

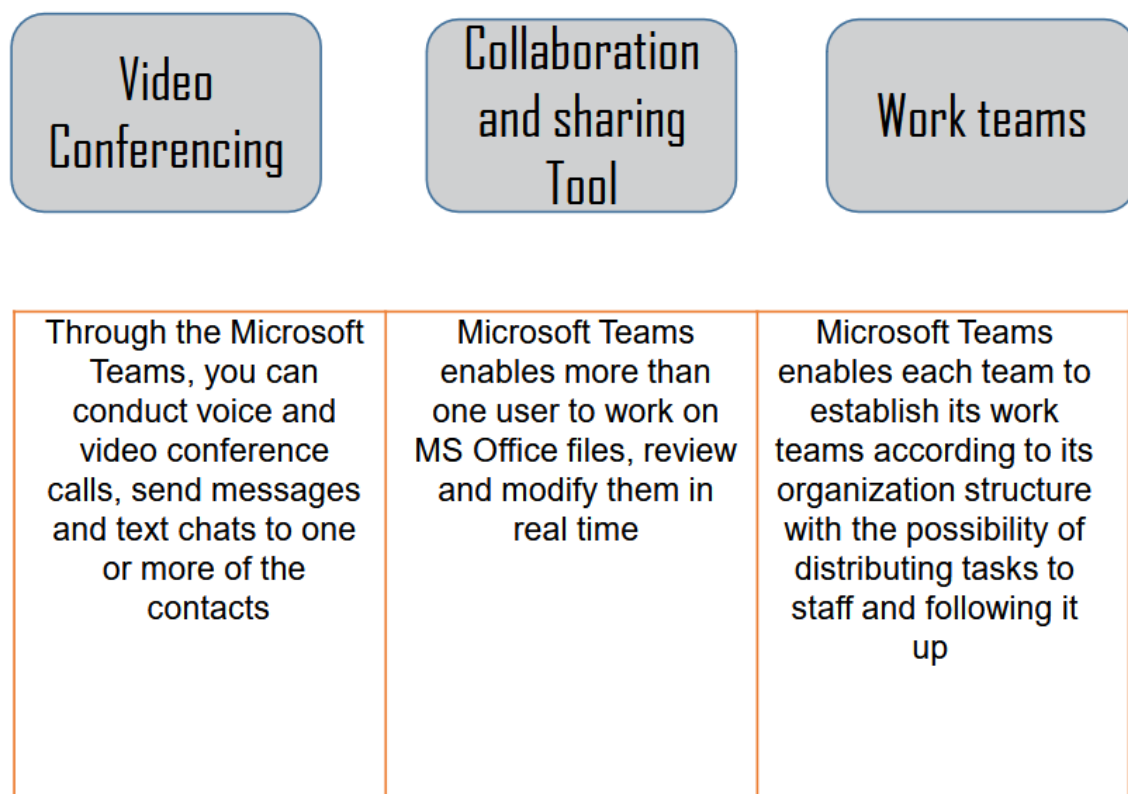


Microsoft Teams Application

Microsoft Teams is a Microsoft Office 365 application, Sohar University is licensed to use it through its university user's accounts and passwords.

This application allows users to communicate instantly with members of the work teams through audio and video chats and to hold written conversations, with an ability to build a virtual meeting room for work and sharing files, projects and notes between team members, as well as recording these meetings, with the ability to follow the workflow remotely and exchange data and files with various Office 365 applications.

MS Teams Features

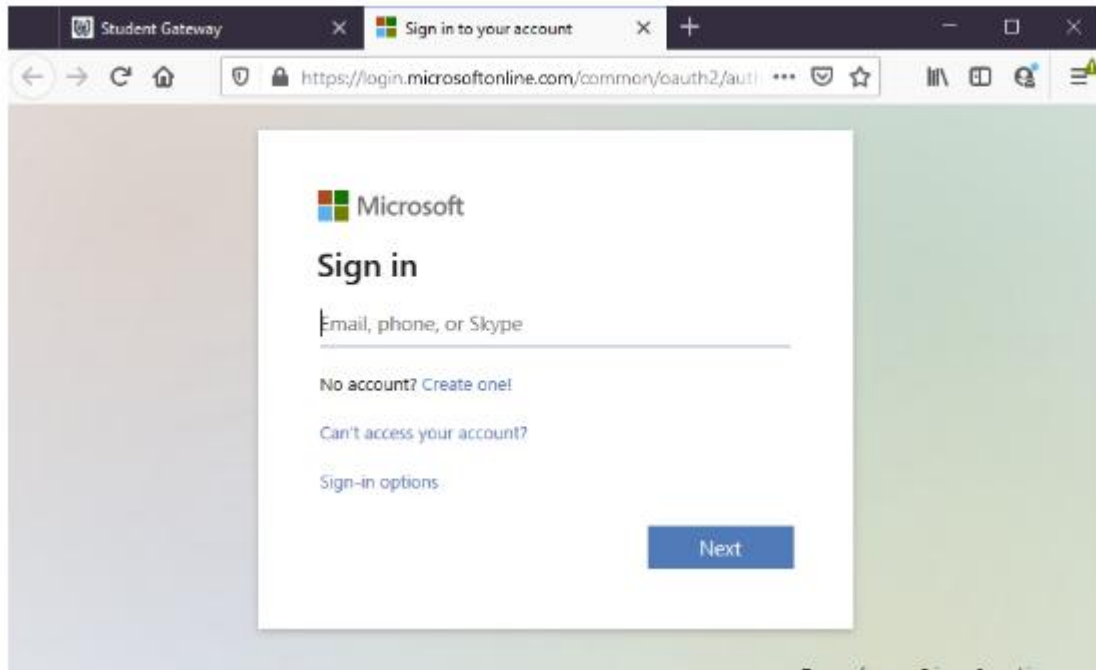


Steps to create audio and video chats on Microsoft Teams

Download and Install Microsoft Teams App according to your operating system Or through visiting your university email account from SU website

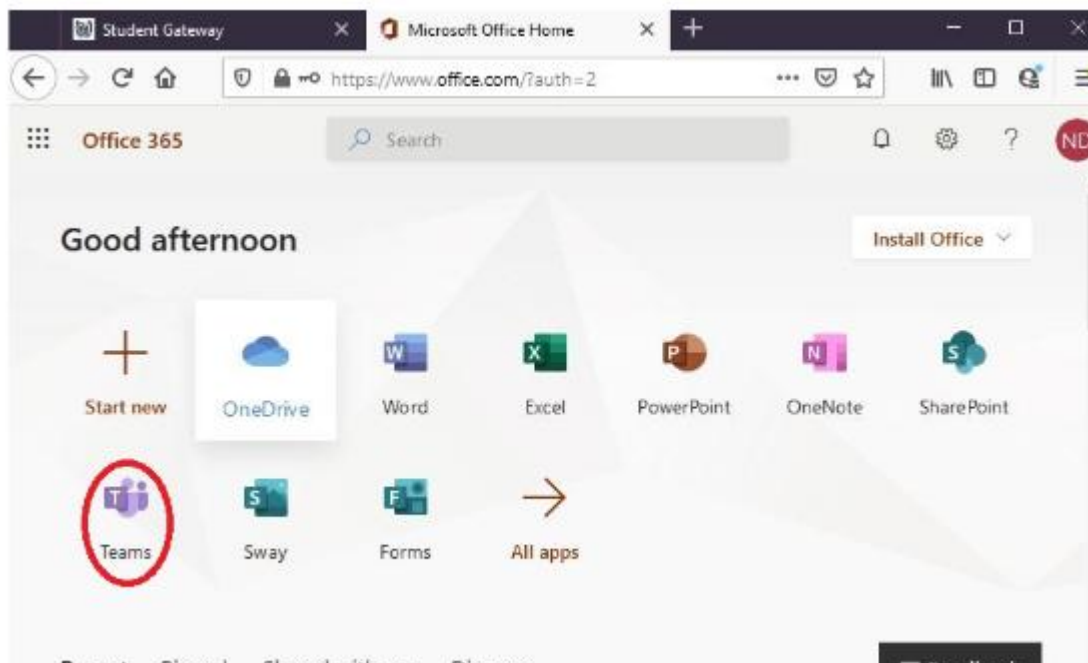
<https://login.microsoftonline.com/>

Enter your Used ID and Password



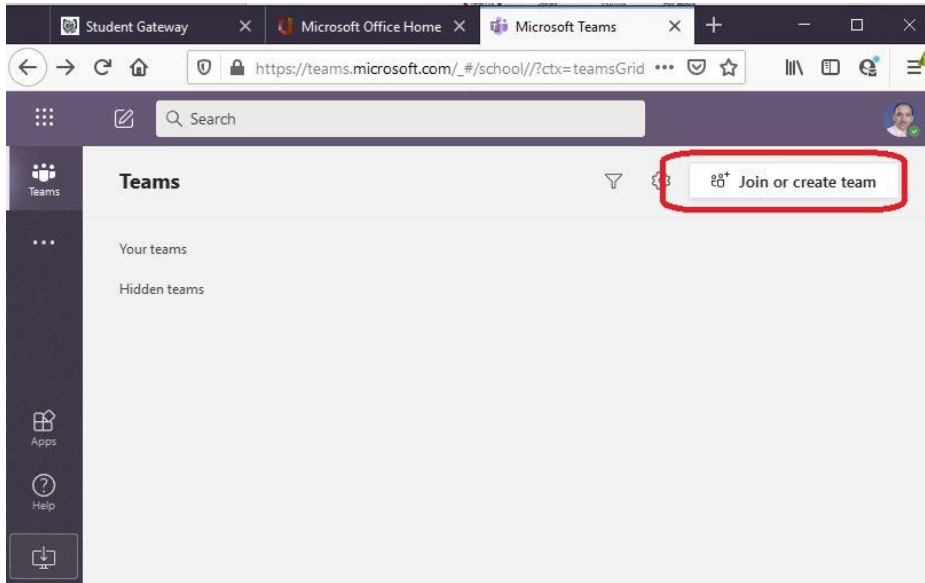
You will login to your own university account on Microsoft Office 365

All office 365 applications will be available to you, Select Microsoft teams



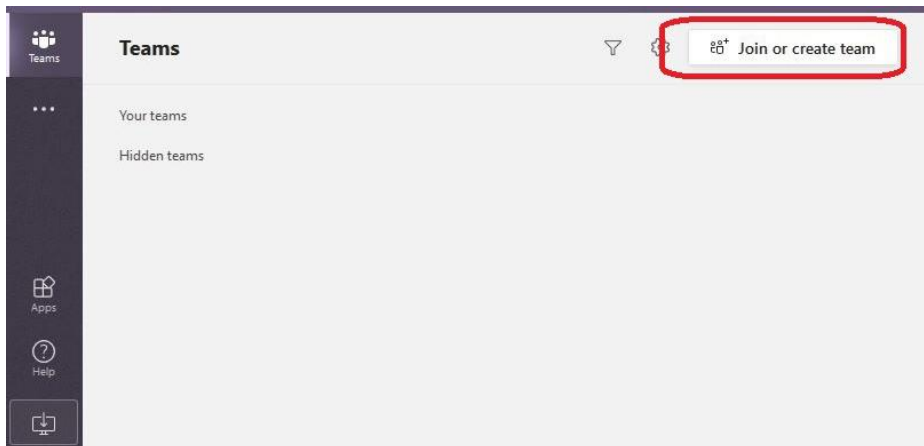
Main Microsoft teams Screen will appear

To create new work team, Press <Join or create team> button



New Screen will appear as below

To create new work team, Press <Create a team> button



New Screen will appear as below

To create new work team, Press <Create a team> button

Work Team Types

Select the type of the work team and give it distinguished name and specify the privacy level

Select a team type

 Class Discussions, group projects, assignments	 Professional Learning Community (PLC) Educator working group	 Staff School administration and development	 Other Clubs, study groups, after school activities
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Cancel

Adding Contacts

Add the names of required contact accounts for example, students Ids from the list

Add people to "Temp class"

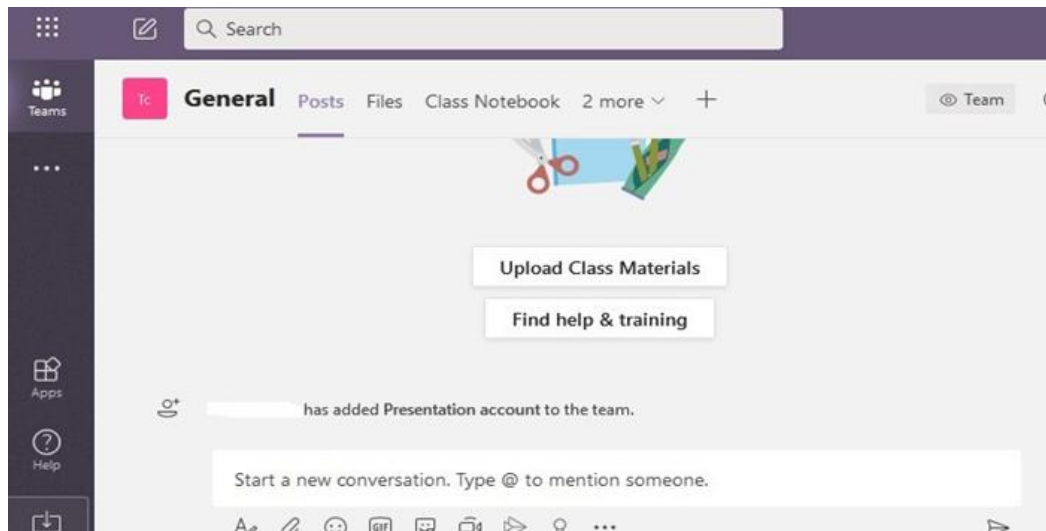
Students Teachers

Start typing a name to choose a group, distribution list, or person at your school.

Skip

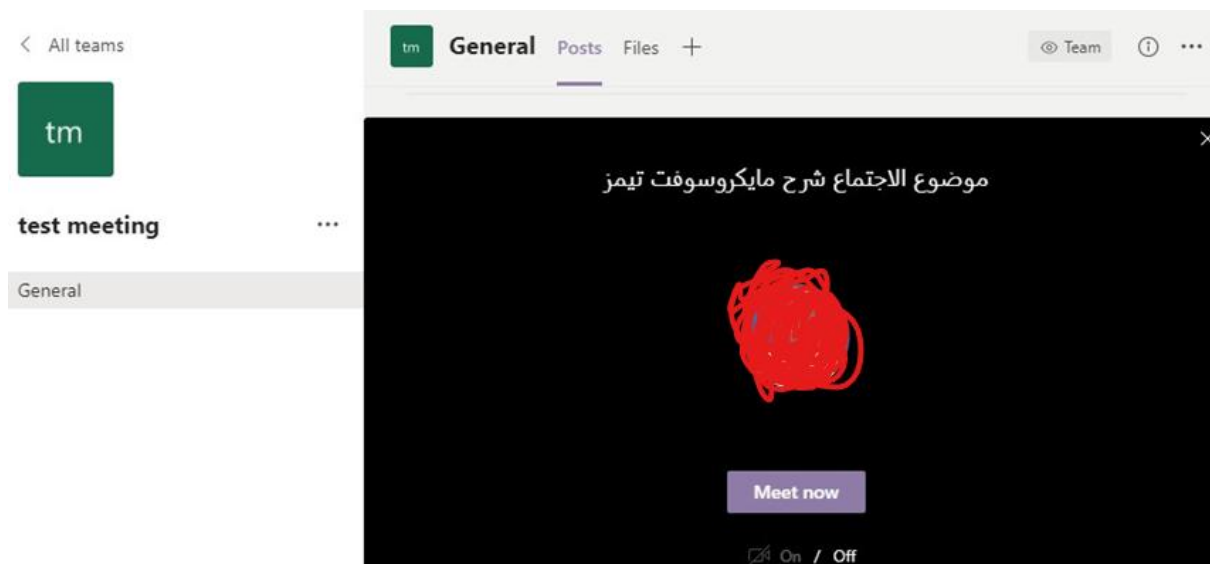
The work team screen will appear and it will contains:

Team members, Control elements such as attach file icon, use camera in meeting or others



In case of Camera is enabled

The meeting screen will appear, specify the subject of the meeting (meeting title)



Other Features

You can enable or disable the camera by pressing on Camera icon

You can Enable the sound microphone or disable it, by pressing on the Mic icon

For accessing the other features such as recording of the meeting or sending the recorded video to some contacts , select the <....> as shown below

