

## MICROSOFT TEAMS - MEETINGS

### 2 Install the Desktop app or use Teams from the Web

#### 2.1 Desktop installer (default use - if not already installed with MS Office 365):

Download MS Teams from <https://products.office.com/en-za/microsoft-teams/download-app>

After the download, right click the installer file and select “run as administrator”

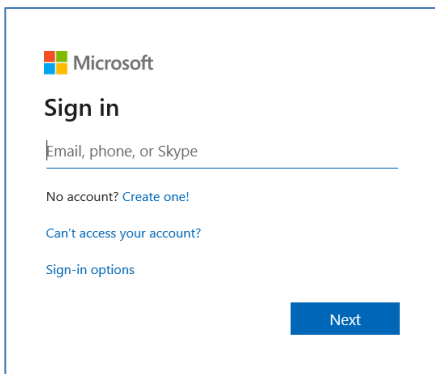
To login to Teams sign-in with the following username: [Staff#@staff365.msfeed.nwu.ac.za](mailto:Staff#@staff365.msfeed.nwu.ac.za) (e.g. 12345678@staff365.msfeed.nwu.ac.za - where Staff# is your University Number)

#### 2.2 NWU staff – use Teams from the web (optional use)

In a Browser go to the Microsoft 365 Login page

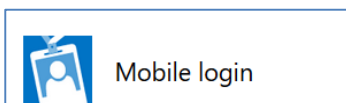
<https://portal.office.com>

Signing in:

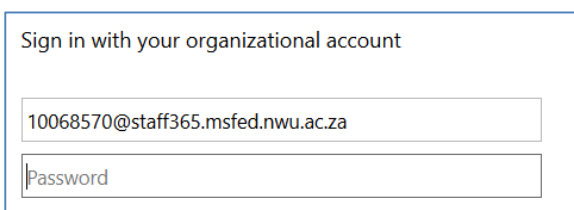


Enter the following details:

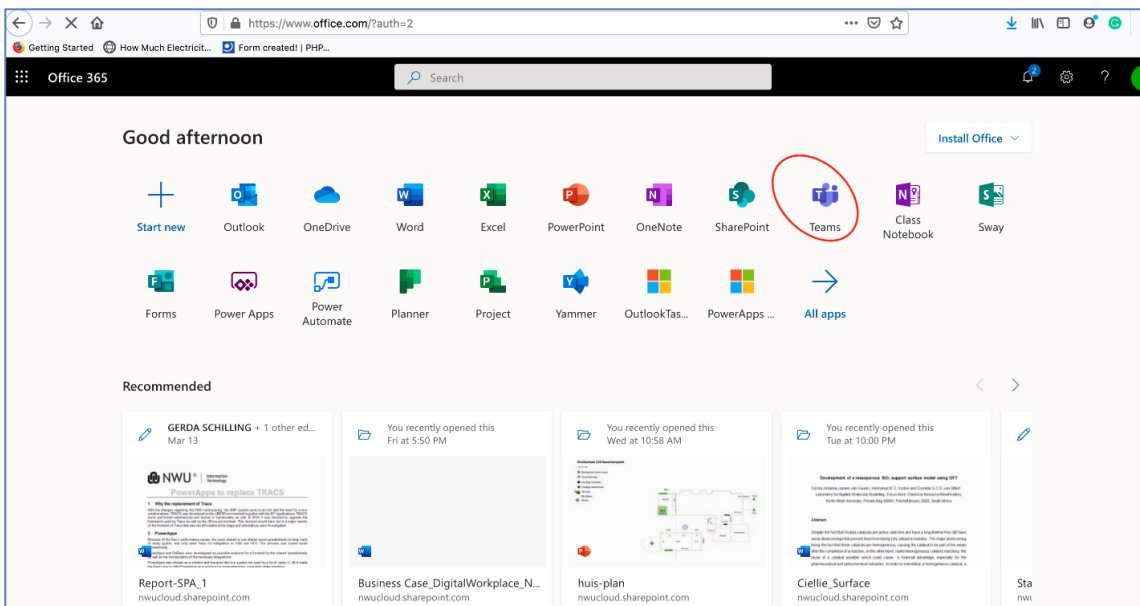
[Staff#@staff365.msfeed.nwu.ac.za](mailto:Staff#@staff365.msfeed.nwu.ac.za) (e.g. 12345678@staff365.msfeed.nwu.ac.za - where Staff# is your University Number)



Select Mobile Login



Enter your Network password (also used when signing into GroupWise and eFundi)



Select Teams from your application list and start using it.

### 3 Create a Team to use for meetings

1. Select **Teams** in your left rail to view your **teams**.
2. Select **Join or create team > Create a team**.
3. Select **Other**.
4. Enter a name and optional description for your **team**.

**Create your team**

Educators or students can create teams to work together on any shared goal, project or activity.

Team name

Description

Privacy

[Create a team using an existing team as a template](#)

[Create a team using a group set up by you or](#)

Click Next

5. Once you've created the **team**, follow the steps to add other members to your team (for this example people who have to join the meeting).

#### 3.1 Add members to a team

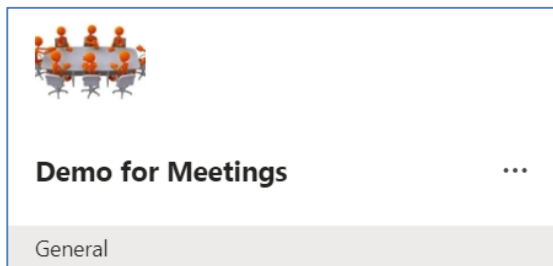
**Add members to Demo for Meetings**

Start typing a name, distribution list or mail-enabled security group to add to your team.

**NWU Staff:** By entering their names, it will show their details and you can click on Add  
At this stage it is not possible to add External people. See Add additional member

### 3.2 Add additional members

You can always edit/manage your current Team members.  
Click the ellipses (More options) right from your Team name



Select Manage Team

Select Members and Guests to see the list of members

Click Add members if you want to Add external or internal people

Add an external member with his/her email address and select the option to add the person as a guest.

## 4 Create a meeting

**The following is very important to remember:**

**Teams is not yet integrated with Groupwise and a staff member will not receive an automatic mail for the Meeting invite.**


**Working from home, the creator of the meeting should copy the meeting link and send this via Groupwise to colleagues.**

**NWU staff has access to Teams and then can join the meeting by signing into Teams.**

### 4.1 Create the meeting



Select the General Channel from the Team, the Conversation can start

At the bottom of the Team select  to start a meeting and then select Schedule a meeting

Enter meeting details. It is not necessary to Invite people again. **All the members** of your Team will be invited.

**For staff, please remember this extra step!**

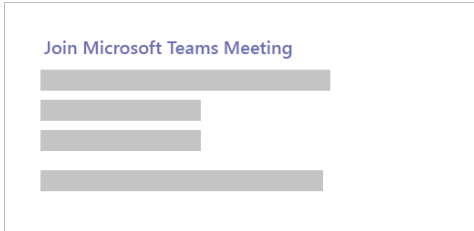
Right from the meeting title, click the ellipses / More options and Copy Link. Send this invitation to your NWU Colleagues in Groupwise.

For Example – **Groupwise message**

Join the [Teams meeting](#) at 9 April 2020 @ 9h00. Link the words Join the Teams meeting with the URL you copied

External people will receive an invitation to the Teams meeting. If they have a Teams account, they can join the Teams meeting. If you don't have an account, follow these steps to join as a guest..

Go to the meeting invite and select Join Microsoft Teams Meeting.



1. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either **Microsoft Edge** or **Google Chrome**. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
2. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
3. When you're ready, hit **Join now**.
4. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

**Notes:**

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

Original details: (10068570) C:\Users\NWUser\Documents\leFundiMainDataSource.docm  
17 February 2020