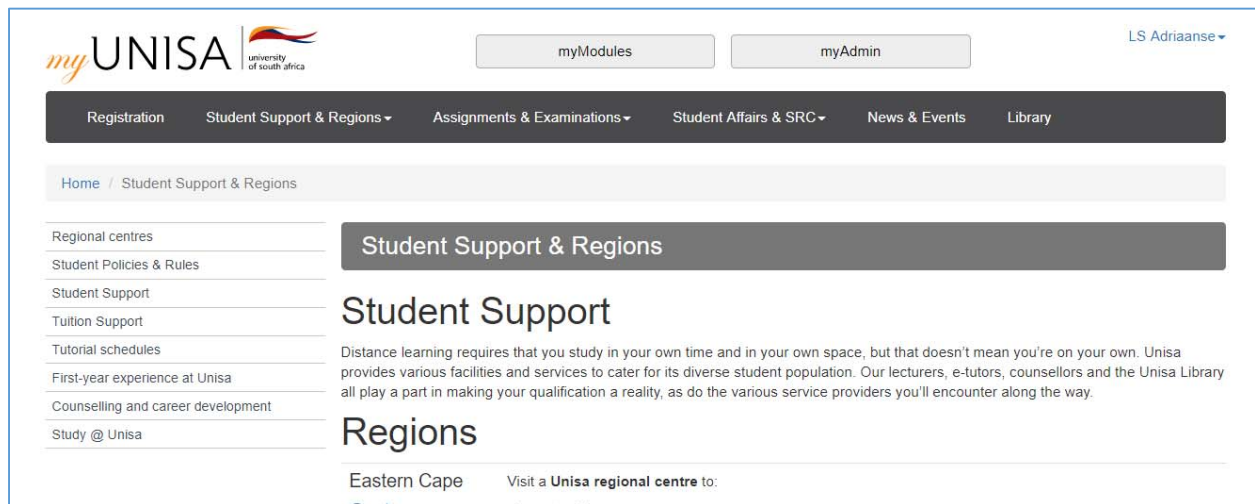


## Getting started on MS Teams

You need to have access to MS Teams in order to be trained remotely (webinar) at your convenience using MS Teams.

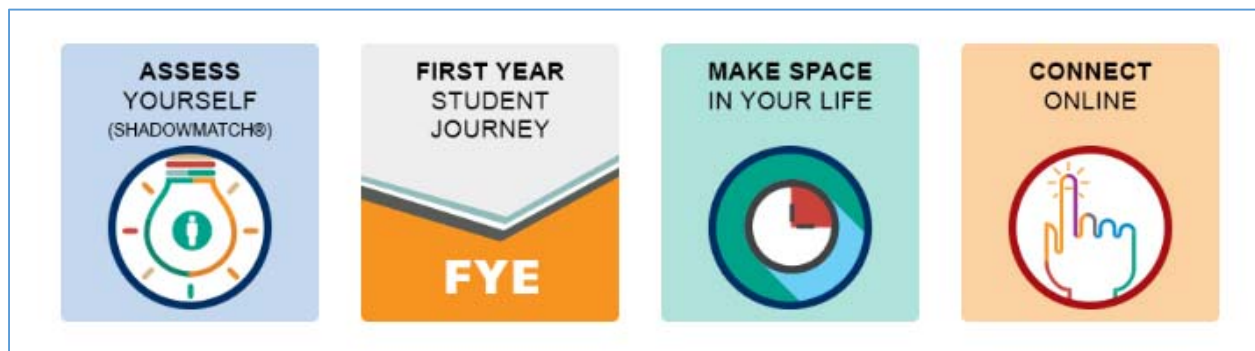
Please find instructions to obtaining MS Teams software from the Unisa Connect Online options.

1. Log into **myUnisa** using your myUnisa login and password.
2. Go to **Student Support and Regions**



The screenshot shows the myUnisa website interface. At the top left is the myUNISA logo with the University of South Africa emblem. To the right are buttons for 'myModules' and 'myAdmin', and a user profile 'LS Adriaanse'. A navigation bar contains links for 'Registration', 'Student Support & Regions', 'Assignments & Examinations', 'Student Affairs & SRC', 'News & Events', and 'Library'. Below this is a breadcrumb trail 'Home / Student Support & Regions'. A sidebar on the left lists various support services. The main content area is titled 'Student Support & Regions' and features a 'Student Support' section with a paragraph about distance learning and a 'Regions' section with a dropdown menu currently showing 'Eastern Cape'.

3. Go to **Study @ Unisa**
4. Go to **Prepare for study success** and select **Connect Online** option



The image displays four distinct icons for student support services. From left to right: 1. 'ASSESS YOURSELF (SHADOWMATCH®)' with a circular icon containing a stylized 'i' and a lightbulb. 2. 'FIRST YEAR STUDENT JOURNEY' with 'FYE' below it, featuring a chevron icon. 3. 'MAKE SPACE IN YOUR LIFE' with a circular icon containing a stylized 'G' and a red segment. 4. 'CONNECT ONLINE' with a circular icon showing a hand pointing at a screen.

This option will list all the software available for downloading to Unisa students.

5. Select the **Microsoft Office 365 and 1 TB of online storage** option – simply click on the blue hypertext link

Please read the webpage to familiarise yourself with the benefits of accessing Microsoft office 365. Follow the instructions to downloading

## Microsoft Office 365



As a Unisa student, you now get access to Microsoft Office 365 and 1TB of online storage, free of charge!

What is Microsoft Office 365?

Microsoft Office 365 is an integrated service that provides you with access to a set of Microsoft tools. It's made up of Microsoft Office 2016 (Pro Plus) and many other tools on the Office 365 portal.

How will Microsoft Office 365 benefit me?

- **Office 2016 (Pro Plus):** Microsoft Office 2016 (Pro Plus) includes familiar software such as Word, PowerPoint, Excel and OneDrive. These can be installed on three devices (eg laptop, tablet, smartphone). With fully installed versions of these Office desktop apps, you can even work on documents when you're offline.
- **OneDrive gives you 1TB of online storage:** With Office 365, you have the perfect place to store all your personal files. From photographs, movies, to your Unisa assignments, you'll be able to save it all. All your files will be stored online, which means that you'll be able to access them anytime, anywhere, by logging in to your 365 account using your Unisa myLife e-mail address and password.

How can I access Microsoft Office 365?

To download Microsoft Office 365 to a laptop

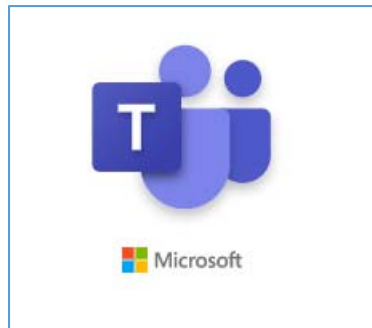
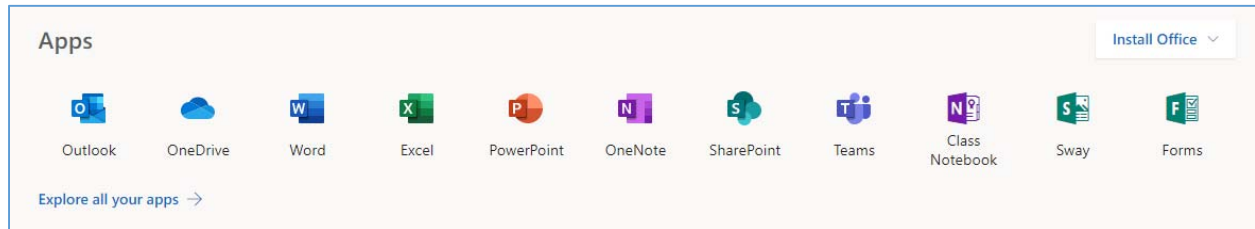
- Visit <http://portal.office.com>.
- Sign in with your Unisa myLife e-mail address and your myUnisa / my Life password.
- Click "Install Office 2016".
- Use your Unisa myLife e-mail address and your myUnisa / myLife password to unlock your 1TB cloud storage.

To download Microsoft Office 365 to a tablet or cellphone

- Go to the Play Store, App-store or Windows Store on your cellphone or tablet.
- Download the OneDrive, OneNote and Word app from the Play Store, App-store or Windows Store.
- Make sure you use the "sign-in" option.
- Use your Unisa myLife e-mail address and your myUnisa / myLife password to unlock your 1TB cloud storage.

**You're now ready to use OneDrive - upload your documents, pictures and more today!**

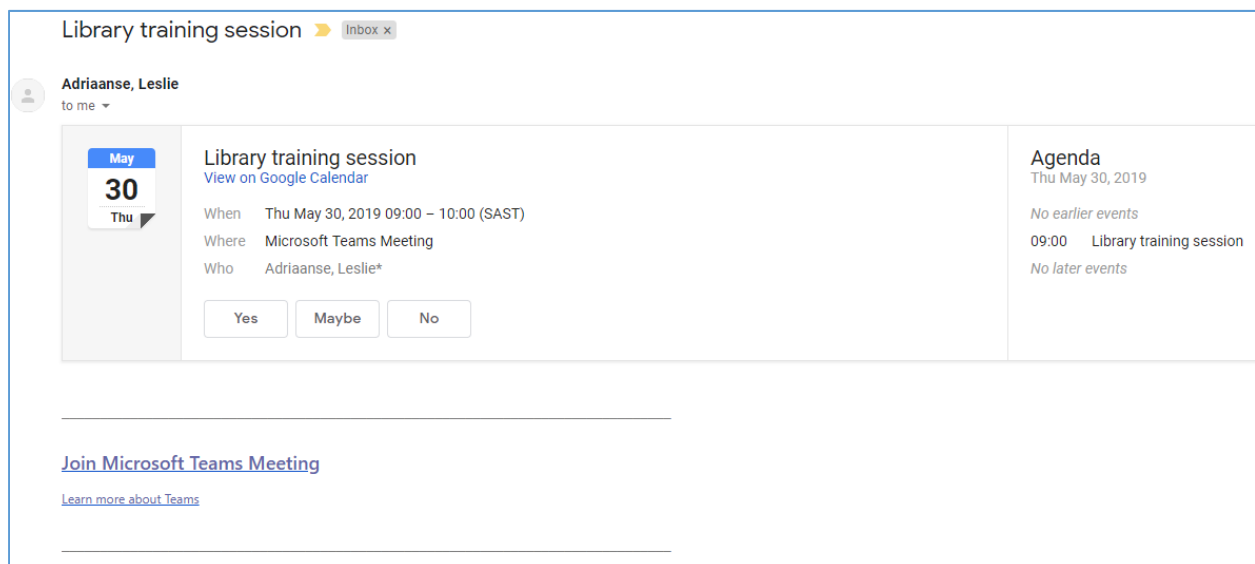
6. Select the MS Teams icon from the MS selection – click on the link to access MS Teams



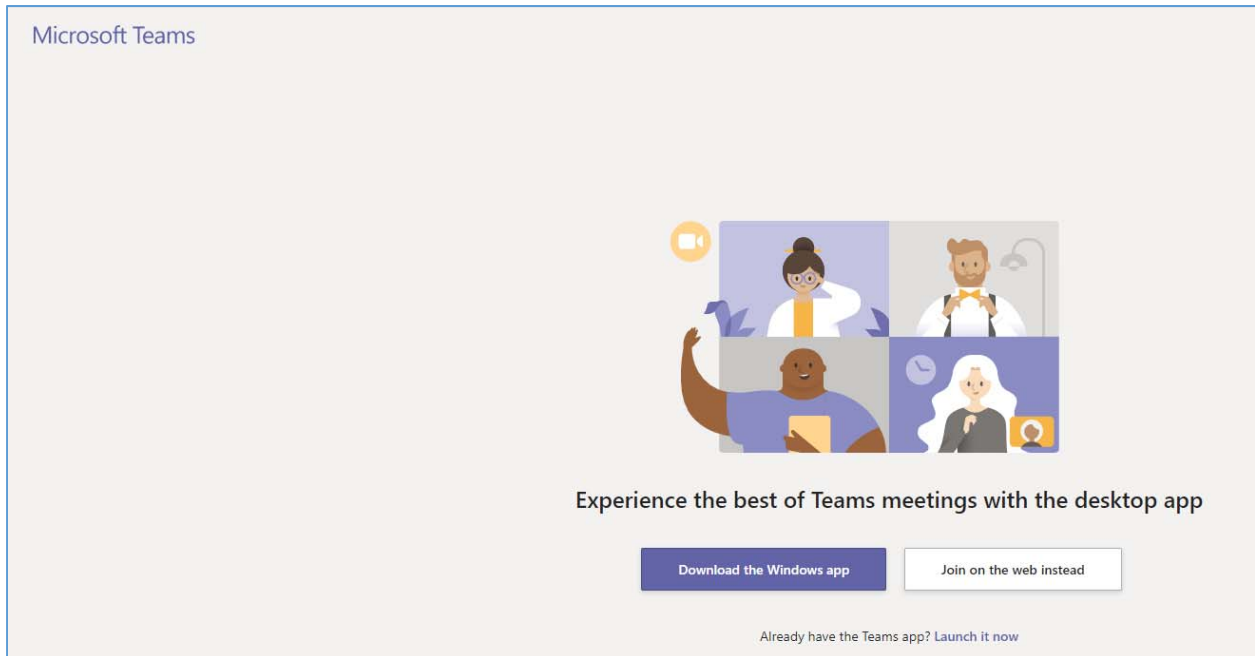
7. Follow the instructions for downloading and access to MS Teams

### **Now to join a meeting...**

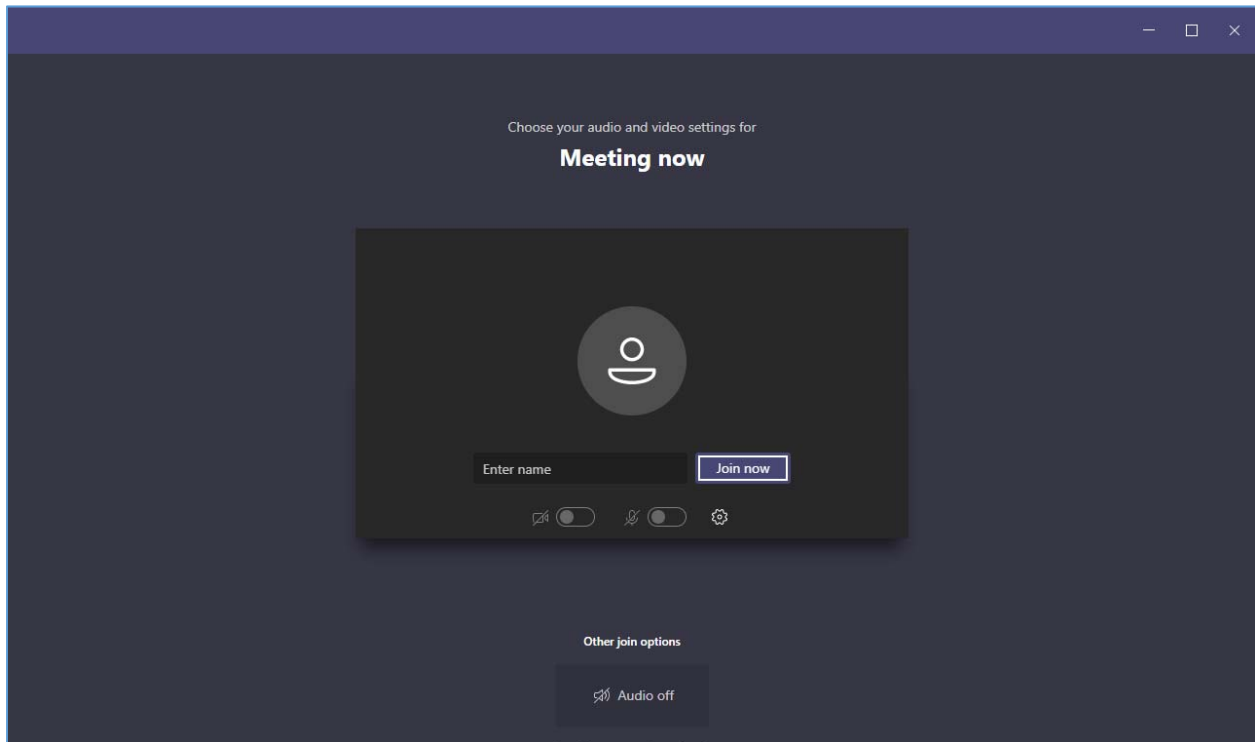
8. Access the invite to the meeting from your email.
9. Click on the Join Microsoft Teams Meeting blue hypertext link– see example below



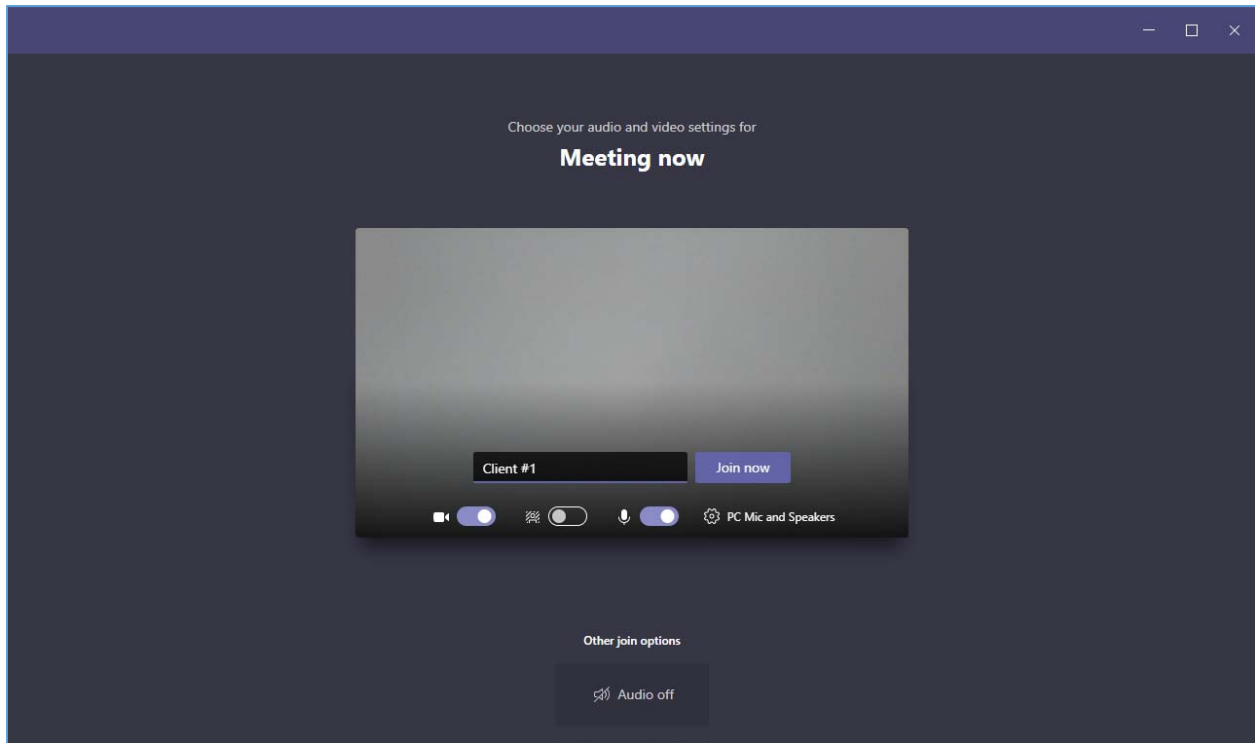
10. Select the Join on the Web instead (if you have already downloaded MS Teams)



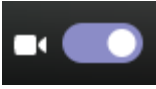



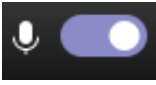

11. Click on the Join now – see example below



## 12. Setting video, screen and audio

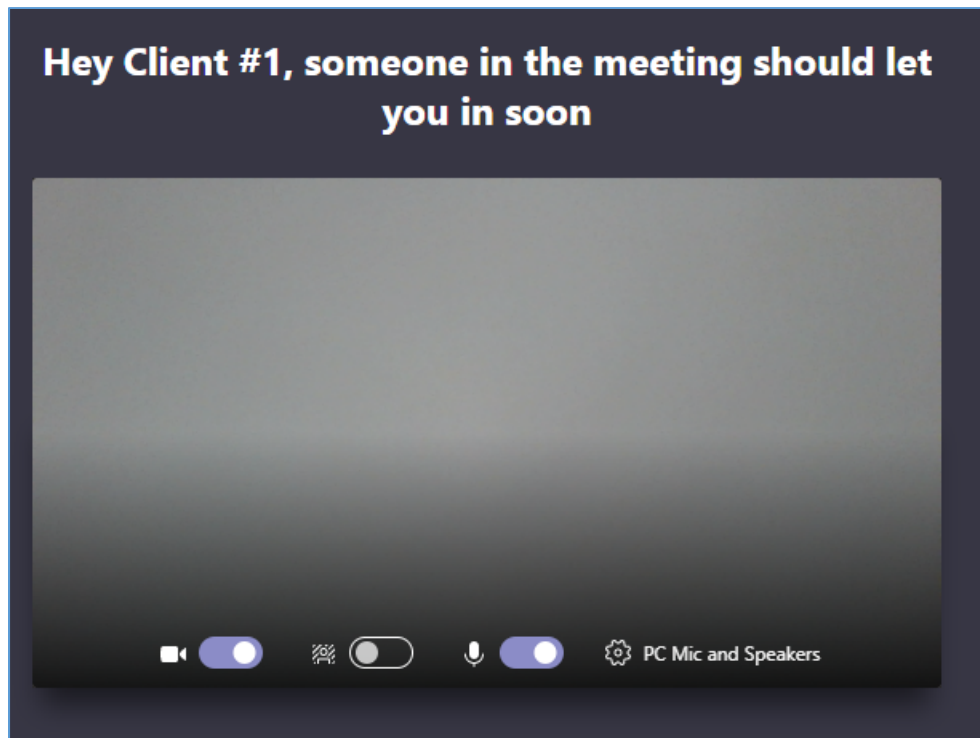


Set the following:

- Video  = I can see you  = I can't see you
- Screen  = I can see your screen  = I cannot see your screen
- Audio  = I can hear you  = I cannot hear you

Ideally – I want to see your screen and hear you. If you allow access to your screen I can guide you where to click and go therefore the ideal settings for video, screen and audio would look like example below.

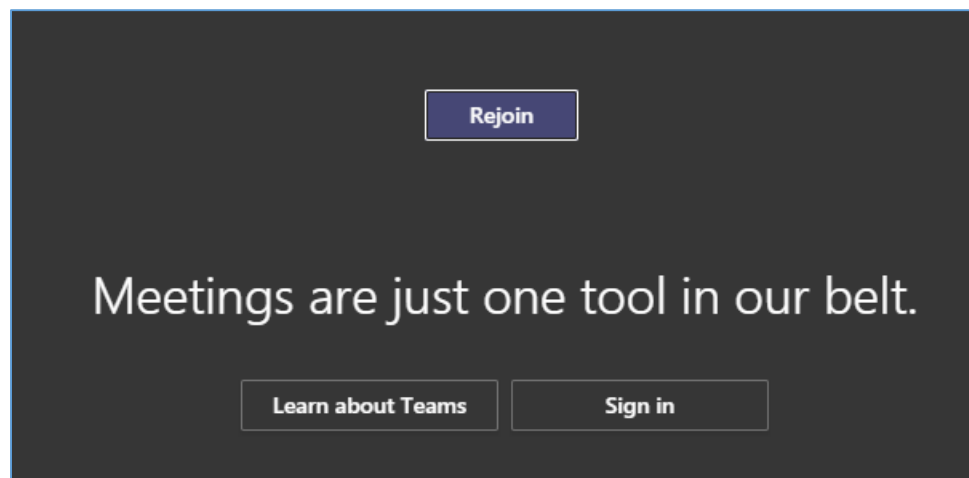




13. Wait for meeting to start

You will see the following message – see above screen print. Wait to be allowed into meeting session by the person arranging it.

Should you somehow be “dropped” from session, simply rejoin – see above.



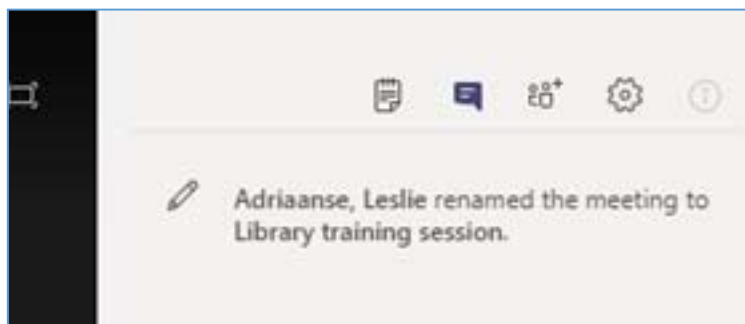
## Participating in the MS Teams meeting...

14. You can now follow and participate in the meeting via MS Teams.

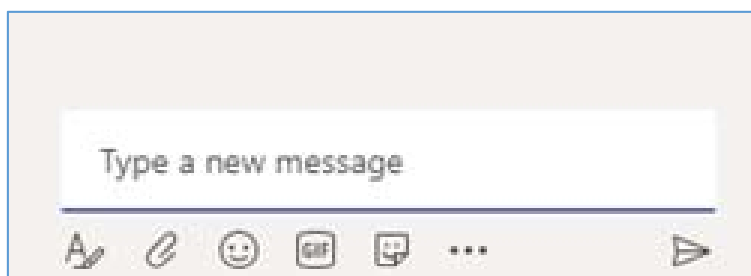
Once the presenter shares their screen, you should be able to see either their Desktop (for live demo) or the powerpoint presentation – see below as example.



Please notice the dialog screen to your right. This allows you as meeting participant to interact with the presenter apart from audio.



**Chat functionality where you can type the presenter a message during the training. The presenter can answer your query or question or remark via chat function.**



## Ending a MS Teams meeting...

15. You can now end in the meeting via MS Teams by simply clicking on



Remember, you can rejoin the meeting while the meeting is in session.