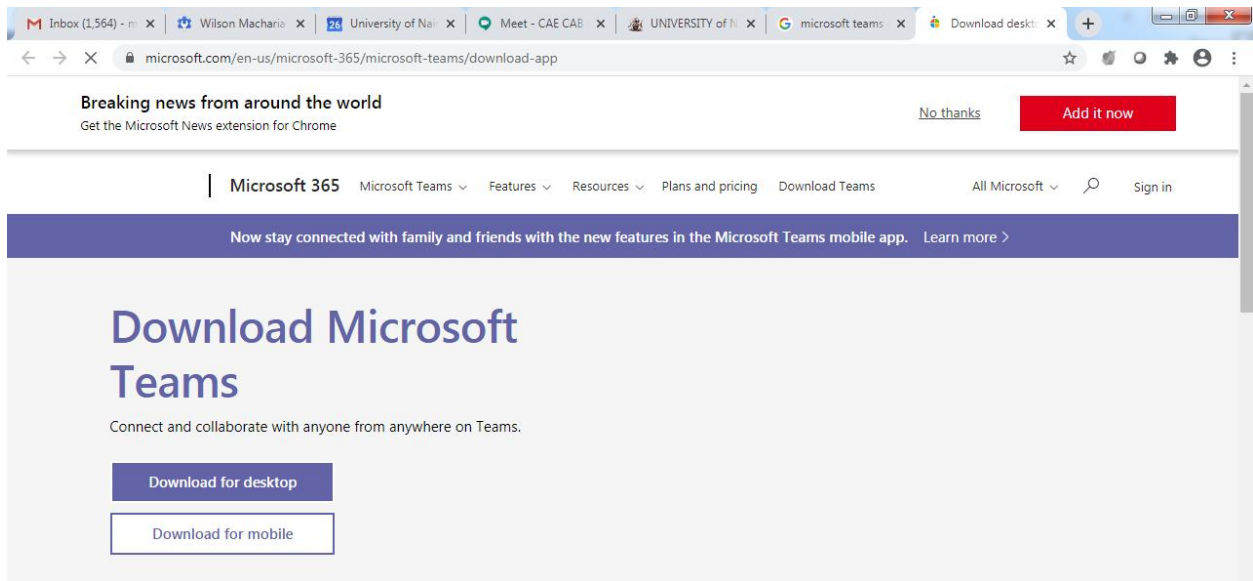


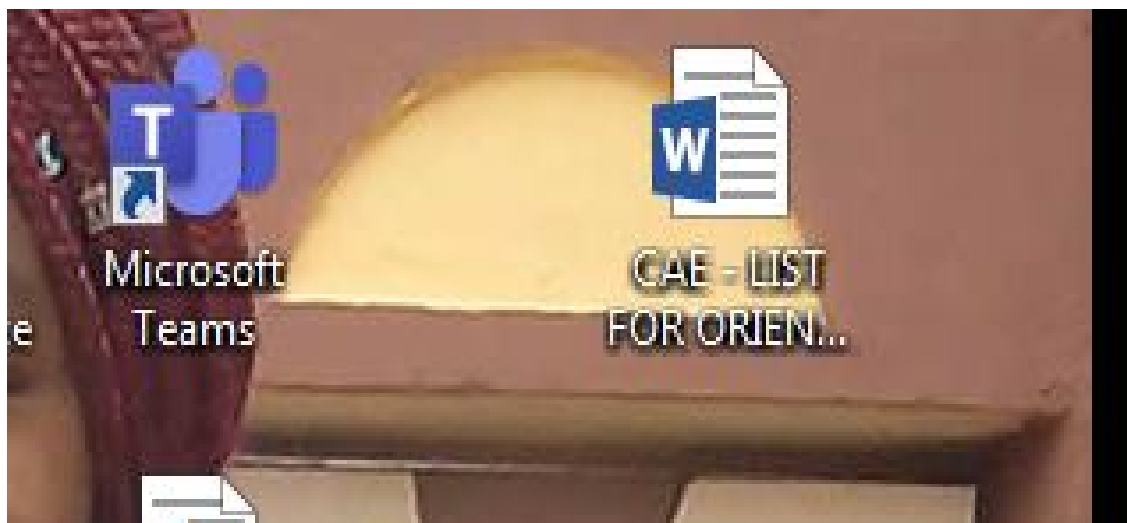
Microsoft teams Guide Step1

Step 1-Download the Microsoft team's app

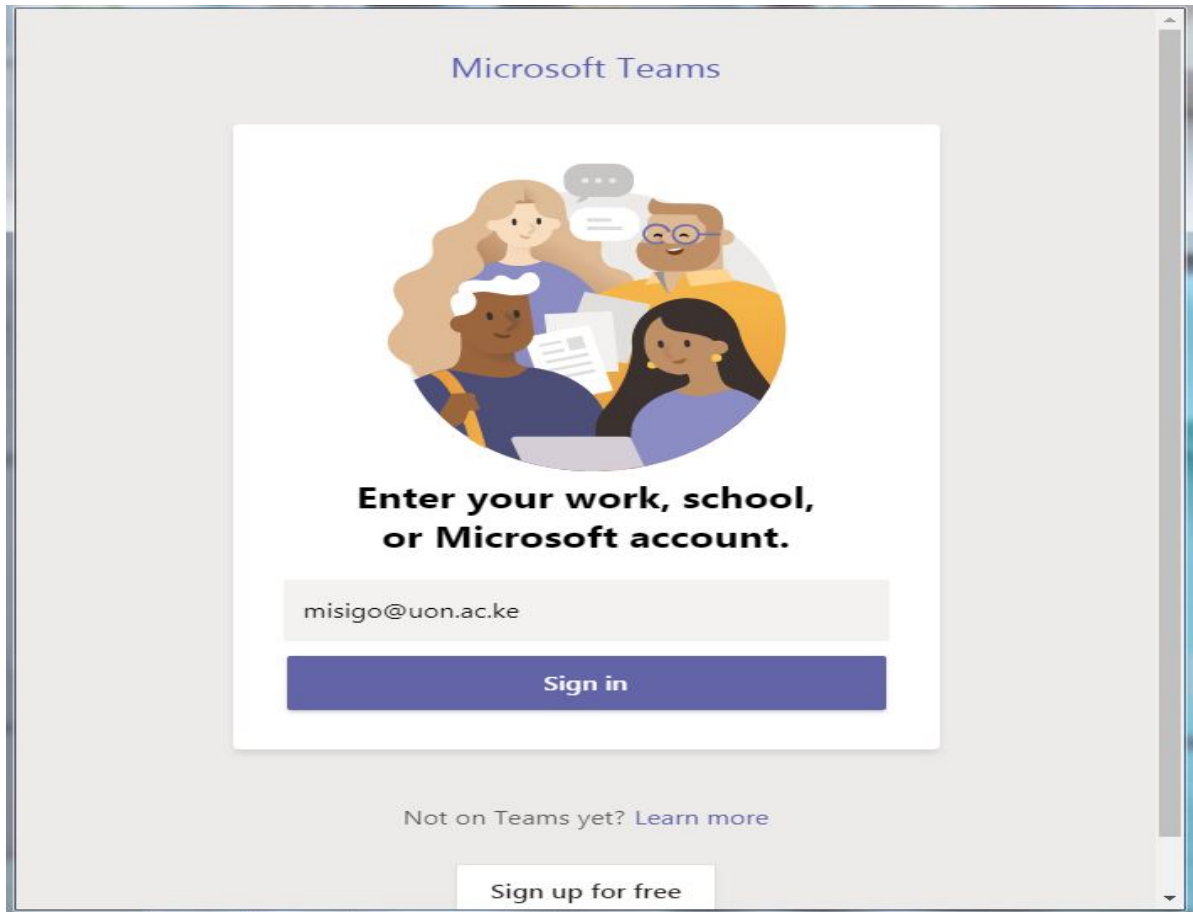
Link- <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

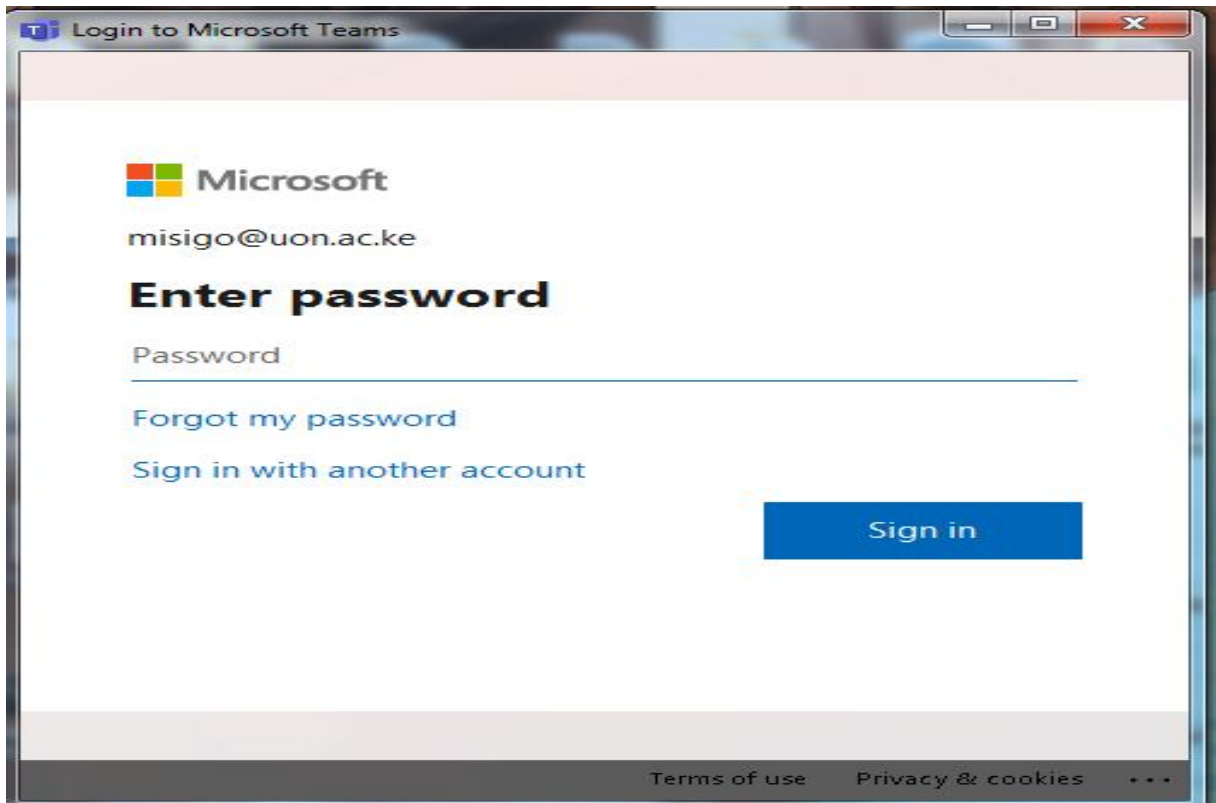


Step -2 Install the app

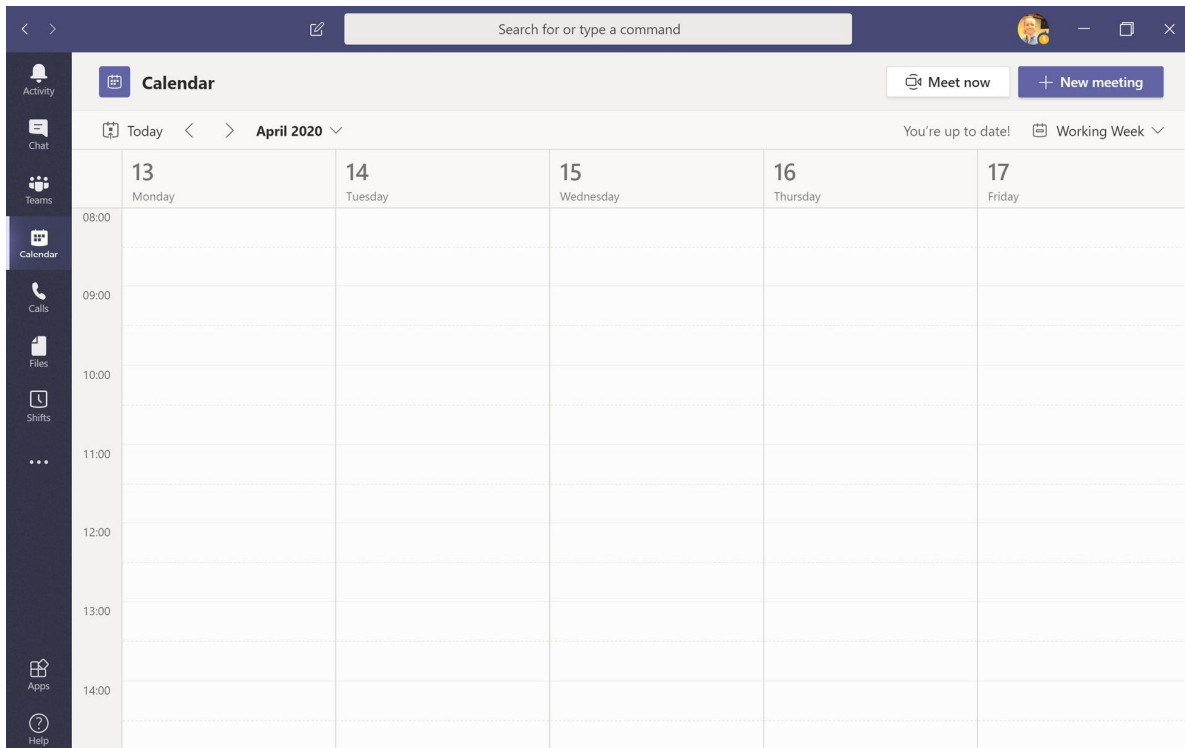


Step 3-Log in and change password (done once for first time user)






Step 4-Access Calendar and click on a meeting



Step 5-Join a meeting (turn on/off video/Microphone)

Test webdrive




Invite attendees
To invite attendees, copy the link and share it or send it in a calendar invite.
[Get attendee link](#) [Learn more](#)



Wednesday, August 26, 2020
11:00 AM - 11:30 AM (30 minutes)
Microsoft Teams Meeting

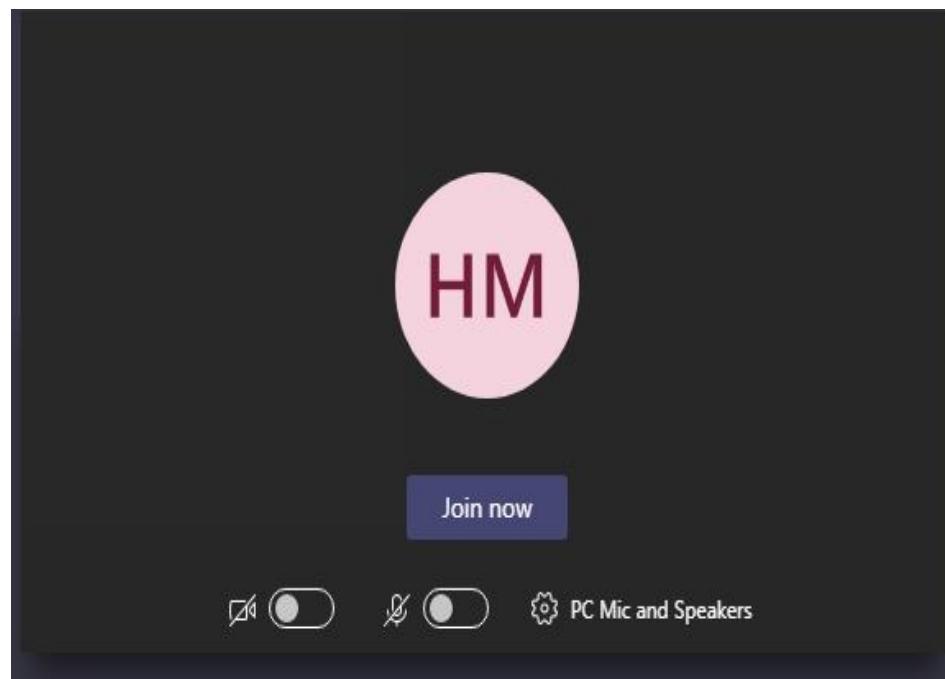
You are the organizer.

Live event resources

Organizer
 **Humphrey Misigo**
Producer, Organizer

Event group

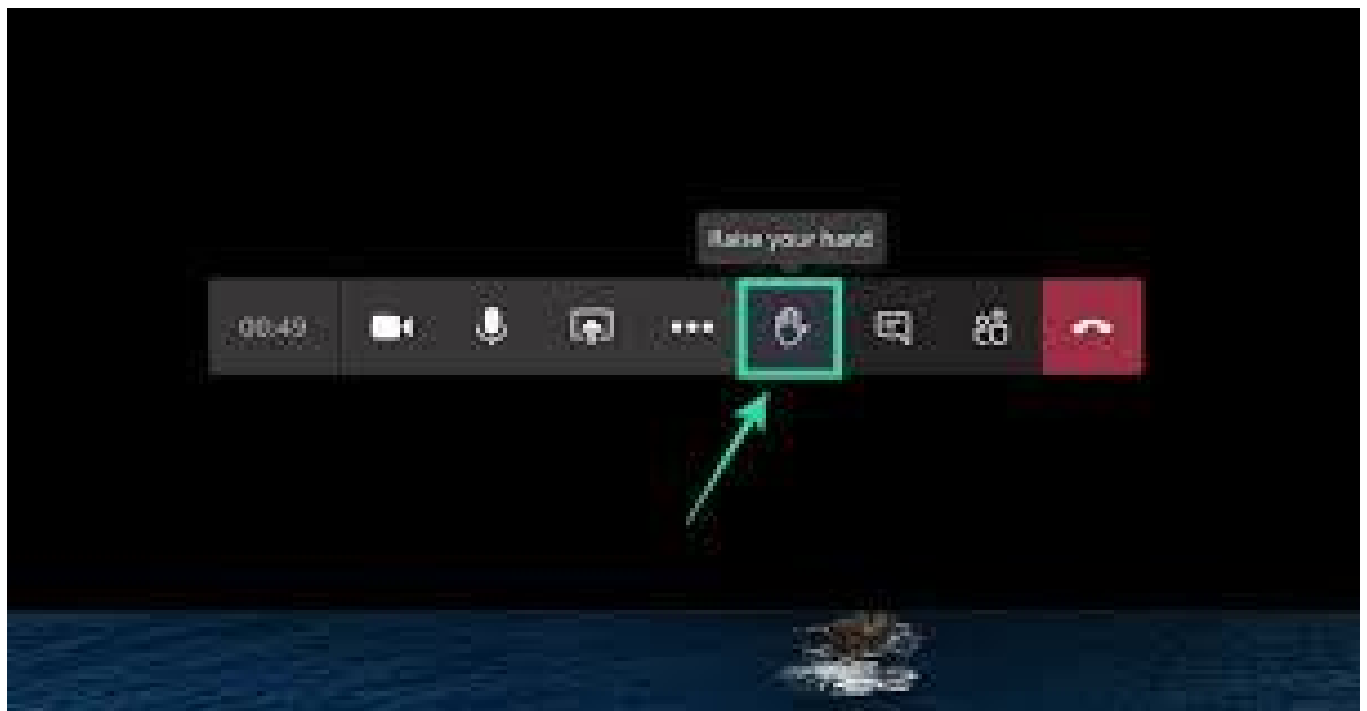
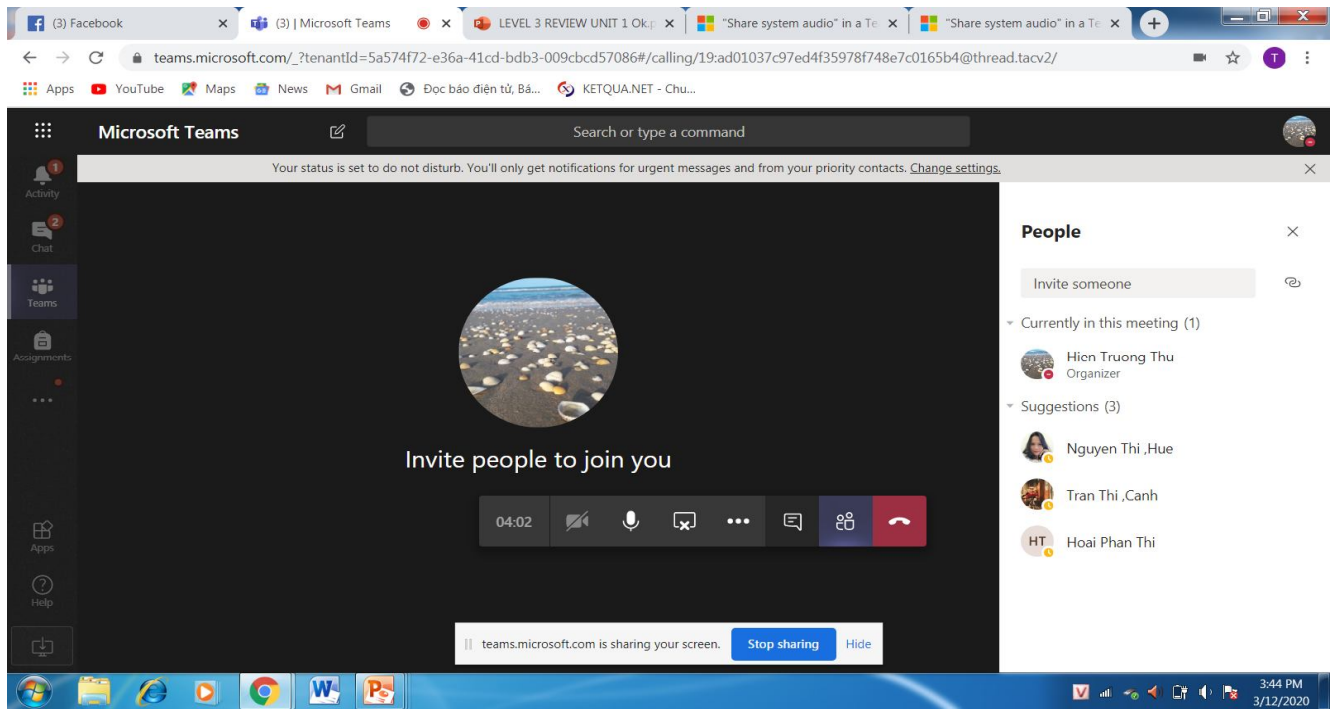
-  **Faith Mwaka**
Presenter, Unknown
-  **Laban Ndegwa**
Presenter, Unknown



HM

PC Mic and Speakers

Share presentation by clicking on share button




Live Event Streaming on Browser

Fwd: PRINCIPAL'S ADDRESS TO ... x Join conversation x microsoft teams meeting icons - x +

teams.microsoft.com/dl/launcher/launcher.html?type=meetup-join&deeplinkId=76d9a7cd-f1e4-4a37-86cb-b79d2adfec6b&directDI=true&msLaunc...

Microsoft Teams



Watch the live event in Microsoft Teams

[Download the Windows app](#) [Watch on the web instead](#)

Already have the Teams app? [Launch it now](#)

Privacy and Cookies
Third-party Disclosures

Connecting...

ms teams image.jpg ^ Third Letter to Fir...docx ^ Show all x

5:46 PM
9/6/2020

Microsoft Teams

Welcome to the live event!



[Sign in](#)

[Or Join anonymously](#)


For a better experience [download the desktop version](#)

Live Event Demo Need help? Leave

The live event hasn't started

Live event Q&A ×

Featured My questions Most recent



No featured questions yet

[Ask a question](#)

Creating a Meeting (300 people)

The screenshot displays the Microsoft Teams calendar interface. At the top, there is a search bar and a user profile icon labeled 'HM'. Below the search bar, the word 'Calendar' is prominently displayed. To the right of 'Calendar', there are buttons for 'Meet now' and '+ New meeting'. A dropdown menu next to '+ New meeting' is open, showing the option 'Schedule a new meeting'. Below this, the text 'You're up to date!' is visible, along with a 'Work week' dropdown menu.

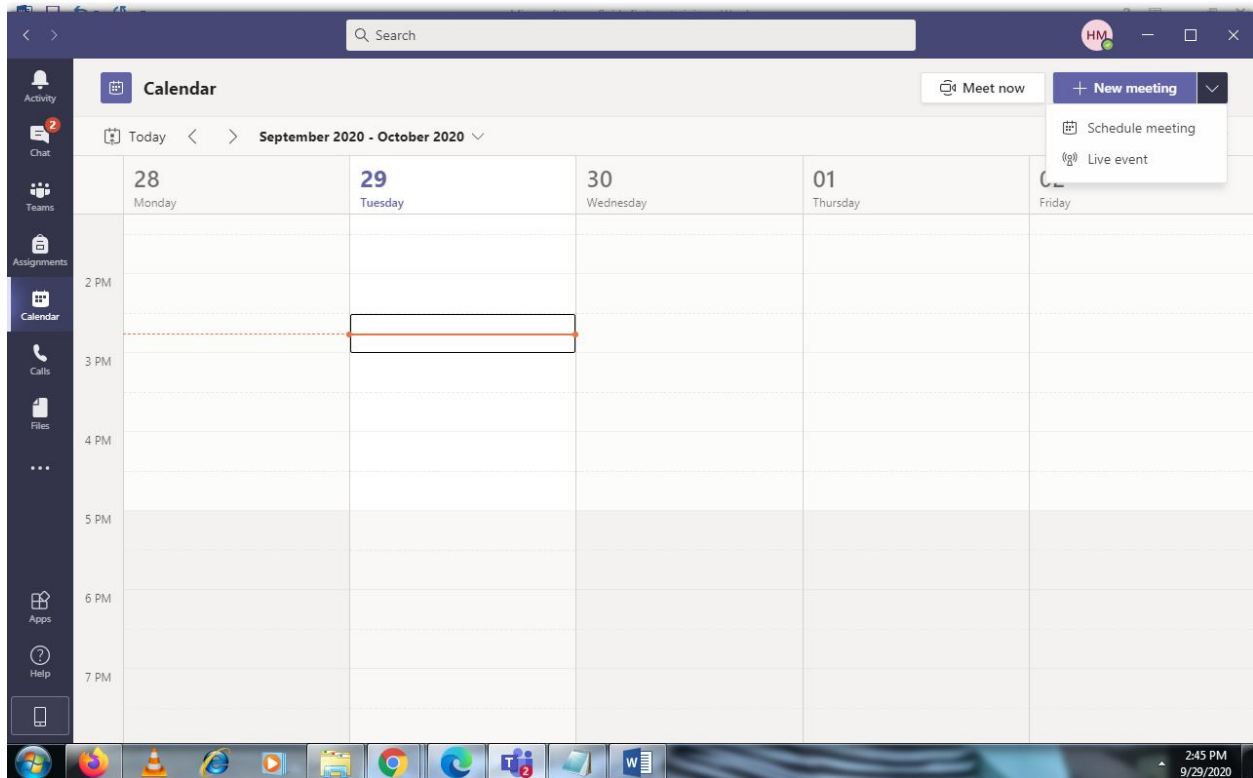
The main calendar area shows a grid for the week of September 28 to October 2, 2020. The days are labeled: 28 Monday, 29 Tuesday, 30 Wednesday, 01 Thursday, and 02 Friday. A meeting is being scheduled on Tuesday, September 29, from 2:30 PM to 3:00 PM. The meeting box is outlined in black and has a red border, indicating it is in the process of being created. The time slots on the left range from 2 PM to 7 PM.

On the left side of the interface, there is a vertical navigation pane with icons for Activity, Chat (with a red notification badge), Teams, Assignments, Calendar (highlighted), Calls, Files, Apps, and Help. At the bottom of the screen, the Windows taskbar is visible, showing icons for various applications including Firefox, VLC, Edge, Chrome, Teams, and Word. The system tray in the bottom right corner shows the time as 2:39 PM on 9/29/2020.

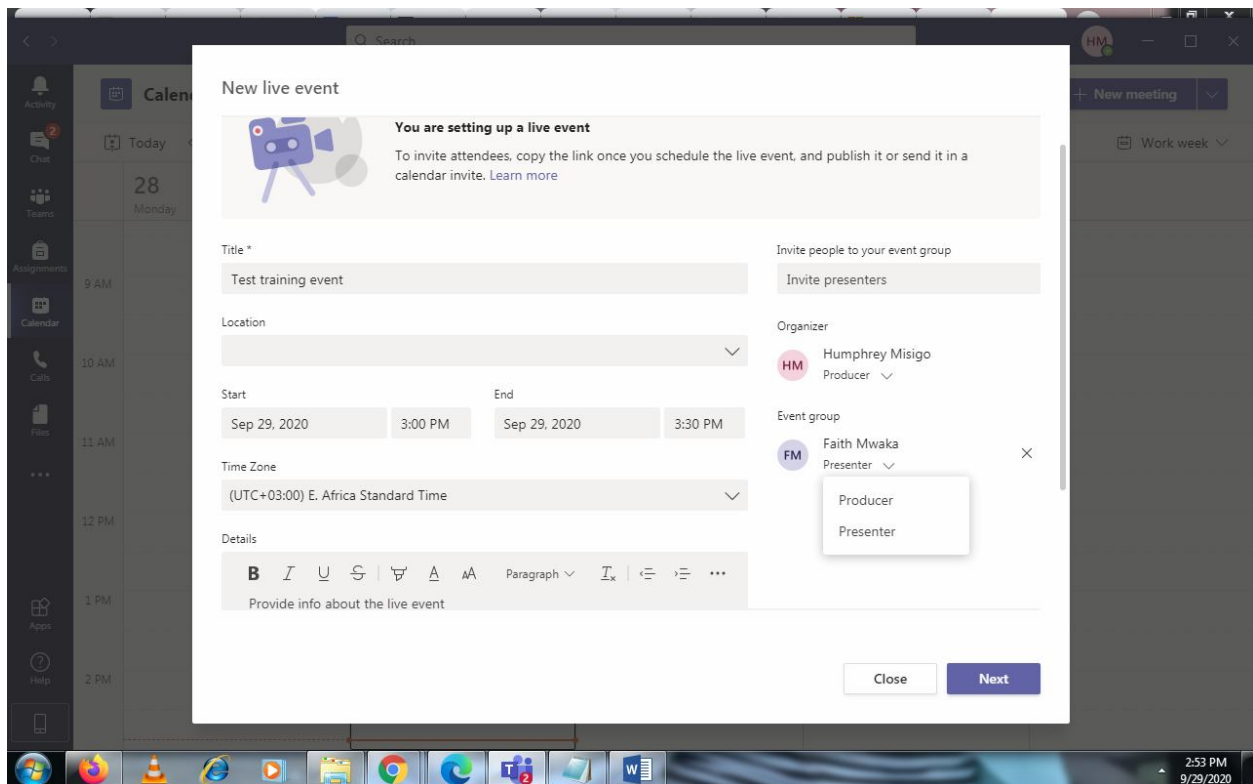
Click on New Meeting

The screenshot shows the Microsoft Teams 'New meeting' interface. At the top, there is a search bar and a user profile icon labeled 'HM'. Below this, the main header includes 'New meeting' with a calendar icon, 'Details', and 'Scheduling Assistant'. On the right side of the header are 'Save' and 'Close' buttons. The left sidebar contains navigation icons for Activity, Chat (with a '2' notification), Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area displays the meeting details form. At the top of the form, it shows the time zone as '(UTC+03:00) Nairobi'. The form fields include: 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time selector set to 'Sep 29, 2020' at '3:00 PM' for a '30m' duration, a 'Does not repeat' option, 'Add channel', 'Add location', and a rich text editor with various formatting tools (bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, quote, link, unlink, and more options). The text editor contains the placeholder text 'Type details for this new meeting'. At the bottom of the screen, the Windows taskbar is visible with icons for various applications and a system tray showing the time '2:40 PM' and date '9/29/2020'.

Creating a live Event (10,000 viewers)



Click on live Event(presenter and producer roles)



Click next to proceed

New live event

Live event permissions

- People and groups**
Only the specified people and groups can watch the live event.
- Org-wide**
Everyone in your org can watch the live event. (Sign-in required)
- Public**
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

How will you produce your live event?

- Teams**
You plan to use Teams to share content from presenters' webcams and screens.
 - Recording available to producers and presenters
 - Recording available to attendees ⓘ

Close Back Schedule

New live event

- Teams**
You plan to use Teams to share content from presenters' webcams and screens.
 - Recording available to producers and presenters
 - Recording available to attendees ⓘ
 - Captions (preview)
 - Spoken language English (United States) ▾
 - Translate to Choose up to 6 languages ▾
 - Attendee engagement report
 - Q&A
- An external app or device**
You plan to use another tool to share content. [Learn more](#)

Support
Give attendees access to support info for your organization.

URL

Close Back Schedule

Get attendee link and send via email (There is a specialized training for Producers)

The screenshot shows the Microsoft Teams interface with a calendar event titled "Test training event" selected. The event details are displayed in a white modal window. At the top, there is a section for "Invite attendees" with a sub-header "Invite attendees" and a description: "To invite attendees, copy the link and share it or send it in a calendar invite." Below this, there are two links: "Get attendee link" and "Learn more". The event details include the date "Tuesday, September 29, 2020", the time "3:00 PM - 3:30 PM (30 minutes)", and the title "Microsoft Teams Meeting". There are two buttons: "Join" and "Chat". The organizer is listed as "Humphrey Misigo" (Producer, Organizer) and the event group includes "Faith Mwaka" (Presenter). There is a "Cancel meeting" option with a red 'X' icon. At the bottom, there is a "Live event resources" section with a "Refresh" button. The modal window has "Close" and "Edit" buttons at the bottom right. The background shows the Teams calendar interface with a sidebar on the left and a taskbar at the bottom.

Test training event

Invite attendees
To invite attendees, copy the link and share it or send it in a calendar invite.
[Get attendee link](#) [Learn more](#)

Tuesday, September 29, 2020
3:00 PM - 3:30 PM (30 minutes)
Microsoft Teams Meeting

[Join](#) [Chat](#)

Cancel meeting

Live event resources [Refresh](#)

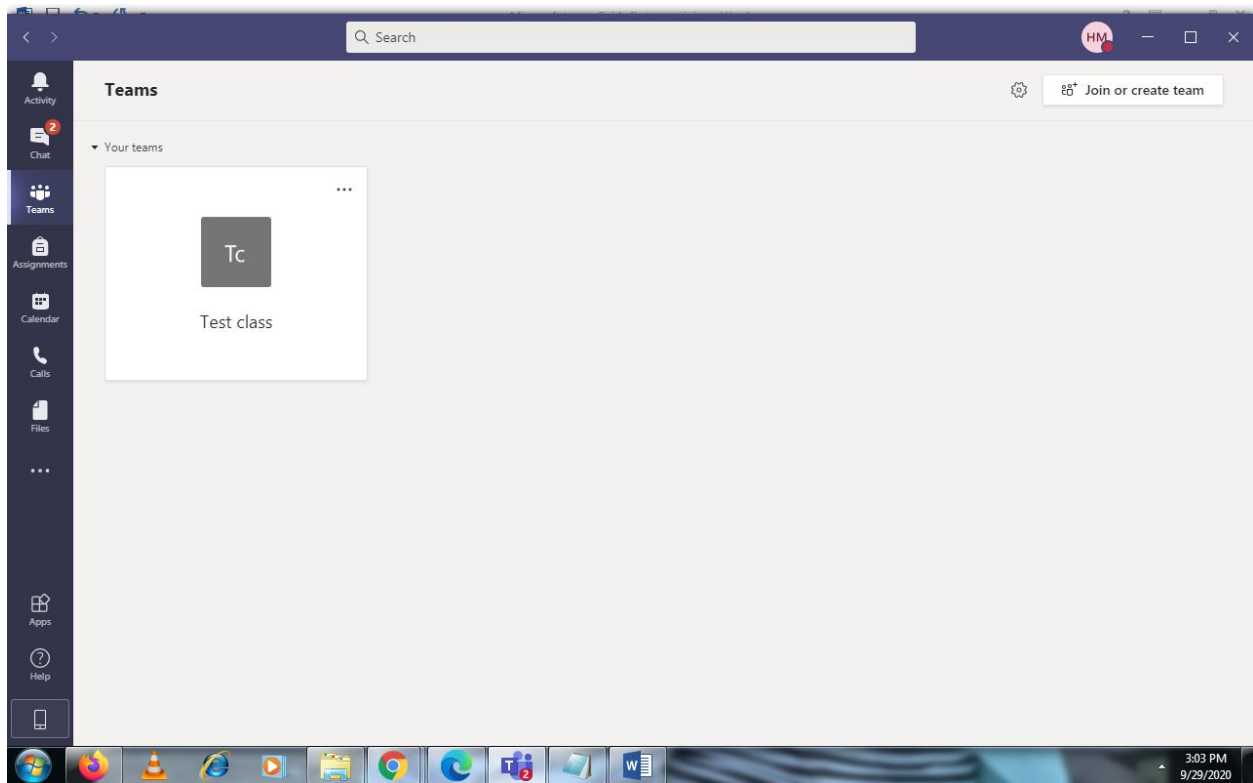
Organizer
HM Humphrey Misigo
Producer, Organizer

Event group
FM Faith Mwaka
Presenter

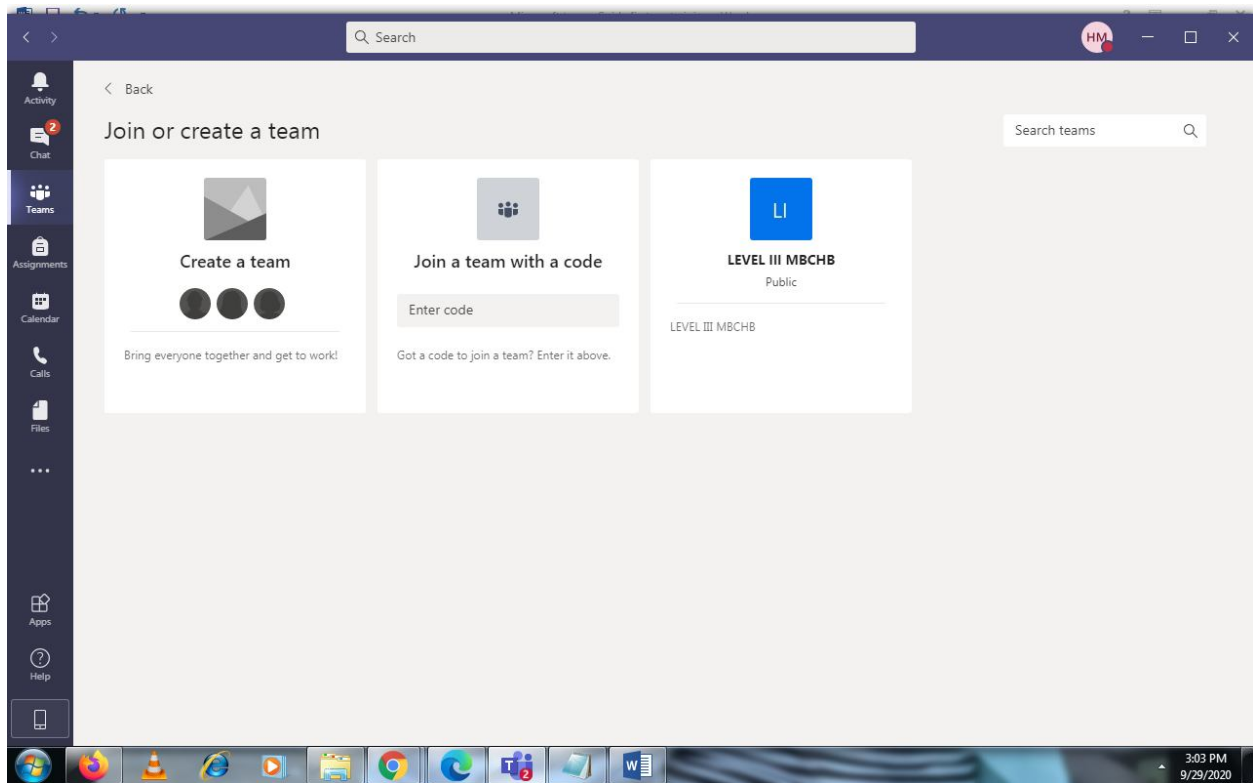
[Close](#) [Edit](#)

Creating assignments and course material

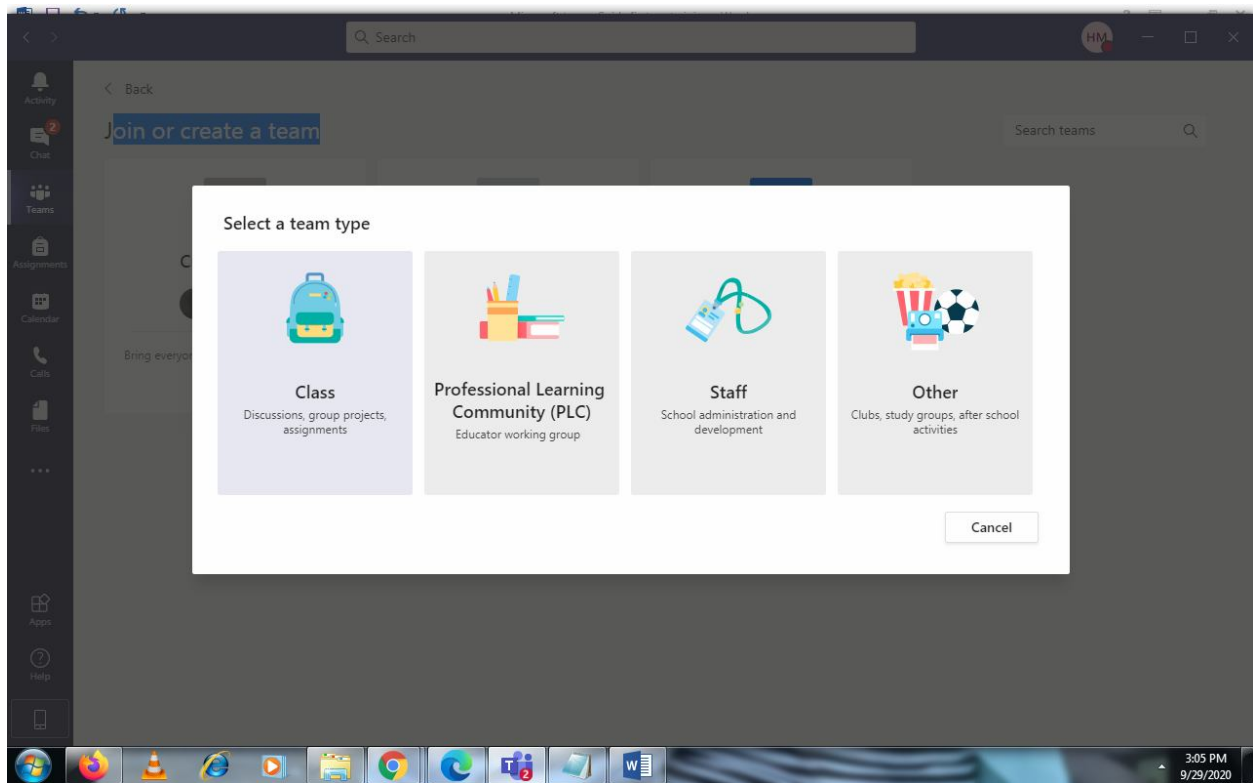
Click on teams from the calendar



Click Join or create team



Click on create team



Click on class

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Test Training 2

Description (optional)

Test Training 2

Create a team using an existing team as a template

Cancel

Next

Click on next and add people to the class (students/teachers)

Add people to "Test Training 2"

Students Teachers

Search for students Add

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

Skip

Search by their email and click on add button

Add people to "Test Training 2"

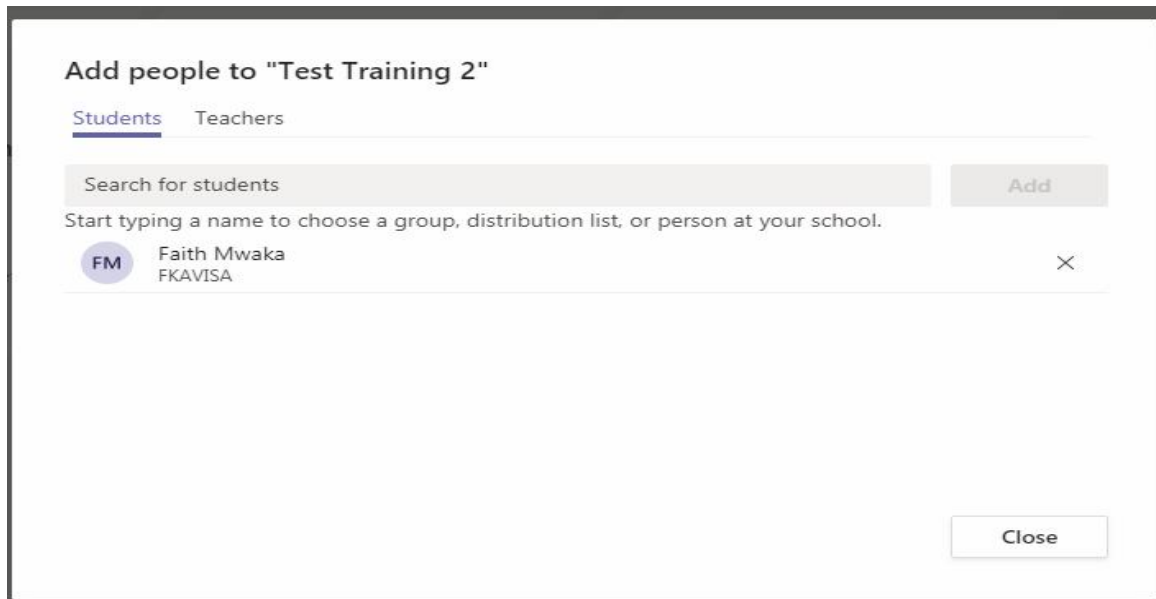
Students Teachers

FM Faith Mwaka × Add

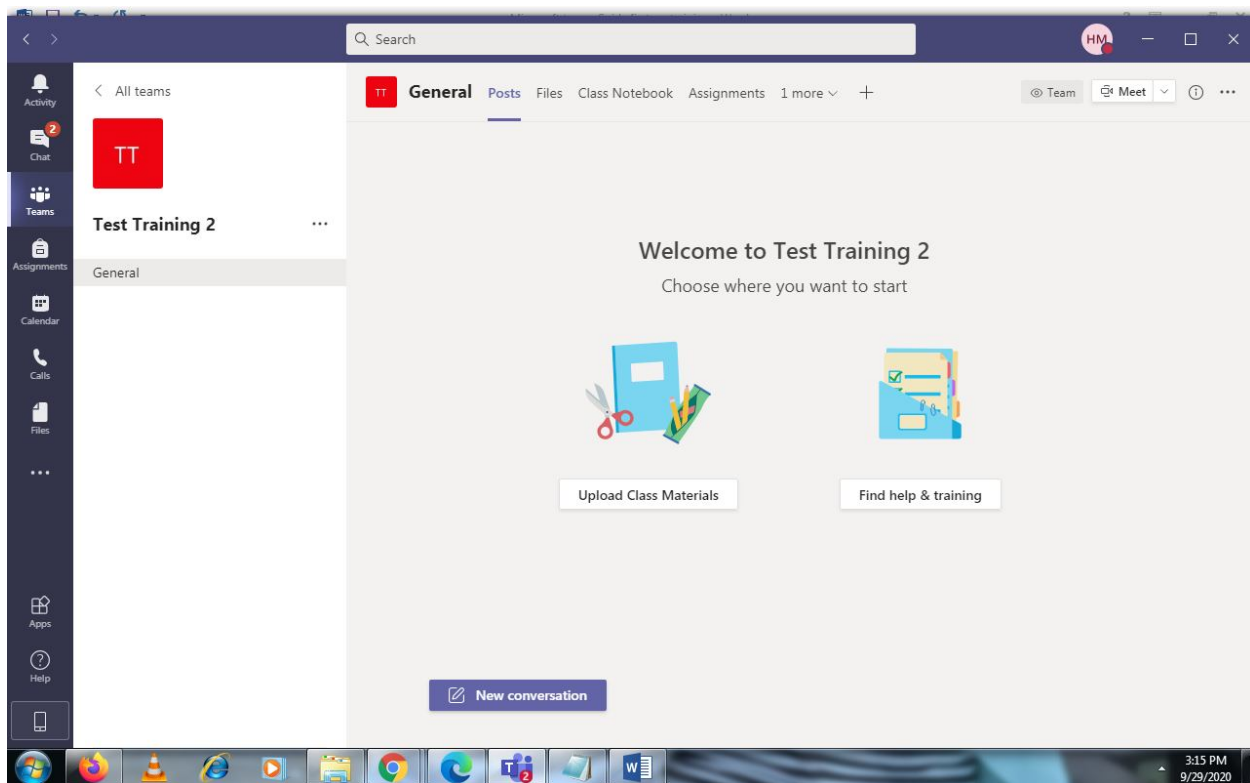
Start typing a name to choose a group, distribution list, or person at your school.

Skip

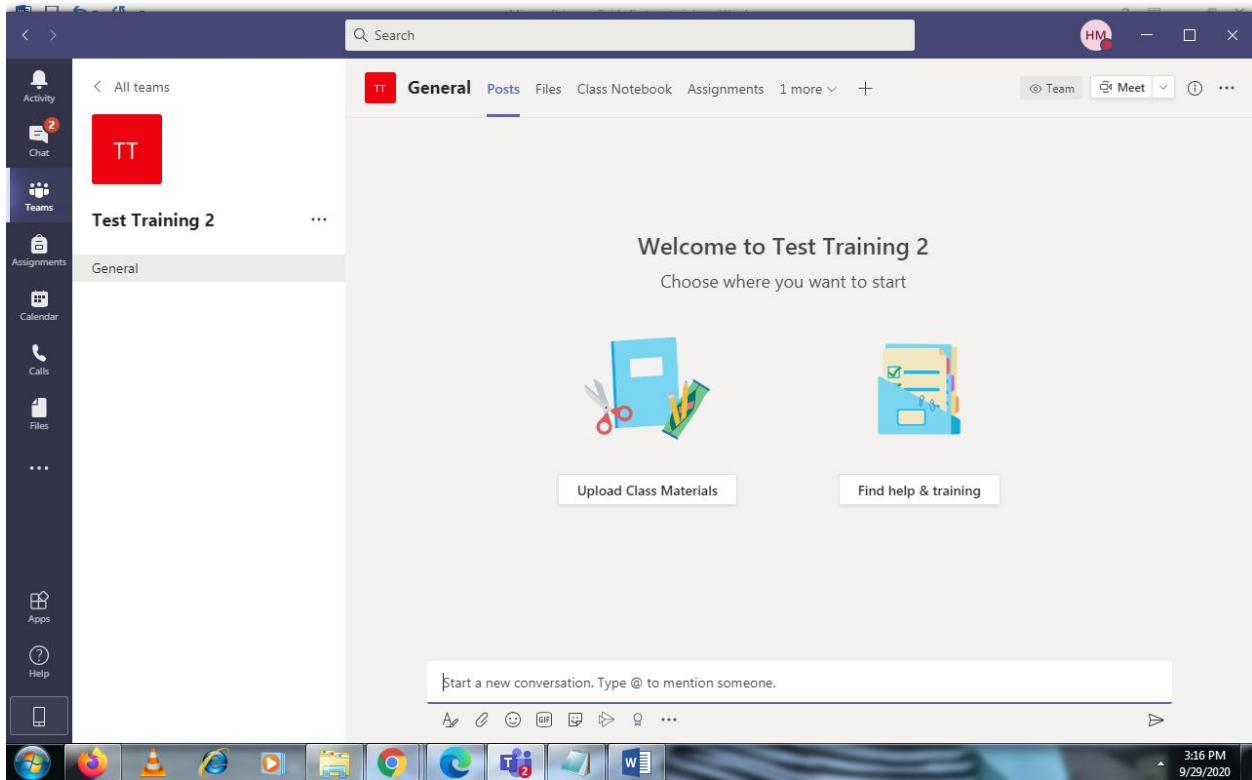
Once finished click on close



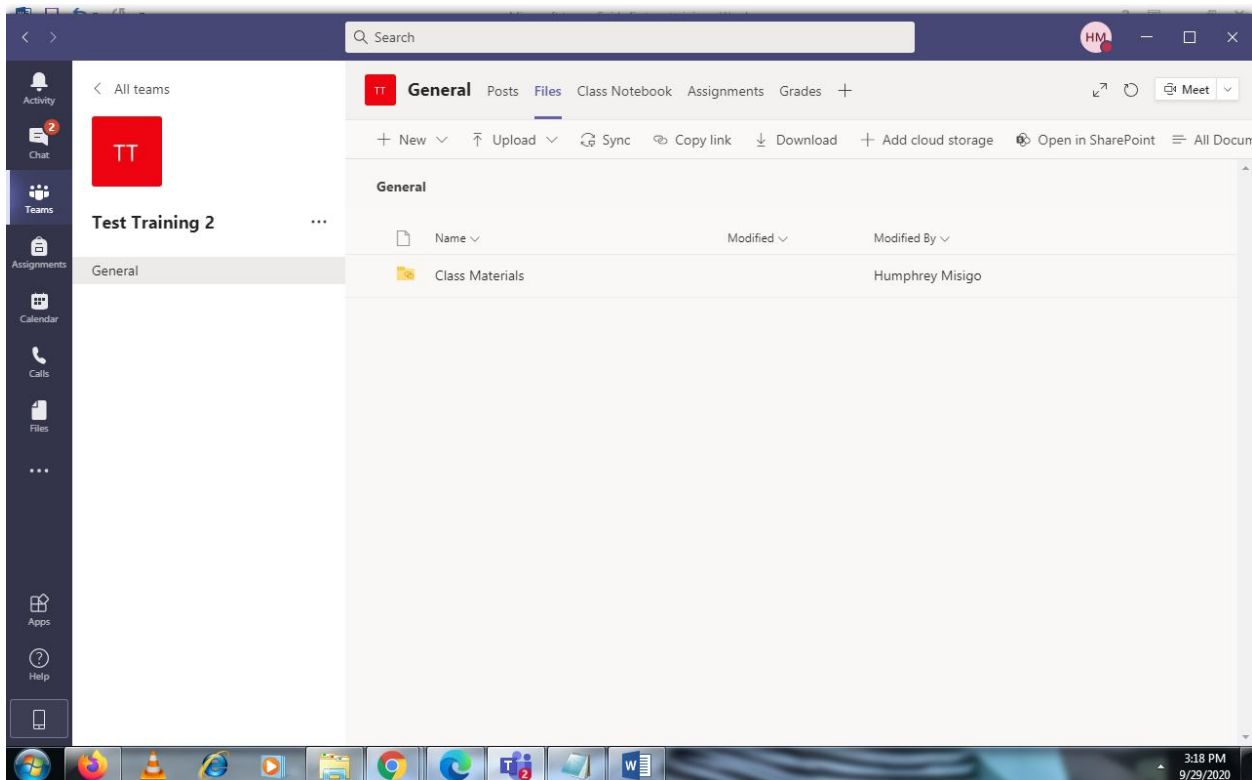
The class will open and you can add material



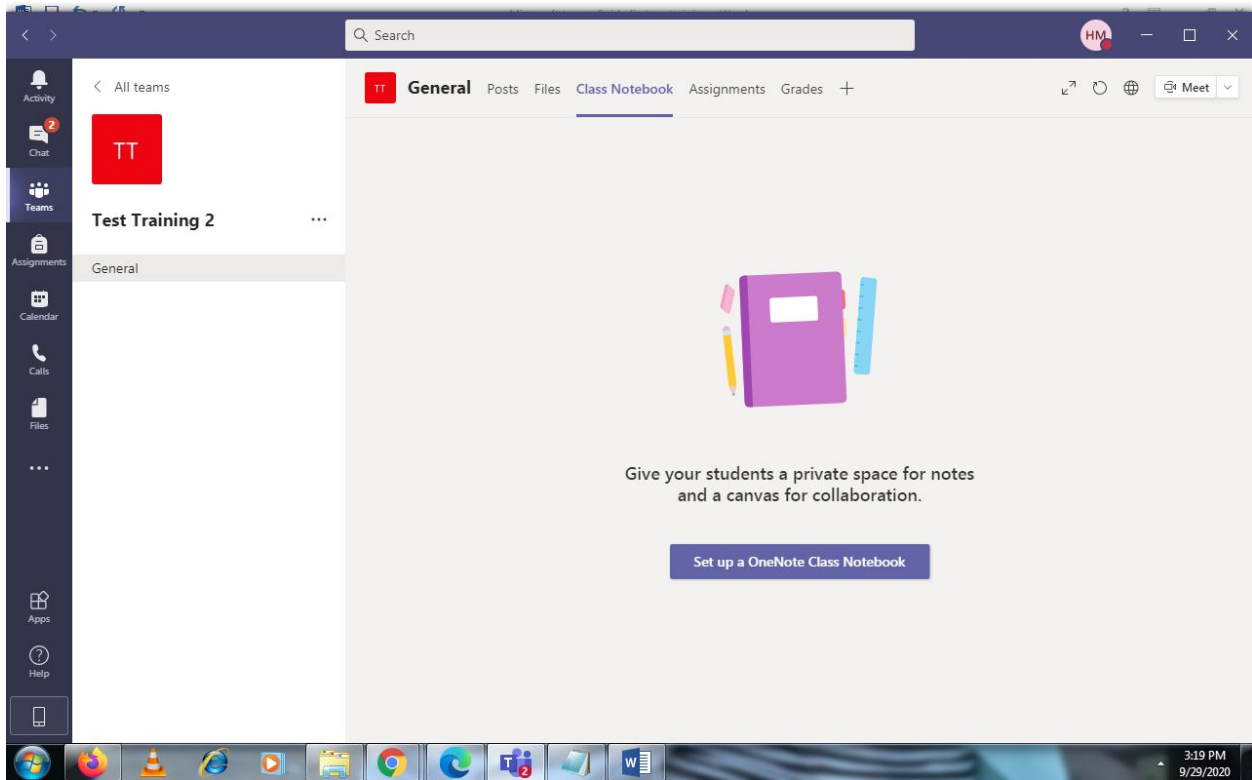
You can add a new post by clicking on new conversation



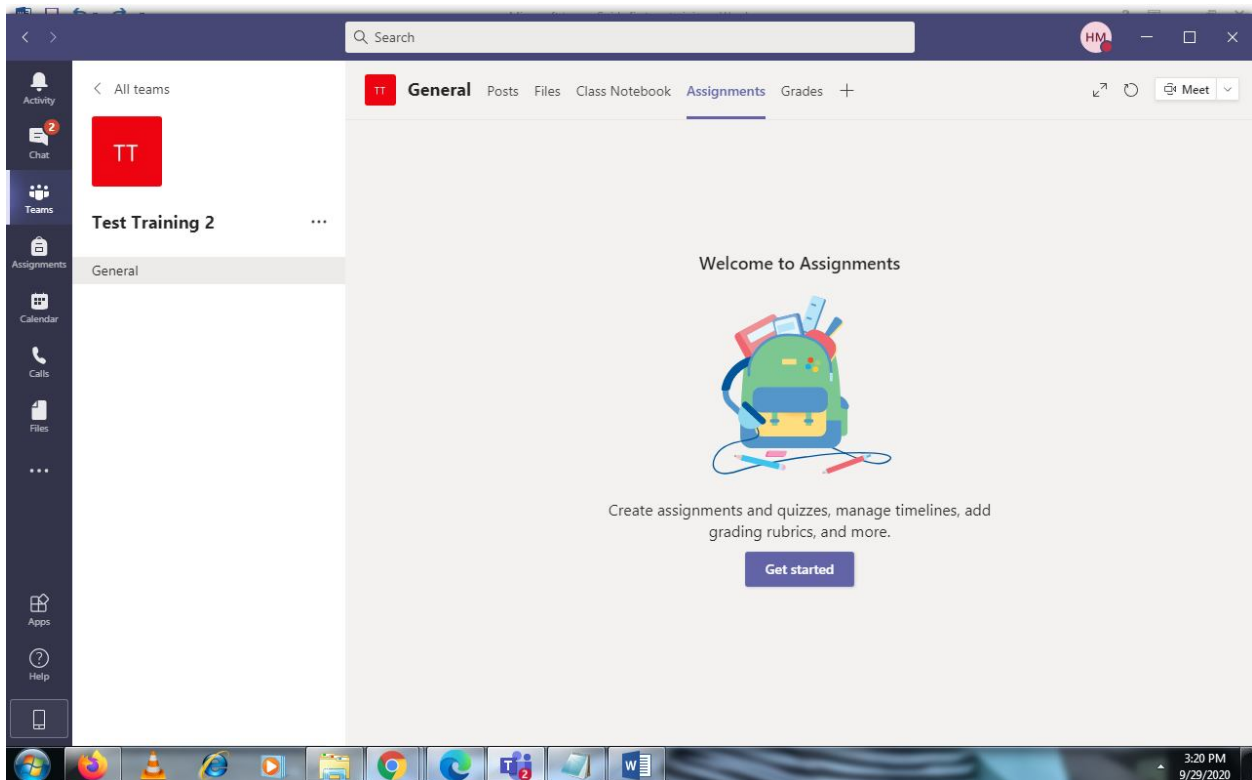
Under files you can upload class material



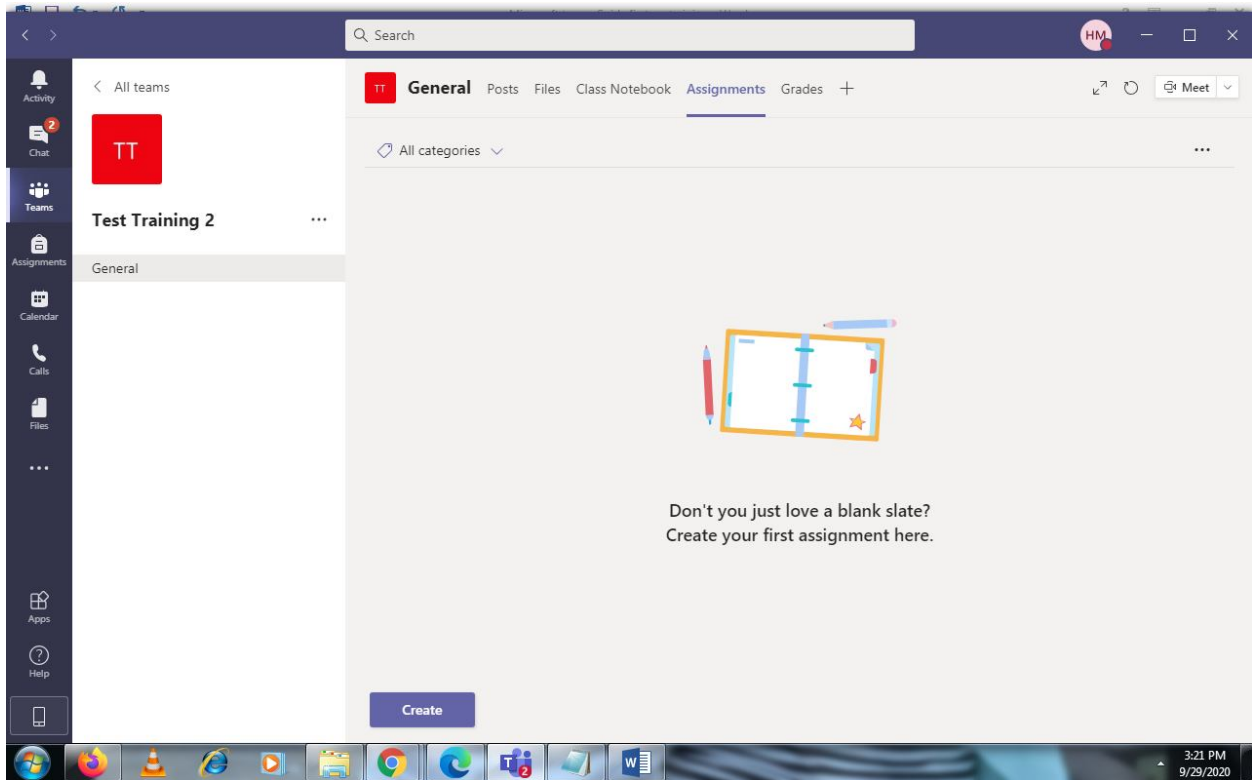
Class notebook for students to write



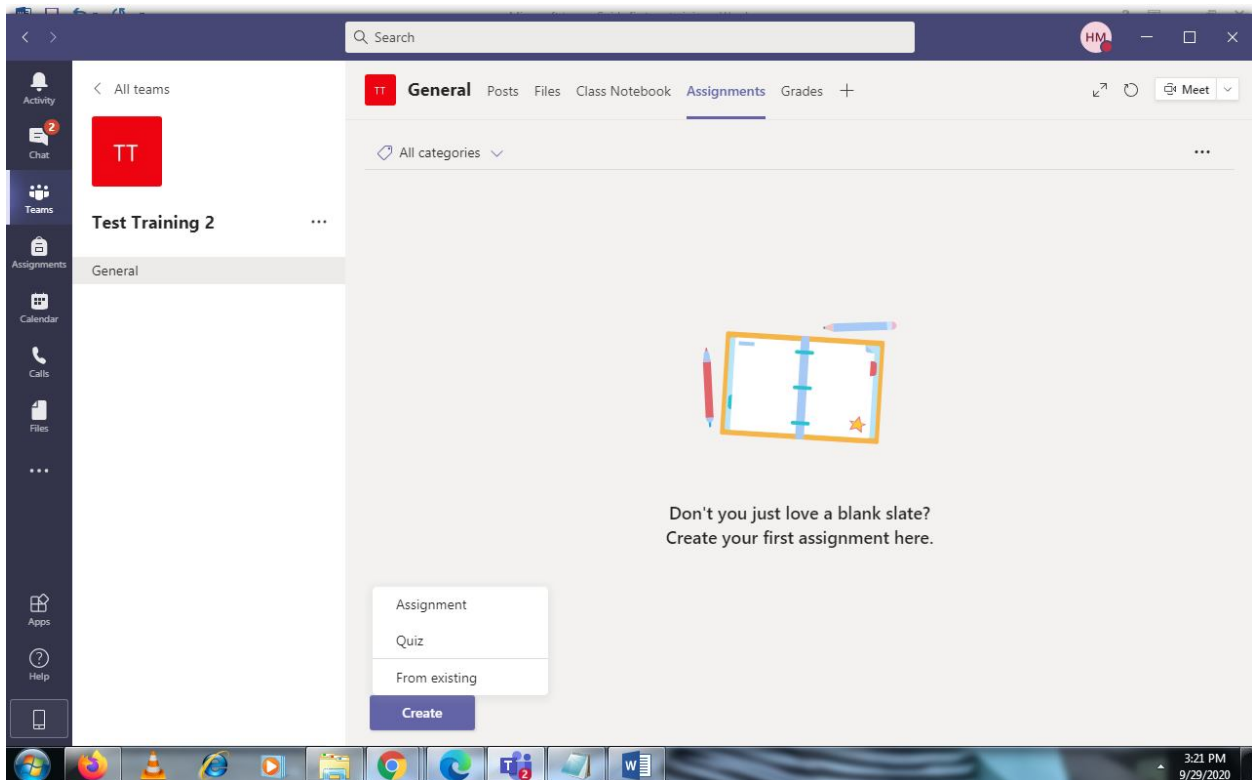
Assignments click on get started button



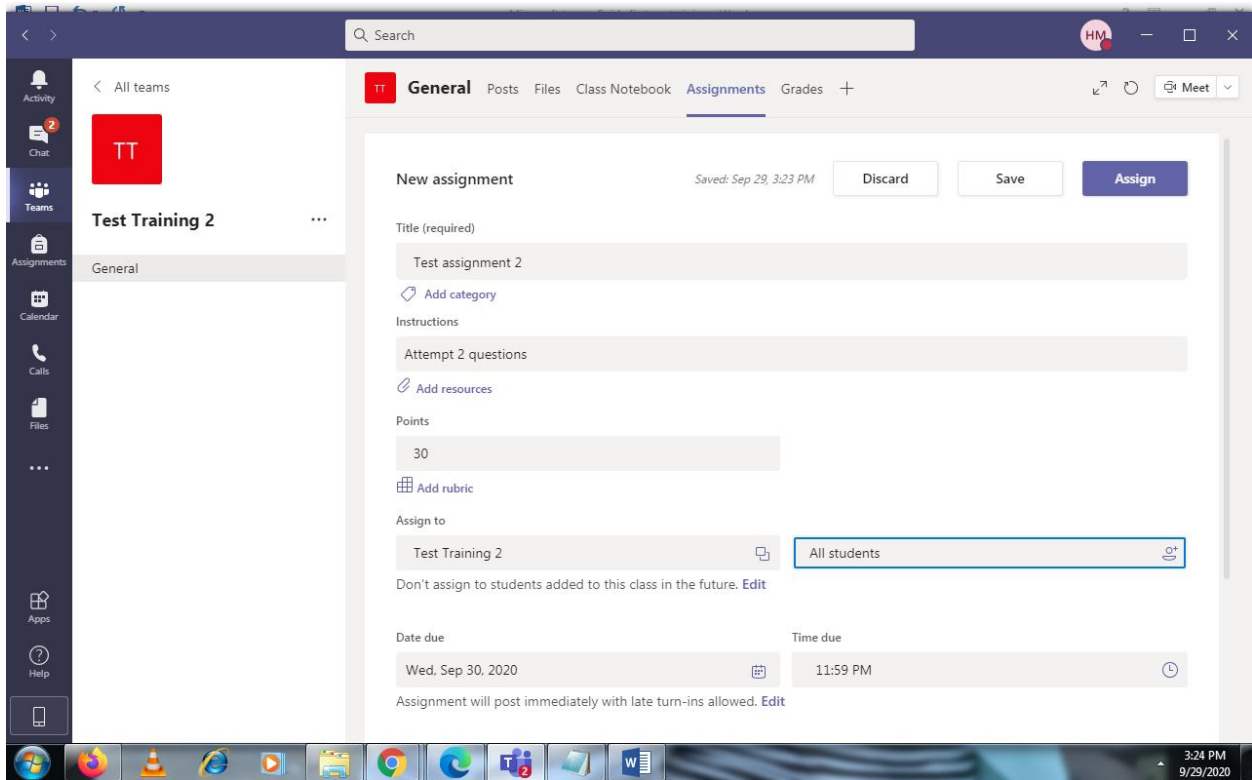
Click on create button



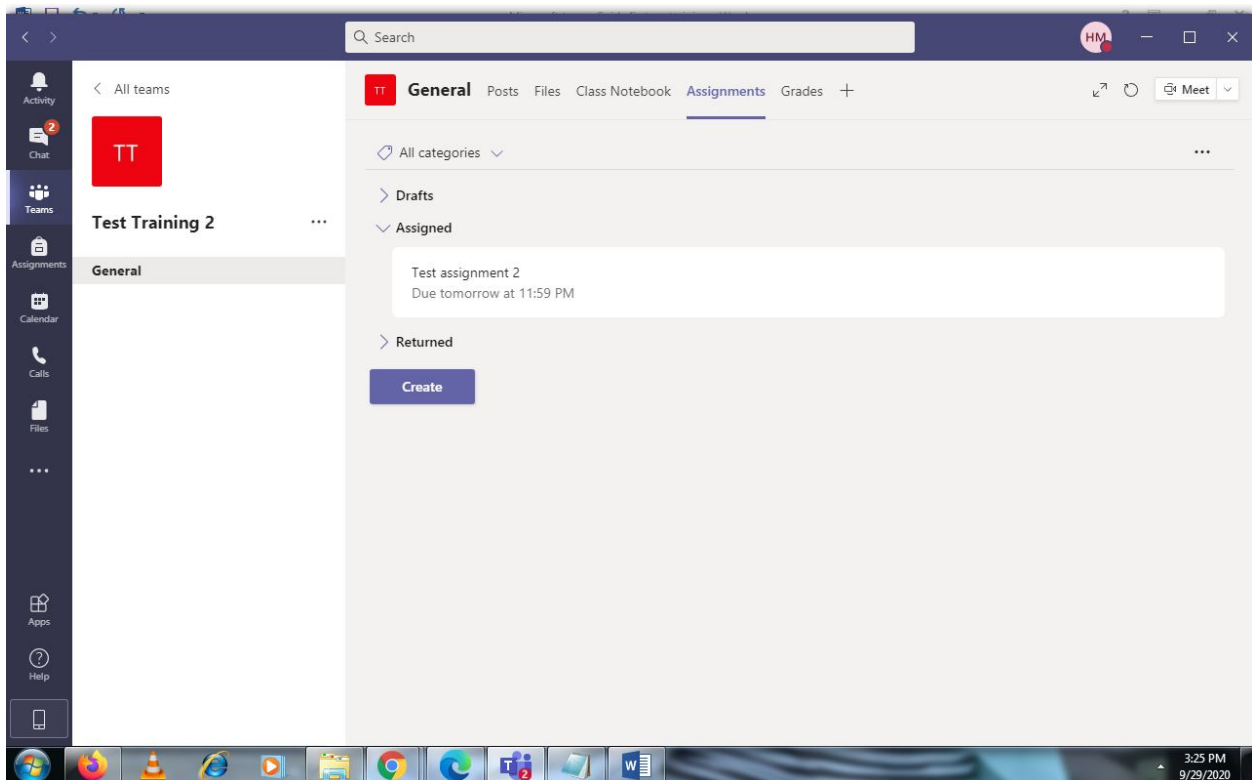
Click on assignment option



Fill in the options and click on assign button



The summary is displayed



Grades Option

Pick the assignment then click on the student to grade

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area displays the 'General' channel for the 'Test Training 2' team. The 'Grades' tab is active, showing a table of assignments. The table has columns for 'Due date', 'Assignment', 'Status', and 'Points'. One row is visible: 'Tomorrow', 'Test assignment 2', 'Not turned in', and '/30'. A search bar for students is present above the table, and a student named 'Mwaka, Faith' is listed below it. An 'Export to Excel' button is in the top right corner.

Due date	Assignment	Status	Points
Tomorrow	Test assignment 2	Not turned in	/30

Click on the student

The screenshot shows the Microsoft Teams interface with the 'Grades' tab selected. The student profile for 'Mwaka, Faith' is displayed. The profile includes a 'Back' button, an 'Export to Excel' button, and a table of assignments. The table has columns for 'Due date', 'Assignment', 'Status', and 'Points'. One row is visible: 'Tomorrow', 'Test assignment 2', 'Not turned in', and '/30'.

Due date	Assignment	Status	Points
Tomorrow	Test assignment 2	Not turned in	/30

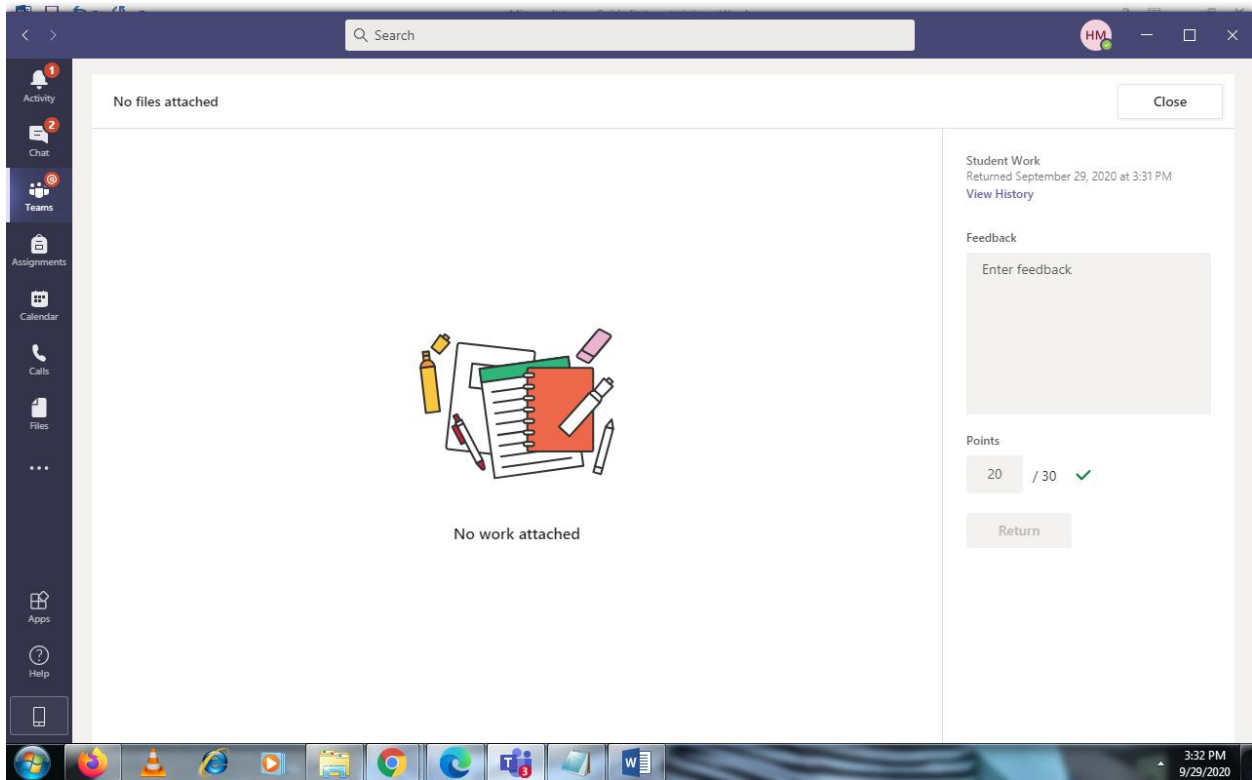
Click on not turned in

This screenshot shows a Microsoft Teams interface for an assignment submission. The top navigation bar includes a search bar and a user profile icon. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area is titled 'No files attached' and features a large notebook icon with the text 'No work attached' below it. On the right side, there is a 'Student Work' section with the status 'Not turned in' and a 'View History' link. Below this is a 'Feedback' section with a text input field labeled 'Enter feedback'. The 'Points' section shows a score of 0 out of 30. A blue 'Return' button is located at the bottom of the right-hand panel. The Windows taskbar at the bottom shows the time as 3:31 PM on 9/29/2020.

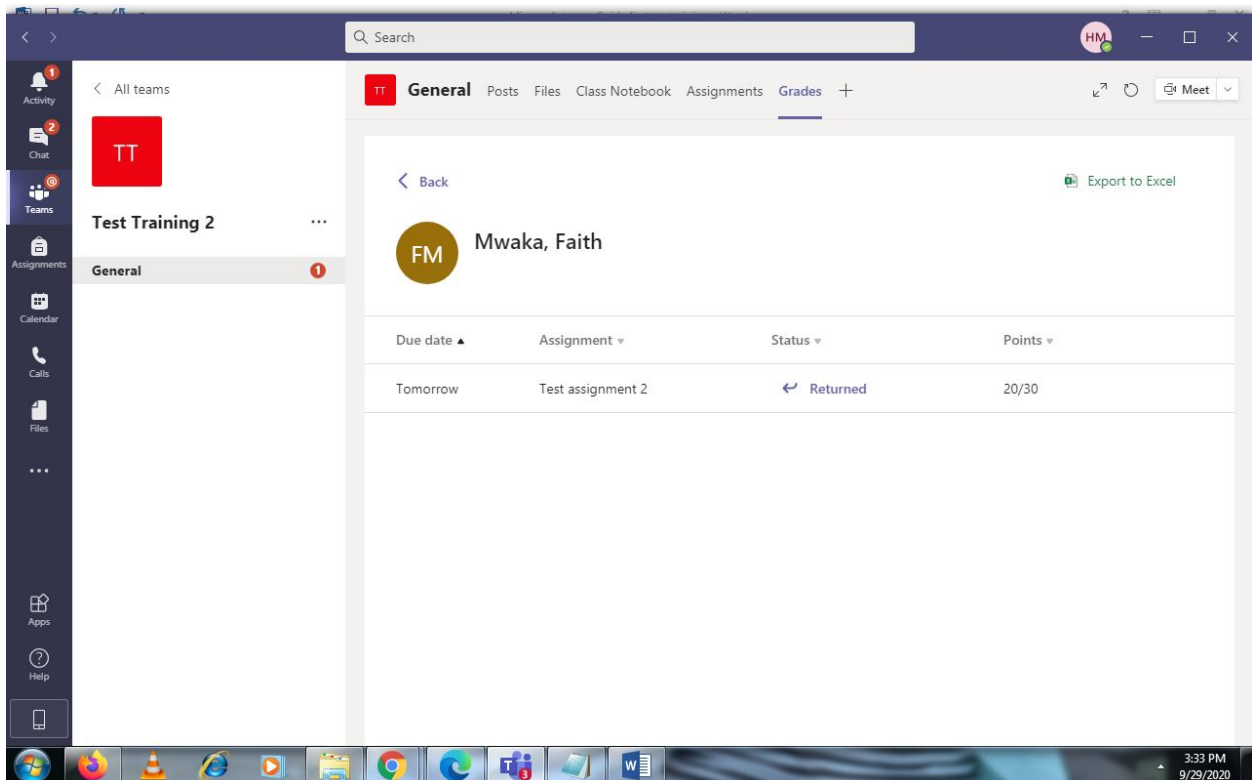
Grade the work give feedback and click on return

This screenshot shows the same Microsoft Teams interface as the previous one, but with the 'Points' section updated to show a score of 20 out of 30. The 'Return' button remains visible at the bottom of the right-hand panel. All other elements, including the navigation sidebar and the 'No work attached' message, are identical to the first screenshot. The Windows taskbar at the bottom shows the time as 3:31 PM on 9/29/2020.

Click on close button



Export Grades to excel



Click on export to excel

The screenshot shows a Microsoft Teams chat window for a team named 'Test Training 2'. The chat history shows a message from 'Mwaka, Faith' with a table of assignment grades. A notification at the top of the chat indicates that the file 'Test Training 2 - Faith Mwaka grade - 09_29_2020, 3_34 PM.csv' has been saved to the downloads folder. Below the chat, the Excel spreadsheet is open, showing the exported data in a table with columns for Due date, Assignment, Status, and Points.

Due date	Assignment	Status	Points
Tomorrow	Test assignment 2	Returned	20/30

The Excel spreadsheet is open in the background, showing the same data in a table format. The table has columns for Due date, Assignment, Status, and Points. The data is as follows:

Due date	Assignment	Status	Points
2020-09-31	Test assign	Returned	20/30