

# Video Conferencing Using Microsoft Teams

# **Table of Contents**

1. Setting up Online Class	3
2. Download & Upload Recorded Lectures	8
2.1 Uploading Recorded Lectures to One Drive	9
2.2 Sharing Video Lectures using WeTransfer	12

# **1. Setting up Online Class**

- 1- Log into Microsoft Office 365 using IBA email credentials
- 2- Click on Application button and then select Microsoft Teams



3- Click the button Join or Create Team.

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$\leftarrow \   \rightarrow$	C 🔒 teams.microsoft.com/_#/school	ol//?ctx=teamsGrid		☆ 😖 :
	Microsoft Teams 🛛	Search for or type	a command	
Activity	Teams			හී <sup>+</sup> Join or create team
E Chat	▼ Your teams			
iii Teams				
Assignments				
Calendar	Test Course	Introduction to Microsoft Teams (Spring 2020)	communication	Demo at Board Room

- 4- Now Click Create Team button.
- 5- Select Class.

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6- Type the Class Name (e.g. Intro. To Computer Applications (Class: 5948) – Spring 2020)

Microsoft Teams			
Join or create a tea	n	Search teams Q	
	Create your team		
	Teachers are owners of class teams and students participate as members. Each class team allows yo		
	to create assignments and quizzes, record student feedback, and give your students a private space notes in Class Notebook.		
Create a team	Name	test team for stduents Public	
	Intro. To Computer Applications (Class: 5948) – Spring 2020	)	
Bring everyone together and ge	Description (optional)		
	Create a team using an existing team as a template		
	Cancel Next		

- 7- Press Next
- 8- Now Press skip button to skip the addition of members to your class at this moment.
- 9- Clicking skip button will take you to the main interface of the class as show below.
- 10- Click the Video button to start your Online Class.

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- 11- After Clicking Video button, your Web browser might ask you to allow your Camera and Microphone access. Press the allow button to continue.
- 12-Now Type the title of your lecture and press the button Meet Now.



13- On clicking Meet Now, you will be able to start your Video Lecture.

14- To share this video conferencing link with your student, click on copy link button as shown in the image below. (This button usually appears after 5-10 seconds)



15-Once the link is copied, you can share this link with your students through Announcement option of LMS or through your email account. (You just need to press Control + V to paste it). Link will be pasted as shown in the below screenshot.

IBA Business Administration Karachi	
🖀 Home 🗸 🛛 Admin	istration Workspace 💙 SAKAI DEMO (Class: Test ) - Fall Semester 💙
E Overview	
Syllabus	View Add Merge Reorder Options Permissions
Announcements	Post Announcement
Resources	Complete the form, then choose the appropriate button at the bottom.
Assignments	Required items marked with a *
☑ Tests & Quizzes	
	* Announcement title
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Assignment 1	?   @ Source   目   ※ 凸 箇 箇   龠 죄   ← →   ♀ \$\$   厚 I <sub>x</sub>   這 ≔   非 非 ?? 以
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🛋 Quiz2	Join Microsoft Teams Meeting
Testing	Learn more about Teams
	«

- 16- Using the shared link, all your students will be able to join your class without even logging into their email account.
- 17- You can also record your Video Conference by clicking **Start Recording** button as shown in the screenshot below.



18- You can also share your desktop screen to show any document or power point presentation using share screen button as shown in the screenshot below.



## 2. Download & Upload Recorded Lectures

 If you wish to share your recorded lectures with your students then go to the main interface of your class and click the setting button on your recorded video and then select the option **Open in Microsoft Stream** as shown in the screenshot below. (Video is available after few minutes depending on the duration of the lecture).

	Microsoft Teams	<u></u>	Search or type a	command			
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	General		Uplo	ad Class Materials	Set up Class Notebook		
E Colendar							
e		855	Muhammad Shabbir / Senior Software Quality				
calle		255	Muhammad Shabbir / Senior Software Quality	Assurance Engineer changed team desc	ription.		
		ĝ	Lecture 1 - Introduction to MS Office				
			← Reply	Open in Microsoft Street	am		
				≪ <sub>9</sub> Share			
		Q	testing ended: 5m 47s	Get link     Make this a tab		۰ 🔁	
			← Reply	<ol> <li>Learn more</li> </ol>			
		ğı	Lecture 1 started	A Report a problem			
			- Collapse all	Company recording po	licy		
			Linkovs 1 Me Mercenter Marcel Marcel Marcel Marcel Marcel Marc	eting orded by: Muhammad Shab			
B			QI Meeting ended: 43s				
Apps			€ <sup>2</sup> Reply			Stay in the know. T desktop notificatio	
() Help			Start a new conversation. Type @ to m	ention someone.		desktop notificatio	ins.
¢			40000000			Turn on	Dismiss

2. After clicking Open in Microsoft Stream link, a new tab will open with your recorded video from where you can download your recorded lecture(s).



You can share your recorded lectures using Youtube, OneDrive, WeTransfer etc.

## 2.1 Uploading Recorded Lectures to One Drive

 To Upload recordings, log into your IBA email account on Office 365 and select One Drive from app launcher.



 Click on Upload and then select file option to select files from your computer drive that needs to be uploaded to One Drive.

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	OneDrive	-			<u>\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ </u>			
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Ø	Recycle bin		Attachments		March 29, 2017	Muhammad Shabt	1 item	Private
Sha	red libraries		👱 Email attachr	nents	June 11, 2015	Muhammad Shabb	3 items	R <sup>Q</sup> Shared
π	Intro. To Computer Ap		📜 Email attachr	nents 1	February 5, 2016	Muhammad Shabb	6 items	Private
_	Introduction to AI (Spr		Notebooks		June 12, 2015	Muhammad Shabt	1 item	Private
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_	Demo Session MS Tea Demo at Board Room		Spring 2019		March 15, 2019	Muhammad Shabt	2 items	Private
м	Introduction to Micros		▶ 00001.mp4		March 18	Muhammad Shabt	482 MB	R <sup>R</sup> Shared
	Create shared library		▶ 00002.mp4		March 18	Muhammad Shabk	427 MB	R <sup>R</sup> Shared

 To check the progress of uploading, click on uploading item(s) button as shown in the screenshot below.

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Files				15.9 MB/85.2 MB	
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	Attachments	March 29, 2017	Muhammad Shabł 1 item		
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	Email attachments 1	February 5, 2016	Muhammad Shabt 6 items		
	Notebooks	June 12, 2015	Muhammad Shabt 1 item		
	Shared with Everyone	June 11, 2015	Muhammad Shabt 0 items		

 Once the file is uploaded successfully, you can share it by pressing more settings icon on your selected file and select the **Share** option from the menu as shown in the screenshot below.

Search everything	🔄 Share 👁 Copy link 🚽 Download 🛅 Dele	te 📫 Rename 🗄 Mov	e to 🚹 Copy to \cdots	ļ≓ Sort ∨	$\times$ 1 selected $\equiv \vee$ (
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M Introduction to Micros	Power BI Testing May, 2019.xlsx	Rename	ad Shabt 9.11 KB	Private	
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Get the OneDrive apps 💦 🖕					

• Now click on Copy Link button to generate a sharable link and close the window.

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Shared libraries	Add a message (optional)	A :	A few seconds	Muhammad Shabt	85.2 MB	Private
π Intro. To Computer Ap	Send		September 14,	Muhammad Shabt	19.2 KB	я <sup>я</sup> Shared
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_	Copy Link Outlook		March 20	Muhammad Shabł	41.9 MB	x <sup>R</sup> Shared
Demo Session MS Tea						

 Once the link has been copied, it can now be shared with your students through Resources/Announcement tool of LMS or through an email.



## 2.2 Sharing Video Lectures using WeTransfer

- 1- To share your Video using WeTransfer you can use this URL https://wetransfer.com/
- 2- Once you access this URL you will be able to see the option to upload your recorded lecture. Click on the + button to select your lecture file as shown in the screenshot below.



3- Once the file is uploaded successfully, you can click on **Get Link** button to generate the Video Link and share it with your students.



4- Link for your video lecture is generated as shown in the screenshot below. You can copy this link and share it with your students through email or LMS.



**Note:** The file uploaded on WeTransfer is deleted after 1 week and link will not be accessible for downloading.