

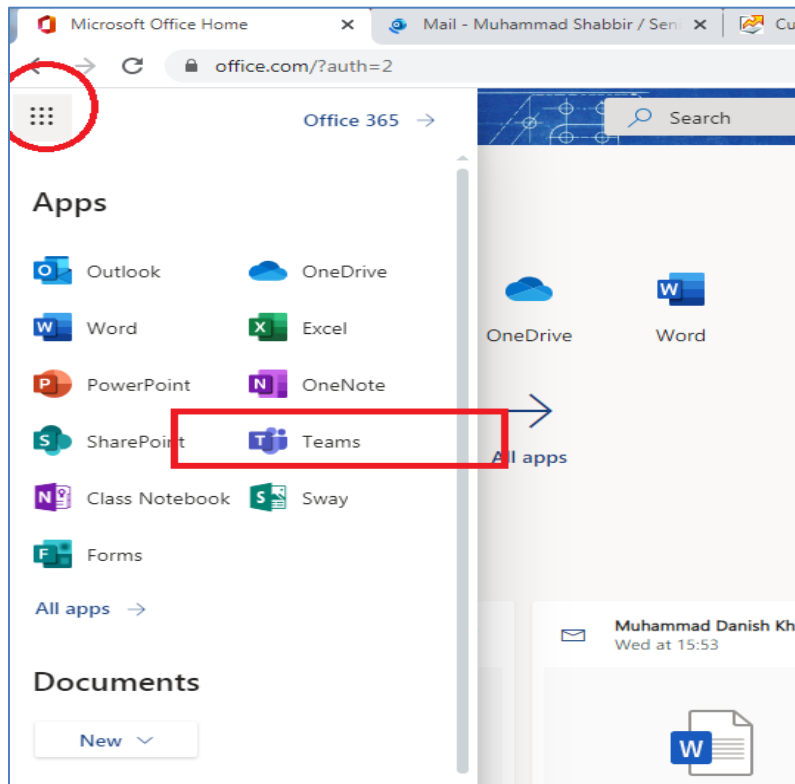
Video Conferencing Using Microsoft Teams

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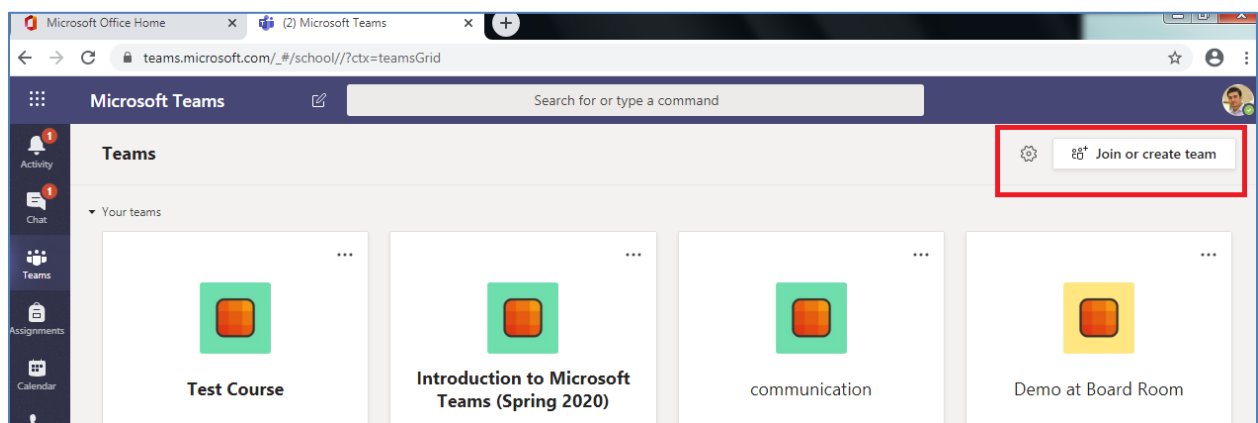
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1. Setting up Online Class

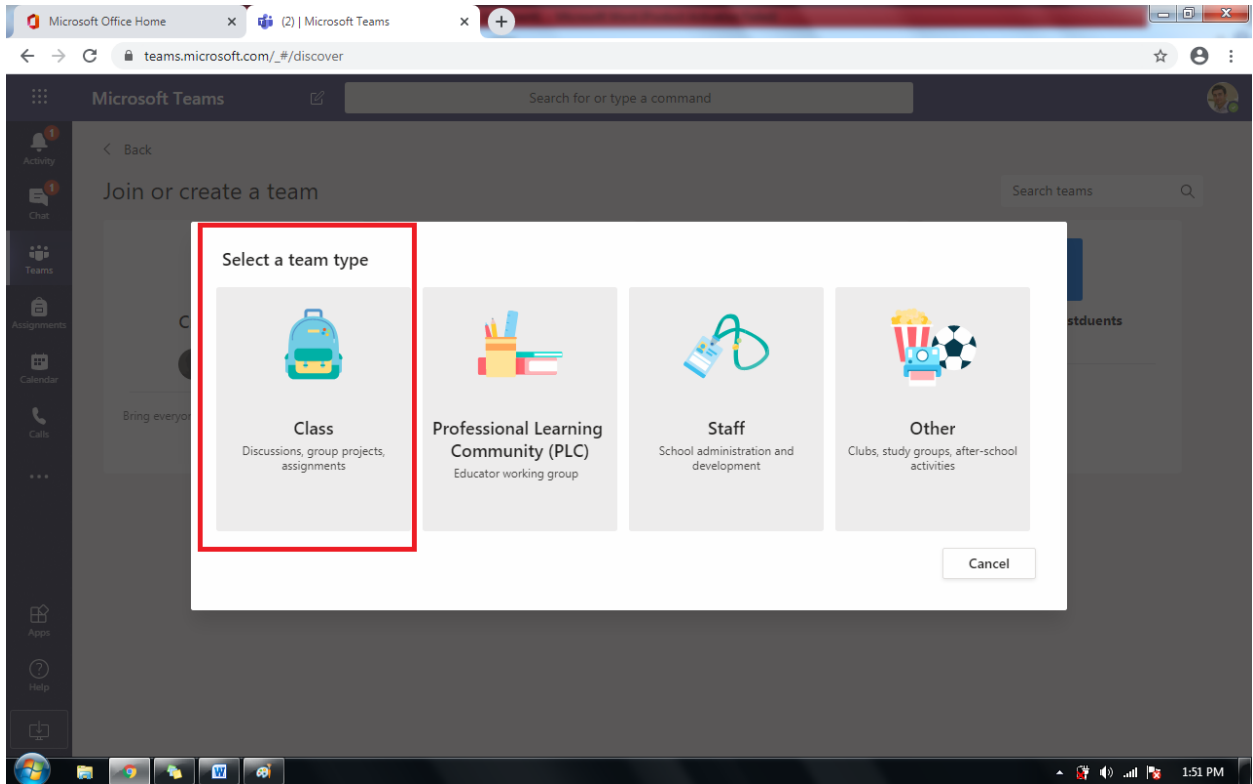
- 1- Log into Microsoft Office 365 using IBA email credentials
- 2- Click on Application button and then select Microsoft Teams



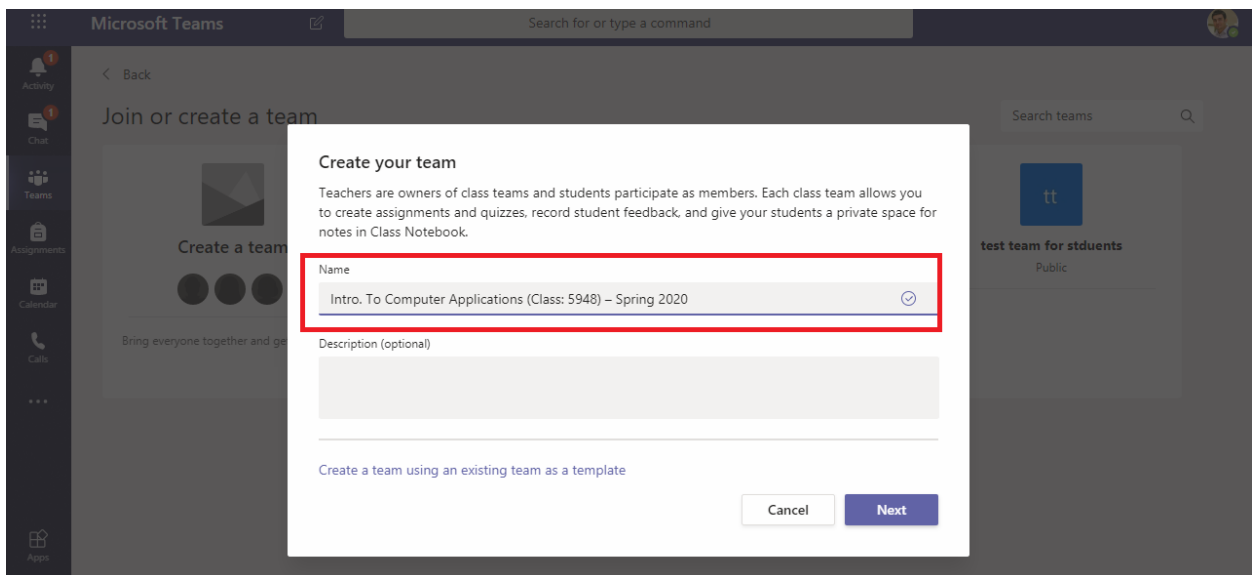
- 3- Click the button **Join or Create Team**.



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



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

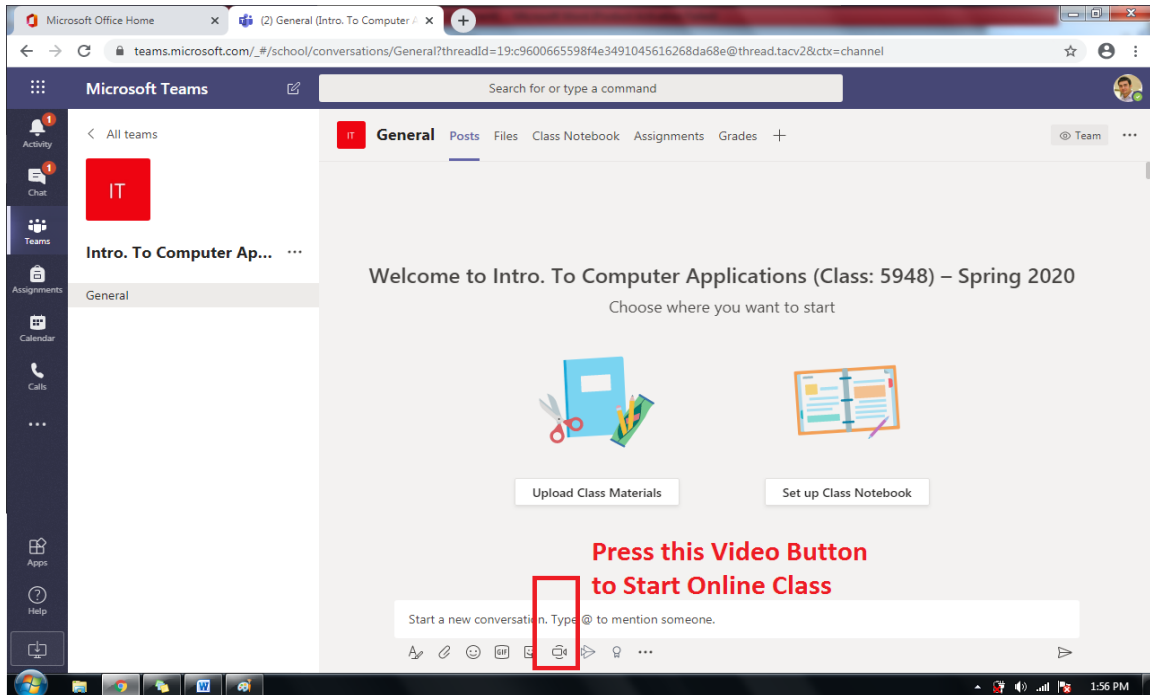


7- Press Next

8- Now Press skip button to skip the addition of members to your class at this moment.

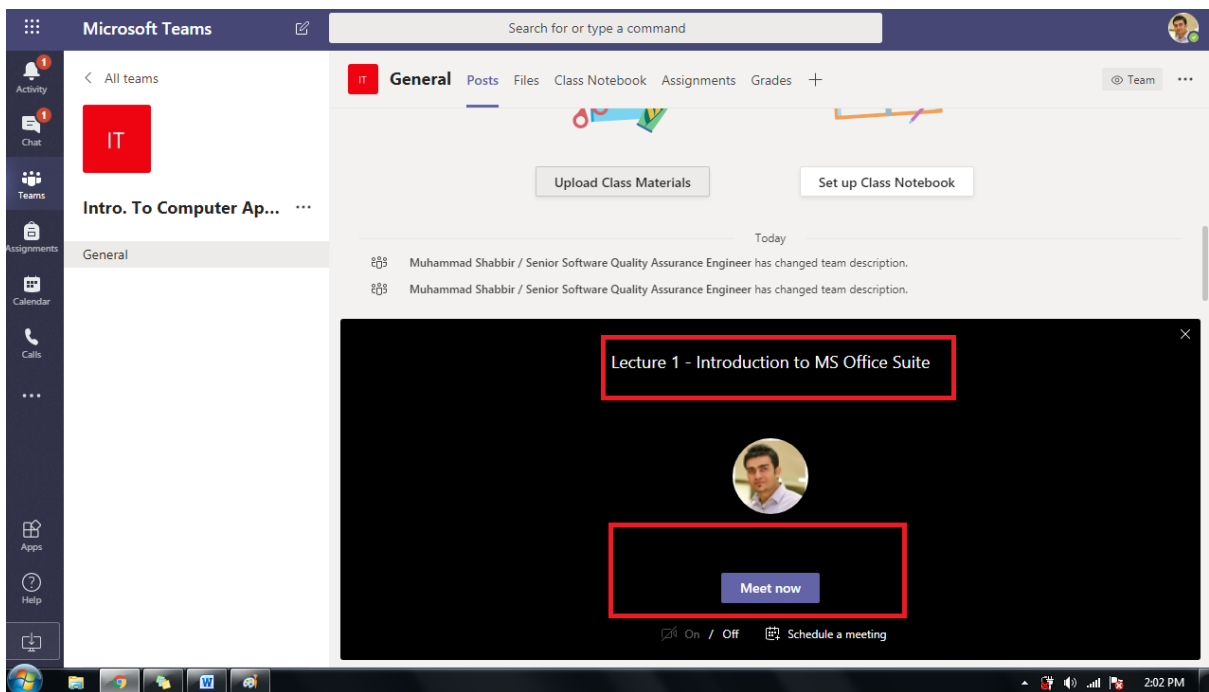
9- Clicking skip button will take you to the main interface of the class as show below.

10- Click the Video button to start your Online Class.



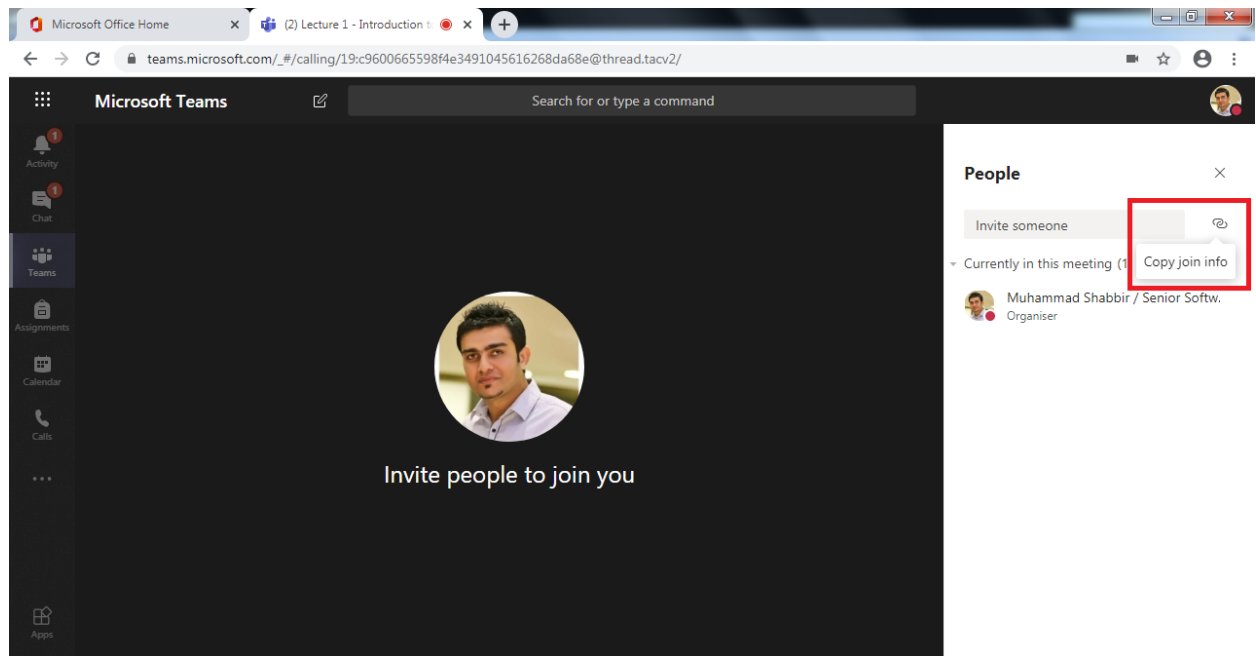
11- After Clicking Video button, your Web browser might ask you to allow your Camera and Microphone access. Press the allow button to continue.

12- Now Type the title of your lecture and press the button **Meet Now**.

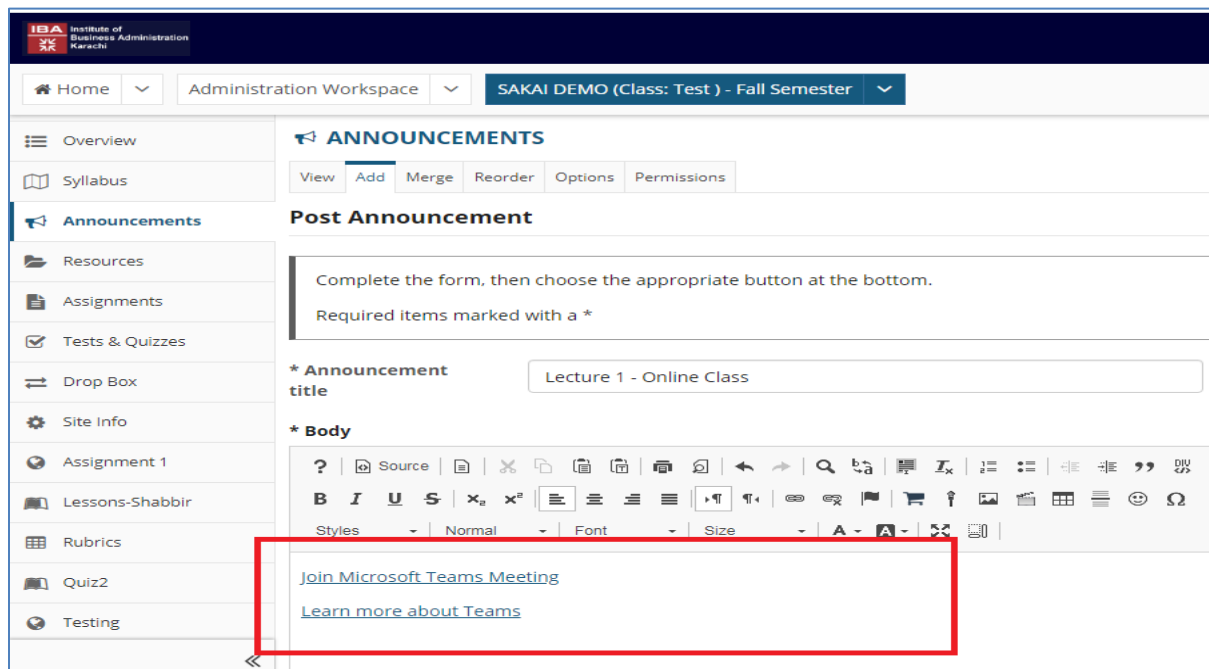


13- On clicking Meet Now, you will be able to start your Video Lecture.

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)

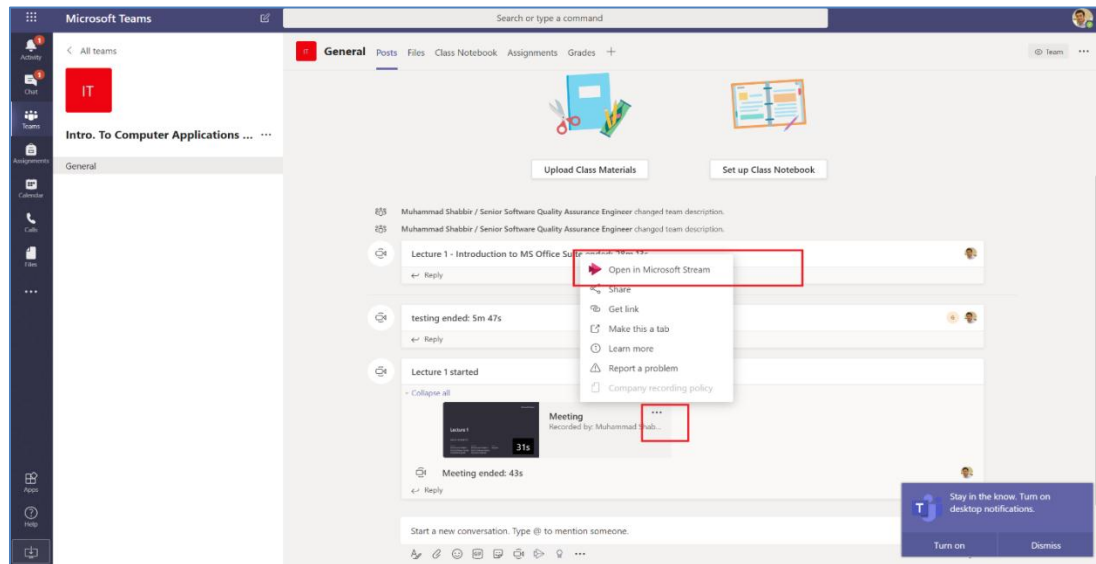


15- Once the link is copied, you can share this link with your students through Announcement option of LMS or through your email account. (You just need to press **Control + V** to paste it). Link will be pasted as shown in the below screenshot.

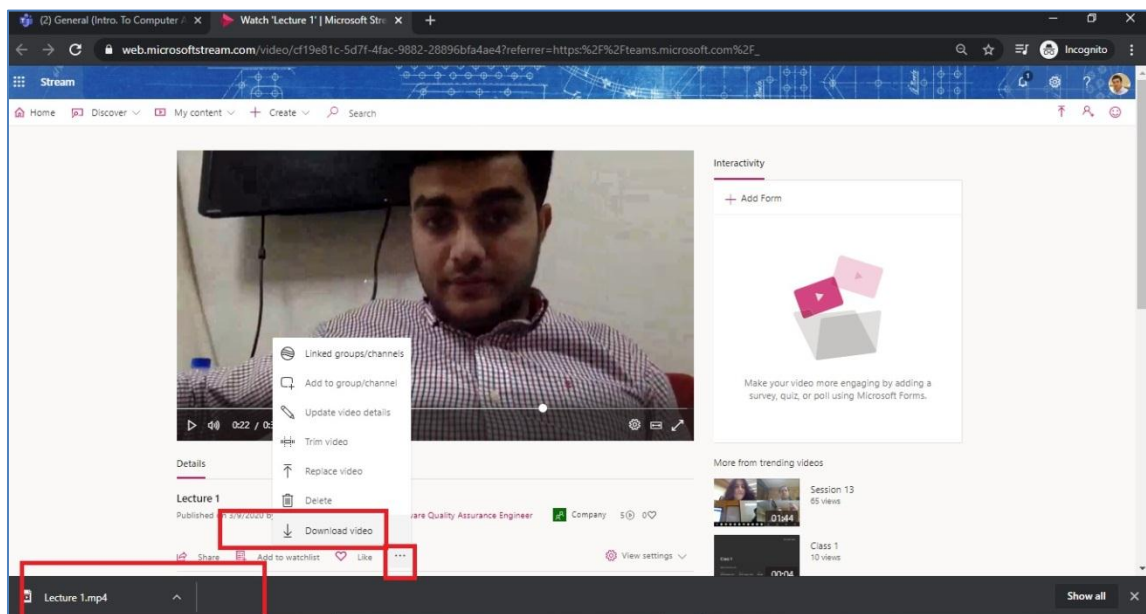


2. Download & Upload Recorded Lectures

1. 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).



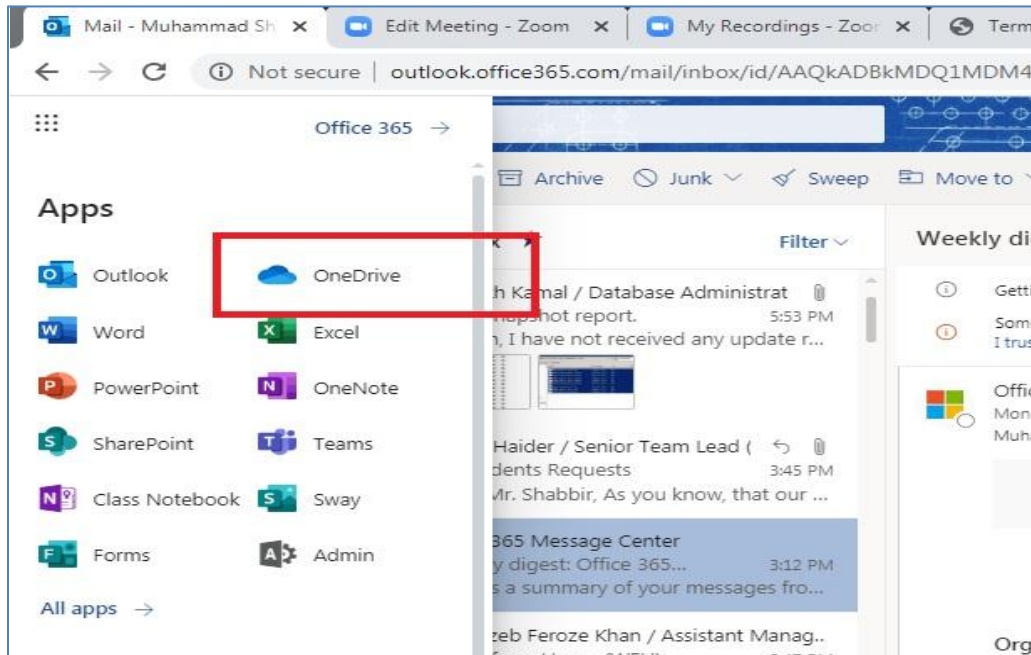
2. After clicking Open in Microsoft Stream link, a new tab will open with your recorded video from where you can download your recorded lecture(s).



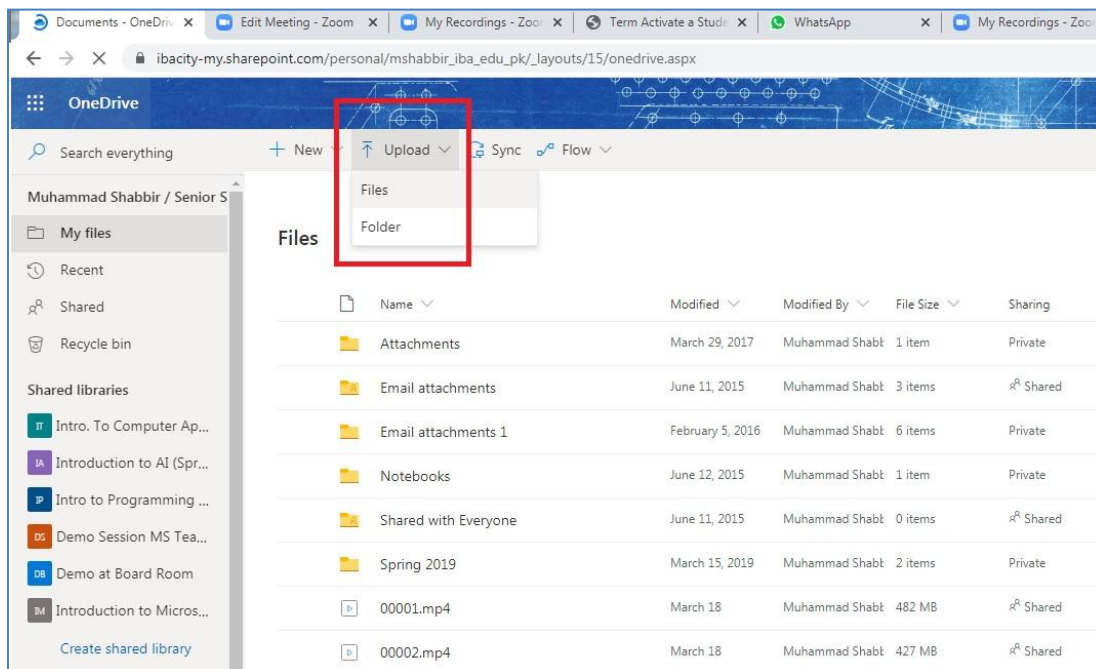
You can share your recorded lectures using Youtube, OneDrive, WeTransfer etc.

2.1 Uploading Recorded Lectures to One Drive

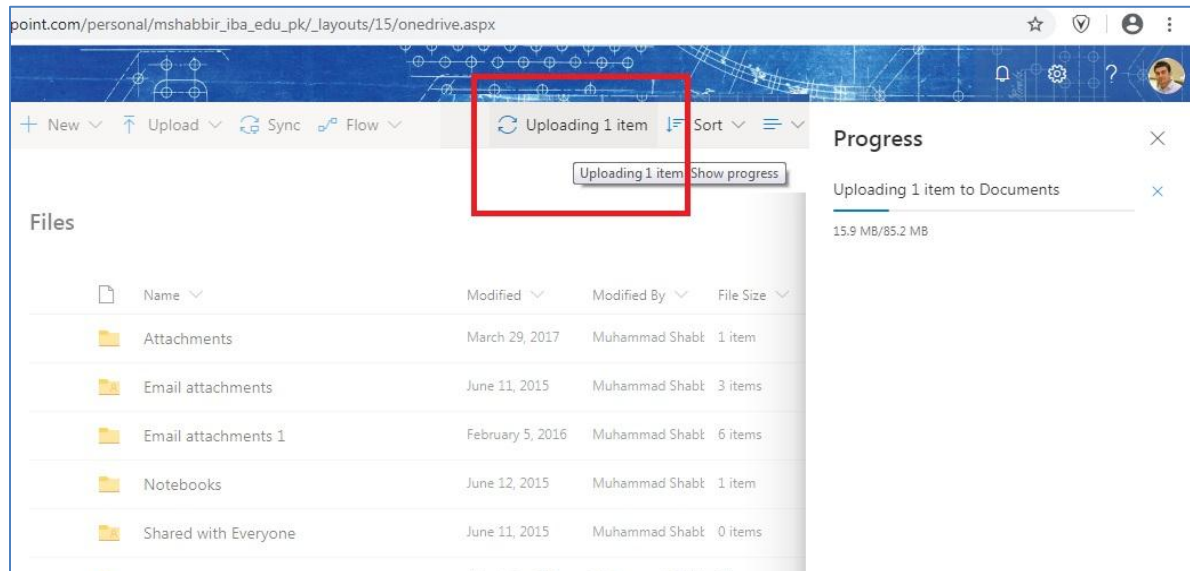
- To Upload recordings, log into your IBA email account on Office 365 and select One Drive from app launcher.



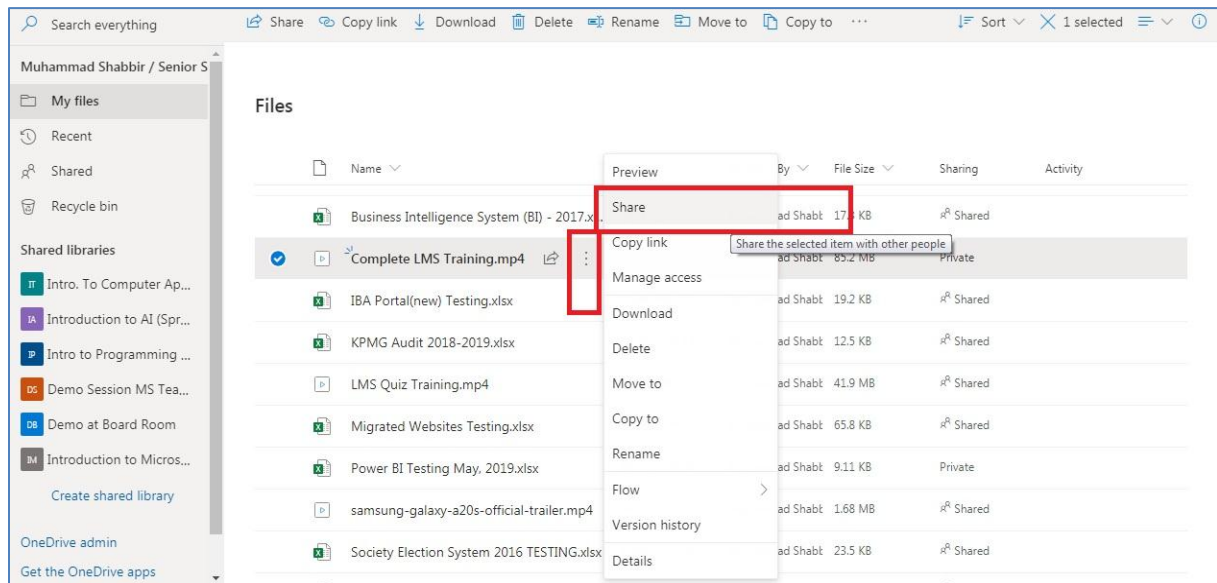
- Click on Upload and then select file option to select files from your computer drive that needs to be uploaded to One Drive.



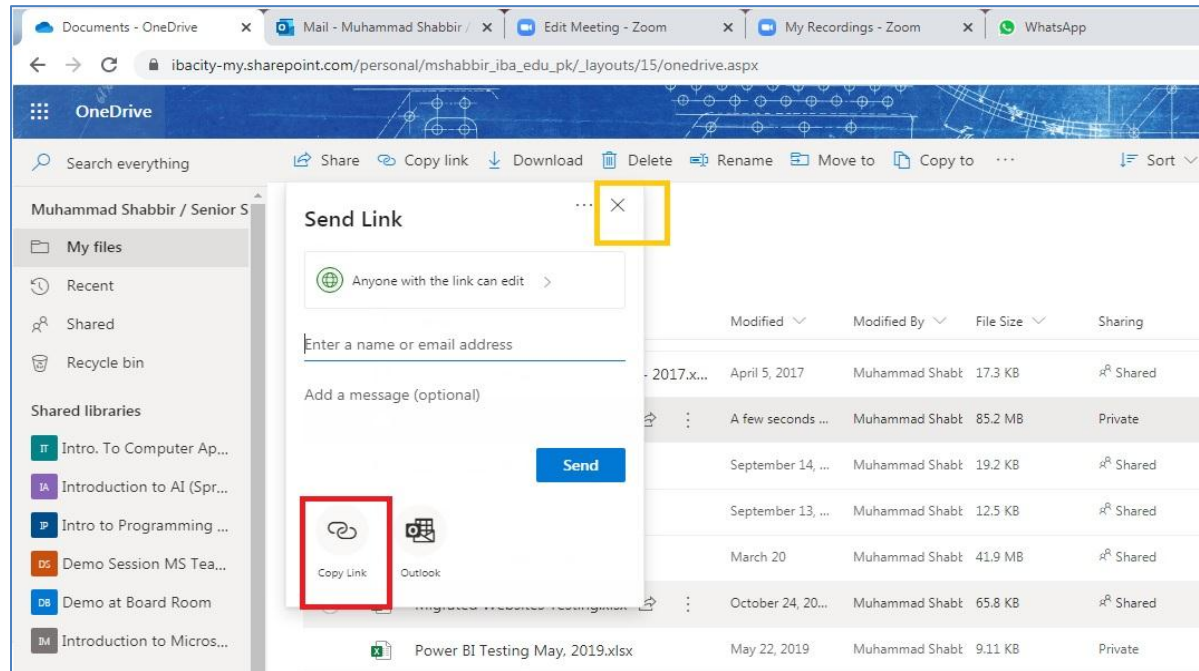
- To check the progress of uploading, click on uploading item(s) button as shown in the screenshot below.



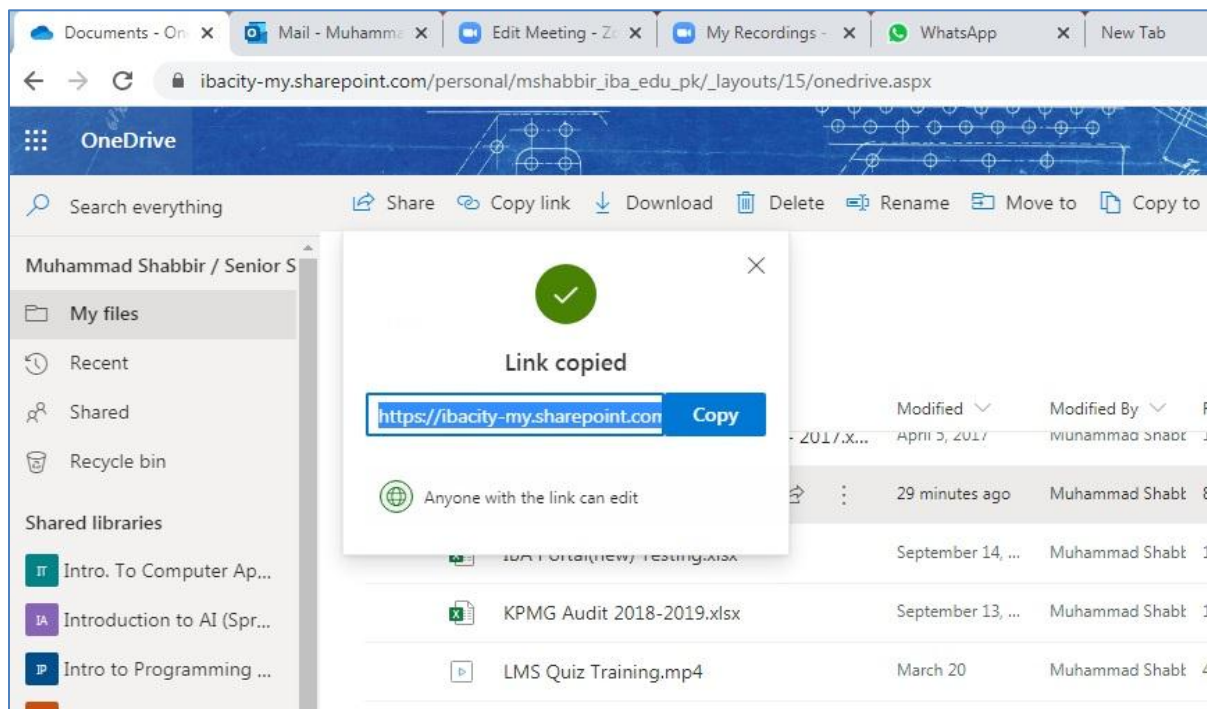
- Once the file is uploaded successfully, you can share it by pressing more settings icon on your selected file and select the **Share** option from the menu as shown in the screenshot below.



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

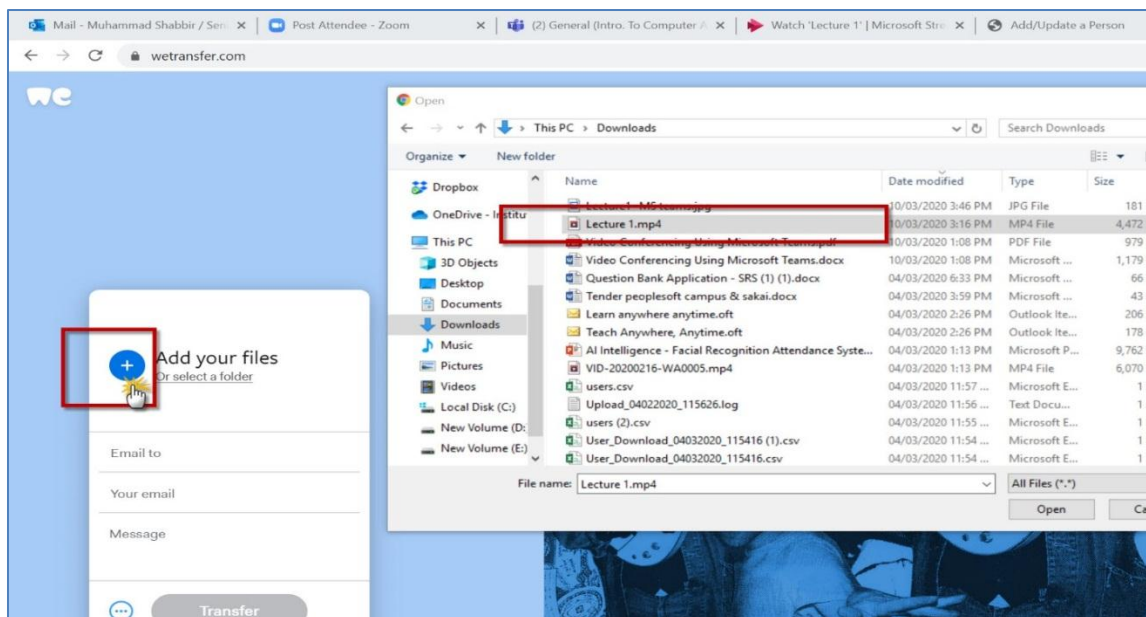


- Once the link has been copied, it can now be shared with your students through Resources/Announcement tool of LMS or through an email.

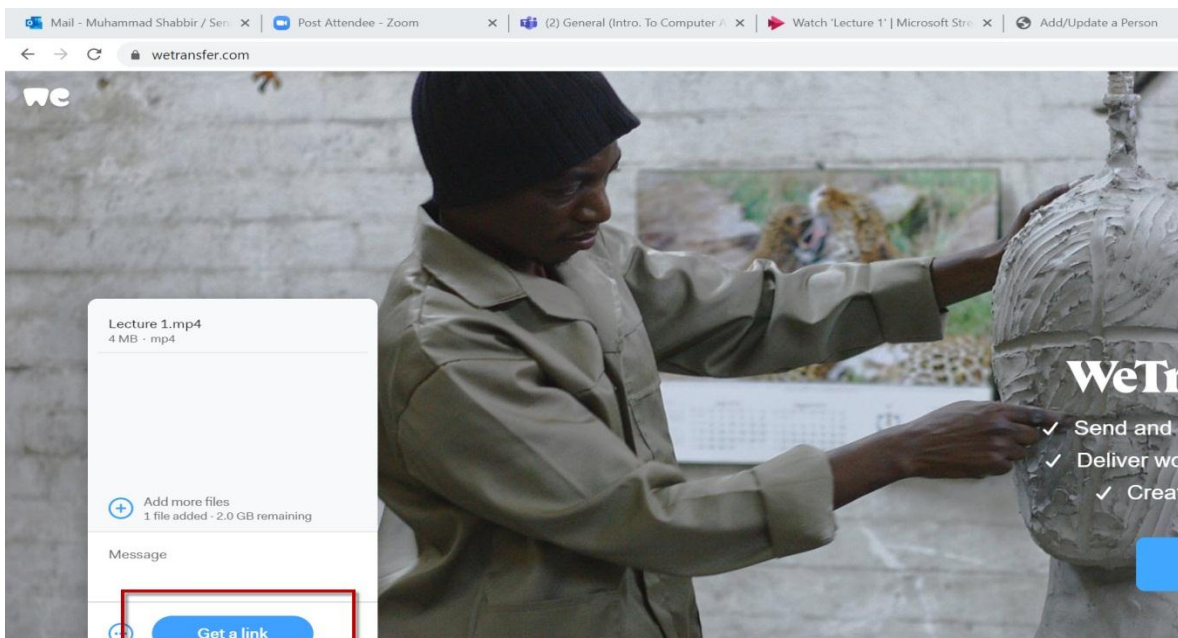


2.2 Sharing Video Lectures using WeTransfer

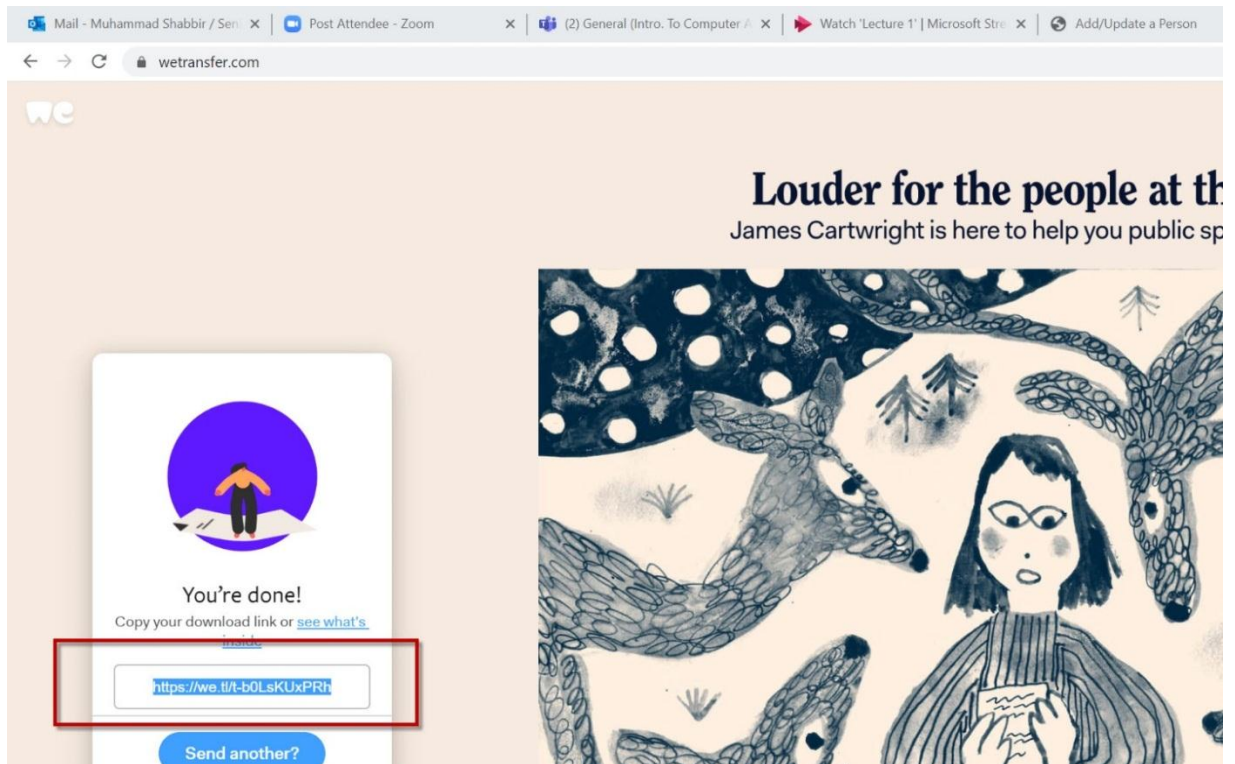
- 1- To share your Video using WeTransfer you can use this URL <https://wetransfer.com/>
- 2- Once you access this URL you will be able to see the option to upload your recorded lecture. Click on the + button to select your lecture file as shown in the screenshot below.



- 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.