

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.



Microsoft
Teams



Microsoft Teams Application



Microsoft Teams Features

Video Conferencing

Collaboration and sharing Tool

Work teams

Through the Microsoft Teams, you can conduct voice and video conference calls, send messages and text chats to one or more of the contacts

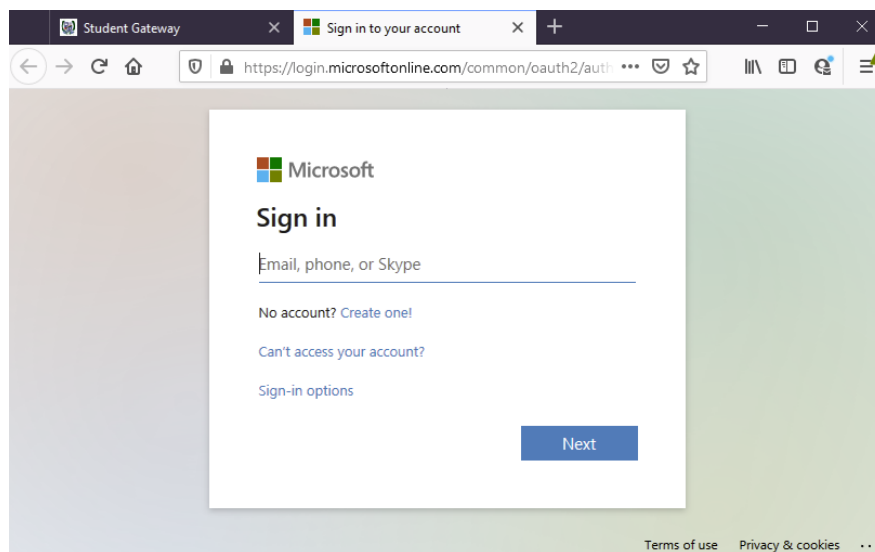
Microsoft Teams enables more than one user to work on MS Office files, review and modify them in real time

Microsoft Teams enables each team to establish its work teams according to its organization structure with the possibility of distributing tasks to staff and following it up

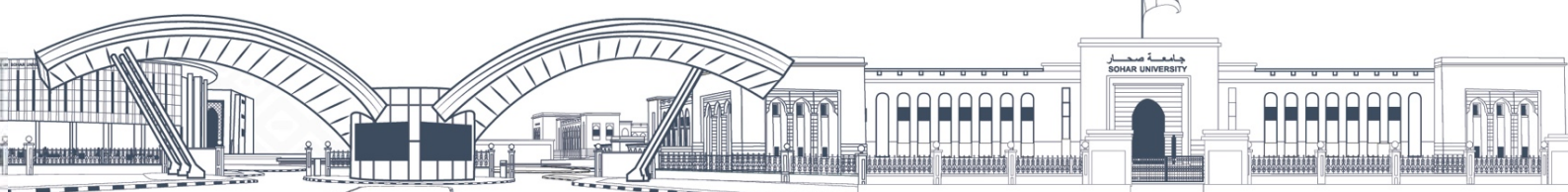
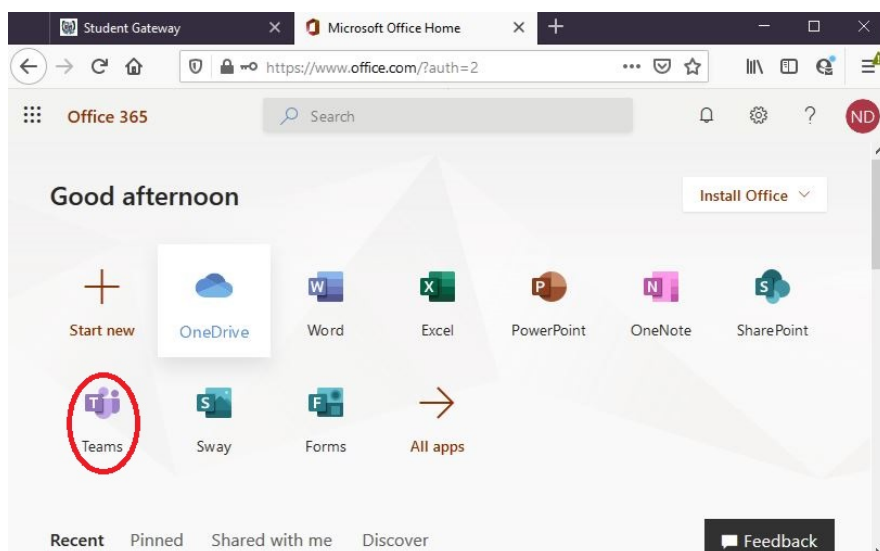


Steps to create audio and video chats on Microsoft Teams

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



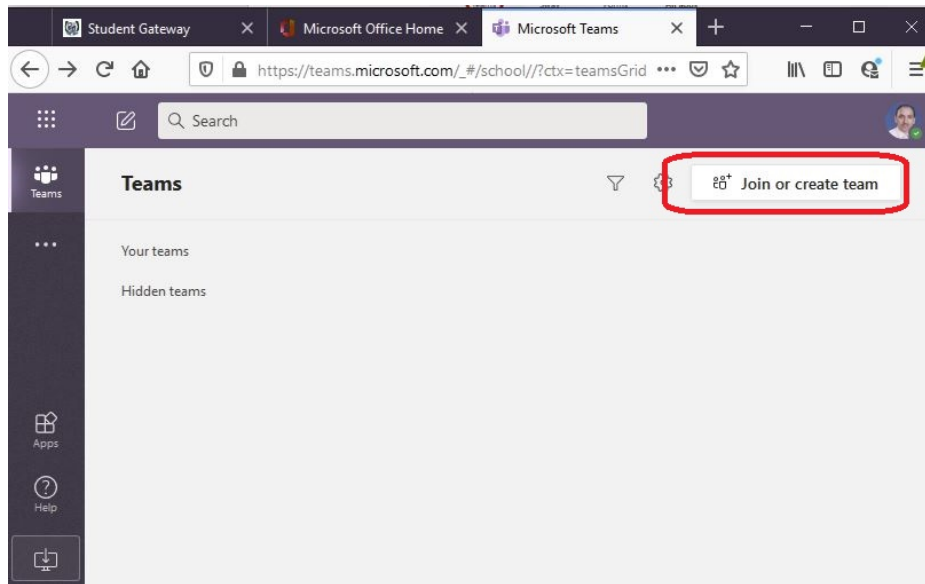
You will login to your own university account on Microsoft Office 365
All office 365 applications will be available to you, Select Microsoft teams



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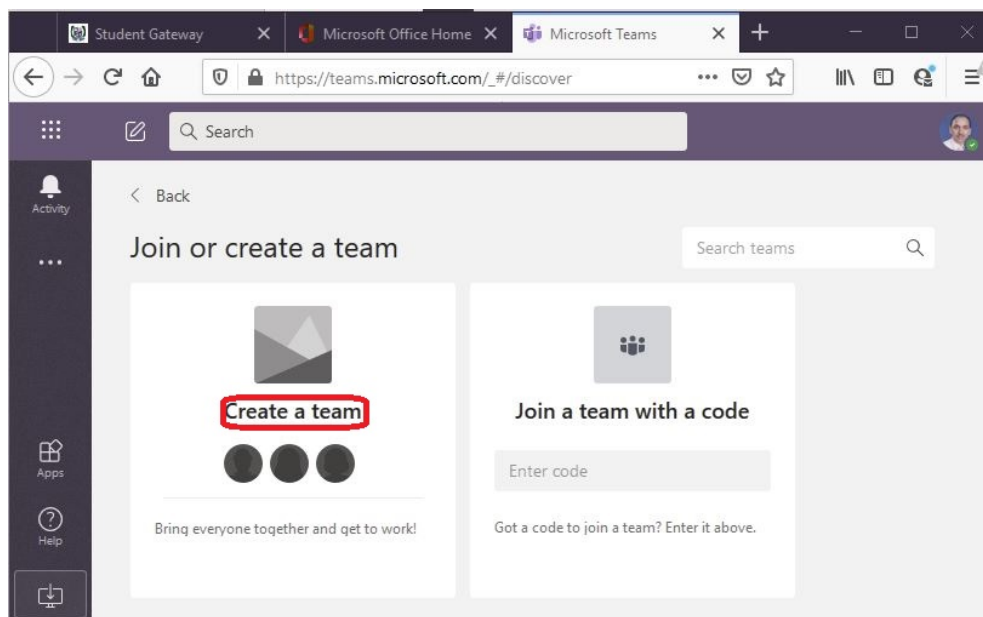
Main Microsoft teams Screen will appear

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




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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

[Cancel](#)

Adding Contacts

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

Add people to "Temp class"

Students Teachers

Add

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

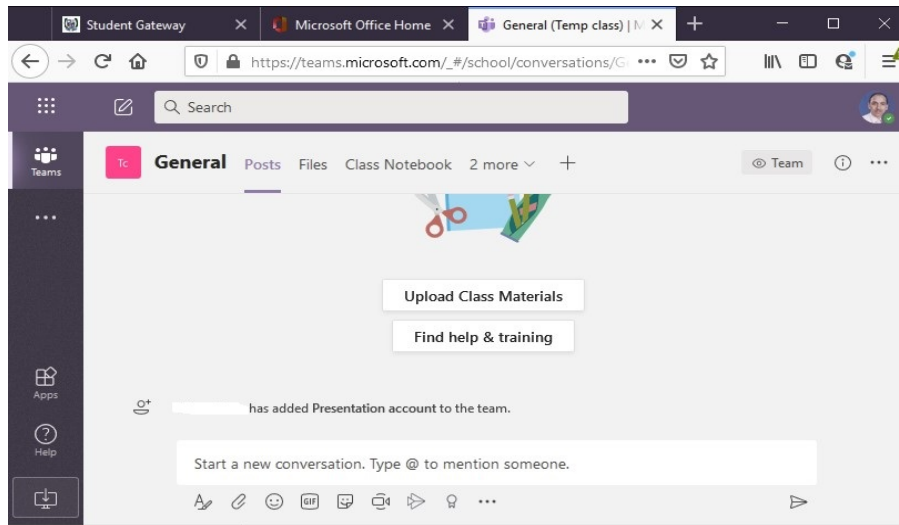
Skip



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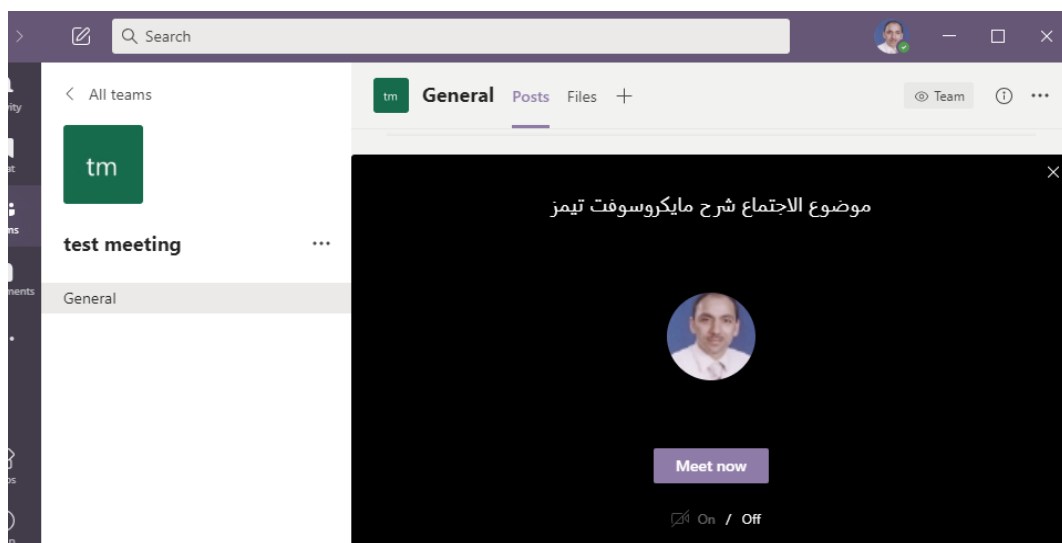
The work team screen will appear and it will contains:

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)



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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

