

Microsoft Teams

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Microsoft Teams

Introduction Quick Guide

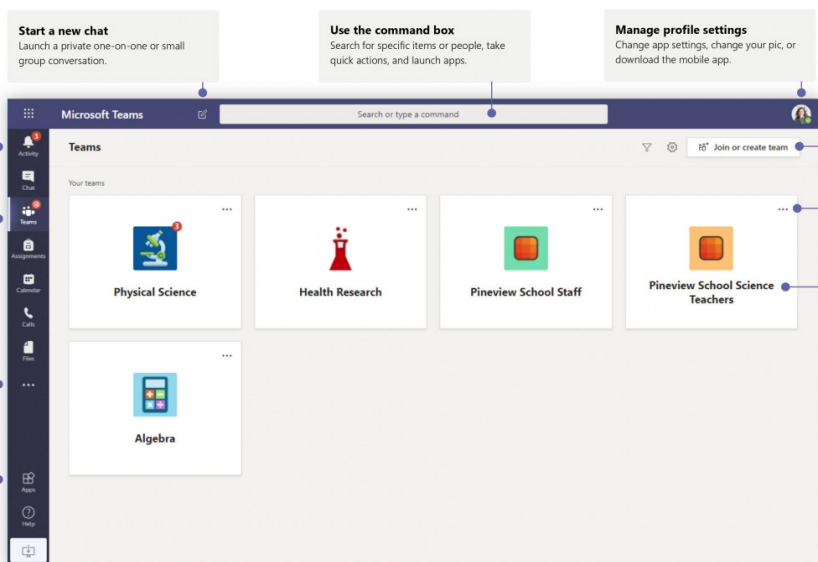
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Microsoft Teams for Education

 Microsoft
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Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.



The screenshot shows the Microsoft Teams application interface. A vertical sidebar on the left contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a grid of team tiles, including Physical Science, Health Research, Pineview School Staff, and Algebra. A search bar at the top right allows users to search for teams or people. Callout boxes provide instructions on how to use various features:

- Start a new chat**: Launch a private one-on-one or small group conversation.
- Use the command box**: Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings**: Change app settings, change your pic, or download the mobile app.
- Navigate Microsoft Teams**: Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.
- View and organize teams**: Click to see your teams. Drag team tiles around to reorder them.
- Find personal apps**: Click to find and manage your personal apps.
- Add apps**: Launch Apps to browse or search apps you can add to Teams.
- Join or create a team**: Find the team you're looking for, join with a code, or make one of your own.
- Manage your team**: Add or remove members, create a new channel, or get a link to the team.
- View your team**: Click to open your class or staff team.
- What is a team?**: You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

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Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team
You can change team settings, add members to the class team and add channels.

Open Class Notebook
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files
Let class members view a file or work on it together.

Start a discussion with the class
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add more messaging options
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

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Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting right away
Add participants directly to a meeting that starts right away.

Add new meeting
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

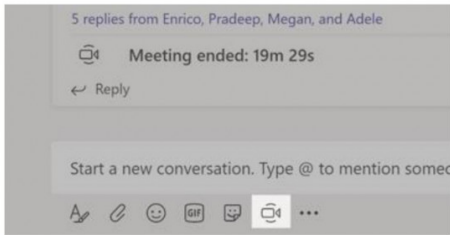
Invite individuals to a meeting
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

Invite a channel to a meeting
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.

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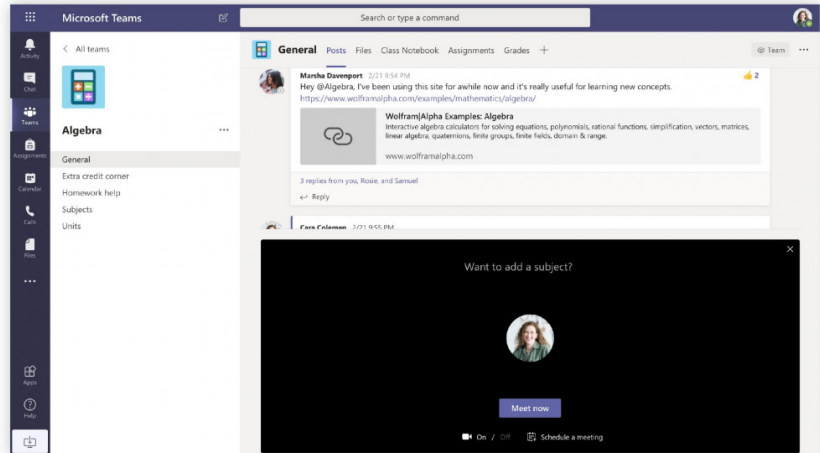
Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings



Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.

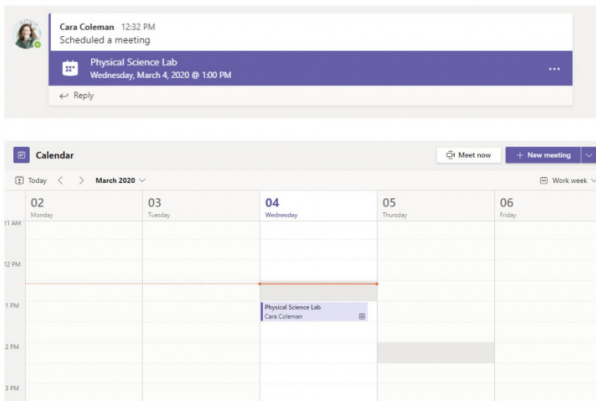


Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

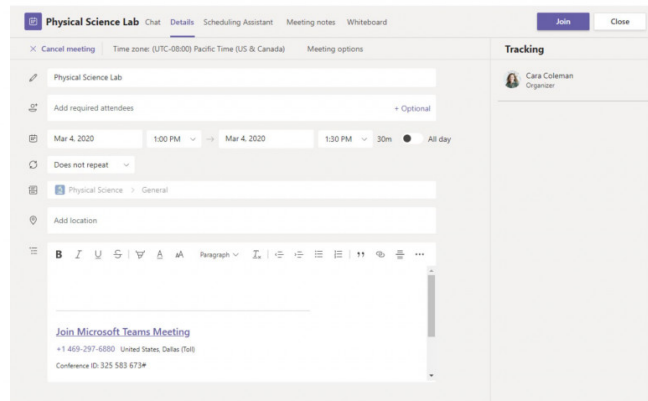
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Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



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



Open the meeting and click **Join** to join the meeting.

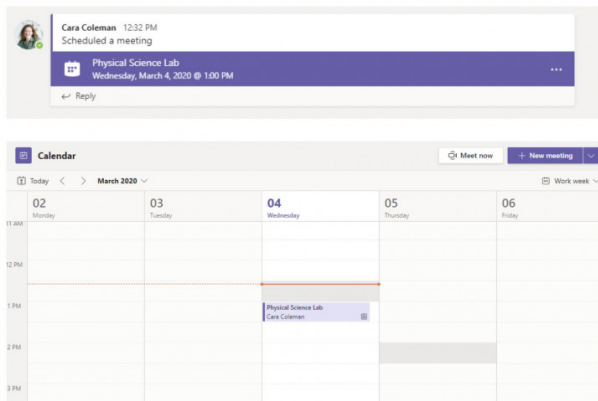
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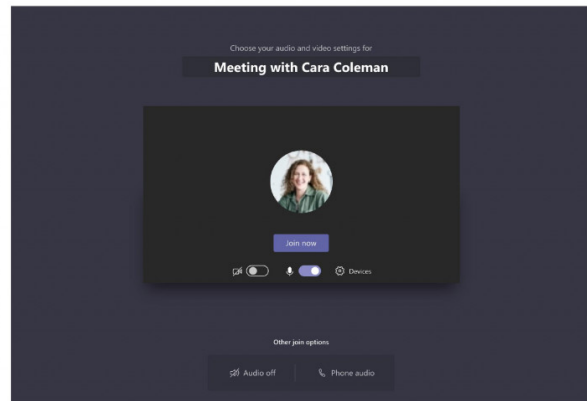
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Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



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.

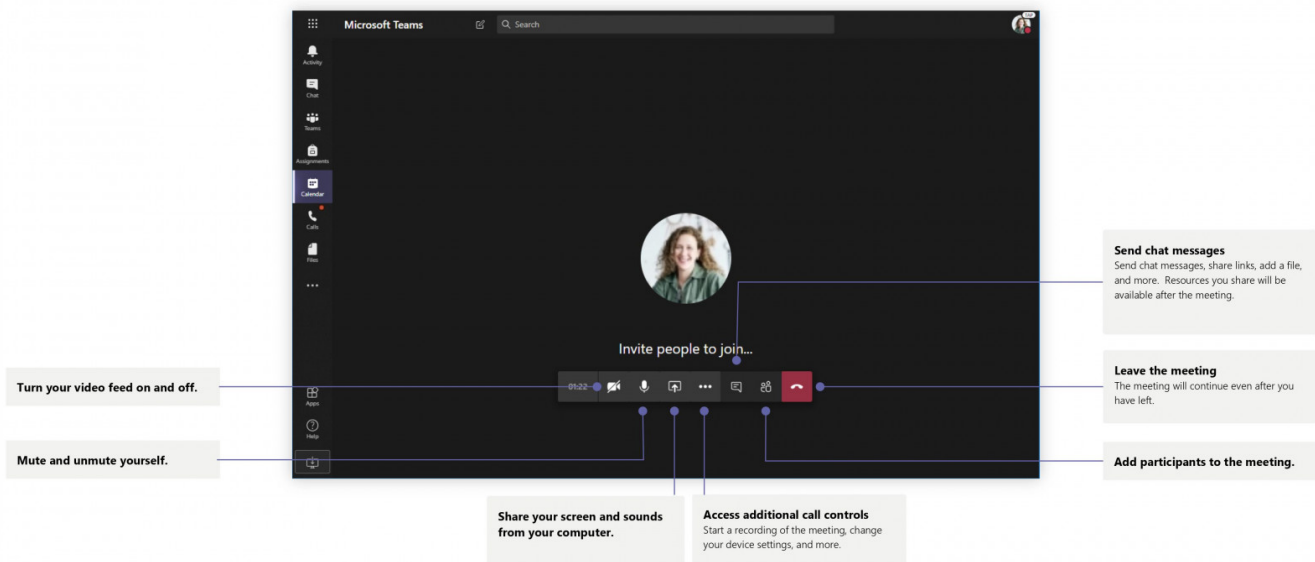
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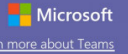
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Participate in a meeting

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

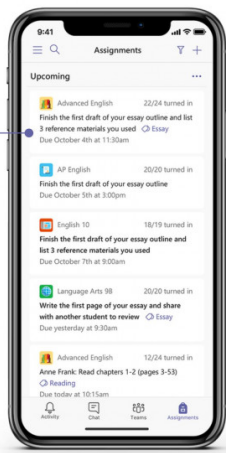


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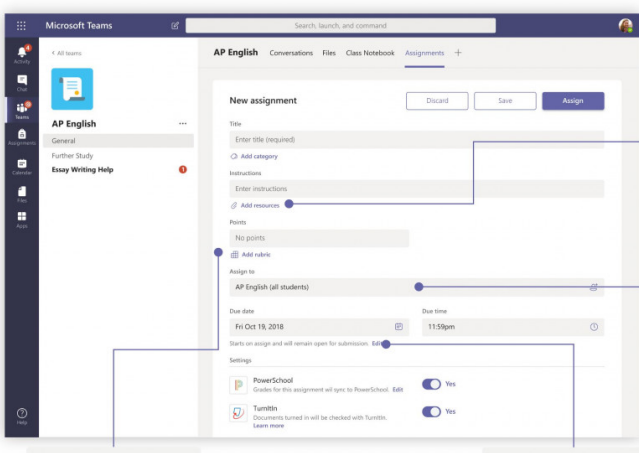


Assignments

Create learning activities for students with integrated Office applications.



View upcoming assignments
View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



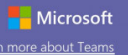
Add a grading rubric
Use the rubrics tool to create customizable, reusable rubrics for students to reference and for you to evaluate their work.

Edit due dates, close date, and schedule to assign
Customize all the dates and times that are important to the assignment.

Add resources
Customize the assignment with content from OneDrive, your device, links, and more.

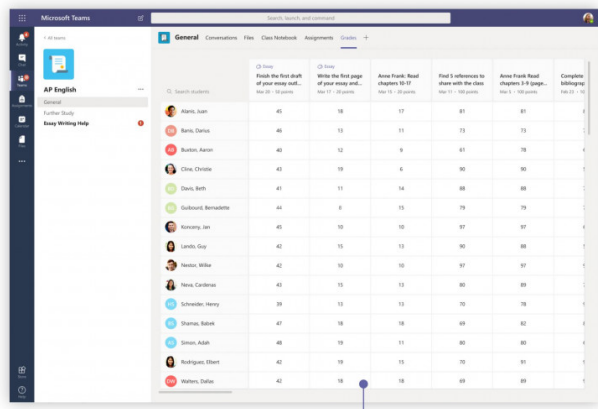
Assign to classes or individuals
Assignments can be distributed to multiple classes or personalized to the individual student.

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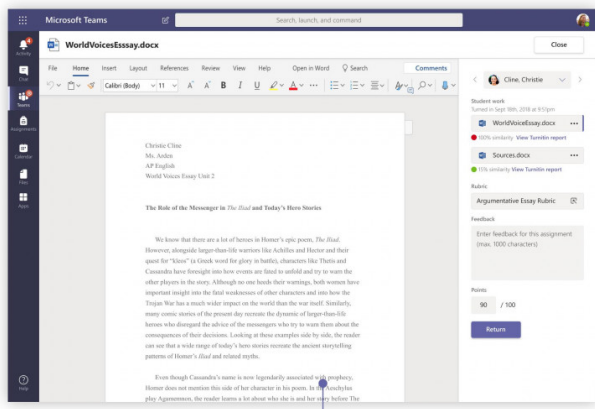


Grades

Leave feedback for students, grade, and track student progress in the Grades tab.



See grades across all assignments and students
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.



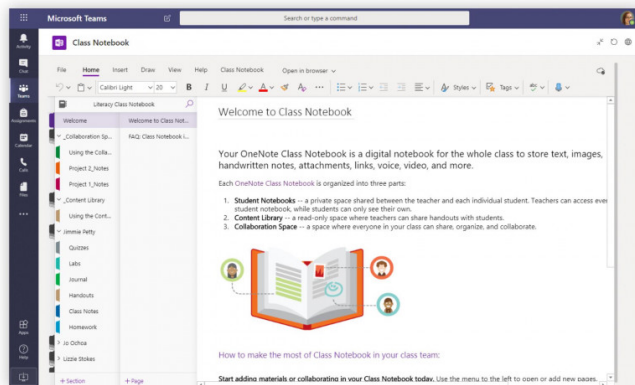
Return and review assignments using the feedback loop
Leave comments, make edits, grade with criteria/standards, check for similarity, and more in the grading view.

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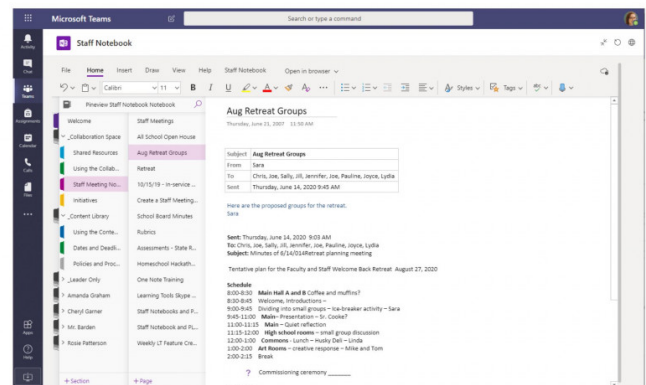
OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



Great for staff meeting notes, brainstorming, and classroom observations

OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

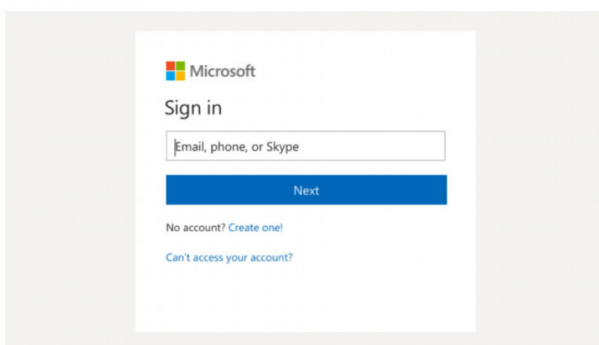
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Sign in

In Windows, click **Start** > **Microsoft Teams**.

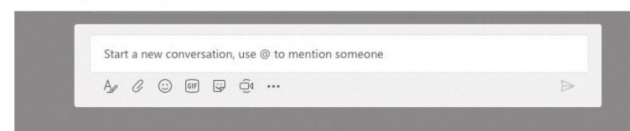
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

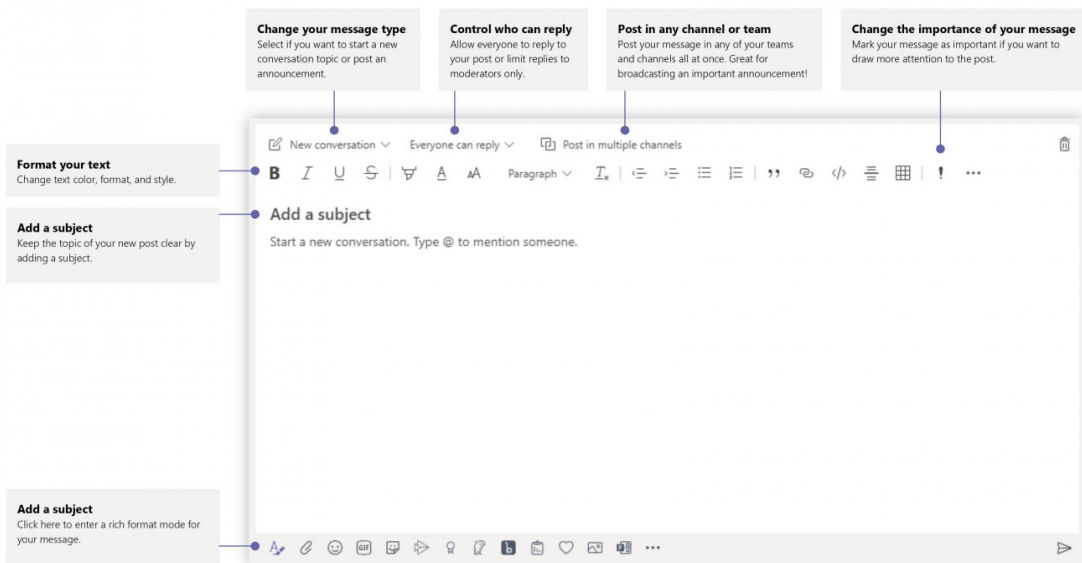
With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



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Enrich your channel posts

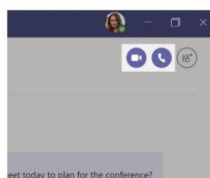
Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.



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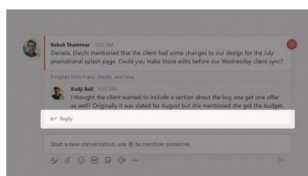
Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



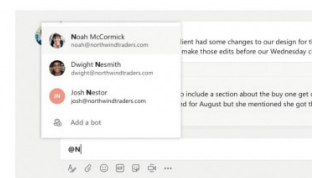
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



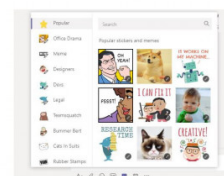
@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. Search for MicrosoftEDU in the GIF search box for extra fun!



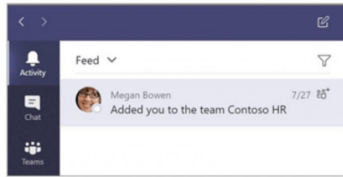
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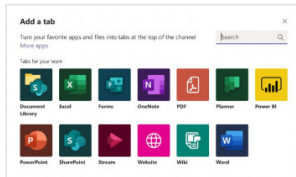
Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



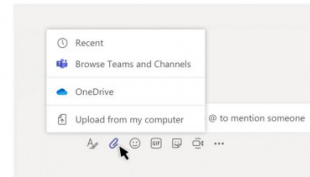
Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



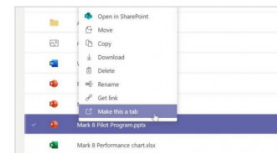
Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



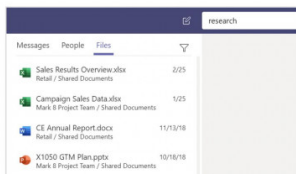
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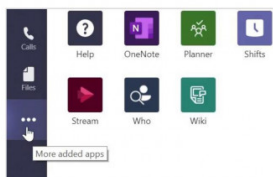
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



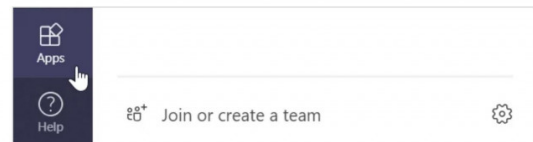
Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

[Articles](#) with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams-[Crafting a Collaborative Learning Environment with Class Teams](#).

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

Microsoft Teams Admin Centre Training

Microsoft Teams Admin Centre Training

01/09/2021

10.00am to 11.30am

DOWNLOAD THE RECORDING HERE!

Workshop on Microsoft Teams for Academicians

هتاكربو هلاله محروم كليلع مالسل

Dear All Academic Staff,

This is to inform you that the Ministry of Higher Education (MOHE) has subscribed Microsoft TEAMS for all public universities. TEAMS is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration.

In relation to that, ITD has arranged a workshop exclusively for academicians. The workshop comprises of 2 modules:

1. Introduction to Microsoft TEAMS
2. Microsoft on Assignment/Class Notebook

DOWNLOAD THE RECORDING HERE!

It is hoped that all academicians can utilize this workshop to utilize Microsoft TEAMS as an online teaching and learning tool.

Note: Kindly activate your LIVE IIUM email account before using TEAMS. [Click here](#) to read the infographic.

Any inquiries, please WhatsApp ICT Services Help Desk WhatsApp Hotline at 016-9832415 or email servicedesk@iium.edu.my.

Thank you.

Information Technology Division

How to record a meeting in Microsoft Teams

Start recording

In a Teams meeting, one person can record at a time. When you start recording a meeting, everyone will be notified automatically. You can also turn on live transcriptions and view them during the meeting.

To start a meeting recording:

1. Start or join the meeting.
- 2.

Record and tran

In your meeting controls, select **More actions**  > **Record and transcribe**  Image not found or type

> **Start recording**  Image not found or type unknown

Notes: Meeting recordings won't capture:

- More than four peoples' video streams at once
- Whiteboards and annotations
- Shared notes
- Content shared by apps
- Videos or animations embedded in PowerPoint Live presentations

Stop recording

1.

In the meeting controls, select **More actions**  > **Record and transcribe**  Image not found or type

2. Choose one of the following:

- **Stop recording** to stop the recording and live transcription.
- **Stop transcription** to stop the live transcription only. The recording will continue until you select **Stop recording**.

Important:

- Teams meeting recordings are no longer saved to Microsoft Stream. All recordings are now saved to OneDrive for Business.
- If your organization still uses Stream, please note:
 - After a recording stops, it's processed and saved to Stream. Then, it's ready to play.
 - When a recording is available, the meeting organizer will receive an email. The recording will appear in the meeting chat or channel.
 - If an admin has set a company policy for saving to Stream, accept it before recording.

Find recordings

Recordings are available in different places depending on the type of meeting.

- The recording is processed and saved in the meeting organizer's OneDrive for Business.
- The meeting recording shows up in the meeting chat or channel conversation (if you're meeting in a channel).

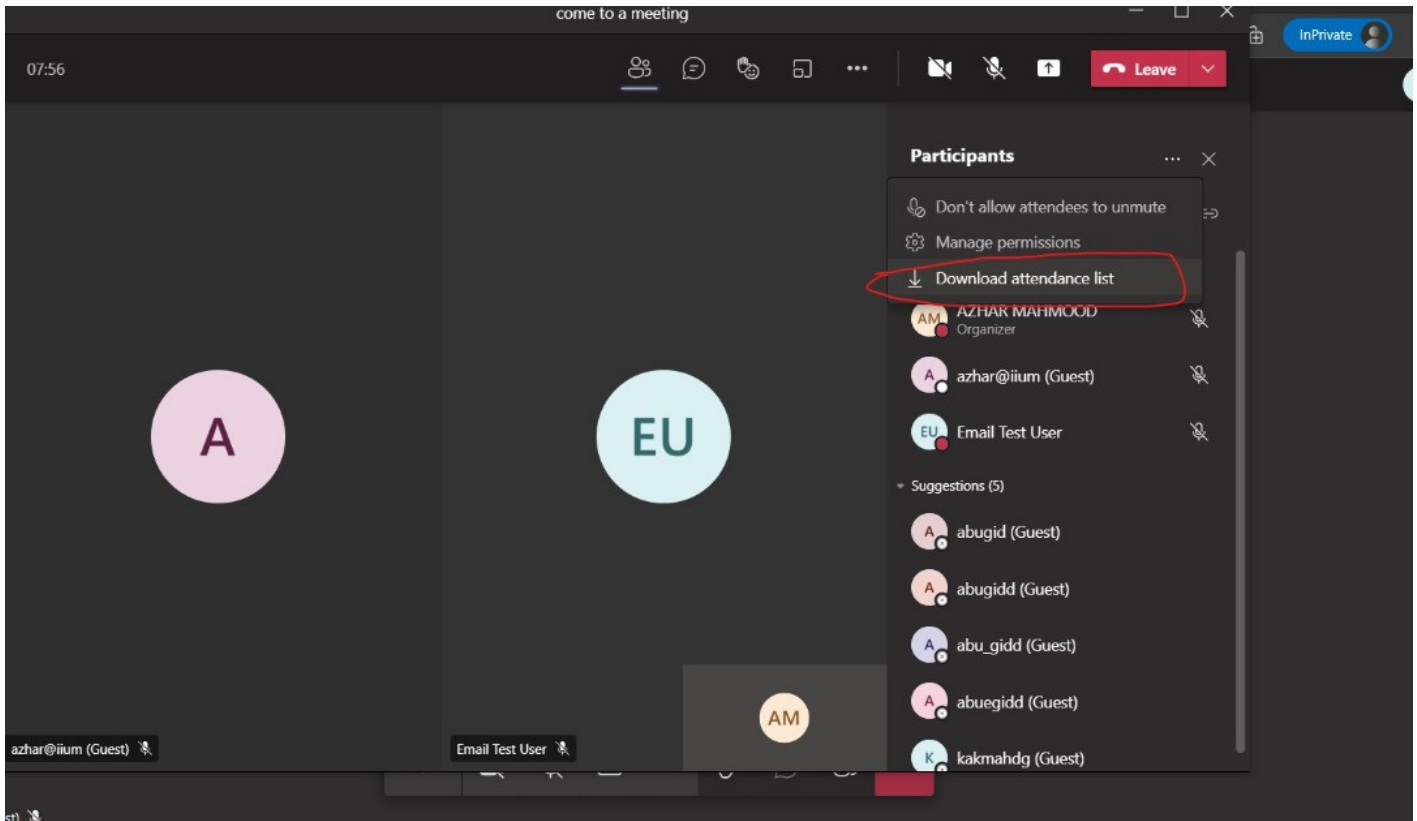
Note: For now, guests and external attendees can view the recording only if it's explicitly shared

with them.

Who can start or stop a recording?

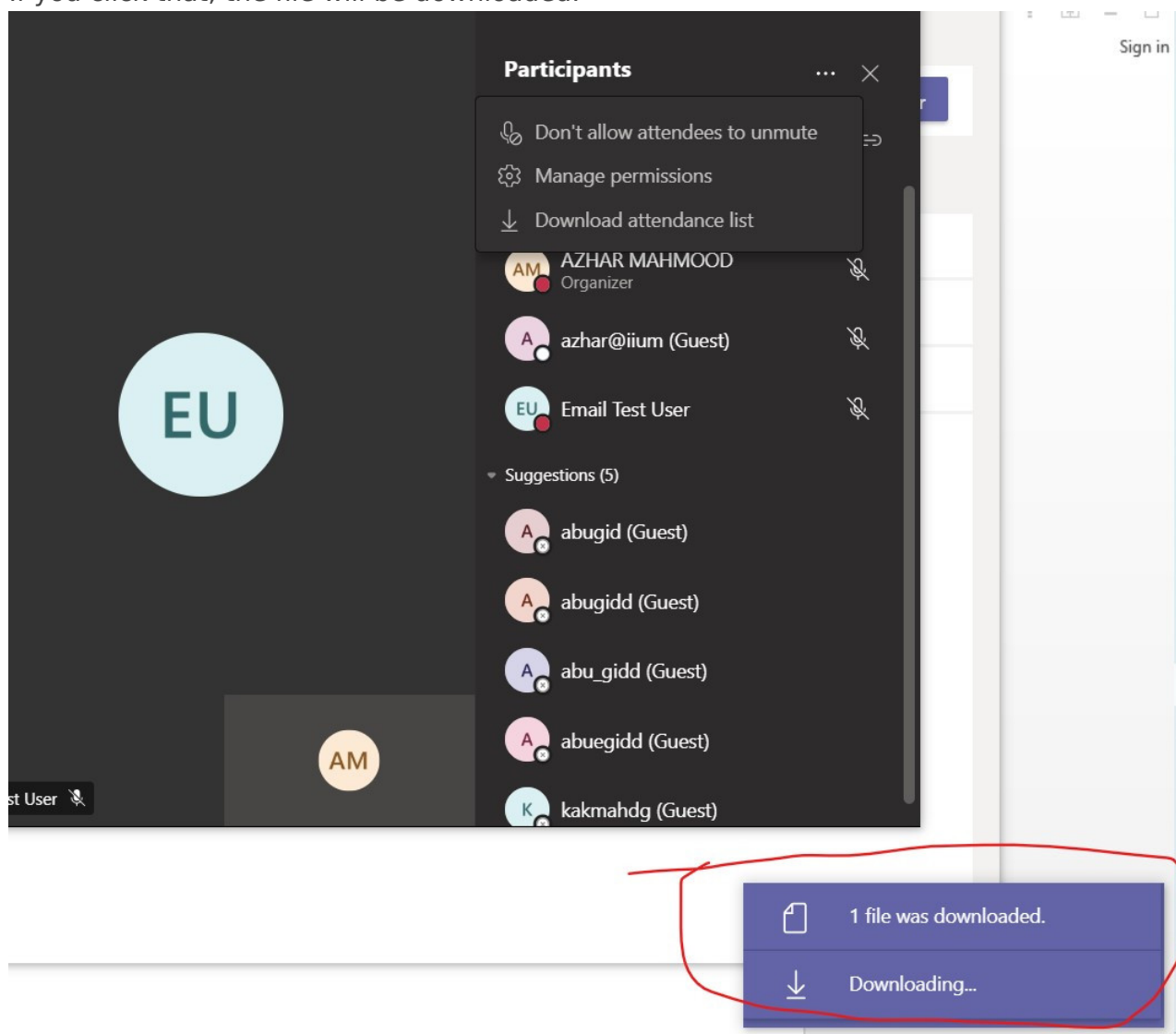
Anyone who meets the following criteria can start or stop a recording if the meeting organizer has their cloud recording policy setting turned on

Attendance List

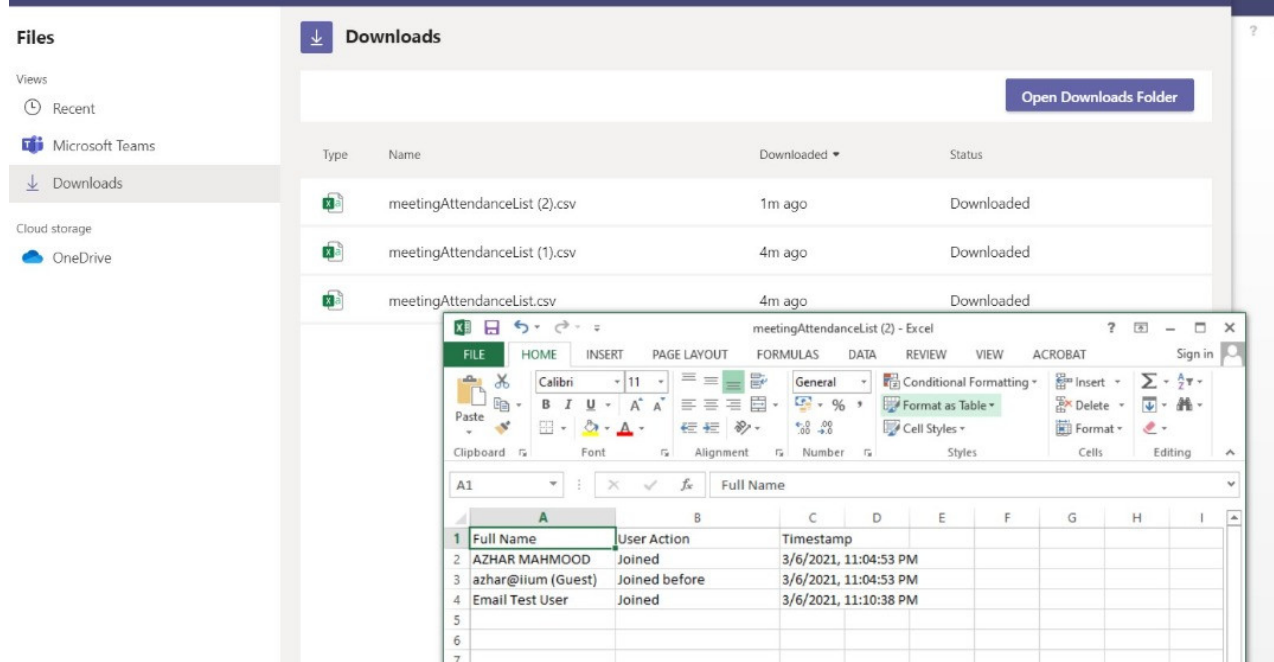


1. You have to use Teams Client Desktop. During the meeting, click show "Participants" and click the "Download attendance List" option.

2. If you click that, the file will be downloaded.



3. Files



4. The attendance will be show as above.
5. Below is an excerpt from Microsoft Support page regarding Attendance List, please note

that the attendance can only be downloaded while the Teams meeting is in session:

Download attendance reports in Teams

Microsoft Teams

If you've organized a Teams meeting, you can save a record of who's attended it. Here's how:

During the meeting, select **Show participants**  and choose **Download attendee list** .



The report will download as a .CSV file that can be opened in Excel. Look for the file in your device's Downloads folder.

The .CSV file contains the name, join time, and leave time of all meeting attendees.

Keep in mind that, for now, the report must be downloaded during the meeting.

Notes:

- Only meeting organizers can download attendance reports. This option isn't available to other attendees.

How to Download an Attendance List from Microsoft Teams (IIUM Classes)

For Lecturers (Meeting Organizers)

If you host a **Teams meeting** (e.g., for lectures), follow these steps to download attendance:

Method 1: During/After the Meeting

1. During the Meeting:

- Click the "**Participants**" button (top-right).
- Select "**Download attendance list**" (available in some versions).

2. After the Meeting:

- Go to the **Teams Calendar** → Open the meeting event.
- Click "**Attendance**" tab (if enabled).
- Select "**Export to CSV**" to download the list.

Method 2: From Teams Meeting Reports

1. Open **Microsoft Teams** → Go to "**Meetings**".
 2. Select "**Past Meetings**" → Choose your session.
 3. Click "**Attendance**" → "**Download**" (CSV/Excel).
-

For Students (View Only - No Download Option)

Students **cannot download** attendance lists but can:

- Check their attendance in **i-Ta'leem** (if the lecturer syncs it).
 - Request a copy from the **lecturer or Kulliyyah office**.
-

Troubleshooting

☐ No "Attendance" tab?

- Ensure the meeting was **scheduled in Teams** (not ad-hoc).
- Only **meeting organizers** can download attendance.

☐ File not downloading?

- Try **Teams web version** (teams.microsoft.com).
 - Contact **IIUM IT Help Desk** (03-6421 6666).
-

Need Help?

- **ICT Help Desk:** 03-6421 6666
- **Email:** servicedesk@iium.edu.my

Note: Attendance tracking must be enabled by the meeting organizer. ☐