



Microsoft Teams for Students

Quick Start Guide



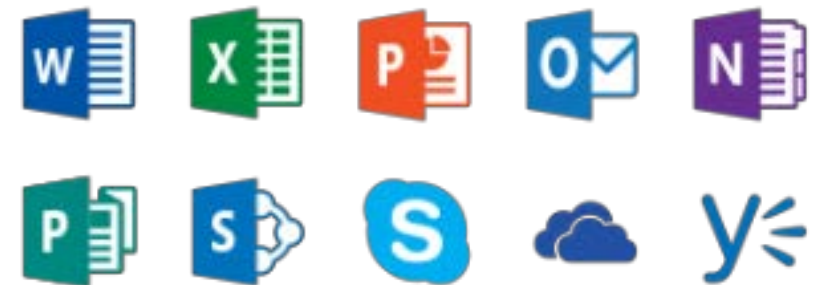
Your Microsoft Teams and Outlook accounts are a part of the Microsoft Office 365 suite of products made available to you as a Taylor's student.

Office 365 offers many other products that aims to provide tools that enhance your learning experience at Taylor's. Access these via portal.office.com or www.office.com

Student Benefits – Overview of Office 365 (O365)

Watch this video to find out more: <https://www.youtube.com/watch?v=kKaiWjl6ESg>

- Highlights of Office 365:
 - i. **Microsoft Teams** for virtual classroom and collaboration
 - ii. **Outlook** Email with 100GB storage (i.e. your Student Email)
 - iii. Install Microsoft Office 365 Apps on up to **5 Devices**
 - iv. [One Drive](#) with 1TB of storage
 - v. Use **Windows 10** for [Free](#)
 - vi. **OneNote** and many more...



Microsoft Teams

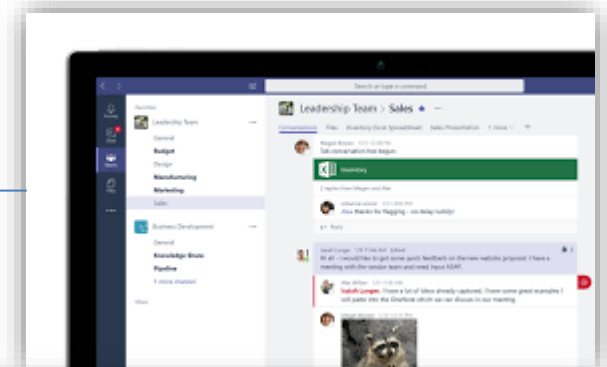


Microsoft Teams provides a number of virtual collaboration features to help you stay productive. Chat, video call, share documents, integrate apps and more...

Your Microsoft Teams is also **integrated with Taylor's module enrolment system**. Upon login to Teams, you would be able to view **teams for the modules** you're enrolled to **if your lecturer** intends to use it for virtual meetings. Please follow instructions from your lecturer shared on TIMEs.

Watch these videos to learn more about Microsoft Teams

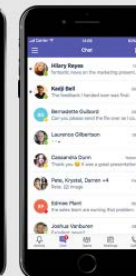
[Getting Started with Microsoft Teams videos](#)



Available across Mobile platforms



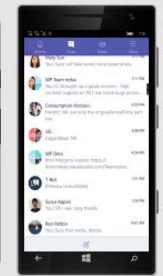
iPad



iPhone



Android



WP

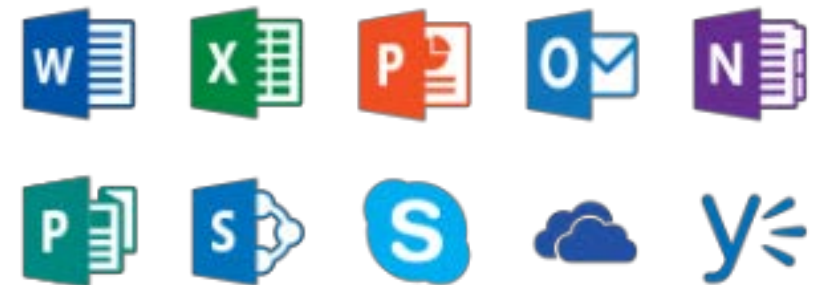
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Your Microsoft Teams setup

You would be able to access Teams via the **Microsoft Teams Mobile app, Desktop app** or any **Web browser**.

- 1) Please download, install and sign in to **Microsoft Teams** using one (or more) of these methods:
 - ❖ Desktop application on laptop / desktop
 - ❖ Microsoft Teams Mobile app for mobile devices (iOS / Android)
 - ❖ Google Chrome or Microsoft Edge browser on laptop or desktop (via teams.microsoft.com)
- 2) **Sign-in using your email address** (student.name@sd.taylors.edu.my) and the **same password** as your Taylor's Mobile and Campus Central login.
- 3) Upon sign-in, you should be able to **see all Modules (as teams) you are enrolled in after it has been Activated by your lecturer. Please await further instructions from your lecturers on how they intend to use Teams.**

First-time Sign in

i. Using any Web browser, go to **portal.office.com**

ii. [Sign-in](#) using your student account,

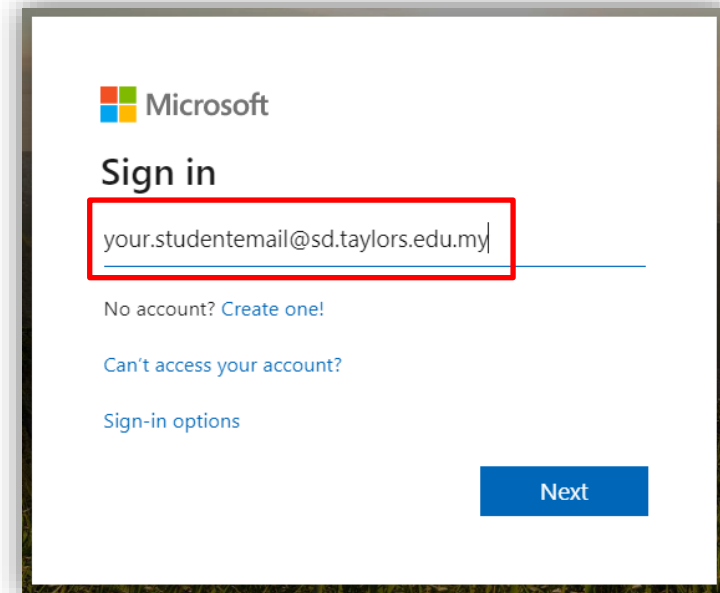
e.g. Username: [Your.TailorsEmail@sd.tailors.edu.my](#)

If you can't remember your email, refer to your Taylor's Mobile app

iii. Click on the **Next** button.

If you see the message below, contact ICT Service Desk

This username may be incorrect. Enter a different one or [create a new one](#).



Microsoft

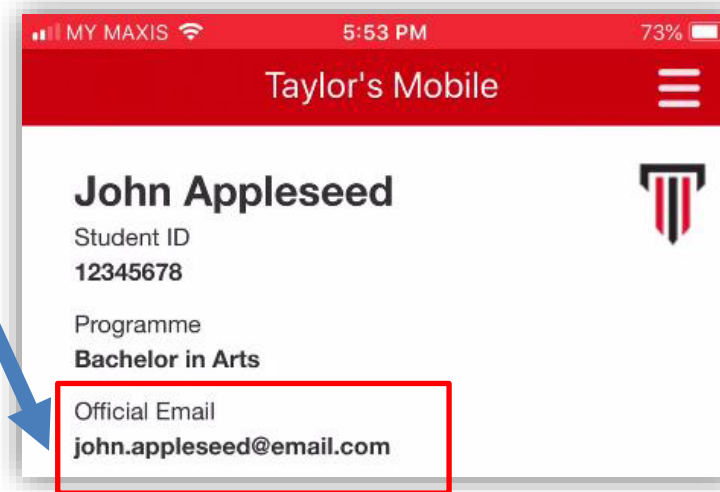
Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



MY MAXIS 5:53 PM 73%

Taylor's Mobile

John Appleseed

Student ID
12345678

Programme
Bachelor in Arts

Official Email
john.appleseed@email.com

First-time Sign in

Set your new password

- iv. Enter your password.
- v. You would be prompted to change your password.
 - ✓ New password must be strong, i.e
 - ✓ > 8 characters
 - ✓ Uses uppercase, lowercase & numbers

Default password:
NRIC or Passport number

Example: 990506111234 / F123456

Enter password

Password

[Forgot my password](#)

Welcome to Taylor's Educa



username@sd.taylors.edu.my

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Setting up for password recovery

vi. At the **More information required** prompt, select **Next**

✓ Set up Authentication Phone and/or Authentication Email

e.g. set up your personal email for recovery

1

usernamei@sd.taylors.edu.my

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to **set up** at least 1 of the options below.

! Authentication Phone is not configured. [Set it up now](#)

2 ! Authentication Email is not configured. [Set it up now](#)

Please verify your authentication email address below. Don't use your primary work or school email.

3 Authentication Email

Personal.email@gmail.com

email me

We've sent an email message containing a verification code to your inbox.

4

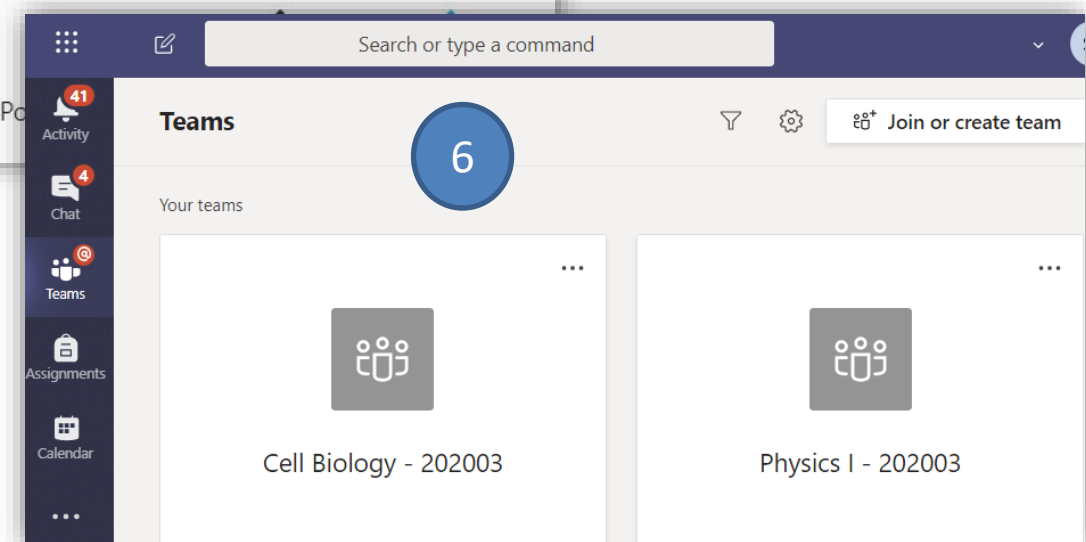
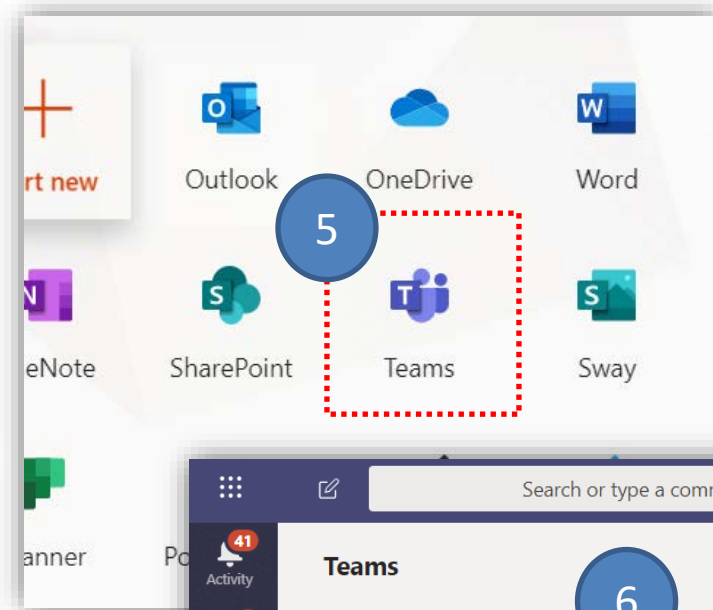
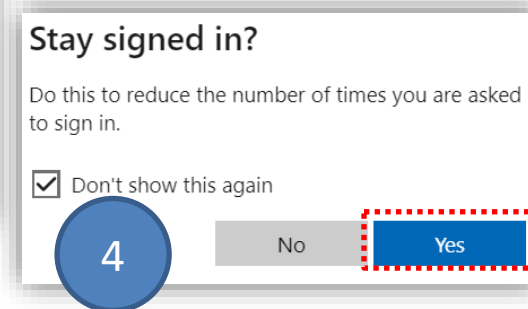
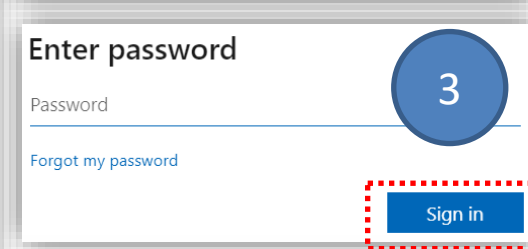
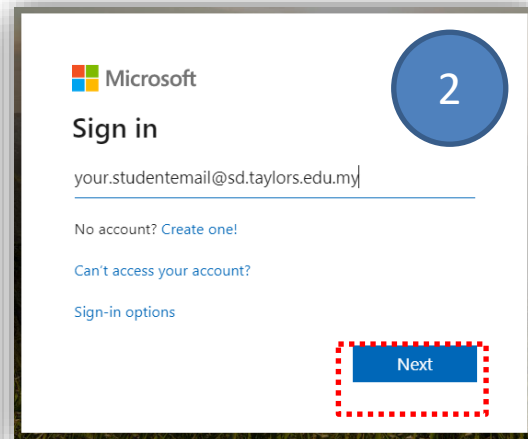
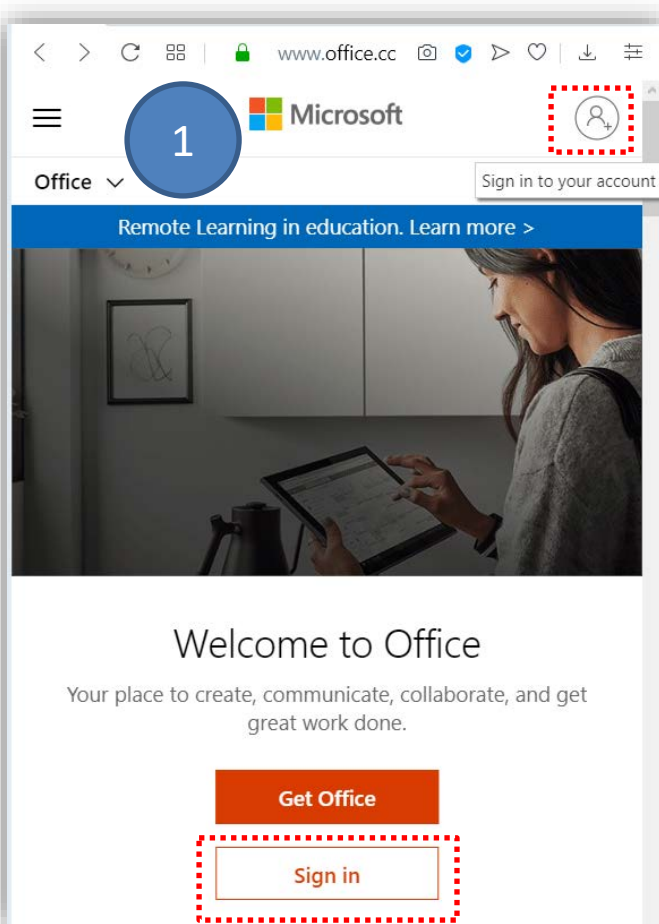
124816

verify

DONE

Subsequent Sign in to your Office 365 account

Go to portal.office.com or www.office.com.



Quick Start Guide

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

The screenshot shows the Microsoft Teams application interface. At the top, there's a search bar with the text "Search or type a command". Below this, the "Teams" section displays "Your teams" with five tiles: "Physical Science", "Health Research", "Pineview School Staff", "Pineview School Science Teachers", and "Algebra". On the left, a vertical navigation bar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. On the right, there's a "Join or create team" button. Various callout boxes provide instructions on how to use these 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 a team
Find the team you're looking for, join with a code. You can ask your lecturer to create a team for your projects if you need one.

View your team
View the others in your Team. Your lecturer is typically the owner of the team.

View your team content
Click to open your class team and start participating

What is a team?
You can 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 students collaborating on a topic, or even a group for a student club or other extracurriculars.

Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

Lecturers 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.

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.

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 tabs

Explore applications, tools, documents and more types of tabs added by your lecturer to enrich your experience. Speak to your lecturer to understand how these would be used in class.

Share files

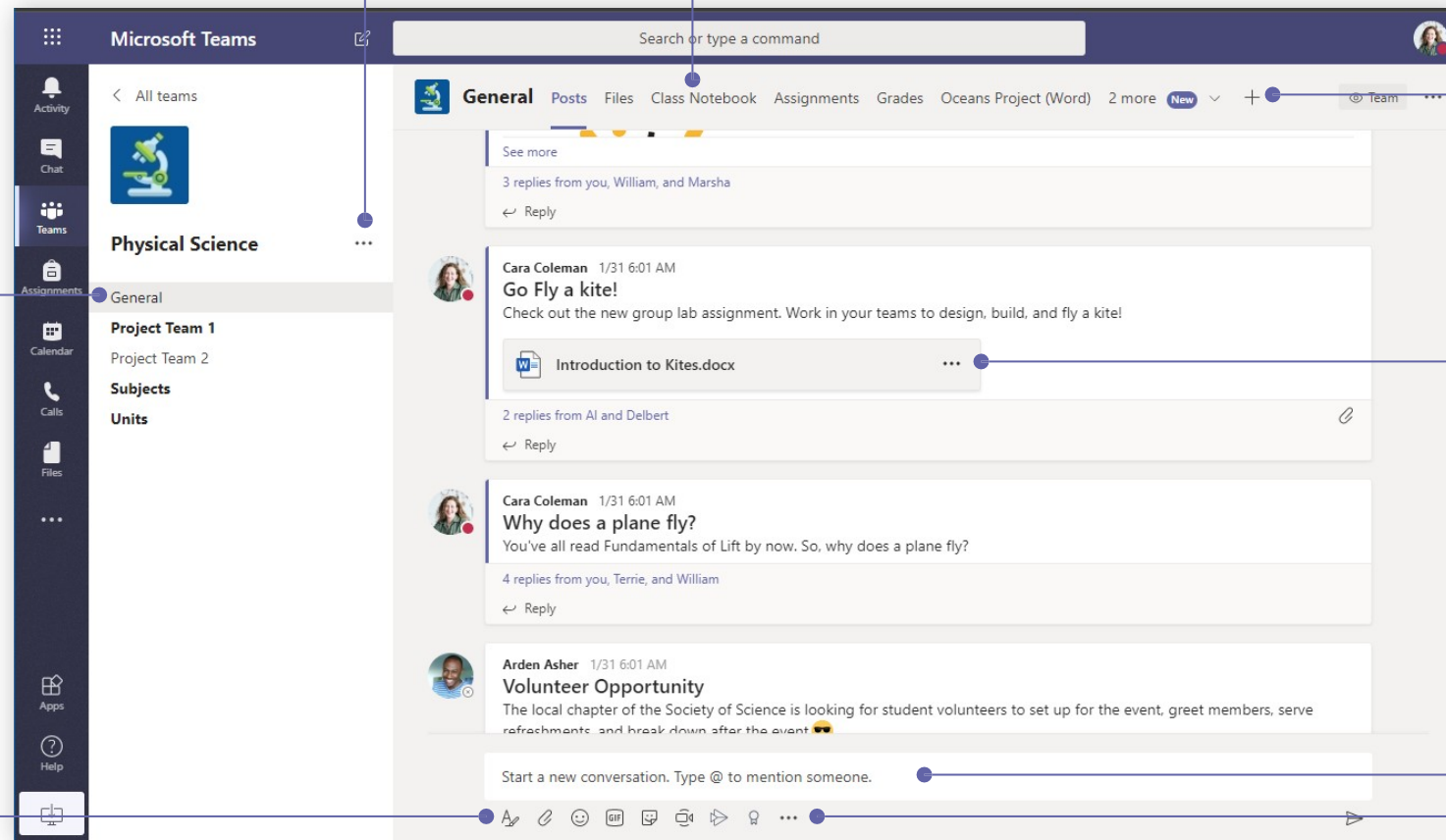
View a file or work on it together. Your lecturer may use this to share documents.

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!

Add more messaging options

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

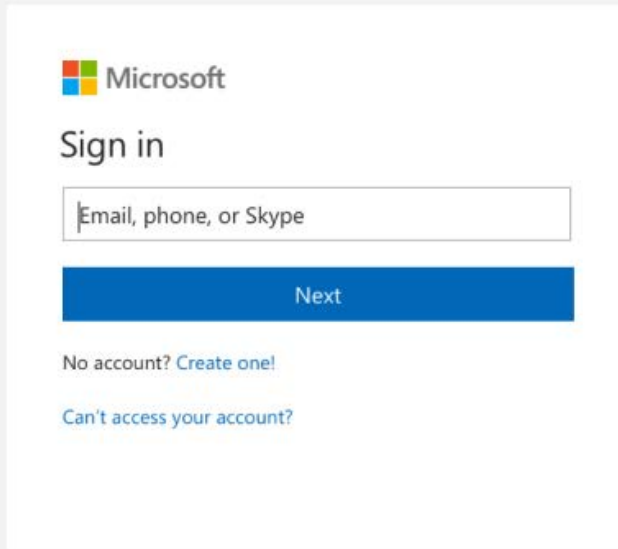


Getting Started

Sign in

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

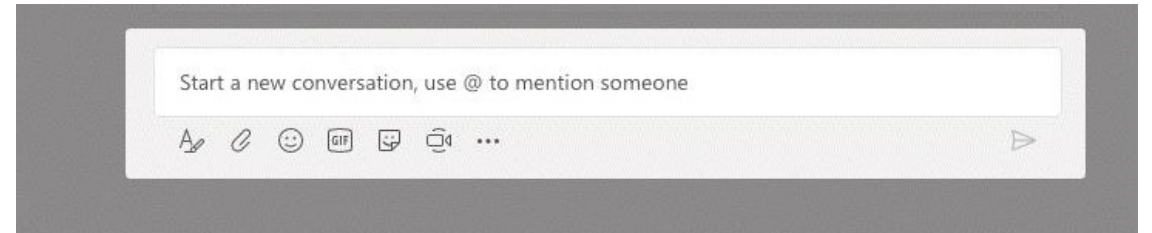
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your Taylor's email and password.



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**.

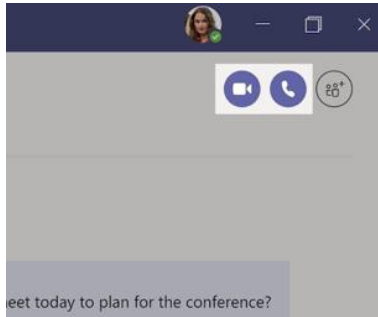


Feature highlights (1)



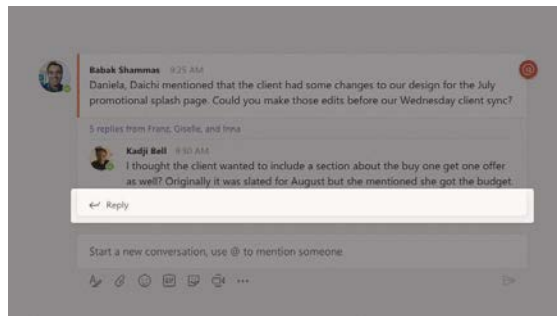
Make video and audio calls

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.



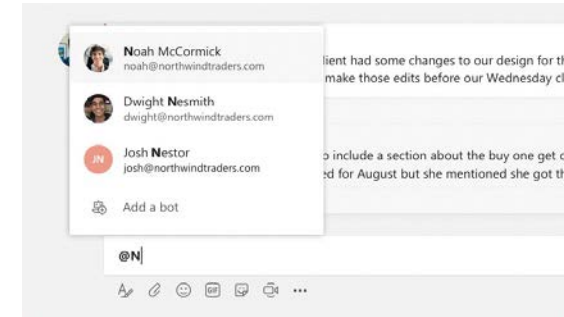
Reply to a conversation

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**.



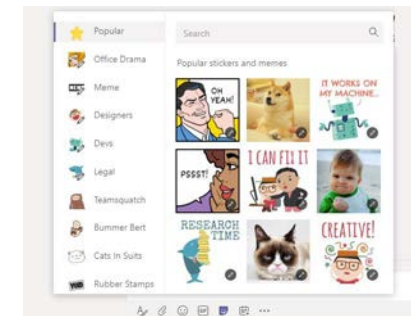
@mention someone

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!

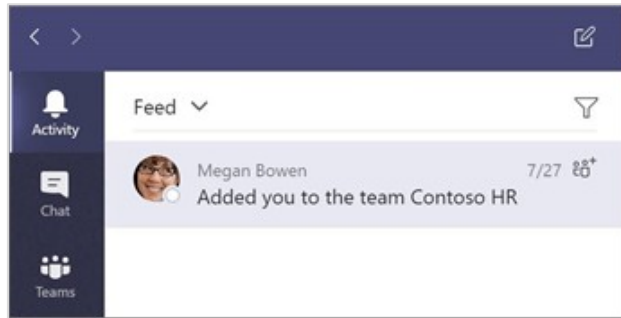


Feature highlights (2)



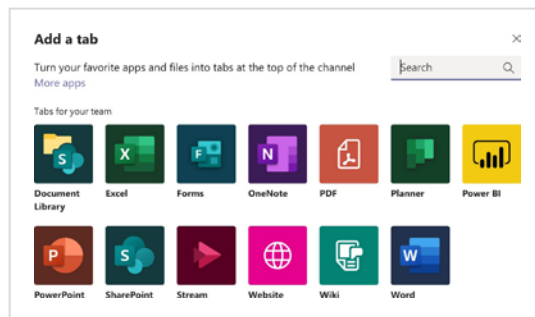
Stay on top of things

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.



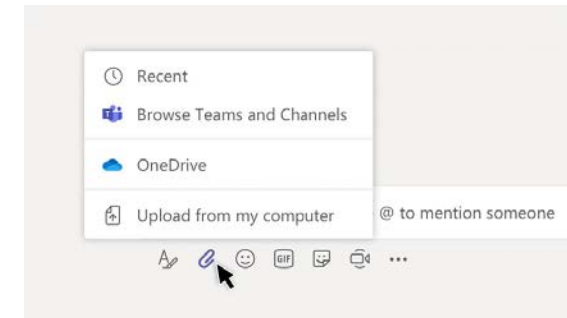
Add a tab in a channel

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.



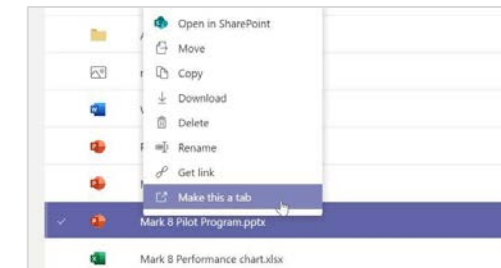
Share a file

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!

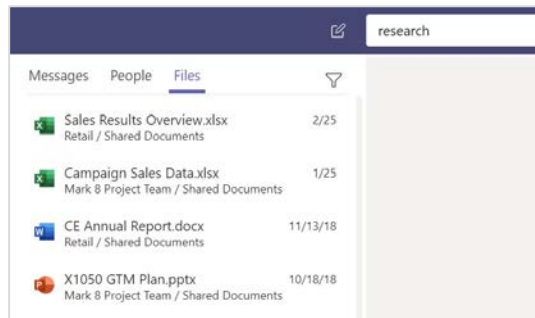


Feature highlights (3)



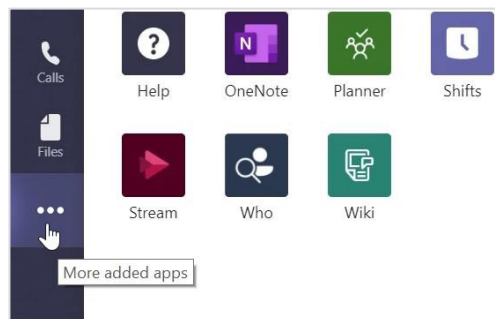
Search for stuff

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.



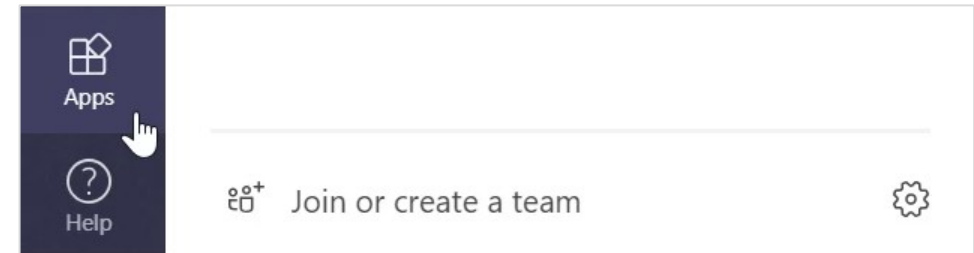
Find your personal apps

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](#).

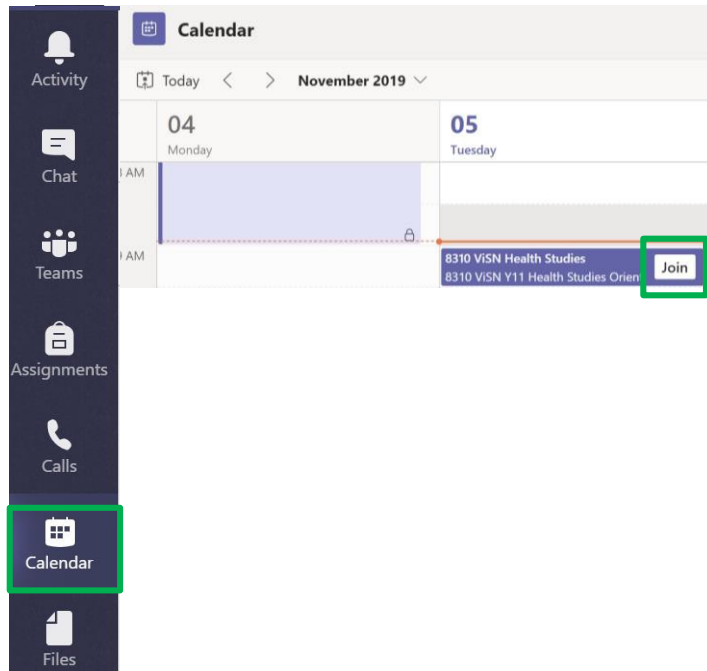
Get other Quick Start Guides

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

Microsoft Teams Calls Overview

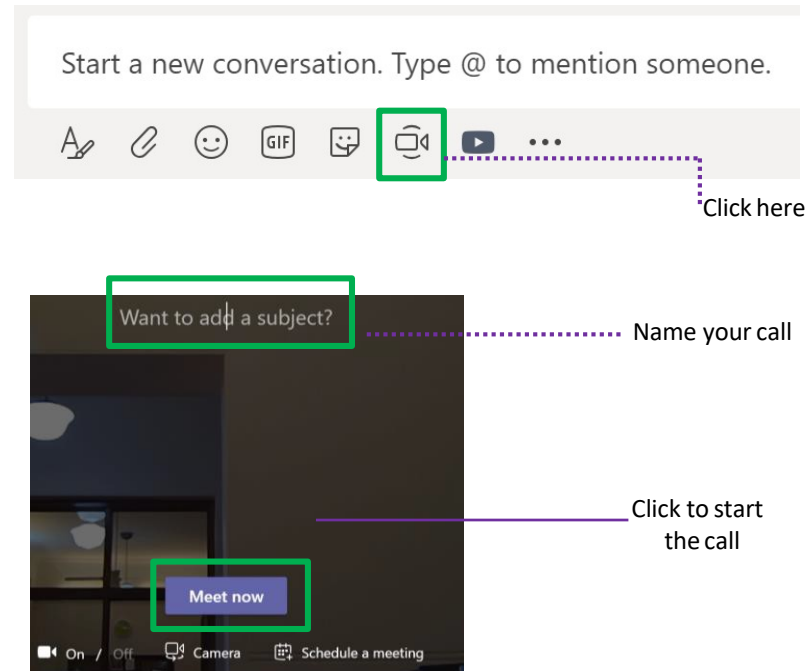
Quick Start Guide

Join a call



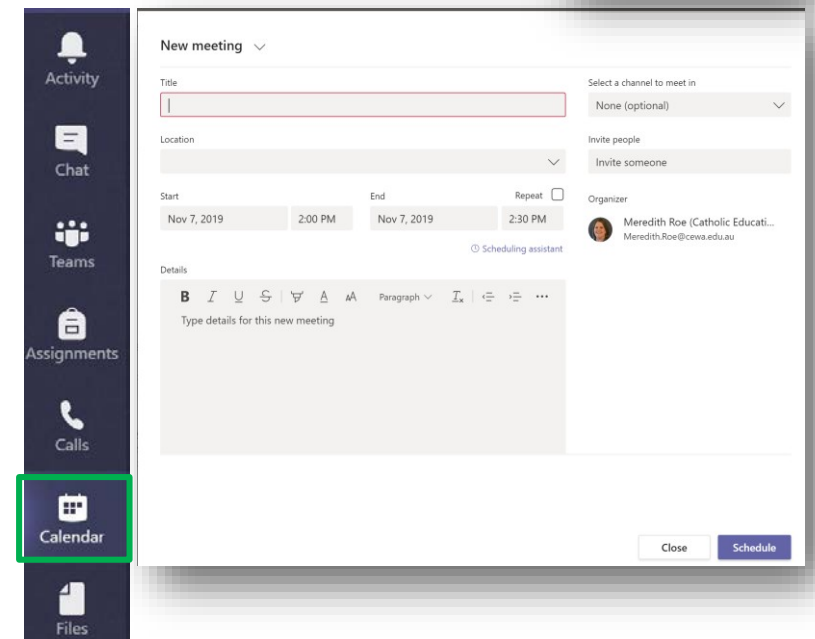
Join a call that is already scheduled, from your calendar

Start a call



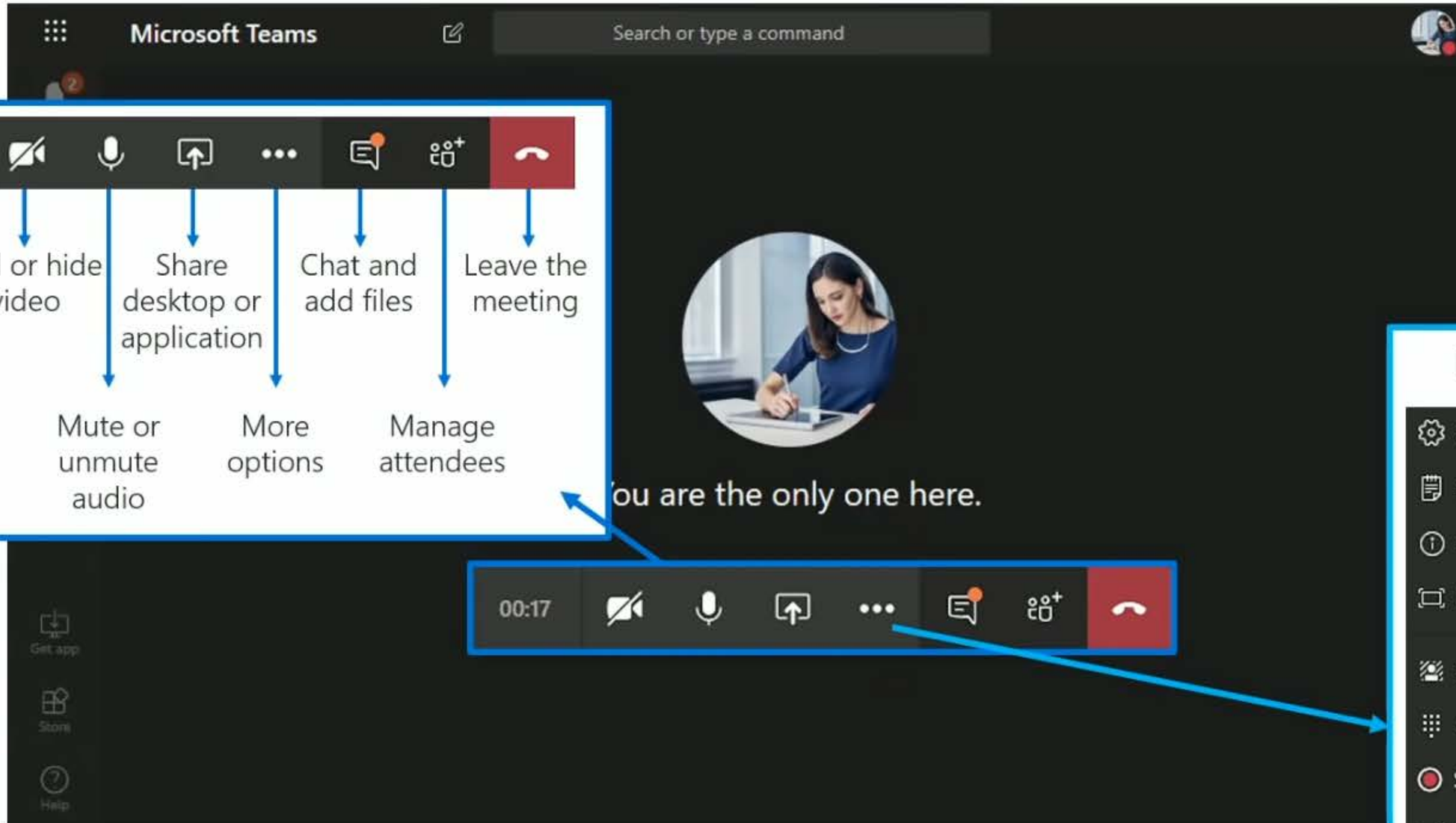
Start an impromptu meeting, from the conversation bar

Schedule a call



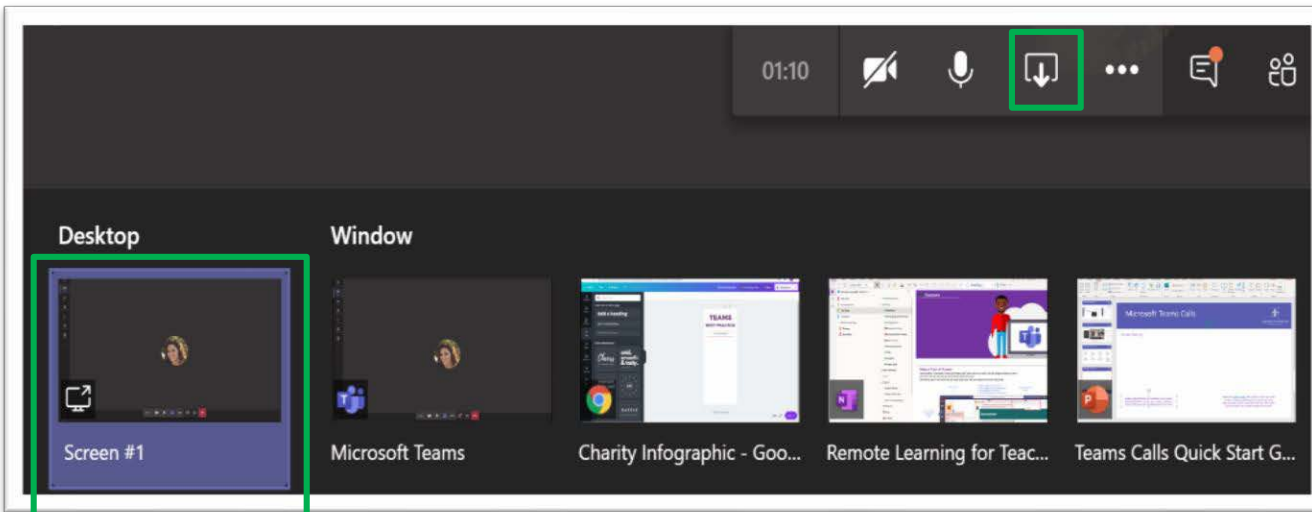
Schedule a call from your calendar by clicking on New Meeting

Microsoft Teams video call highlights

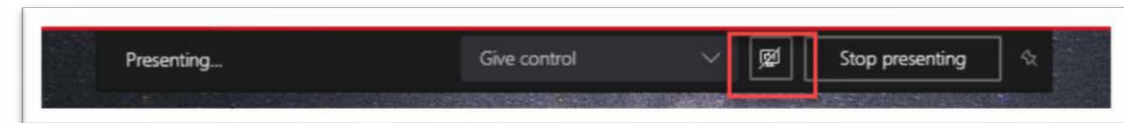


Microsoft Teams Calls: Screen Sharing

Screen Sharing Tips

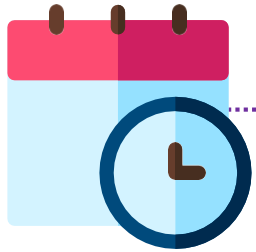


Once you select the **Share** button, it is recommended to select **Desktop** as this allows you to move between different screens open on your desktop, without having to share/unshare/share each time.



Select the System Audio tick box (laptop/desktop only) once you have shared your screen (hover at the top of your screen) if you wish to share a video/something with sound at the time that you screen share. If you don't do this, then sound from the video won't come through on your call.

Microsoft Teams Calls: Good Practices



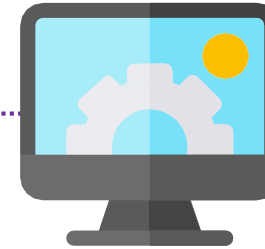
Be on time to
join the call



Add a sign to
the door
(so you're not
disturbed)



Wear your headset
(better sound for
participants). Join
the conversation
with your mic
muted.



If you have your video
on, blur your
background (better
focus on participant)



Your calls may be
recorded (you would
be notified by the
app)

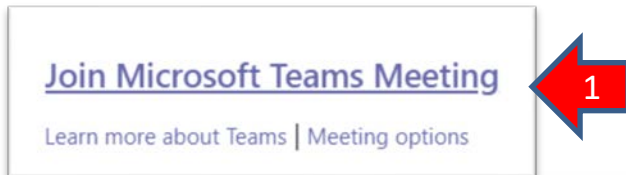
How do you join meetings in Teams?

These are different ways you could join a Teams meeting

Please follow instructions provided by your lecturer, as it may be different from one module to another

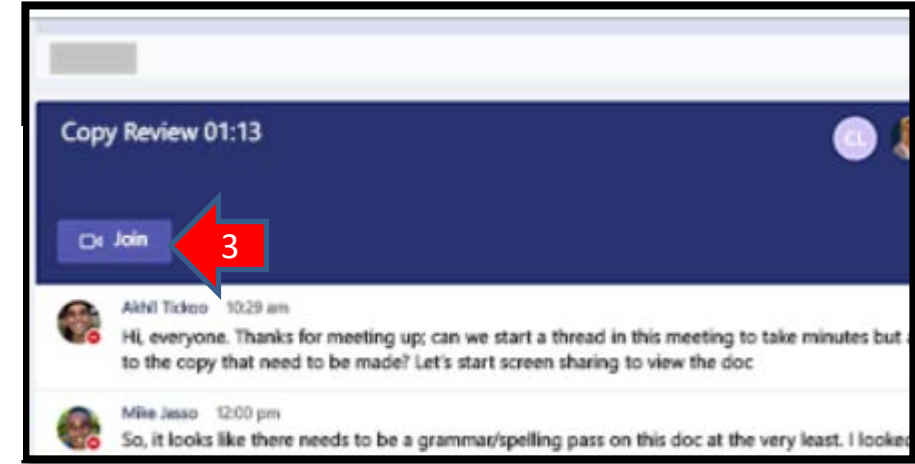
1. Join by Link

Click on the Join Microsoft Teams Meeting link shown at the bottom of your email invitation. This link would also be provided by your lecturer in **TIMeS**.



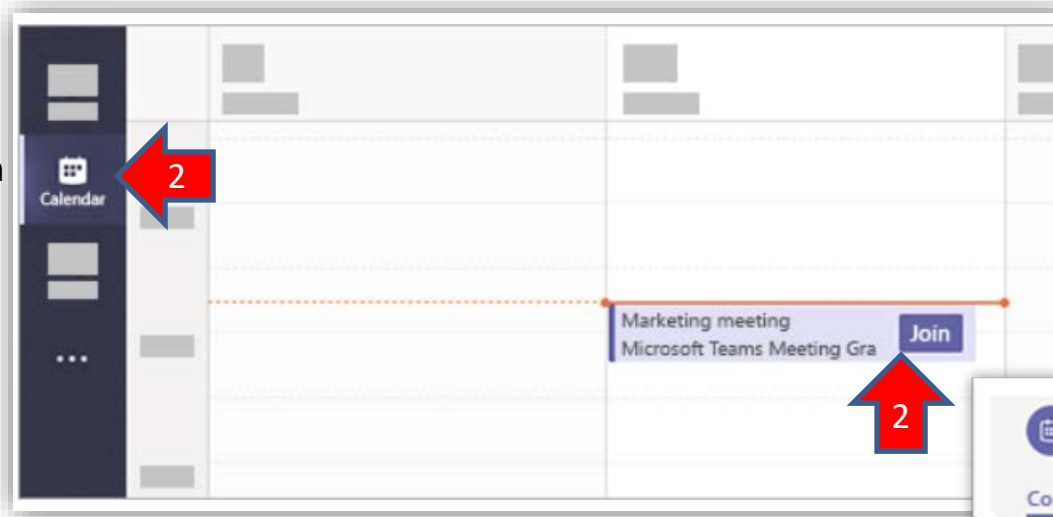
3. Join in a Channel

If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.



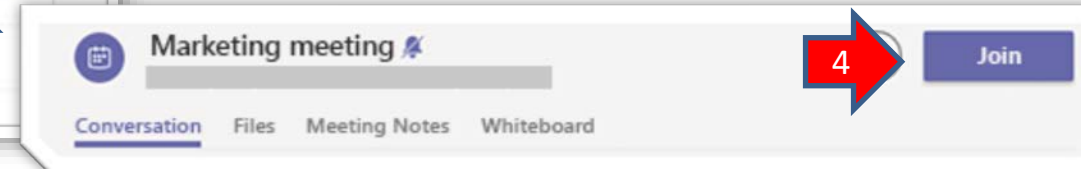
2. Join from Calendar

Select Calendar button on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.



4. Join from Chat

If the meeting has already begun, it would appear in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



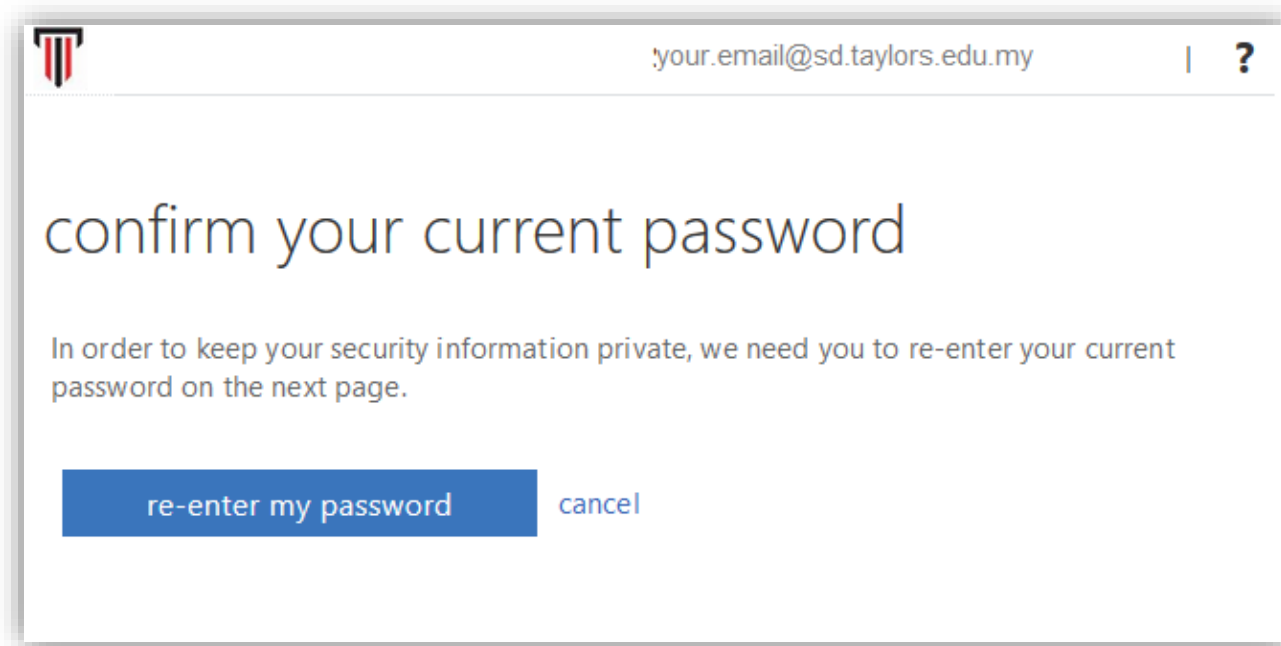
Useful Resources

- [Microsoft Teams for Education videos](#)
- [Microsoft Teams Student Group Project Scenario](#)
- [Making the transition to Remote Learning for Higher Education Students](#)

Password Recovery Option

If you had skipped setting up the password recovery option before, or if you want to change it, please follow the instructions below:

<https://account.activedirectory.windowsazure.com/passwordreset/Register.aspx>

A screenshot of a web browser window showing a password recovery page. The browser's address bar displays the URL 'your.email@sd.taylors.edu.my' and a question mark icon. The page content includes a Taylor's University logo in the top left, the heading 'confirm your current password', and a message: 'In order to keep your security information private, we need you to re-enter your current password on the next page.' At the bottom, there are two buttons: a blue button labeled 're-enter my password' and a text link labeled 'cancel'.

Please proceed by following the instructions on the page.