

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 homepage with a navigation bar at the top. The 'Student Support & Regions' menu item is highlighted. Below the navigation bar, there's a breadcrumb trail 'Home / Student Support & Regions'. On the left, there's a sidebar with links like 'Regional centres', 'Student Policies & Rules', 'Student Support', 'Tuition Support', 'Tutorial schedules', 'First-year experience at Unisa', 'Counselling and career development', and 'Study @ Unisa'. The main content area is titled 'Student Support' and contains a paragraph about distance learning. Below that is a section titled 'Regions' with a link to 'Eastern Cape' and a note to visit a Unisa regional centre. The URL in the browser is <https://www.unisa.ac.za/studentsupportregions>.

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

The screenshot shows the 'Prepare for study success' section of the Study @ Unisa website. It features four cards with the following text and icons:

- ASSESS YOURSELF (SHADOWMATCH®)**: An icon of a stylized eye inside a circle with concentric rings.
- FIRST YEAR STUDENT JOURNEY**: An icon of a chevron shape with the letters 'FYE' in the center.
- MAKE SPACE IN YOUR LIFE**: An icon of a pie chart divided into three segments.
- CONNECT ONLINE**: An icon of a hand holding a stylized pencil or connection line.

The URL in the browser is <https://www.unisa.ac.za/study@unisa/prepare-for-study-success>.

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

NOW AVAILABLE TO ALL UNISA STUDENTS

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

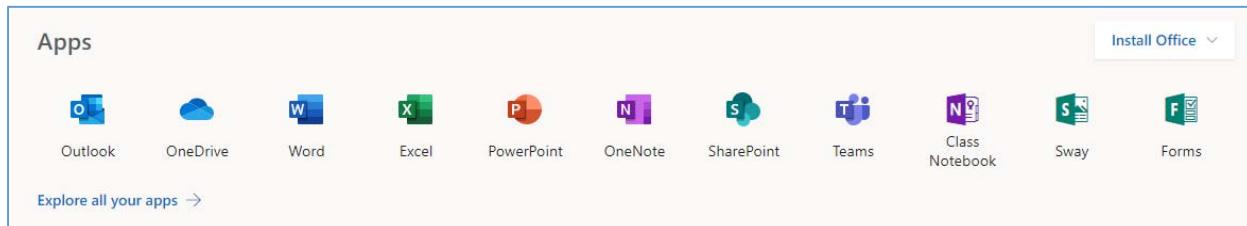
- Visit <http://portal.office.com>.
- Sign in with your Unisa myLife e-mail address and your myUnisa / my Life password.
- Click "Install Office 2016".
- Use your Unisa myLife e-mail address and your myUnisa / myLife password to unlock your 1TB cloud storage.

To download Microsoft Office 365 to a tablet or cellphone

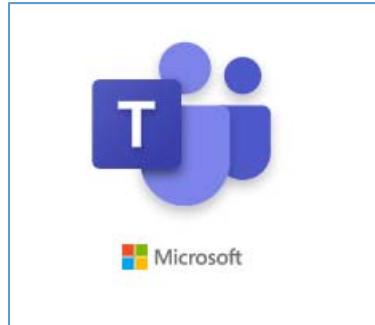
- Go to the Play Store, App-store or Windows Store on your cellphone or tablet.
- Download the OneDrive, OneNote and Word app from the Play Store, App-store or Windows Store.
- Make sure you use the "sign-in" option.
- Use your Unisa myLife e-mail address and your myUnisa / myLife password to unlock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



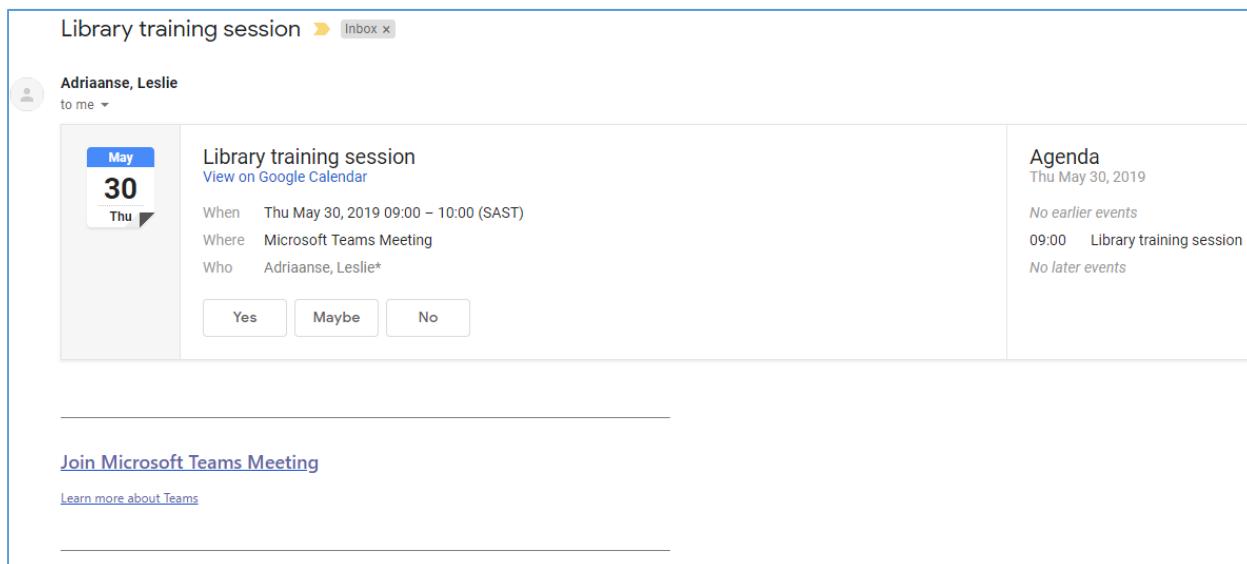
The screenshot shows the Microsoft Office 365 Apps screen. At the top, there's a navigation bar with "Apps" on the left and "Install Office" with a dropdown arrow on the right. Below the navigation bar is a row of icons for various Microsoft apps: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. Underneath this row, there's a blue link that says "Explore all your apps →".



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

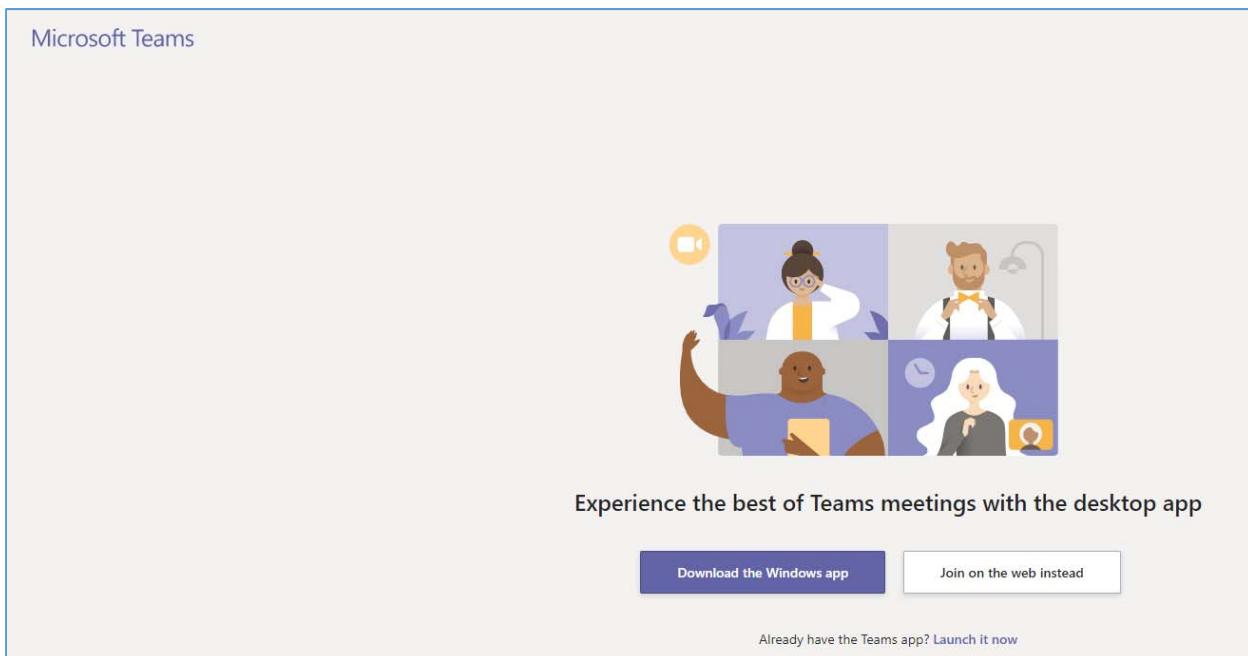
Now to join a meeting...

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

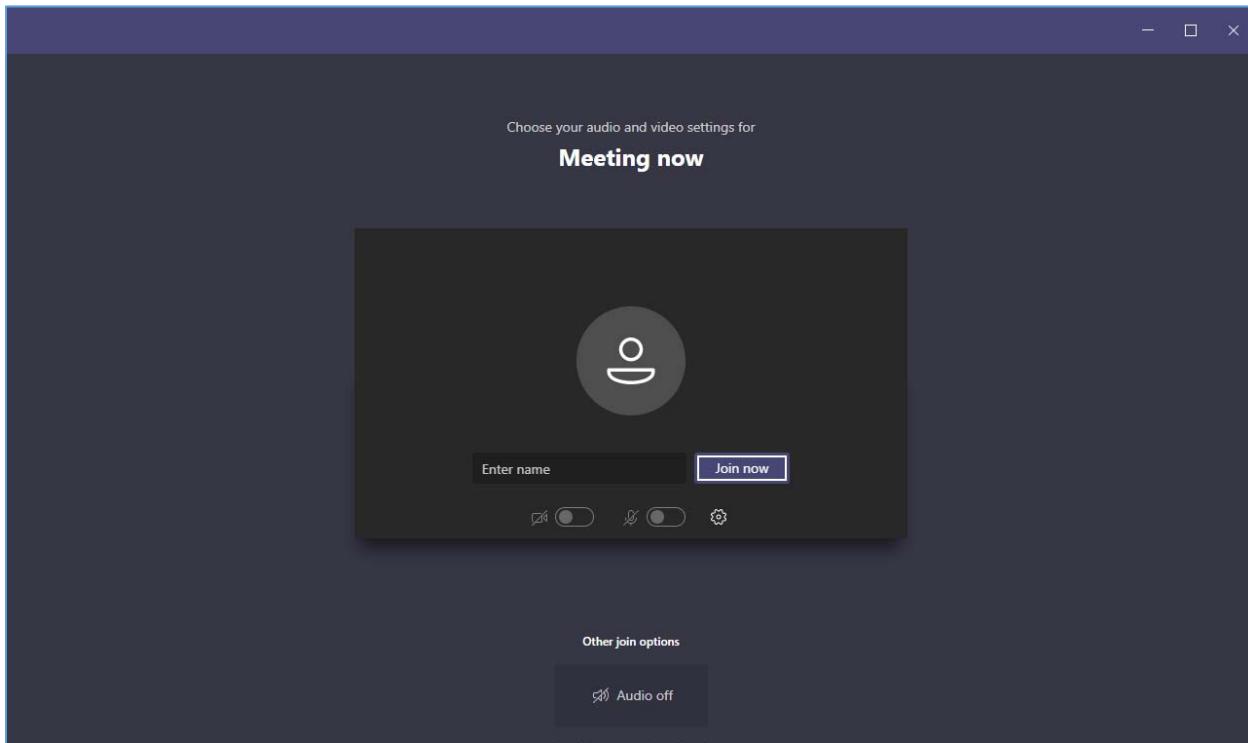


The screenshot shows an email invitation for a "Library training session" scheduled for May 30, 2019, at 09:00 (SAST). The invitation is sent to Adriaanse, Leslie. The email includes a calendar invite card with details about the meeting, including the date, time, location (Microsoft Teams Meeting), and attendees. It also includes three response buttons: "Yes", "Maybe", and "No". Below the calendar card, there are links to "Join Microsoft Teams Meeting" and "Learn more about Teams".

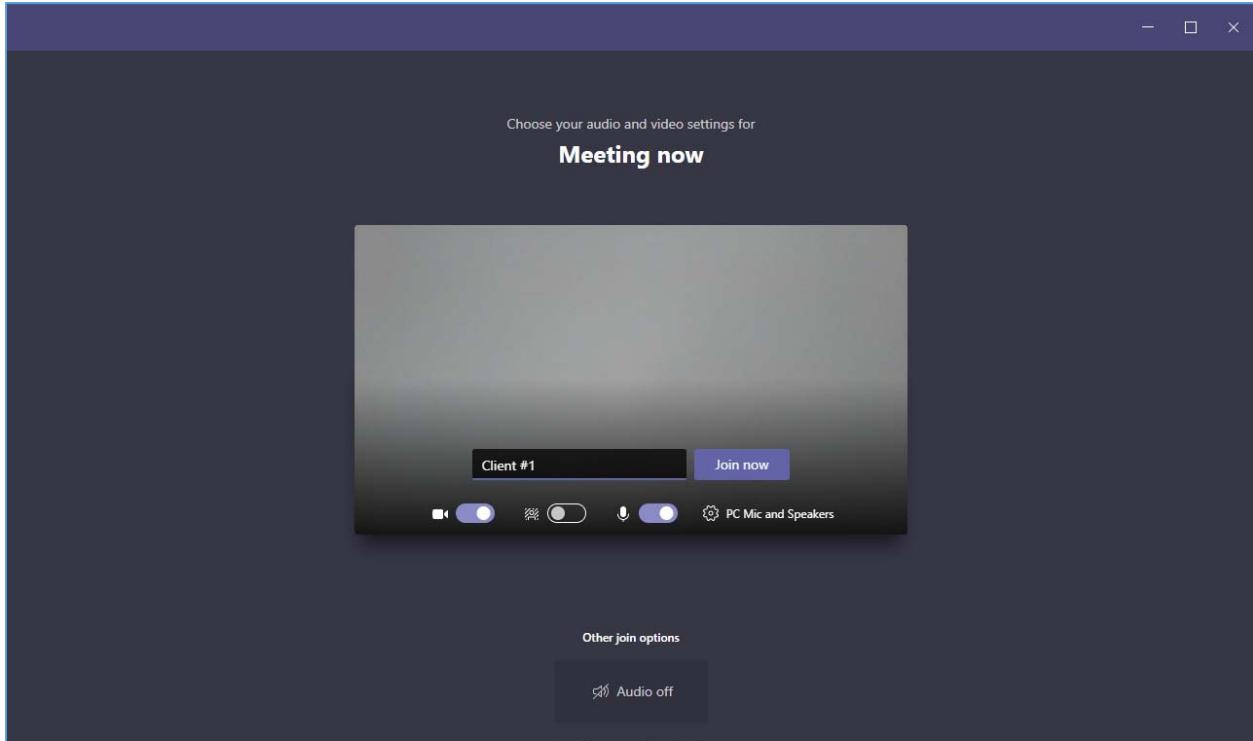
10. Select the Join on the Web instead (if you have already downloaded MS Teams)



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.



Hey Client #1, someone in the meeting should let you in soon



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.

Rejoin

Meetings are just one tool in our belt.

[Learn about Teams](#)

[Sign in](#)

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.

A screenshot of the Microsoft Teams chat interface. It shows a message from Leslie Adriaanse stating that the meeting was renamed to "Library training session". The interface includes standard messaging icons like a pen, a speech bubble, and a gear.

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.

A screenshot of the Microsoft Teams message input field. It features a text box with the placeholder "Type a new message" and a row of message composition icons including a font style icon, a link icon, a smiley face icon, a GIF icon, a file icon, an ellipsis, and a send arrow icon.

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.

