# Online Teaching Manual for Microsoft Team

Downloading Teams

1. Go to below link to download Microsoft Team for Desktop.
   https://go.microsoft.com/fwlink/p/?LinkID=869426&clcid=0x4009&culture=en-in&country=IN&lm=deeplink&lmsrc=groupChatMarketingPageWeb&cmpid=directDownloadWin64

2. It will download team on your system and Install It.
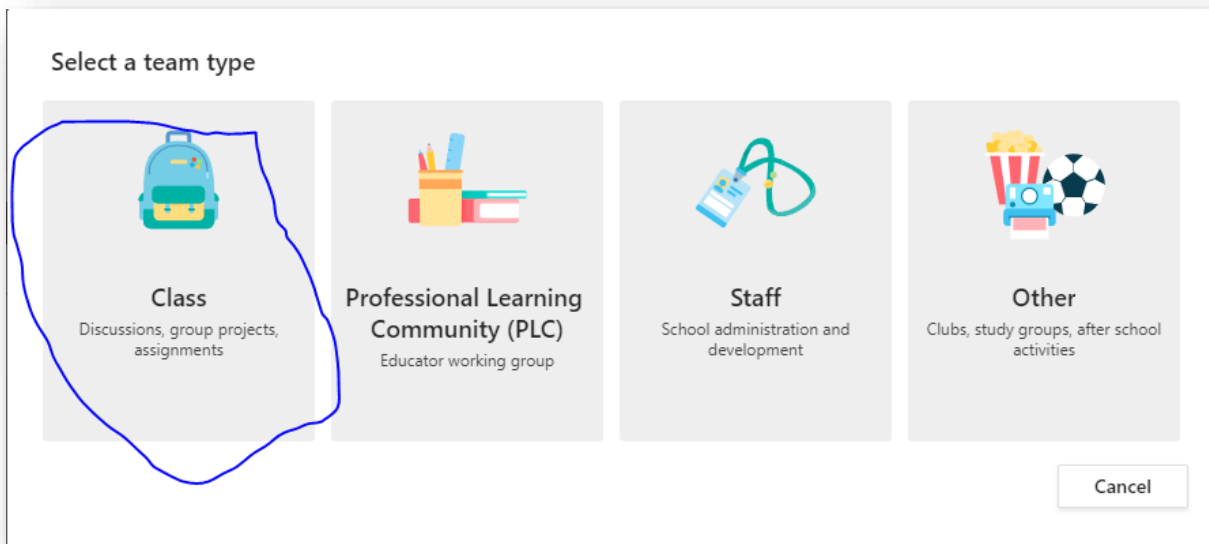
Creating Class on Team

1. Open Team on your system. It will appear like below. Click on **Join or Create Team** as highlighted below.
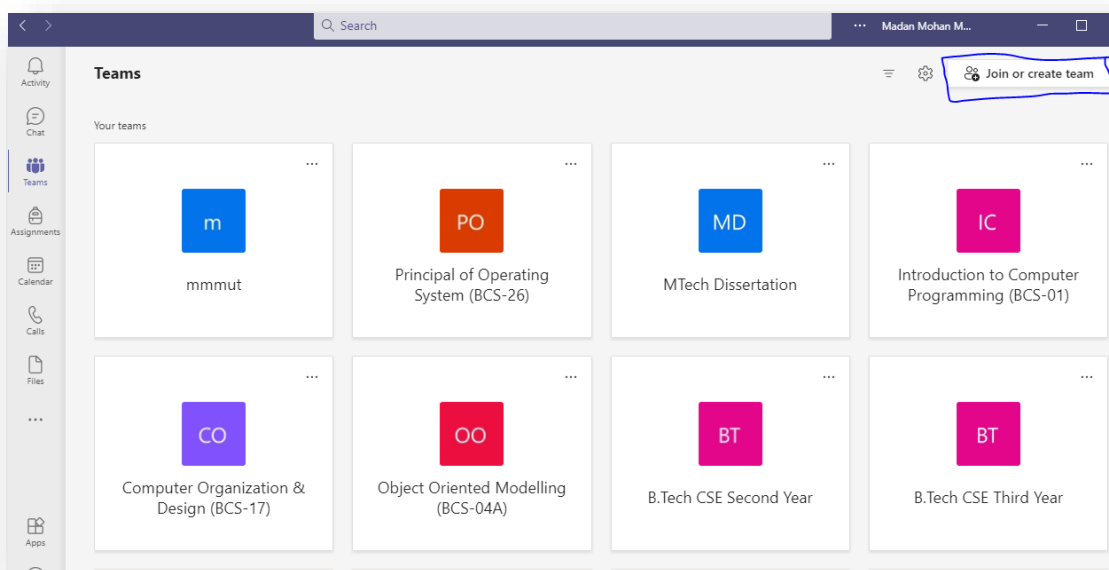
2. After Clicking on Join or Create Team. The new Window will appear like below. Click on **Create a team** as highlighted below.
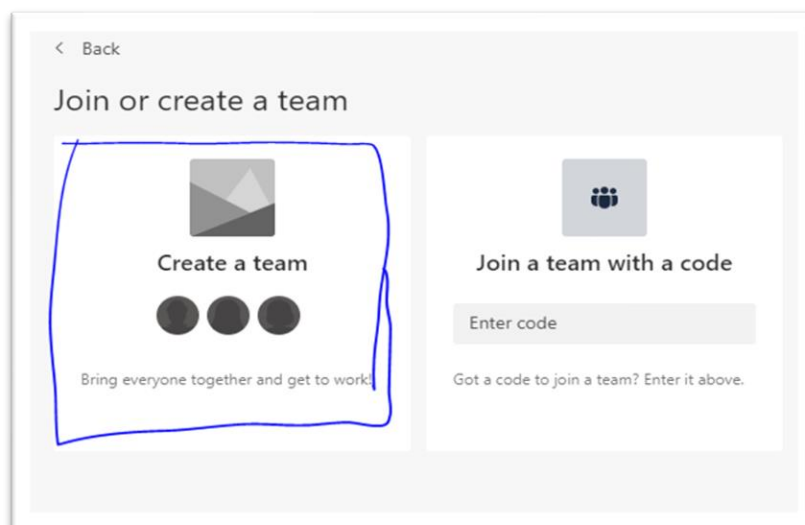
3. After Clicking on Create a team, following window will appear. Click on the team type as **Class**.

4. After Clicking Class, following window will appear. Fill team name and its description and then click on **next button.**

5. After Clicking on next button, following window will appear. Add students and Teacher using their mail id and clicking **Add** button. Once you have added all students and teacher, Click on **Close** Button.
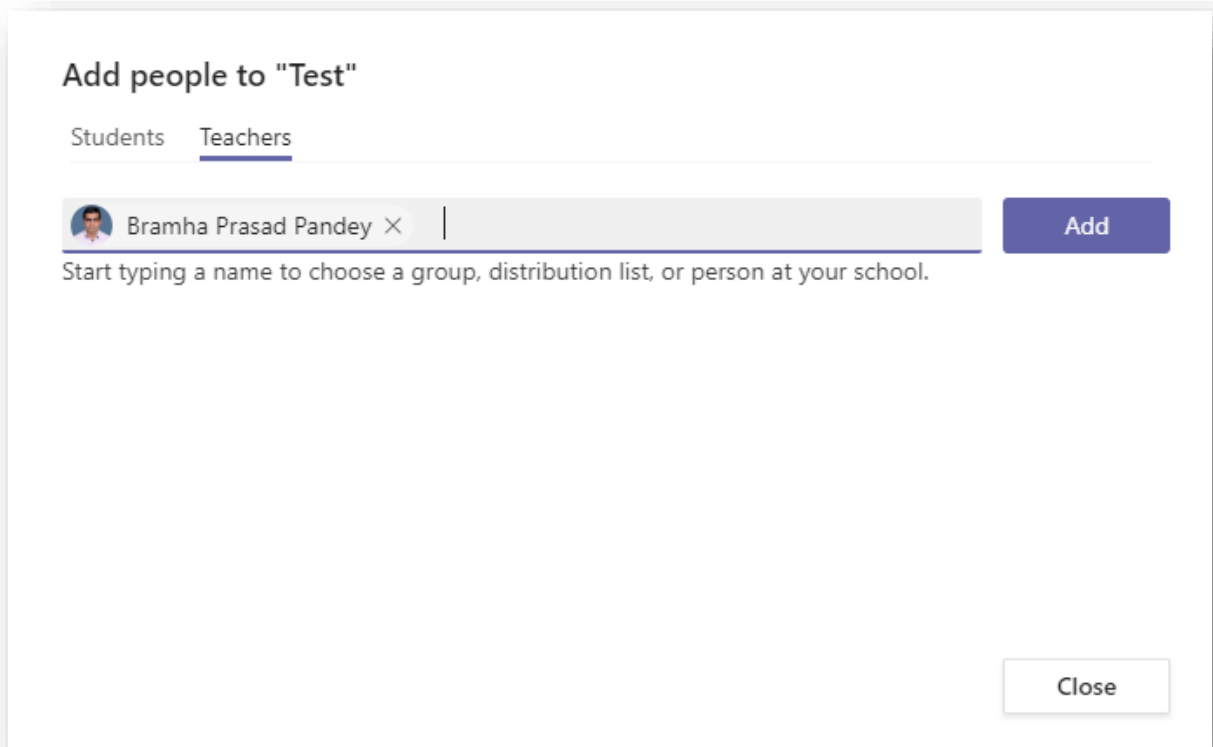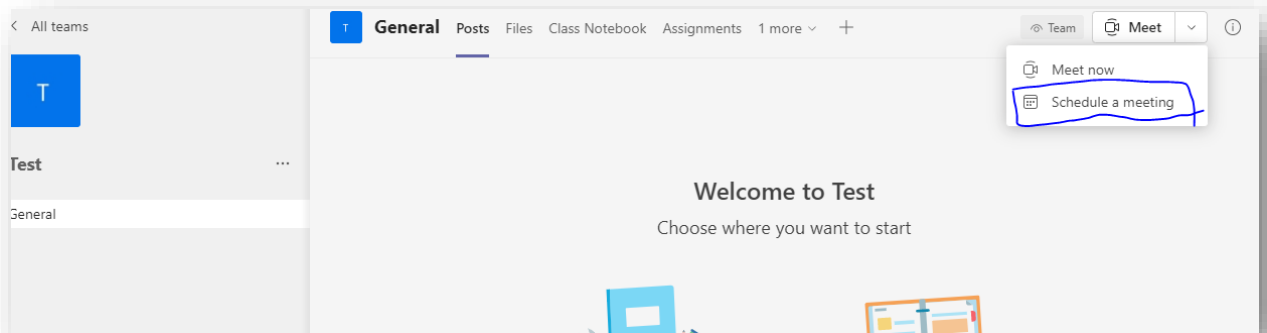
6. Once you will click on Close button. Your team has been created successfully and following window will appear.
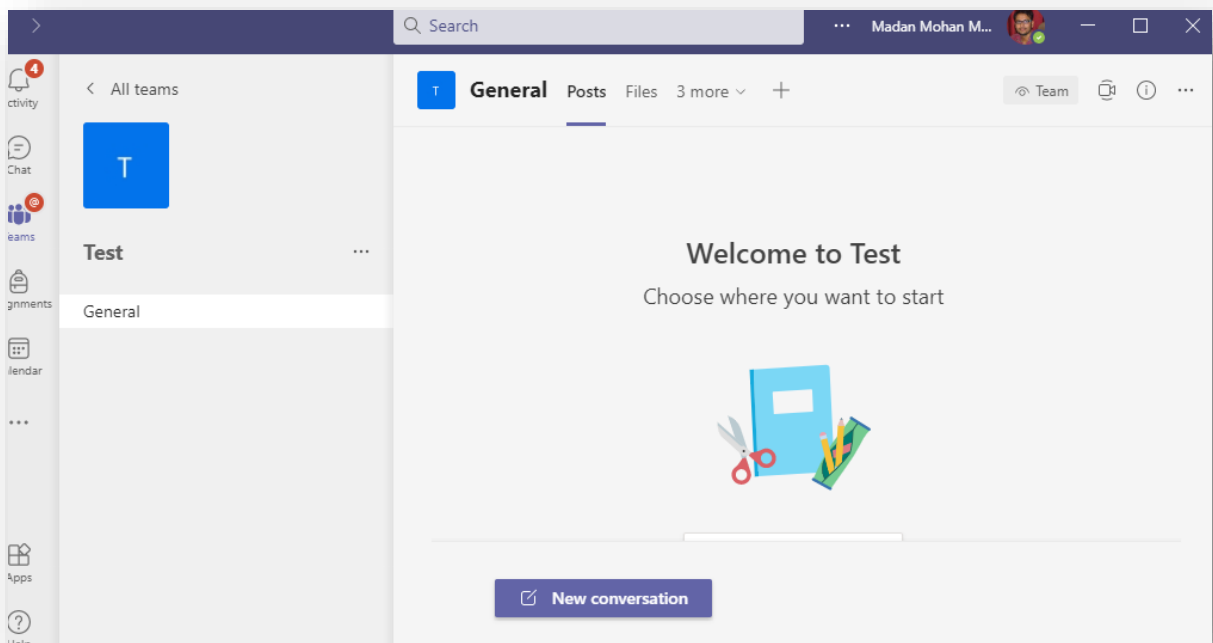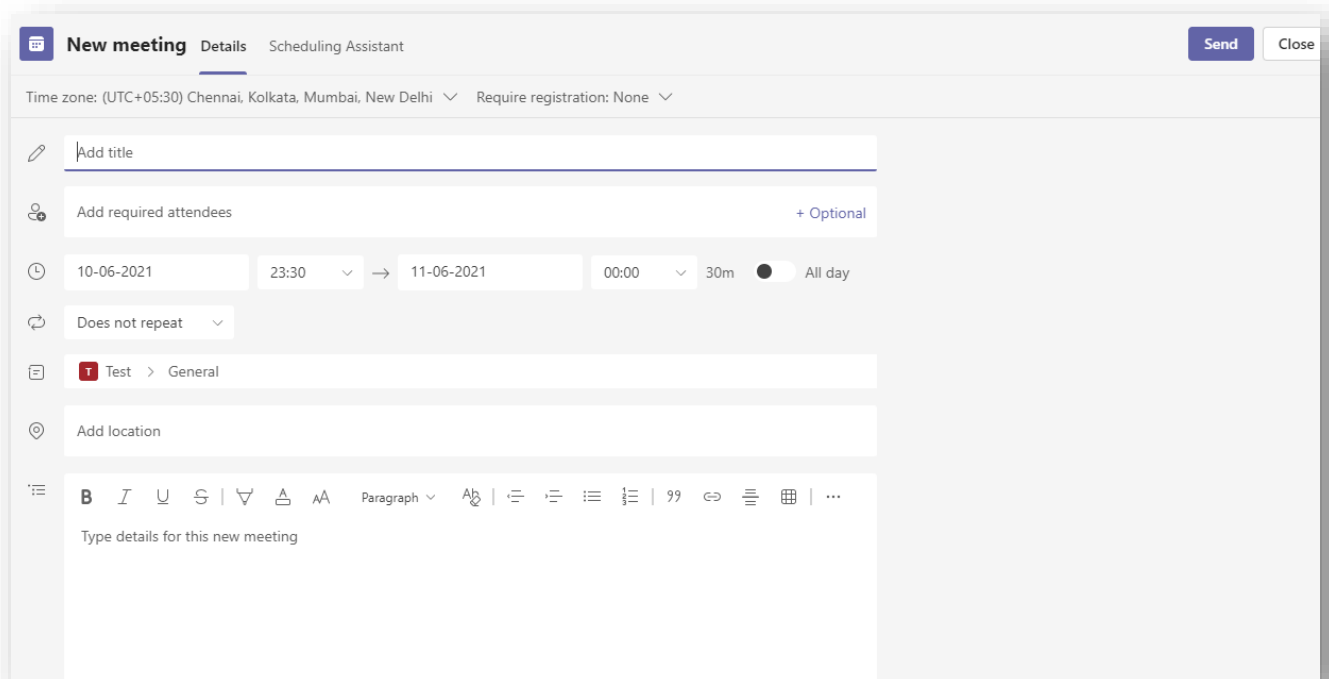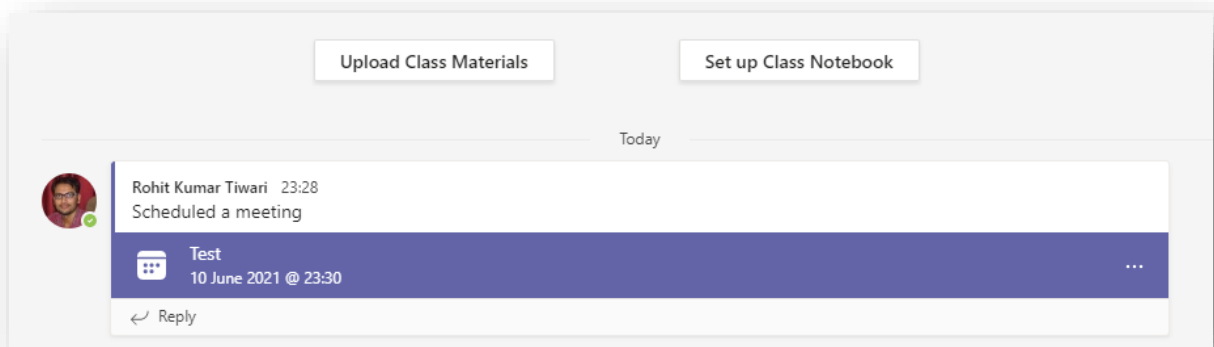
Scheduling a Meeting on Team

1. To schedule a meeting, click on Arrow just after **Meet** on Top-Right corner and the click on Schedule a meeting as highlighted in below snap.

2. Once you will click on Schedule a meeting. Following window will appear. Fill the title of Meeting, its date, time and its description. Then click on **Send** button situated on Top-Right Corner.
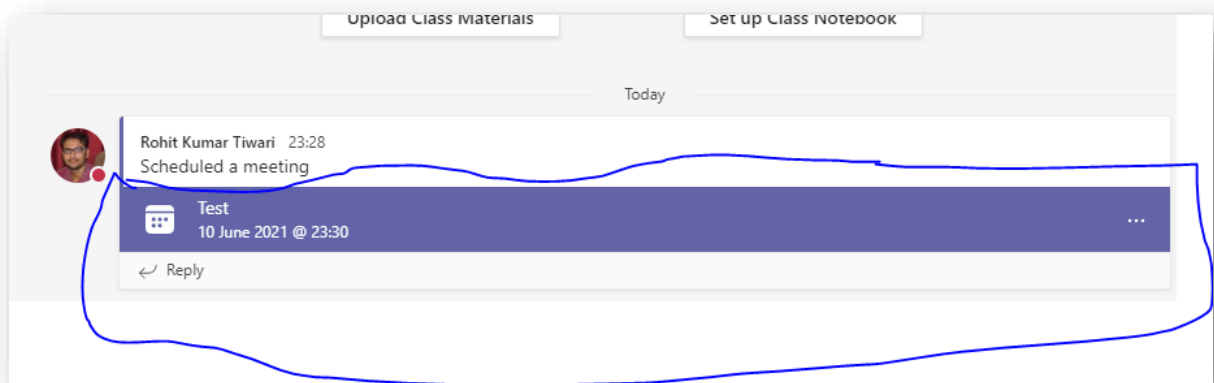

3. Once you will click on send button, Meeting has been successfully created and its notification will be automatically sent to students. The meeting will appear in Channel in which you have scheduled as per below snapshot.
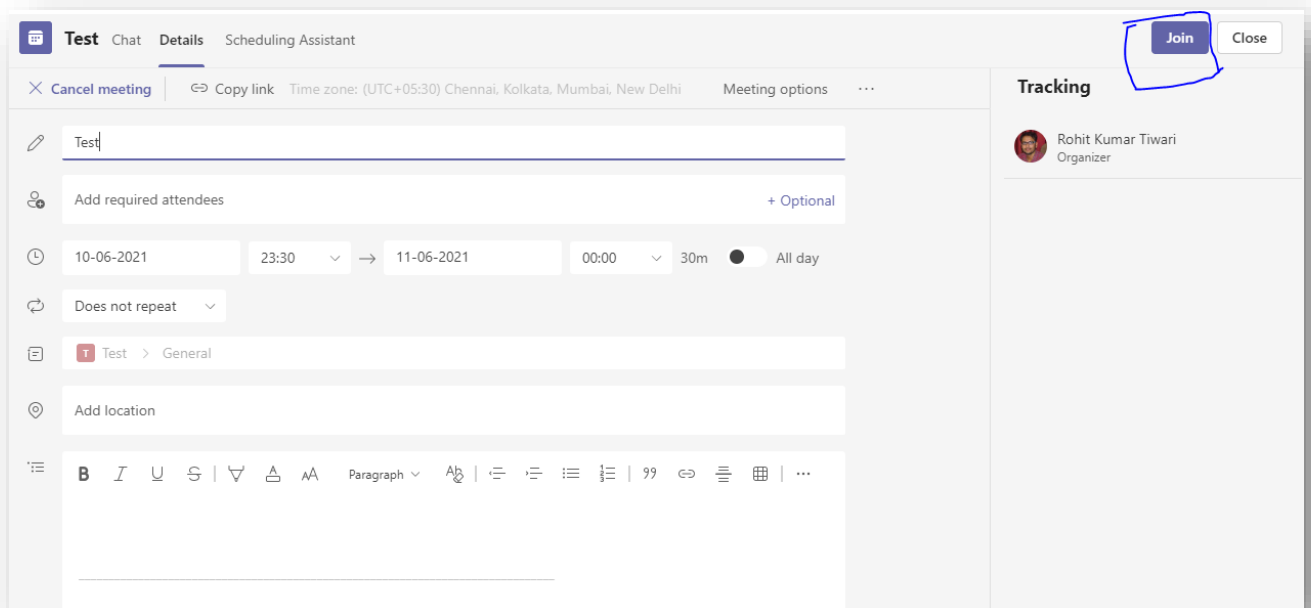
Joining a Meeting on Team

1. To join a meeting click on meeting which you have scheduled in the channel by clicking on it.


2. Once you will click on Meeting highlighted above. Following window will appear, then click on **Join** button on Top-Right corner as highlighted in below image.

3. Once you will click on Join Button, following window will appear. Click on Computer Audio, if not selected then click on **Join Now** Button at the Bottom-Right Corner as highlighted below.
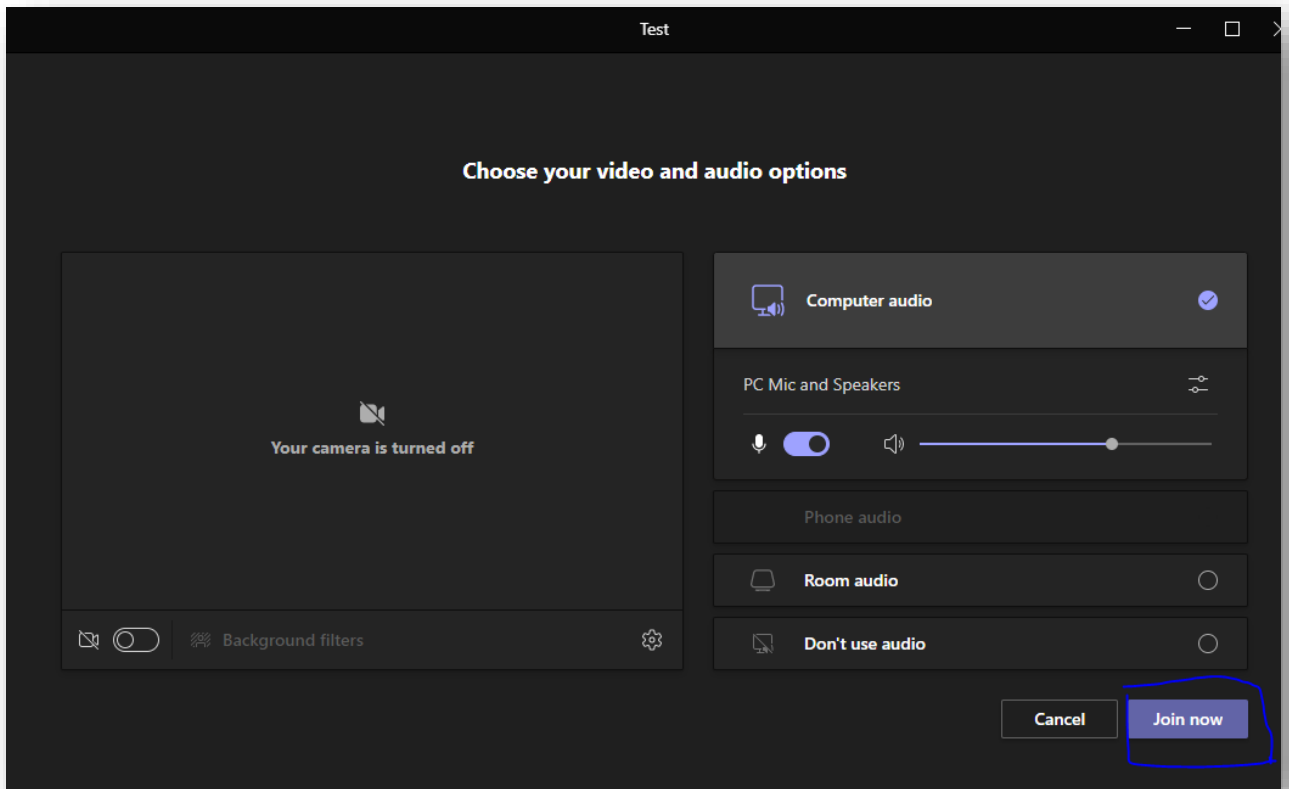

4. Once you will click on Join Now button, you have successfully joined the meeting and next window will appear like below.
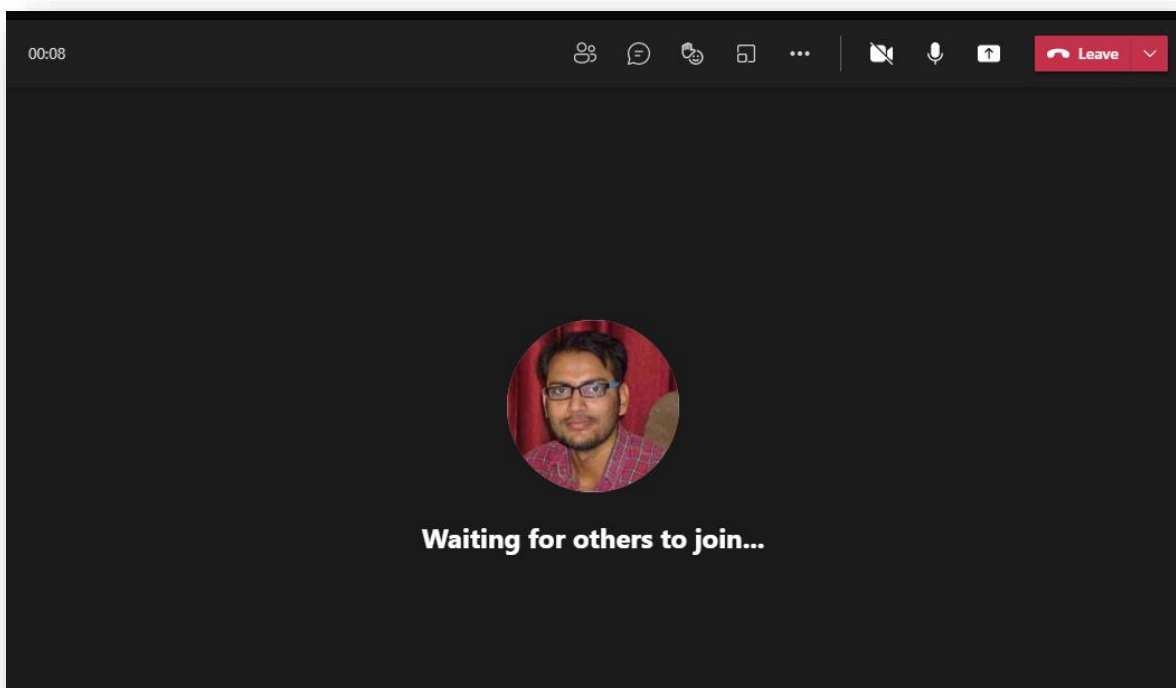
5. If you want to share your screen, click on below highlighted icon in blue colour and select Screen highlighted in red colour. It will share your screen.
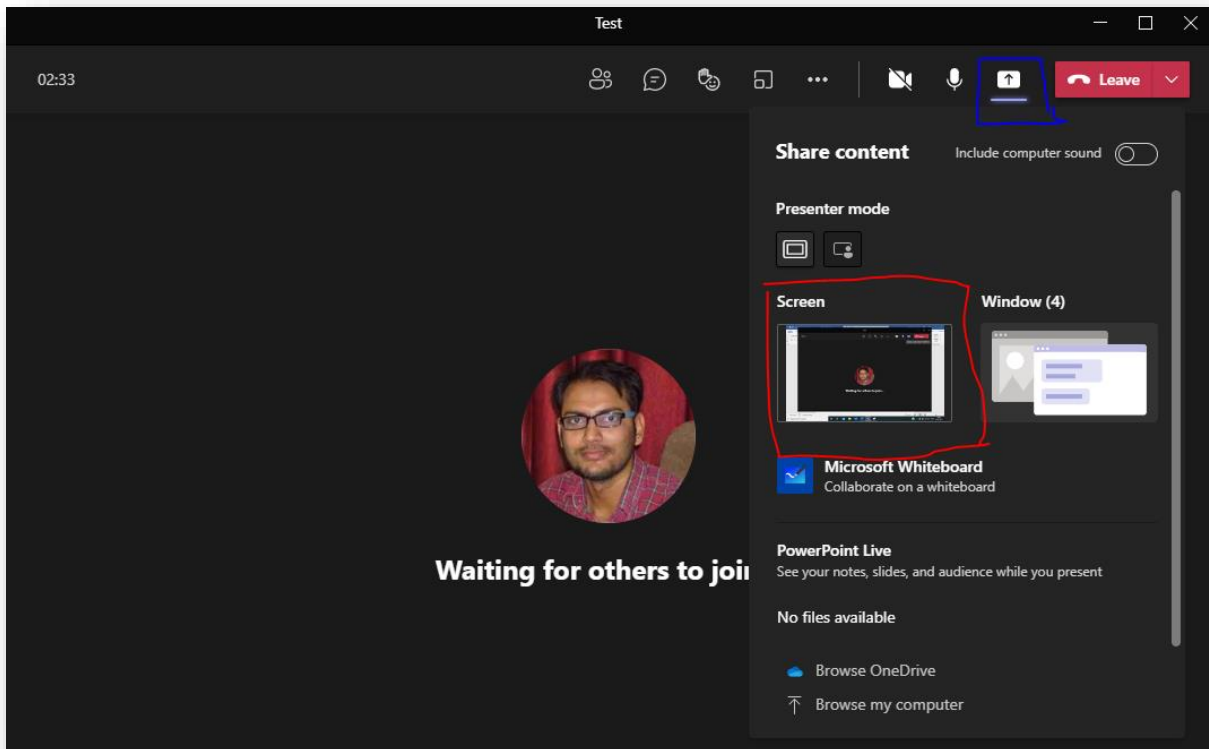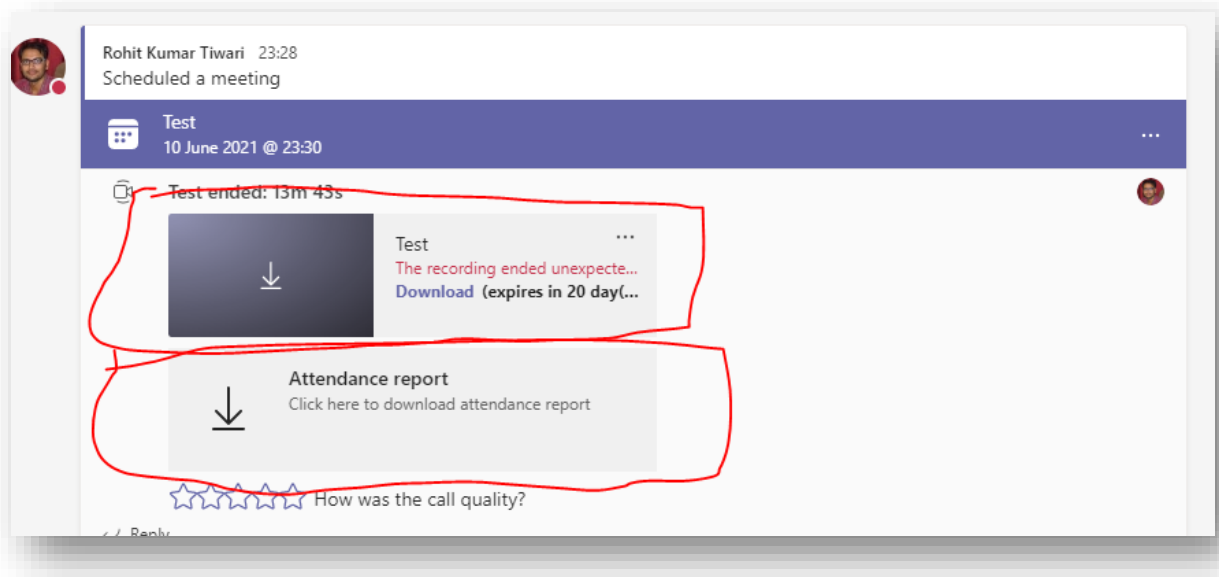

6. To record your lecture, first click on three dot lines as highlighted below and then click on Start recording. It will start recording your lecture.
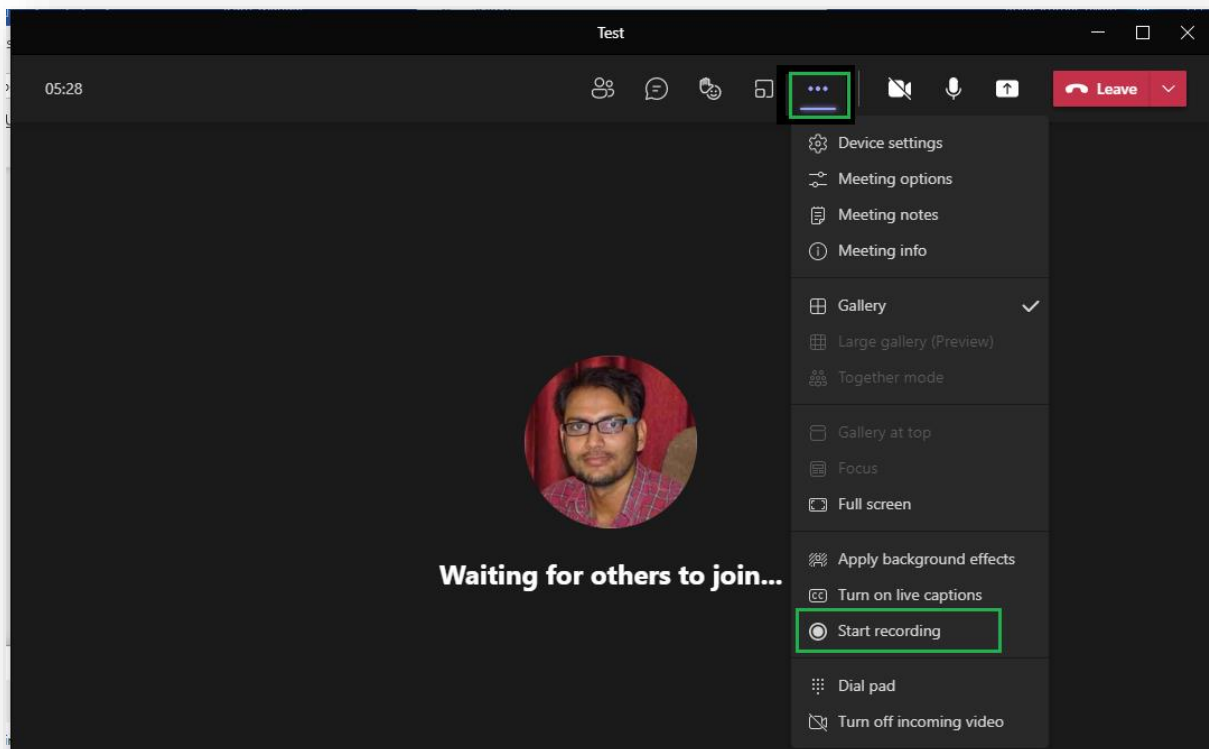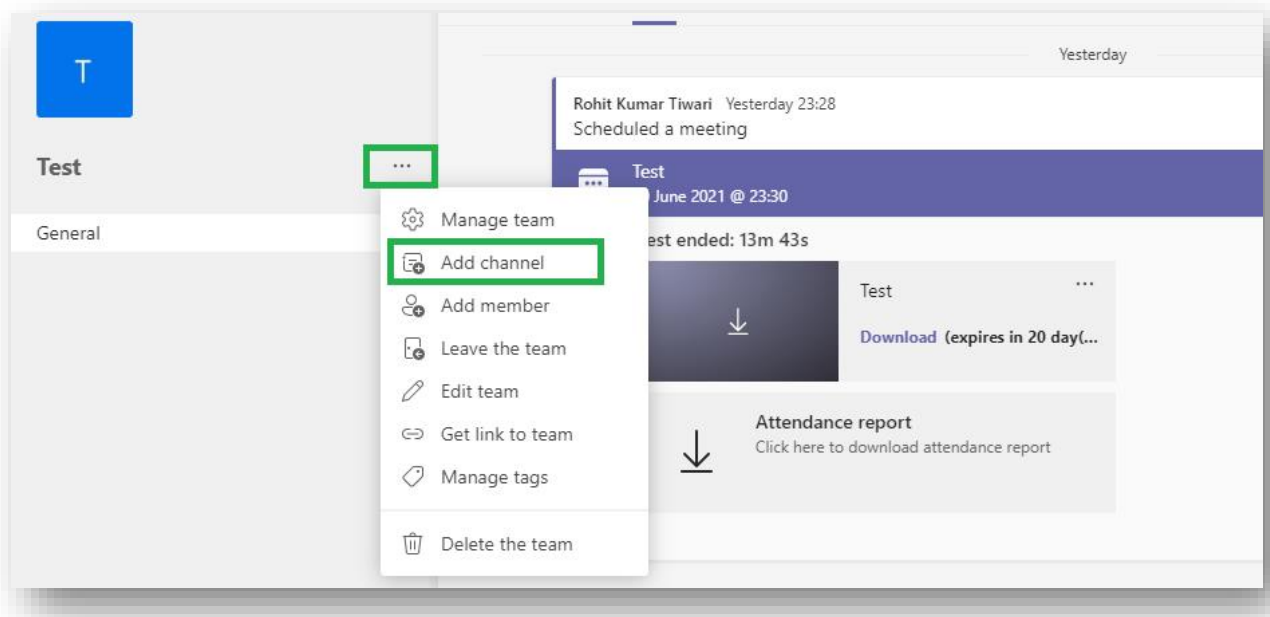
7. Once you will end the meeting. The recording of your meeting and its attendance will appear in channel, where you have created the meeting.

Creating a Channel on Team

1. To create a new channel, click in **three dots** as highlighted below in snapshot and then click on **Add Channel** as highlighted.

2. Once you will click on Add Channel, following window will appear. Fill channel name, its description and click on last checkbox. Then Finally click on Add button to create the channel.

3. Once the channel will be created successfully, it will appear in Left menu of Team as below.