

How to join online session on Microsoft Teams

Introduction:

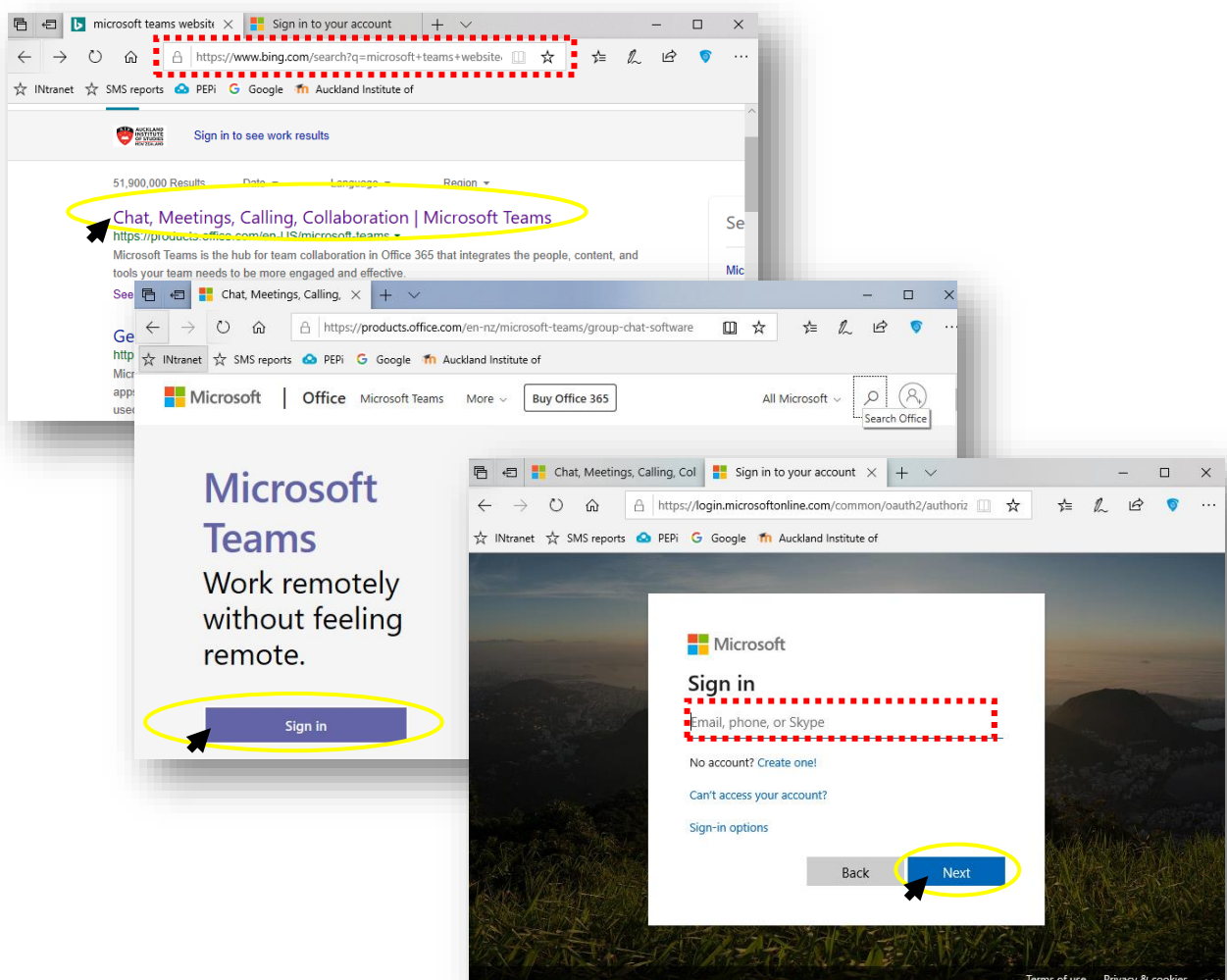
This document is a brief guide for students on how to join online session with lecturer on Microsoft Teams. In the below steps, MKTG801 is taken as an example.

Class groups (Teams) will be created and populated by Admin/Lecturer. Please do not create additional groups or add students yourself.


Please note: BA admin Team will send a link for all respective classes and it will take you directly to your class in Teams.

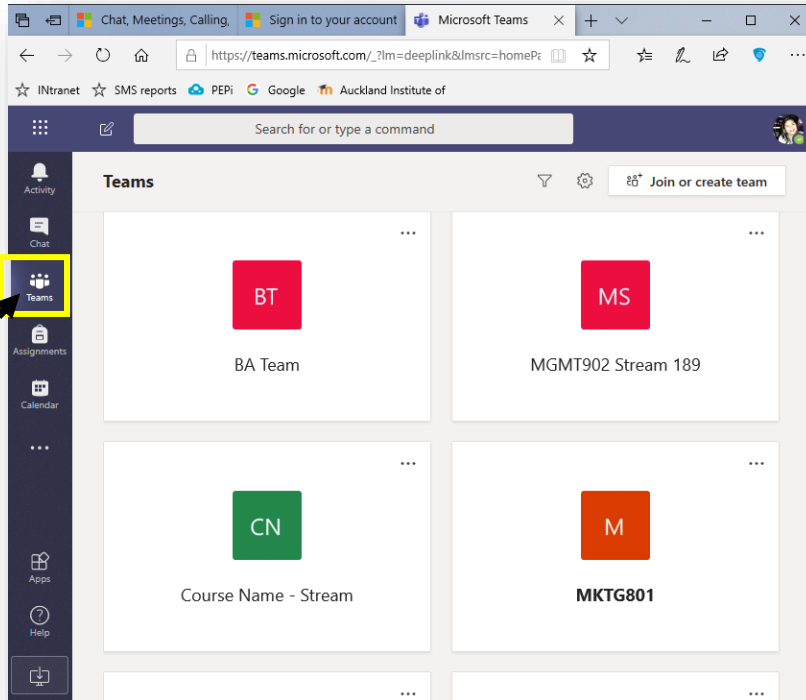
Step 1:

Open Google/Internet Explorer on your desktop and search Microsoft Teams website>once you open 'Microsoft Teams website' then click on Sign In (you can login with your ais username and password). Alternatively, you can log in to your Office 365 account through AIS website and log in to Teams (with your AIS username and password).



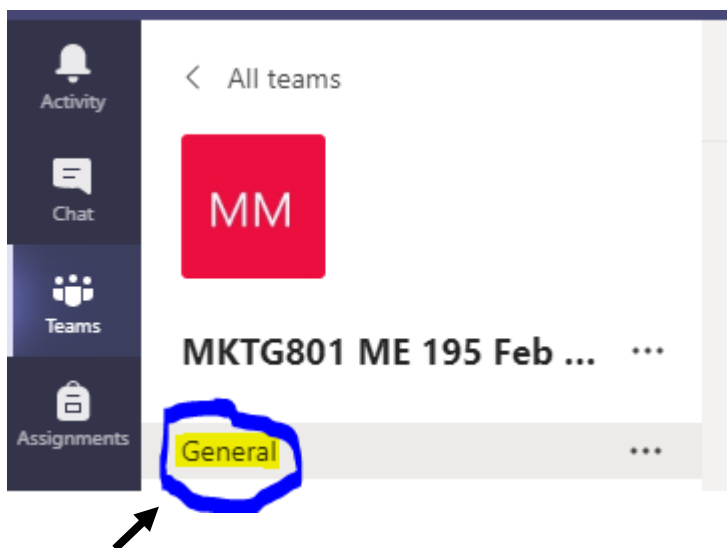
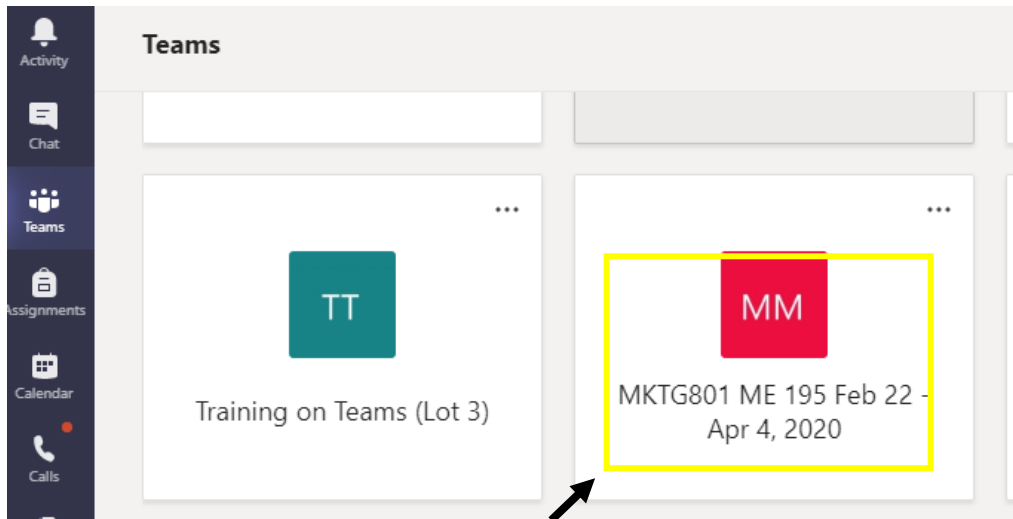
Step 2:

Click on this icon  to take you to the Teams screen (This will show the teams you are a member of. Or else, the tab will look something like Error! References source not found).



Step 3:

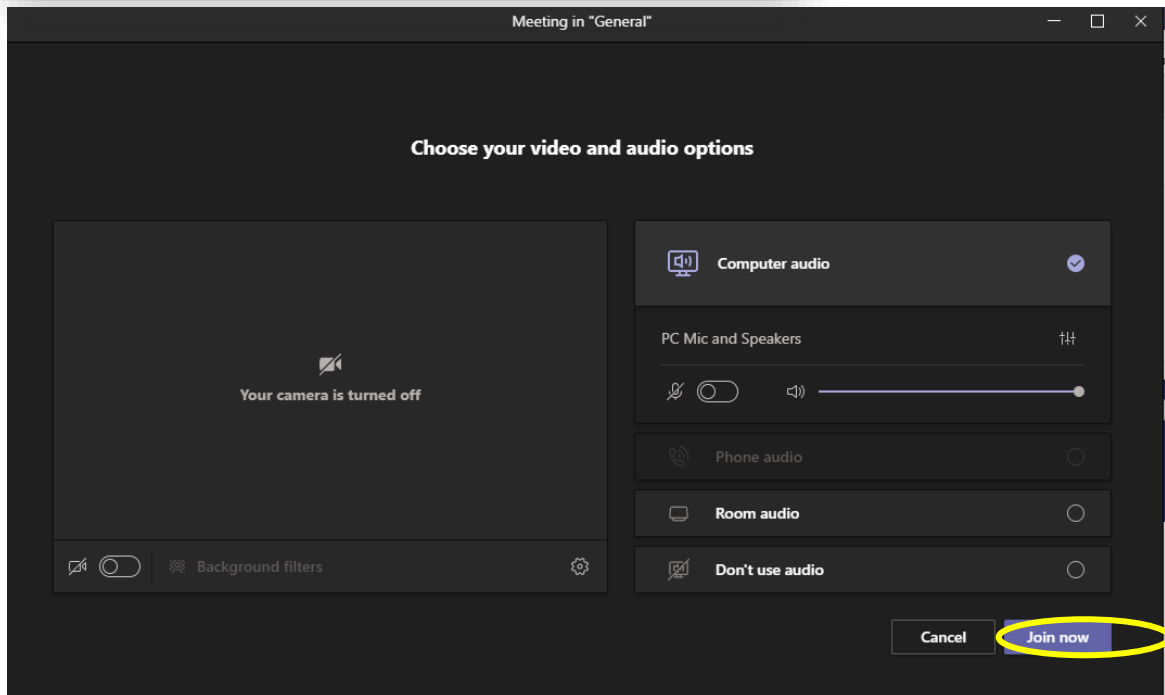
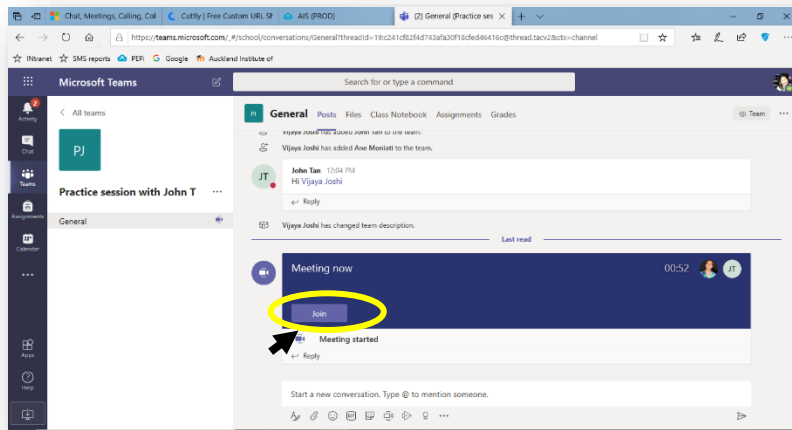
On 'Teams' screen, you will find either one or more than one teams > click on the correct Teams. The name of the team will be the name of your class as per your Moodle (For example, see picture shown below MKTG801 teams will open for session) It will take you to Teams general.

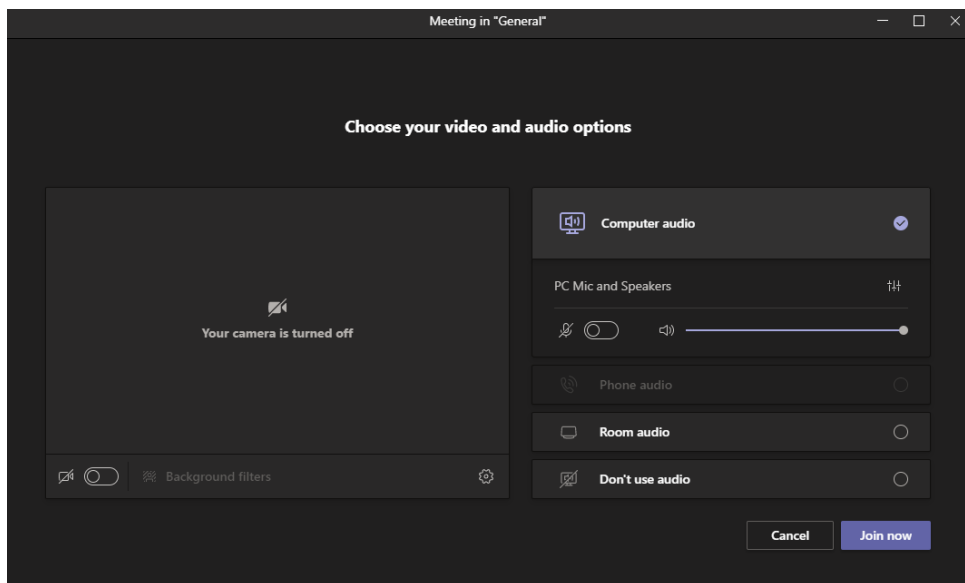


Step 4:

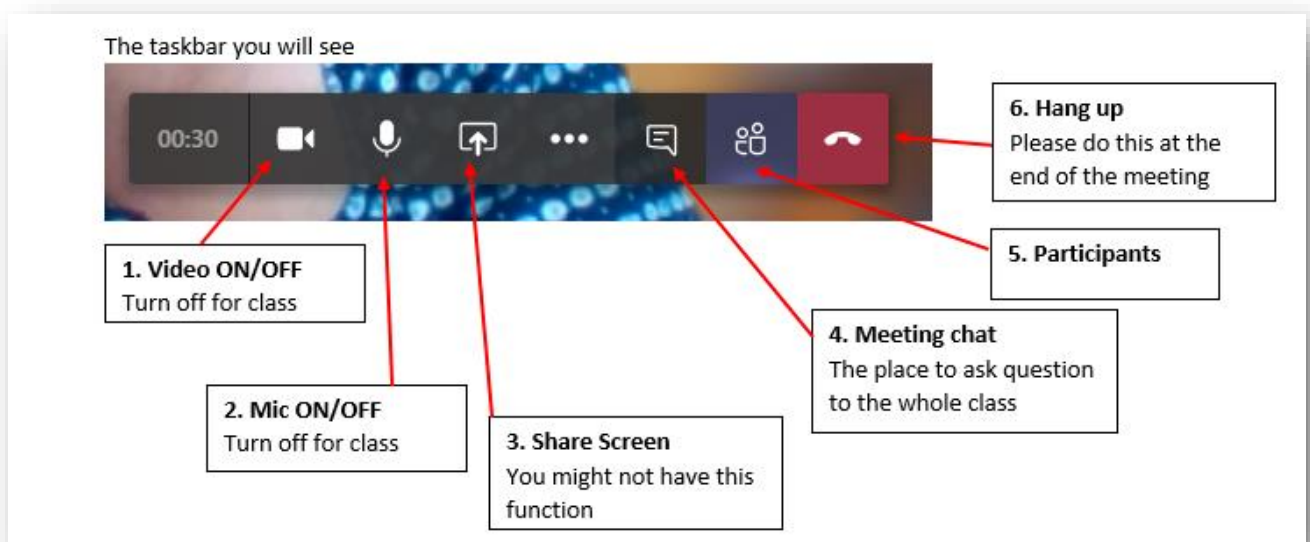
You must stay on the selected Teams (MKTG801 class) until you see the **Join** button > then click on the **Join** button to join the meeting (class session). Mute your microphone and turn off the video except the lecturer. Unmute yourself when you have questions or if lecturer is asking questions to the class or want you to participate in the class. When the second screen pops up, click on **Join now**

Important – Students are not supposed to initiate the call, if you have logged in early, please wait for the lecturer to initiate the class on teams. Just click on Join button, once the meeting is on.






6 Important Buttons for students



1. Video ON/OFF


All attendees must OFF their camera unless you are presenter.

2. Talk (Optional)


Click on this icon  to mute/unmute your audio

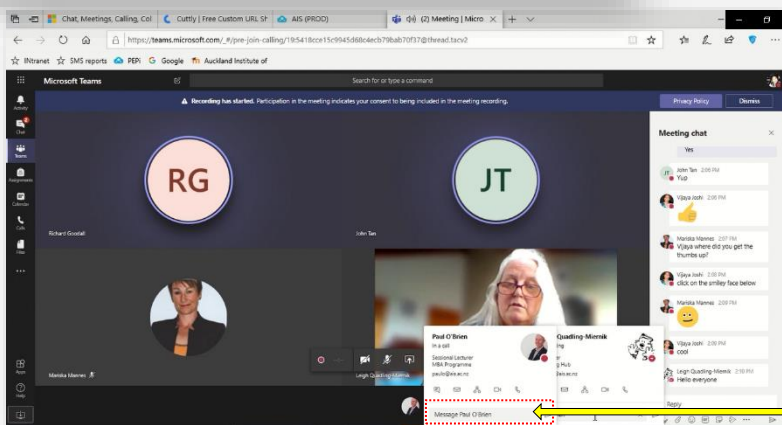
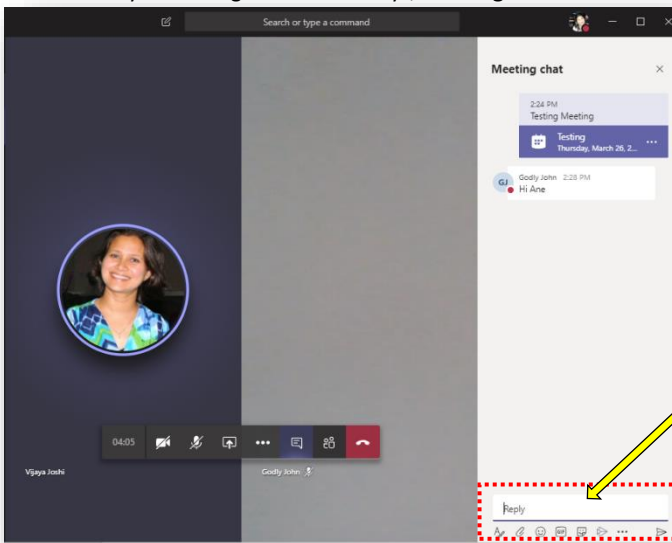
Note: Please ensure you state your name first and then talk/ask the question. You will be able to tell who is currently talking by the flashing and the name of that person is on **Bold**.

3. Share button

If you are the presenter and you want to share a slides or documents to the lecturer during the session. All you need to do is click on this icon  then you can be able to share your desktop to the class.

4. Message (Optional)

- Send message in Public:** Click on comment/chat button > then type your question during the session (Every Participants can read it)
- Send message in Private:** Pointing your mouse  on profile of the person you want to message and then type you message on the box says, 'Message Paul O'Brien'.

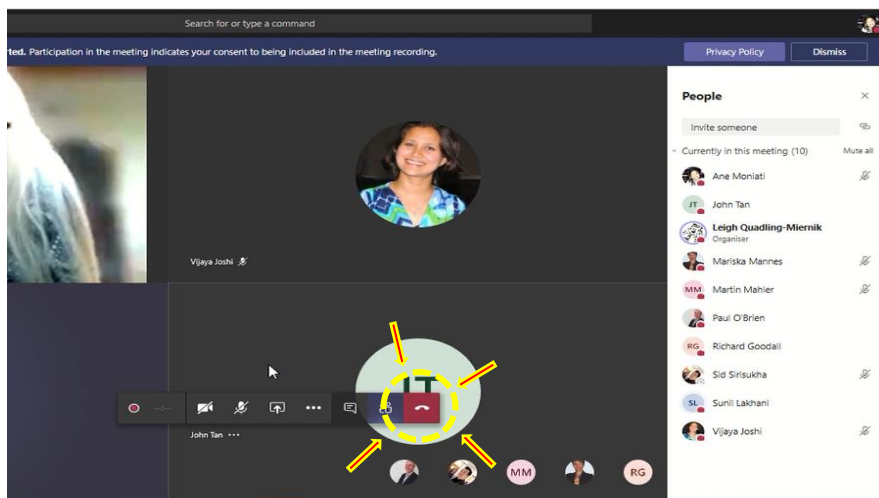


5. Participants

Click on this button to see all people who is joining the session (Class). It will be showing on right hand side of your screen.

6: The Hang Up Button

The HANG UP button is very important when the online lecture gets over. Please ensure that you press the RED BUTTON to hang up, otherwise the meeting will continue for an hour or so.



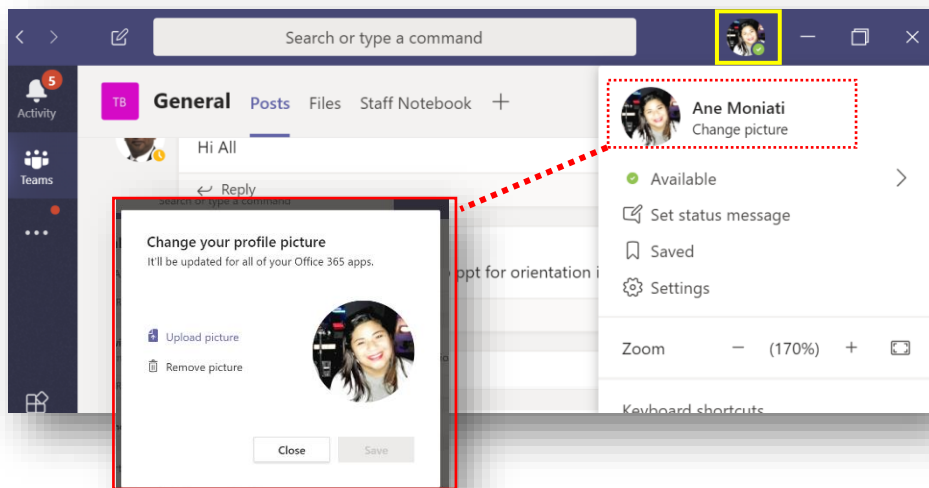
Appendix: How to upload photo or name on Teams

Click on your profile which is located on the top of your right-hand side on the Teams screen.

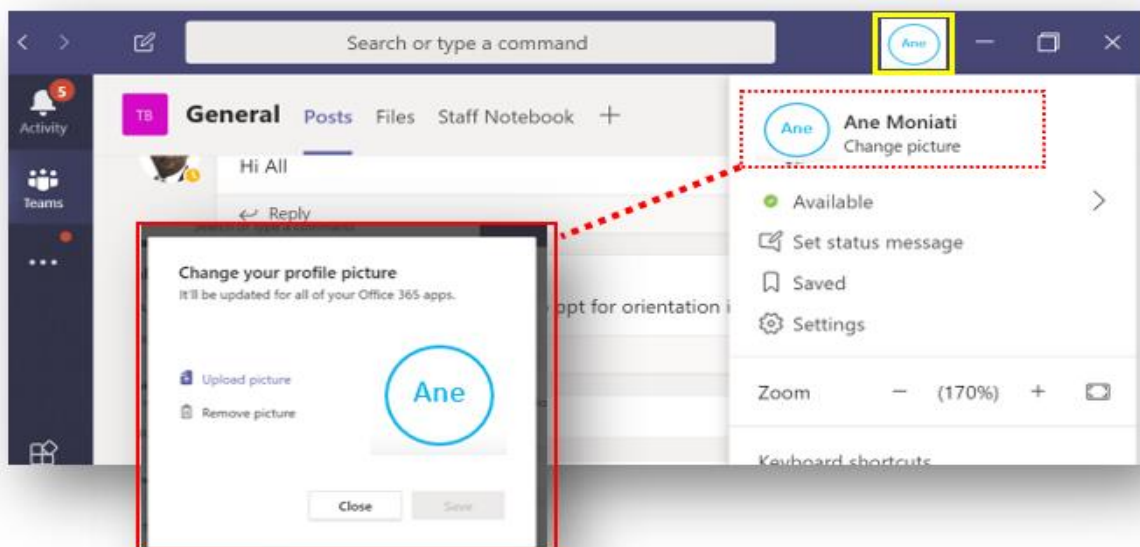
If you don't want to upload your photo you can type your name and upload it as your profile photo.

See example below:

(a) Uploading Photo:



(b) Writing your Name:



If you need an assistance, please contact BA Admin Staff.