

Using MS Teams for Online Classes

Accessing Microsoft Teams:

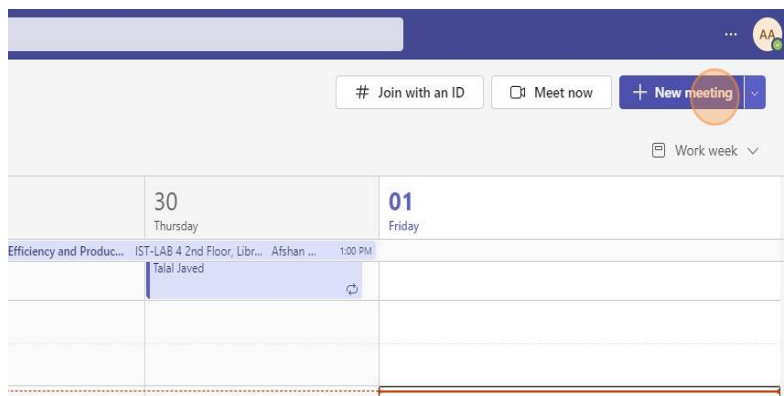
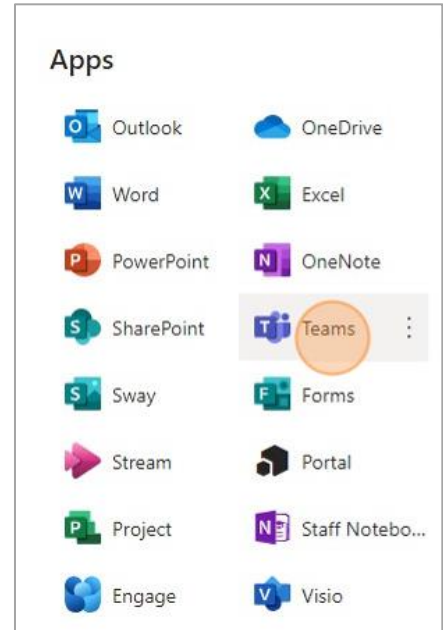
- Log into your Office 365 account (<https://www.office.com>) using your web browser and LUMS email username / password
- Navigate to the Teams app through the quick Launcher or access Teams through the web portal
- You can also download a desktop app version of Microsoft Teams

Setting Up Class Meetings:

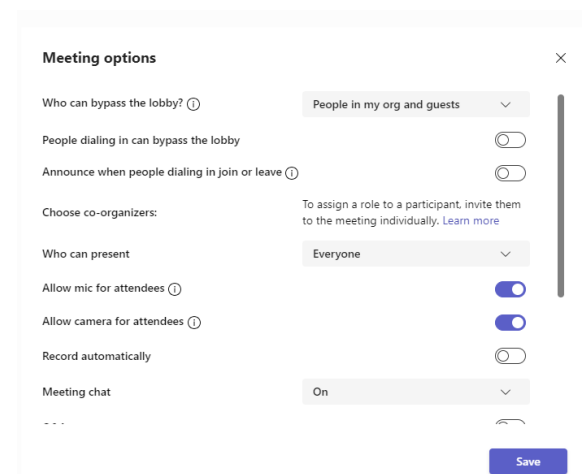
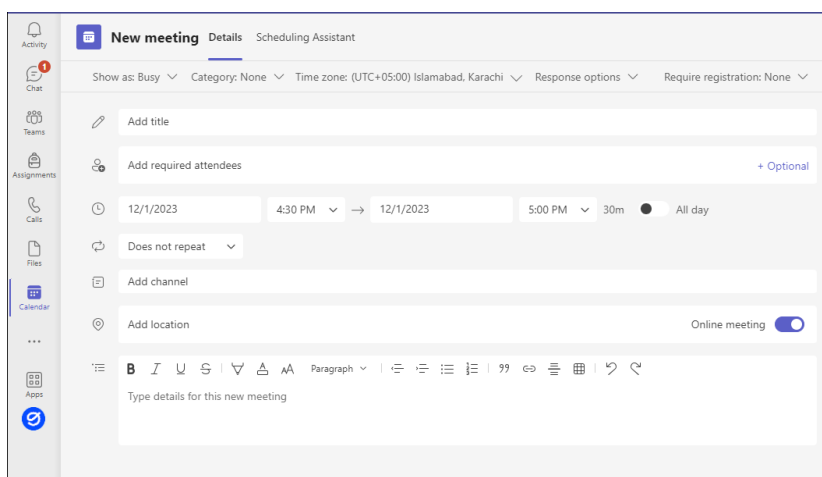
Click on **Meet Now** and simply share the link with your class **OR**

Schedule a Meeting:

- Go to the "Calendar" tab in Teams
- Click on "New meeting" to set up the class session.
- Add the date, time, and recurrence if necessary.



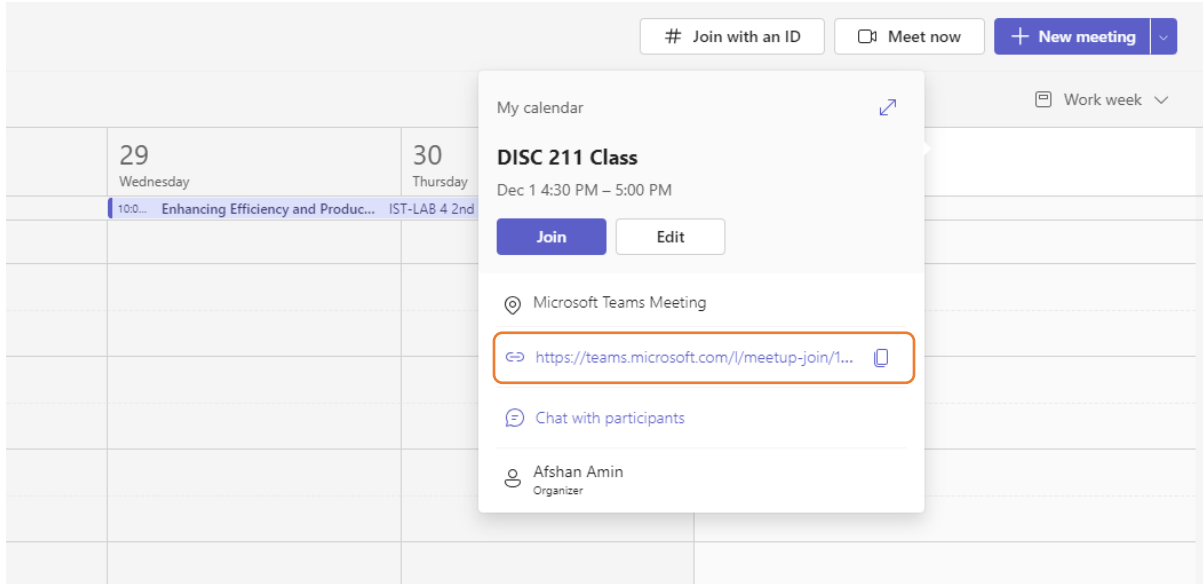
- Configure meeting settings, including enabling the lobby for participant control.
- Set up permissions for participants to present or interact during the meeting.



Online Classes with Microsoft Teams

Meeting Links:

Share the meeting link with students via Teams or through your preferred communication channel.



Conducting Classes:

Starting a Meeting:

- On the scheduled date and time, enter Teams and click on the meeting to start.
- Utilize the toolbar for video, audio, and screen sharing.

Engaging Features:

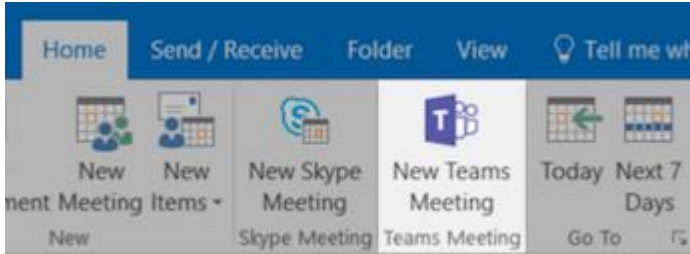
- Leverage chat for real-time communication.
- Use the "Raise Hand" feature for student participation.
- Encourage the use of reactions for quick feedback.

Recording Meetings:

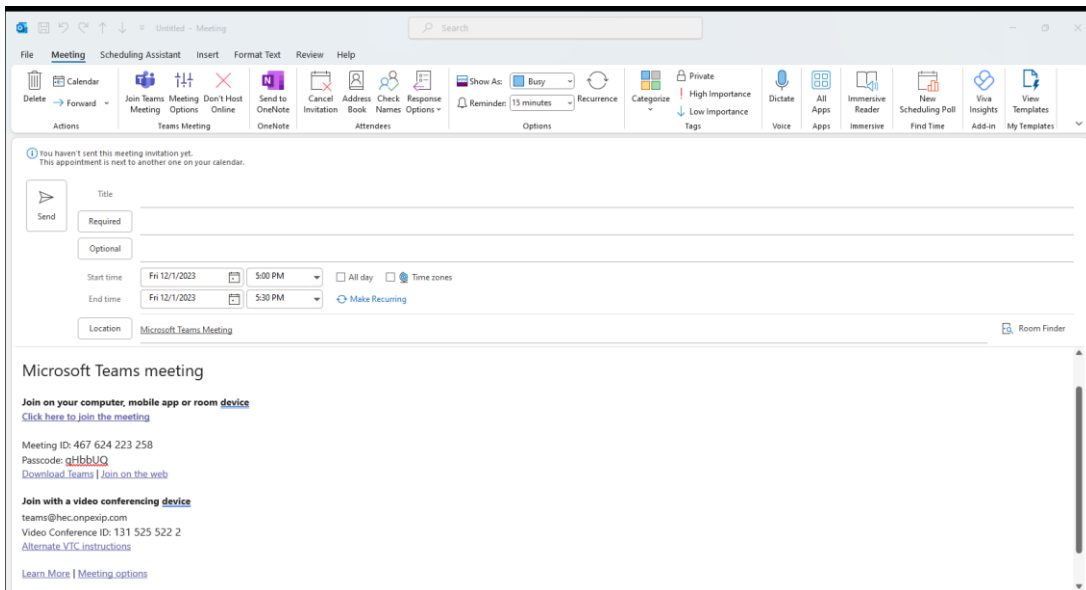
- Record sessions for future reference or for students who may miss the live class.
- Click on the ellipsis (three dots) during the meeting and select "Start recording."

Schedule a Meeting through Outlook

1. Open your Outlook calendar to schedule a meeting
2. Click on the New Teams Meeting button



3. Invite all the attendees into the field
4. Fill in the Subject of the meeting
5. Schedule the Start and End times
6. Type a Message regarding the meeting if needed
7. Click the Send Update button to send the invitation.



How to connect to a Teams meeting

1. Open your Outlook Calendar
2. Double-click on the meeting invite to open it
3. Follow the instructions further to Join the meeting

Note: The first time you and/or your students connect to Teams, it may take a few minutes to download the Teams software. Please keep this in mind when running on a tight schedule.