box, select the path to the file, and then the file itself. Depending on where the file is stored, you will be prompted to download a copy, share a link or something else.

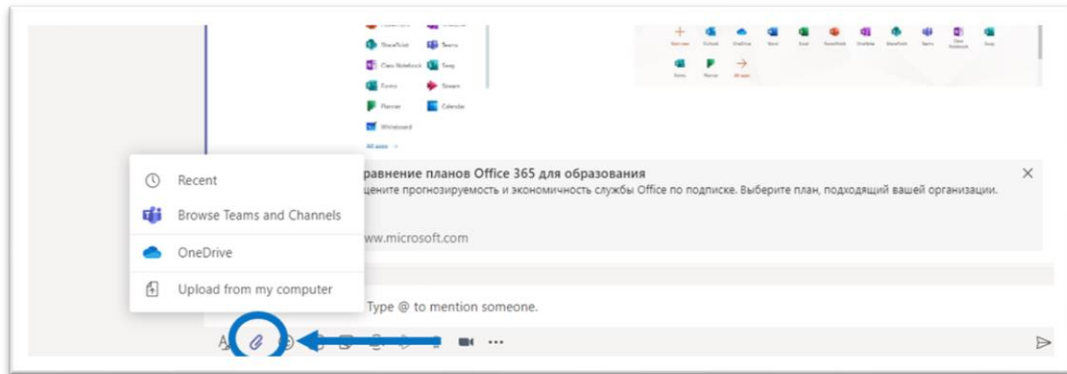


Figure 16. Attach a file

3.2 Add tabs

Click on the “+” next to the tabs at the top of the channel, select the application you want, and then follow the prompts. Use Search if you do not see the application you need:

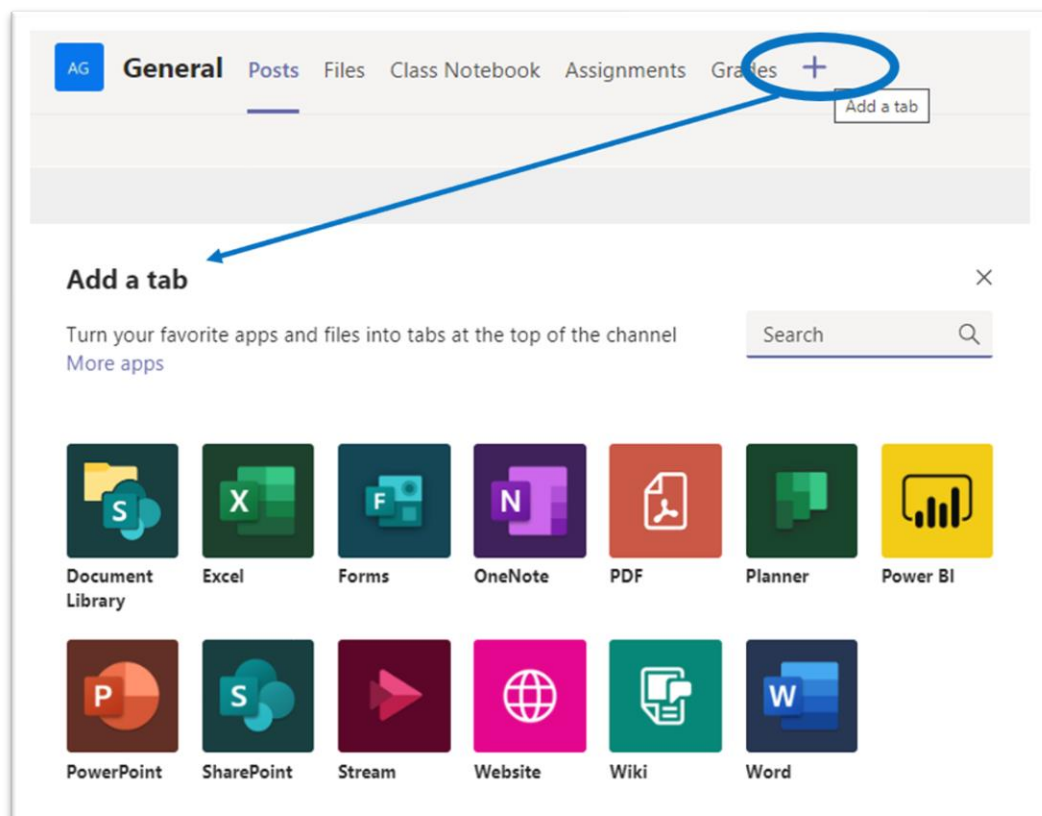


Figure 17. Add tabs

3.3 Add apps

Click on "Applications" on the left. Here you can select the applications that you want to use in Teams, set the necessary settings and "Add":

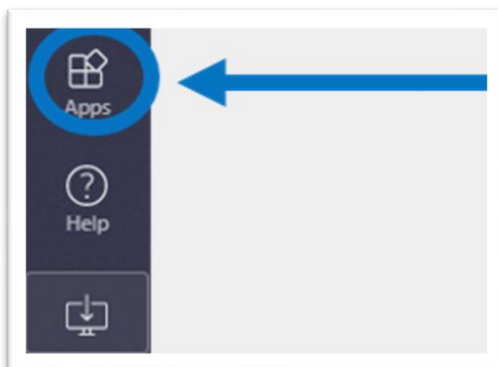


Figure 18. Add apps