



# **SSOE 2 –** **Microsoft Teams (Teacher)** **Quick Guide**

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V1.0

# OVERVIEW



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Sign in to Teams



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- Joining and leaving breakout room
- Send an announcement to breakout rooms

## OVERVIEW



- Close a breakout room
- View breakout room participation in attendance reports

Whiteboard

- Share whiteboard
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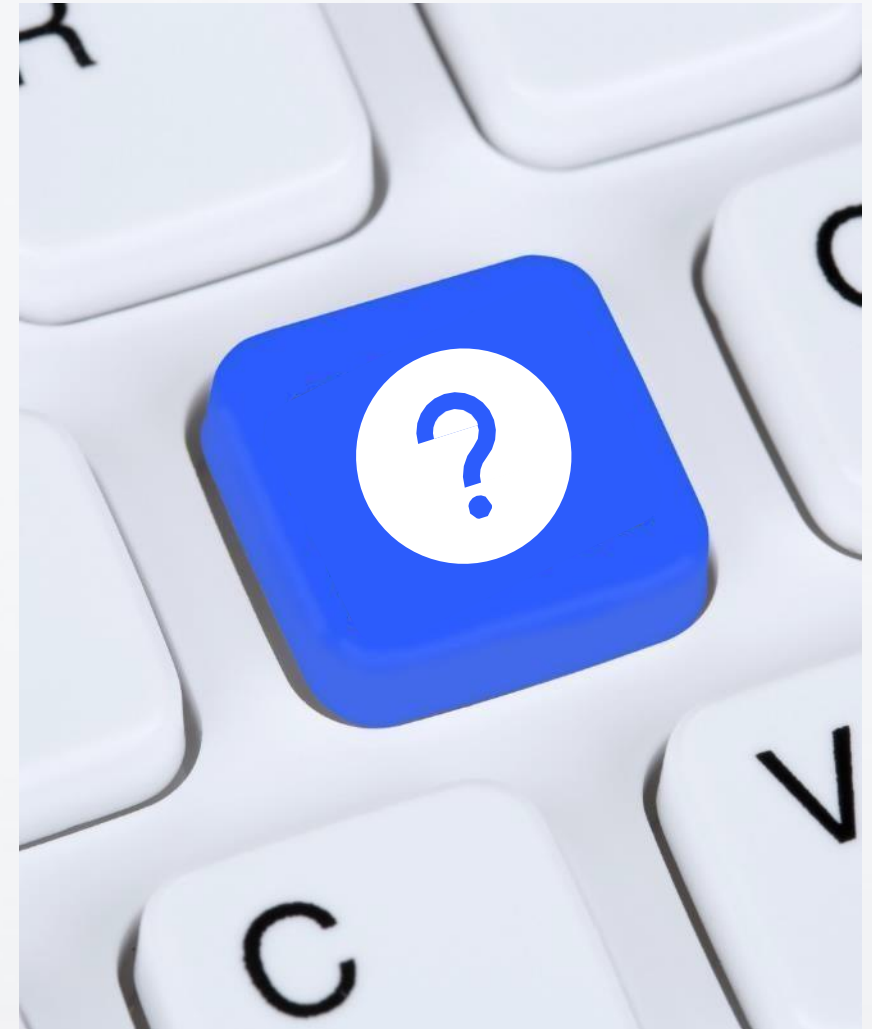
# OVERVIEW



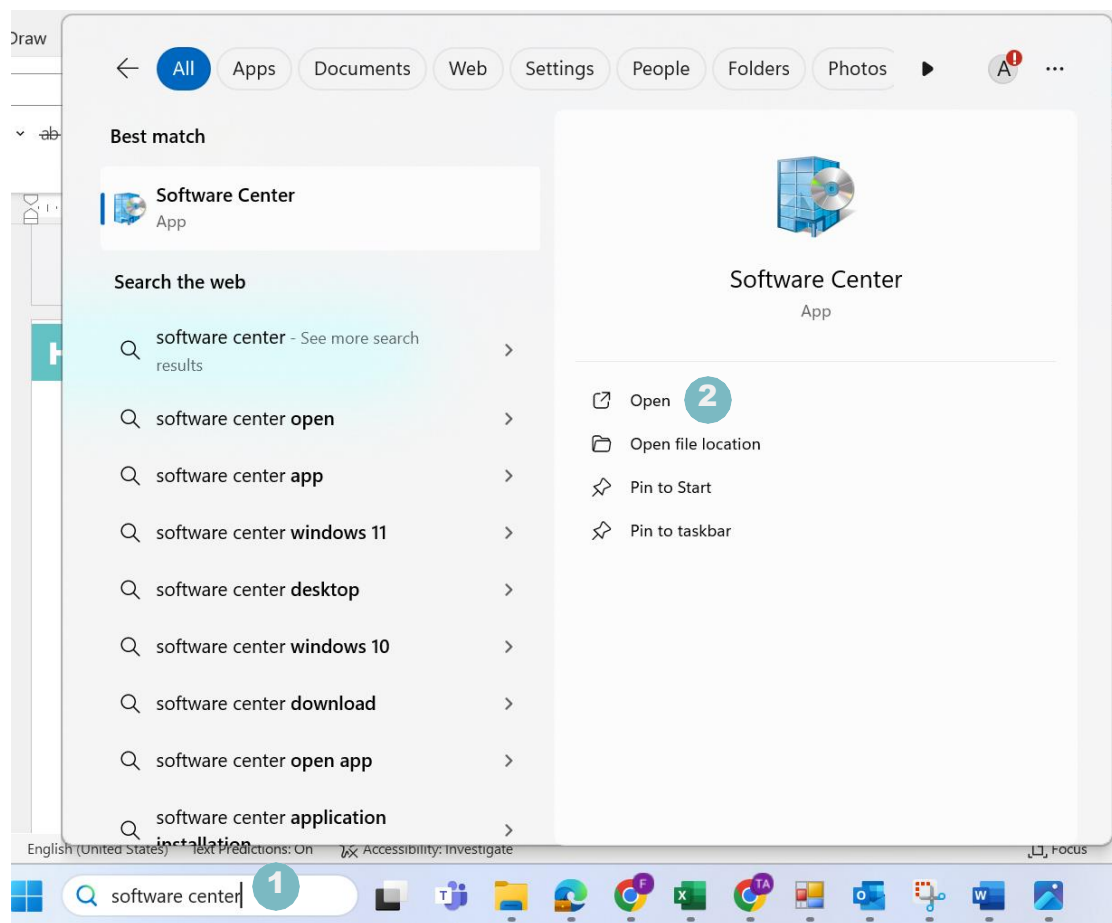
## After a call

View a recorded meeting

Download recorded meeting



# Install Teams

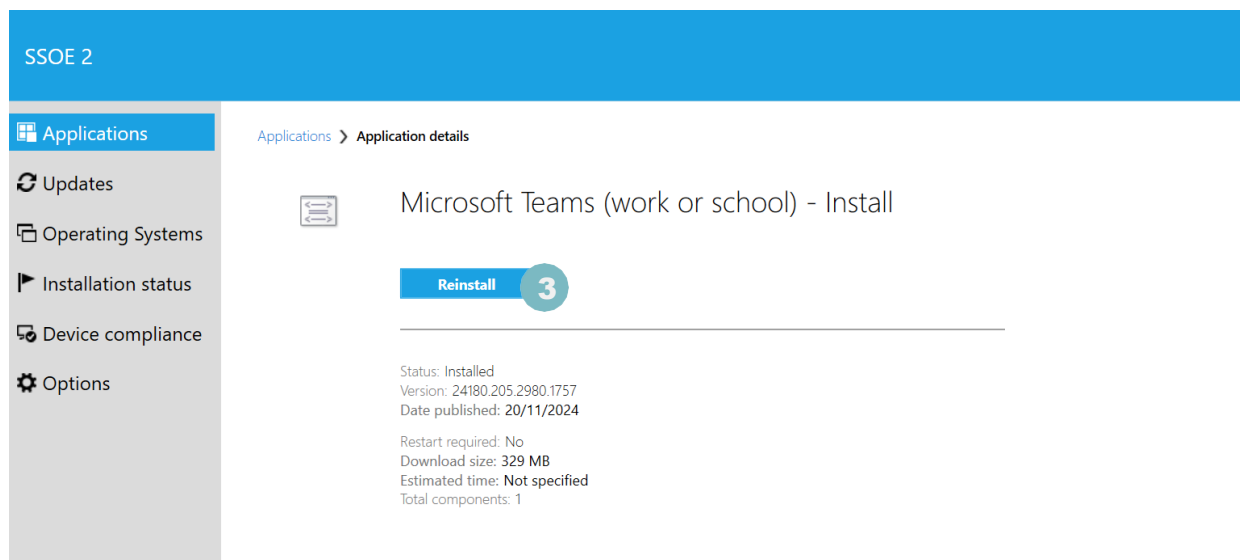
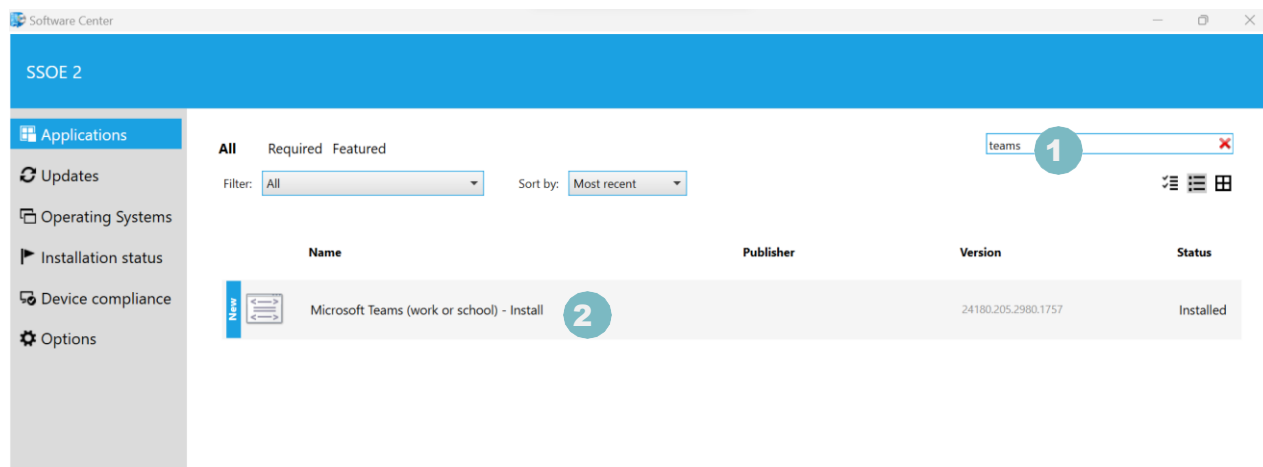


- 1 Launch **Software Center** on your browser by type in Software Center & click enter.

## Note:

- You need to connect to **SSOE 2 network** to install the Microsoft Teams..

# Install Teams



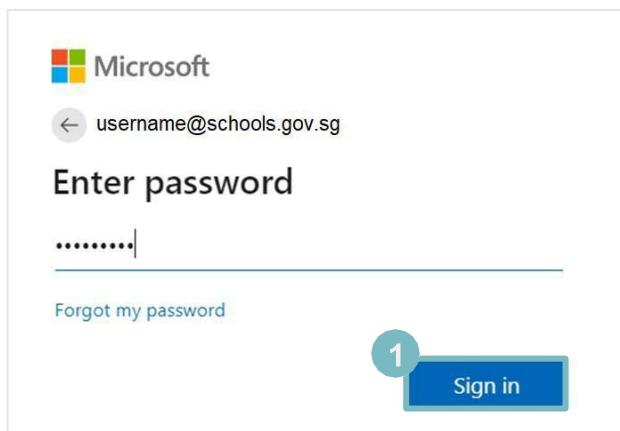
1 In Application tab. Go search tab and type in teams.

2 Double click on **Microsoft Teams (work or schools) – Install** and click install.

**Note:**

- You need to connect to **SSOE 2 network** to install the Microsoft Teams..

# Sign in to Teams



Microsoft

← username@schools.gov.sg

Enter password

.....|

[Forgot my password](#)

1 [Sign in](#)



## Note:

- Teams is accessible on **SSOE 2 devices** when you are connected to the **SSOE 2 network**.
- **VPN is required** to access Teams on **SSOE 2 devices** if you are **not on SSOE 2 network** (e.g., working from home on SSOE 2 devices).
- Teams is only accessible on **SSOE 2 devices**.

- 1 Go to [Office.com](https://office.com) on your browser and sign in with your **MIMS account username** and **password**.
- 2 Select the **Microsoft Teams app**.

# Schedule a virtual meeting (from Applications)

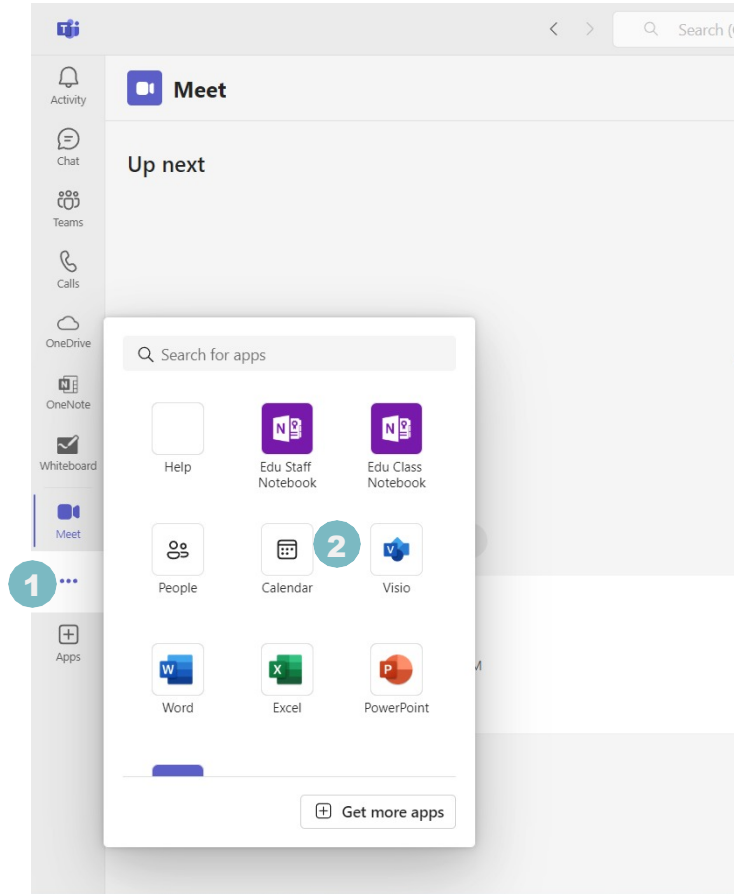
The screenshot illustrates the process of scheduling a virtual meeting in Microsoft Teams. The interface is divided into a left-hand navigation pane and a main content area. The left pane contains icons for Activity, Chat, Teams, Calls, OneDrive, OneNote, Whiteboard, and Apps. The main content area shows the 'New meeting' dialog box. The steps are numbered 1 through 6, with red boxes highlighting the specific actions to be taken.

1. Locate and launch **Microsoft Teams** on your laptop. The Teams icon is highlighted in the left navigation pane.
2. Click on the 3 dots and select **"Meet"**. The three dots icon in the left pane is highlighted.
3. Select **"New Meeting"** to create a schedule meeting. The 'New meeting' button in the top right of the main content area is highlighted.
4. Enter Meeting details eg Title, Date, Start Time, End Start. The 'New meeting' dialog box is highlighted.
5. Enter the email that needs to attend the meeting (if you know their email). The 'Add required attendees' field in the dialog box is highlighted.
6. Click "Save" to confirm and save your meeting. The 'Save' button in the top right of the dialog box is highlighted.

1. Locate and launch **Microsoft Teams** on your laptop
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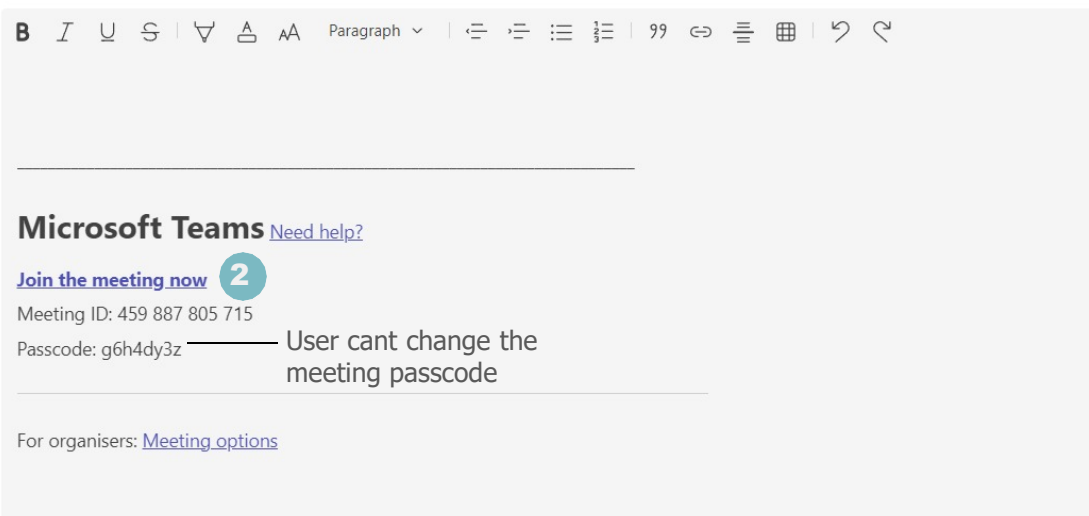
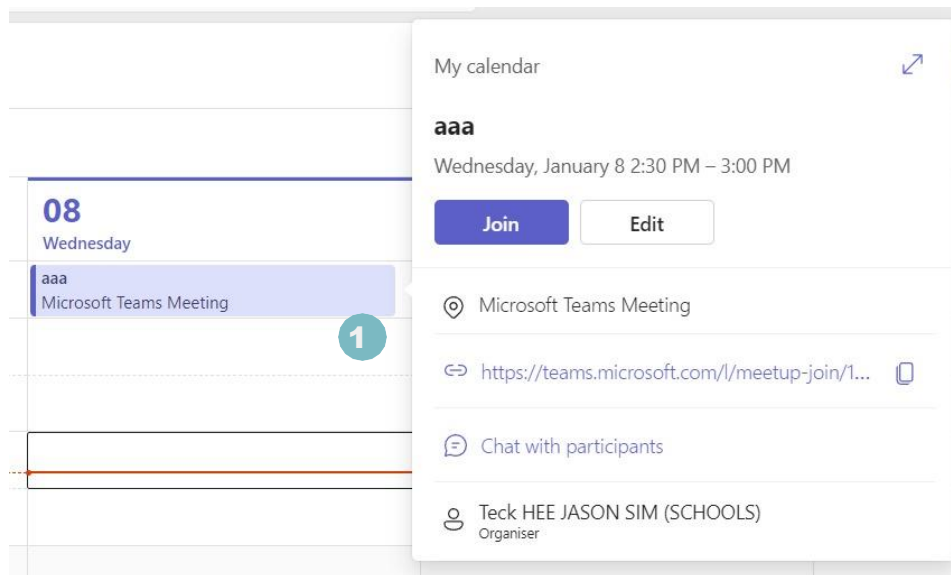
# Get the Meeting Link



1 Click on the three dots

2 Double click on **Calendar**

# Get the Meeting Link



1 Double click the meeting that you need the link.

2 It will show you the meeting credentials & link.

## Note:

- user can't change the **meeting passcode**.

# Join and manage a meeting (from Outlook Calendar)

The screenshot shows the Outlook application interface. On the left, the calendar navigation pane shows the month of September 2024. A meeting titled 'Weekly homework help check-in' is highlighted on September 22nd. A red box with the number '1' points to the 'Calendar' icon in the top-left corner of the Outlook ribbon. Another red box with the number '2' points to the meeting event in the calendar grid. On the right, the 'Meeting' details pane is open, showing the meeting title, start and end times, and location. A red box with the number '3' points to the 'Join the meeting now' button in the 'Microsoft Teams' section of the details pane.

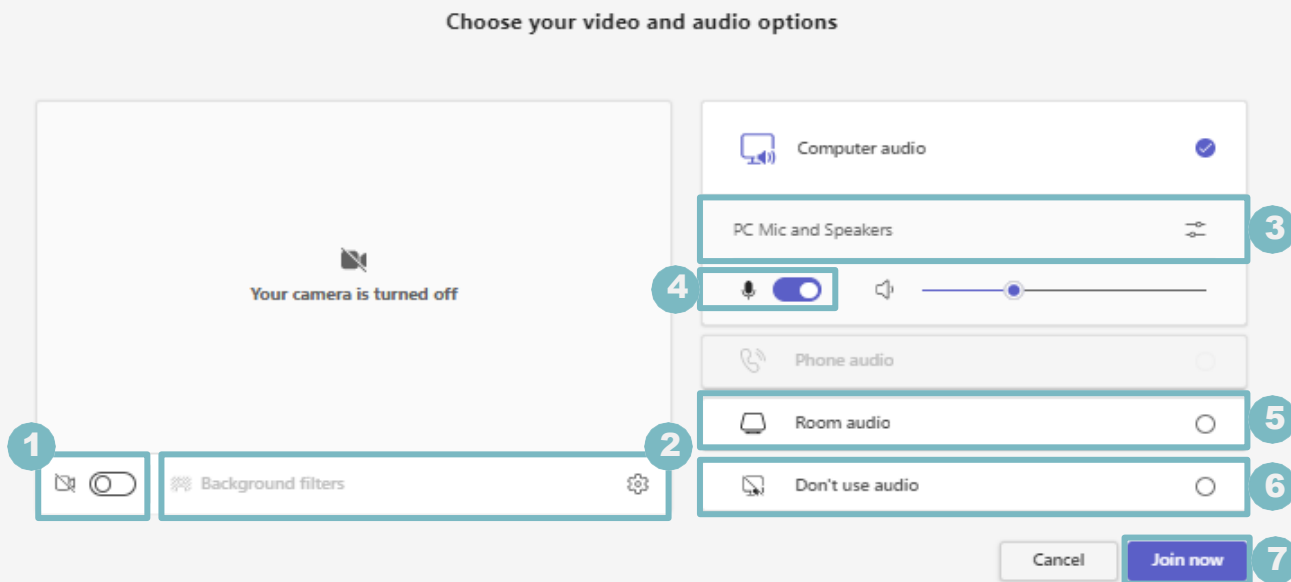
1 In the Outlook app, click on the **calendar icon**.

2 Click on the **meeting event** you want to join in your calendar.

3 Click on the **'Join Microsoft Teams Meeting'** link to automatically launch the meeting in Teams.

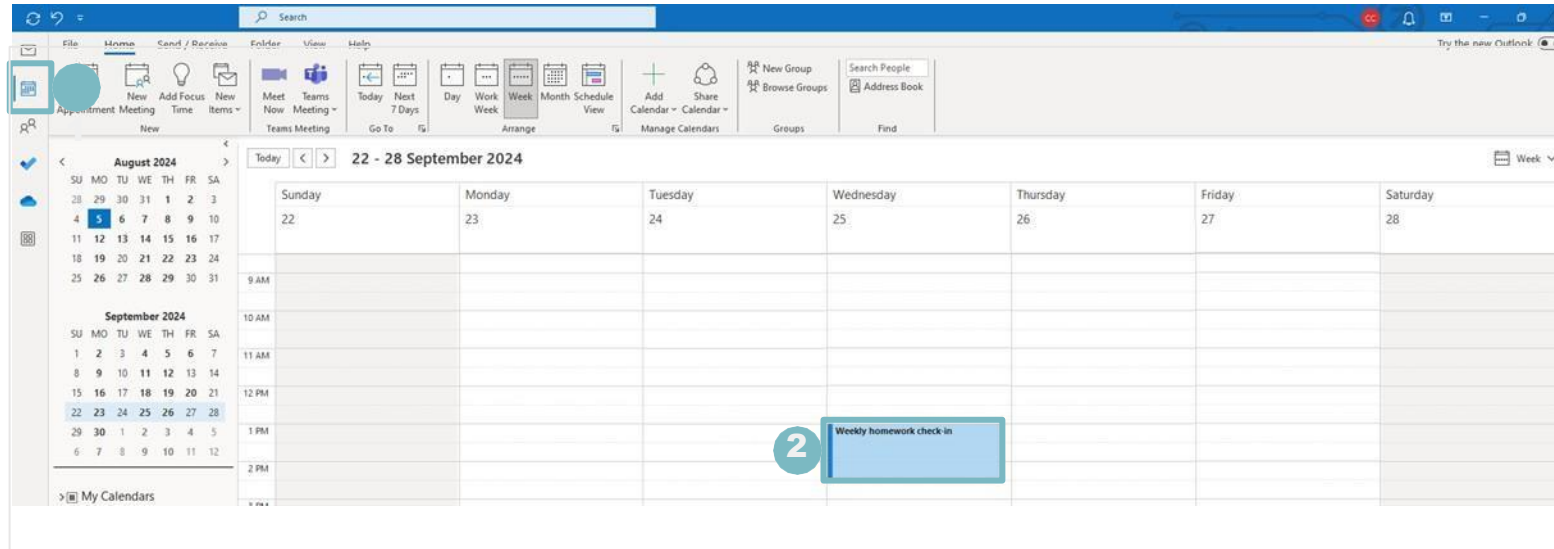
Proceed to ['Configure settings prior to joining a meeting'](#) to set up your audio and video settings before joining the call.

# Configure settings prior to joining a meeting



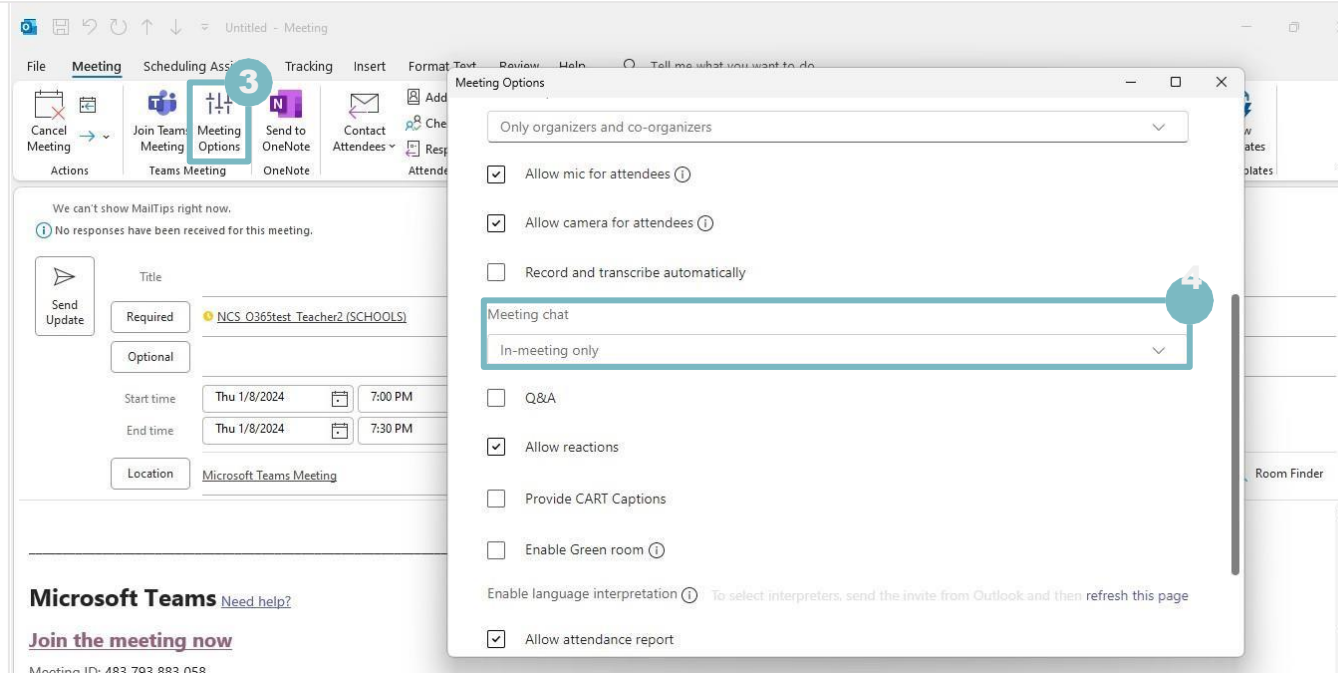
- 1 Click on the **camera icon** to turn your camera on/off.
- 2 Click on '**Background filters**' to choose a background effect or blur your background for privacy.
- 3 Click on the **audio settings icon** to adjust your audio or camera source.
- 4 Click on the **microphone icon** to mute/unmute your microphone.
- 5 Select the '**Room audio**' option to connect audio to a conference room.
- 6 Select the '**Don't use audio**' option to mute your microphone when joining the call.
- 7 Once you have configured all the settings to your satisfaction, click the '**Join now**' button to enter the meeting.

# Enable chat for students during meeting

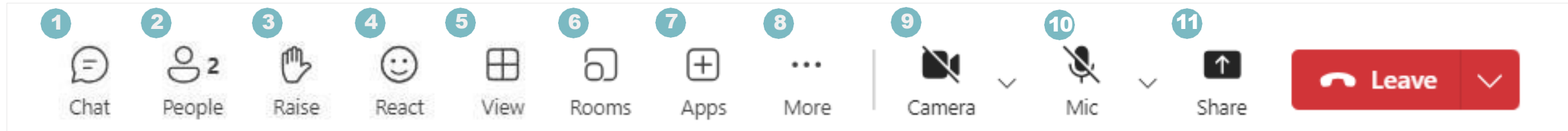


- 1 In the Outlook app, click on the **calendar icon**.
- 2 Click on the **meeting event** you want to enable chat for students.
- 3 Select **'Meeting Options'**.
- 4 Under 'Meeting chat', select **'In-meeting only'** from the drop down.

***Note:** By default, the chat feature is disabled for students in Microsoft Teams.*



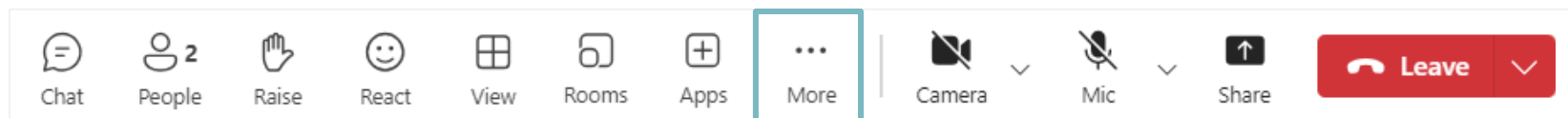
# Use meeting controls during meeting (1 of 2)



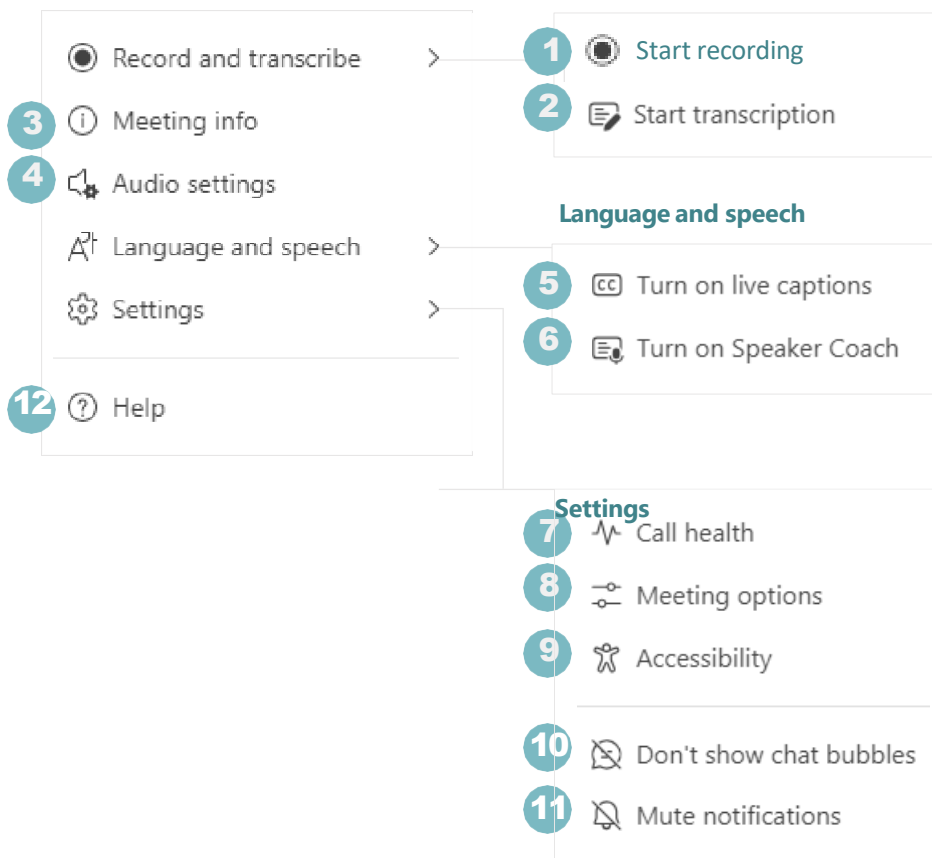
## How to use meeting controls on main bar

- 1 Chat** – Click the '**Chat**' icon to open the chat panel and participate in real time conversations during the meeting.
- 2 People** – Click the '**People**' icon to view and manage attendees in the meeting. Proceed to ['Manage attendees'](#) to find out more.
- 3 Raise** – Use the '**Raise Hand**' feature to signal that you have a question or want to speak.
- 4 React** – Click the '**React**' icon and choose among the available emoticons for reactions.
- 5 View** – Select the '**View**' icon to adjust your layout and display participants based on your preference.
- 6 Rooms** – Click on '**Rooms**' to 'divide participants into smaller groups for focused discussions during the meeting. Proceed to ['Create breakout rooms'](#) to find out more.
- 7 Apps** – Use the '**Apps**' icon to access and integrate additional tools (i.e. Proceed to ['Add a poll to the chat'](#)) to enhance your meeting experience.
- 8 More** – Proceed to '**More Action Items**' for more information.
- 9 Camera** – Click '**Camera**' icon to toggle camera access.
- 10 Mic** – Click '**Mic**' to toggle microphone access.
- 11 Share** – Click the '**Share**' icon in Microsoft Teams to display a specific window to all meeting participants.

# Use meeting controls during meeting (2 of 2)



## More



## Action items under 'More' icon

- 1 **Start recording** – To capture audio and video from the meeting.
- 2 **Start transcription** – Converts spoken words into text during the meeting.
- 3 **Meeting info** – Shows details about the meeting, such as the date, time, and participants.
- 4 **Audio settings** – Adjusts your microphone and speaker preferences.
- 5 **Turn on live captions** – Displays real-time text of what is being said during the meeting.
- 6 **Turn on speaker coach** – Provides feedback on your speaking pace and style to help improve your presentation skills.
- 7 **Call health** – Monitors the quality of your call, including connection and audio/video performance.
- 8 **Meeting Options** – Allows you to configure settings for the meeting, like who can present or join.
- 9 **Accessibility** – Provides tools such as keyboard shortcuts and screen reader support.
- 10 **Don't Show Chat Bubble** – Hides pop-up notifications for chat messages during the meeting.
- 11 **Mute Notification** – Silences alert sounds for incoming messages or other notifications.
- 12 **Help** – Accesses Microsoft Teams support and troubleshooting resources.

# Record a meeting

The screenshot shows the meeting controls bar at the top with icons for Chat, People, Raise, React, View, Rooms, Apps, and More. The 'More' icon is highlighted with a blue box and a circled '1'. Below the bar, a dropdown menu is open, showing options: Record and transcribe (selected), Meeting info, Audio settings, Language and speech, Settings, and Help. The 'Record and transcribe' option is highlighted with a blue box and a circled '2'. To the right, a 'Start recording' button is highlighted with a blue box and a circled '3'. Below that, a 'Stop recording' button is highlighted with a blue box and a circled '5'. On the far right, a dialog box asks 'Stop recording and transcription?' with 'Cancel' and 'Stop' buttons. The 'Stop' button is highlighted with a blue box and a circled '6'.

## To start recording

- 1 Select '**More**' from the meeting controls.
- 2 Select '**Record and transcribe**'.
- 3 Click '**Start recording**'.

## To stop recording

- 4 Repeat step 1 to 2.
- 5 Click '**Stop recording**'.
- 6 Select '**Stop**' to confirm that you want to end the recording.



# Add a poll to the chat

The screenshot illustrates the process of adding a poll to a chat within a meeting application. The interface includes a top navigation bar with icons for Chat, People, Raise, React, View, Rooms, Apps, More, Camera, Mic, Share, and a Leave button. The 'Apps' icon is highlighted with a blue box and a circled '1'. Below the navigation bar, there is a search bar for apps, showing 'Polls' and 'Forms' as results. The 'Polls' app is selected, and its details are shown, including a rating of 1.7 (285 ratings) and an 'Add' button. The 'Polls' app interface is displayed, showing a 'New poll' button (circled '4') and a 'Get more apps' button (circled '2'). The 'New poll' button is clicked, leading to a form where a question is entered: 'Which type of professional development would you find most beneficial?'. The form includes four options: 'Workshops and seminars', 'Peer observations and feedback', 'Online courses', and 'Mentorship programs'. The 'Multiple selections' toggle is turned on (circled '6'). The 'Add option' button is circled '5a', and the 'Add option' button is circled '5b'. The 'Share aggregated results with respondents' checkbox is checked (circled '7'). The 'Preview' button is circled '8'. The 'Send' button is circled '9'. A preview of the poll is shown on the right, including the question, options, and a 'Submit Vote' button. The preview also includes a note: 'Clicking Send will add Polls to this chat. By using this app you agree to its privacy policy and terms of use.'

1 Select 'Apps' from the meeting controls.

2 Select 'Get more apps'.

3 Click on 'Add' button for Polls.

4 Click 'New poll' to create a poll.

5a Add your question-and-answer options. Click on '+ Add option' to create a new answer choice.

5b

6 Toggle the option on for 'Multiple selection' to allow participants to select more than one option in the poll.

7 Select whether you want to share results with respondents.

8 Preview your poll.

9 Click 'Edit' if you want to make changes, or click 'Send' if you're ready to post it.

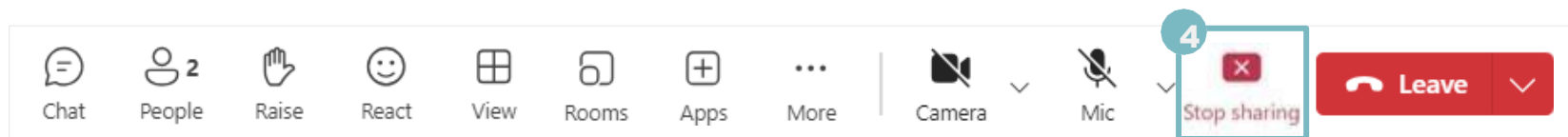
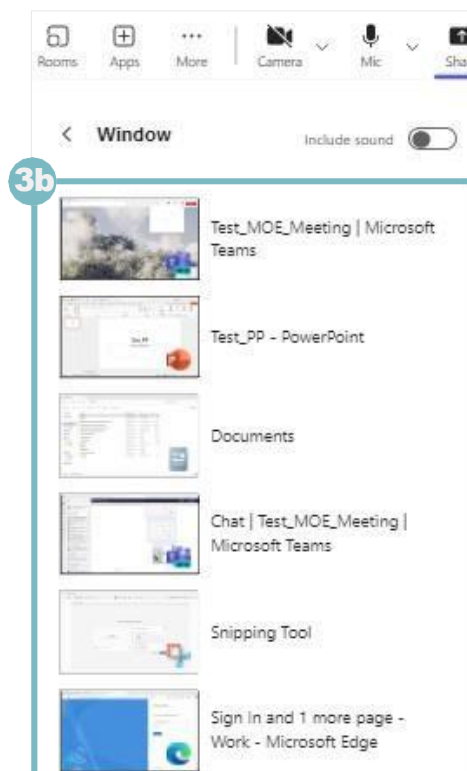
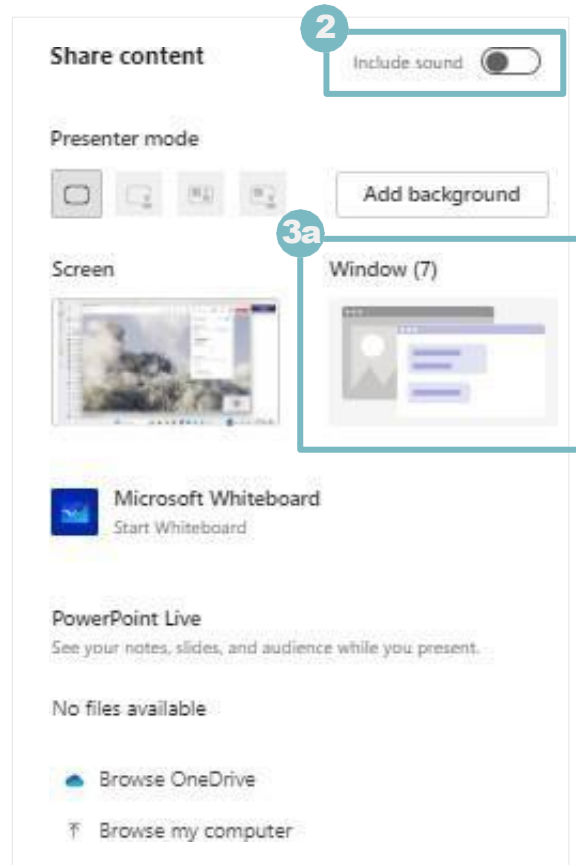
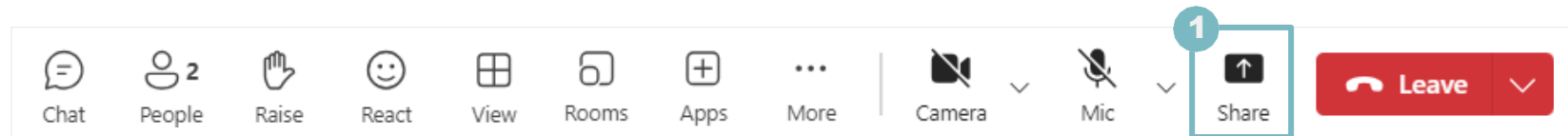
## To add poll as a function

- 1 Select 'Apps' from the meeting controls.
- 2 Select 'Get more apps'.
- 3 Click on 'Add' button for Polls.

## To create a poll

- 4 Click 'New poll' to create a poll.
- 5 Add your question-and-answer options. Click on '+ Add option' to create a new answer choice.
- 6 Toggle the option on for 'Multiple selection' to allow participants to select more than one option in the poll.
- 7 Select whether you want to share results with respondents.
- 8 Preview your poll.
- 9 Click 'Edit' if you want to make changes, or click 'Send' if you're ready to post it.

# Share screen



## To share a window

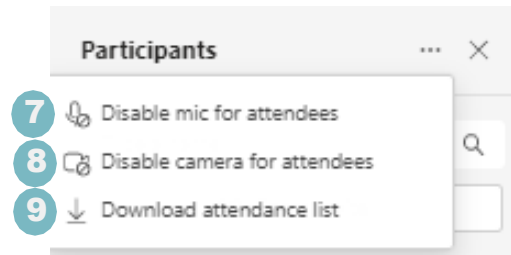
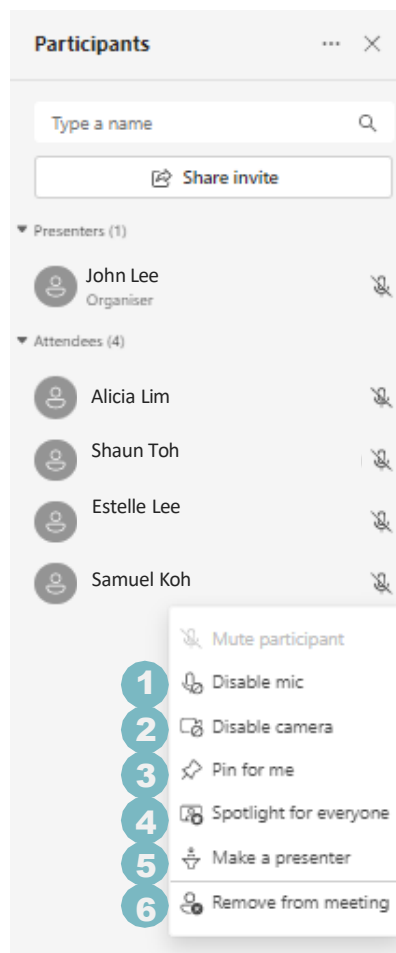
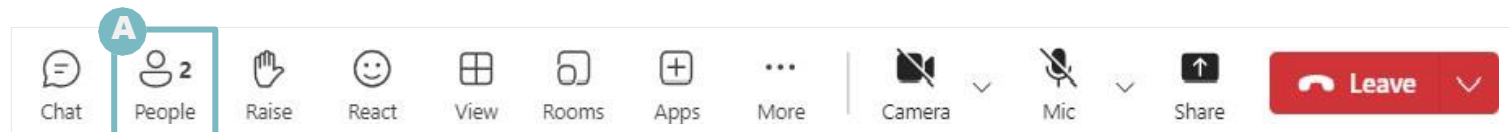
- 1 Select **'Share'** from the meeting controls.
- 2 Toggle **'Include Sound'** for audio.
- 3 Select **'Window'** and choose the **desired window to share**.

*Note: Teachers are encouraged to share **'Window'** instead of **'Screen'** to maintain confidentiality.*

## To stop sharing window

- 4 Select **'Stop sharing'** to stop sharing your screen.

# Manage attendees



- A** Click on '**People**' icon to access controls for participants.

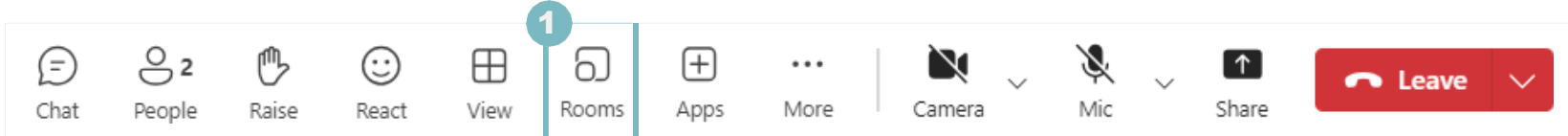
## Managing individuals

- 1 Disable mic** – Click to disable a participant's microphone.
- 2 Disable camera** – Click to prevent participants from switching on their camera.
- 3 Pin for me** – Click to pin a participant's video for all attendees.
- 4 Spotlight for everyone** – Click to highlight a participant's video for all attendees.
- 5 Make a presenter** – Click to give a participant control over sharing content and managing the meeting.
- 6 Remove from meeting** – Click to remove a participant from the meeting.

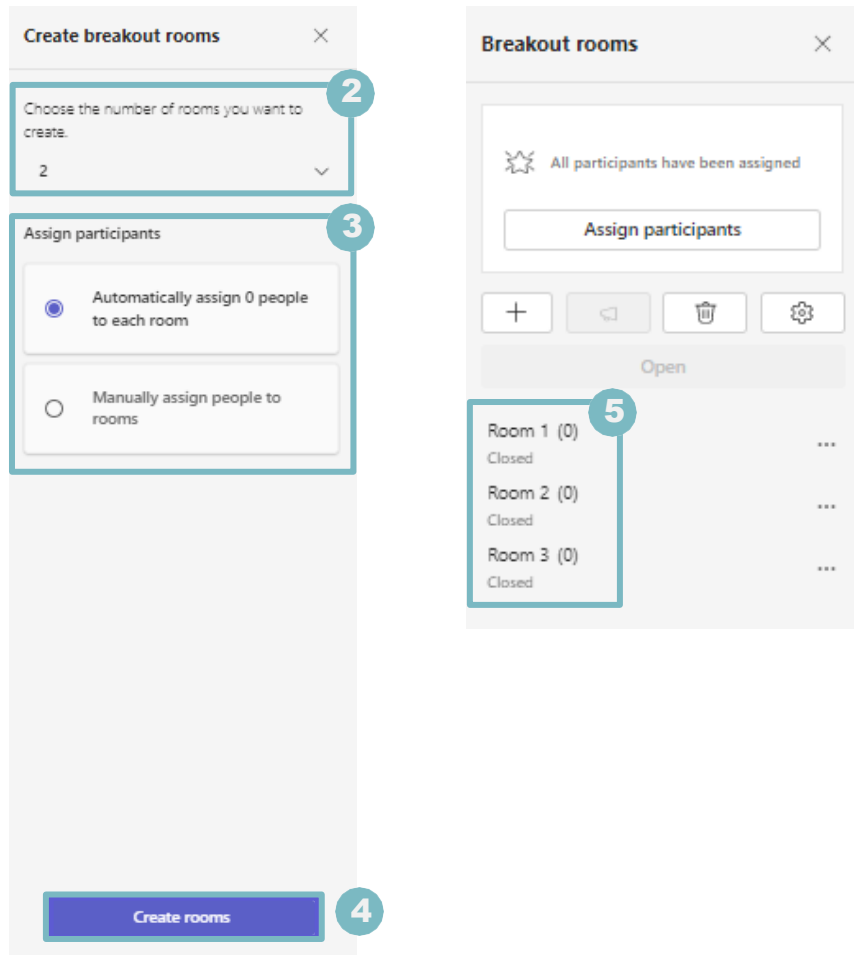
## Managing all participants

- 7 Disable mic for attendees** – Click to disable microphones for all attendees.
- 8 Disable camera for attendees** – Click to disable all attendees from switching on camera.
- 9 Download attendance list** – Click to save a list of participants for your records.

# Create breakout rooms



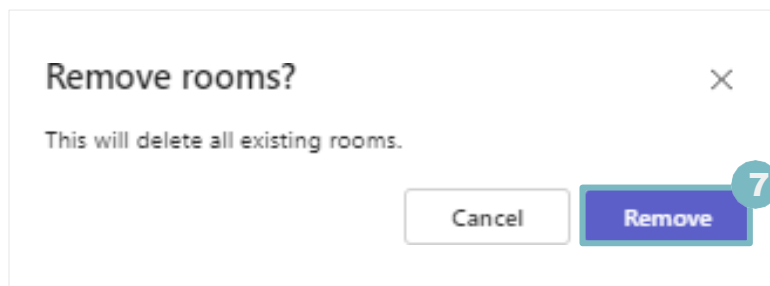
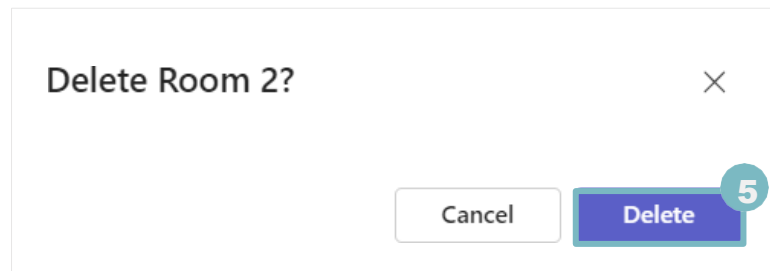
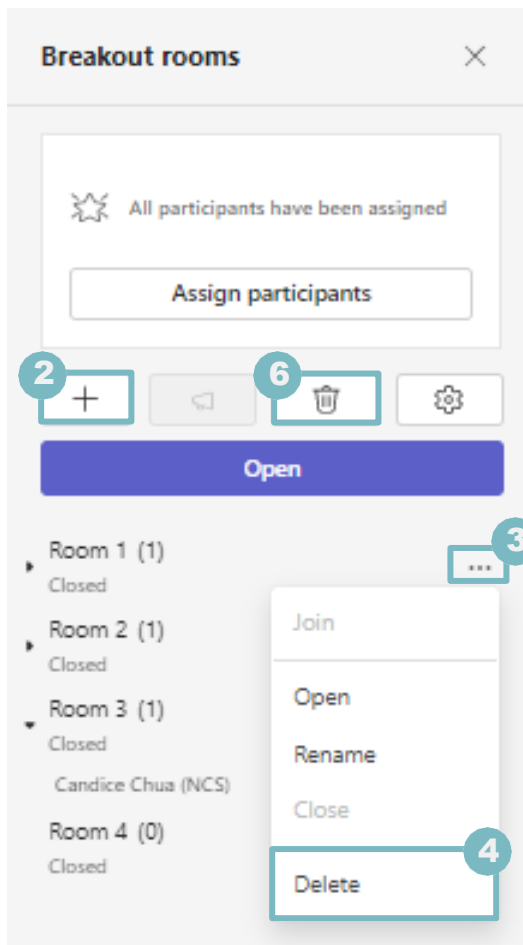
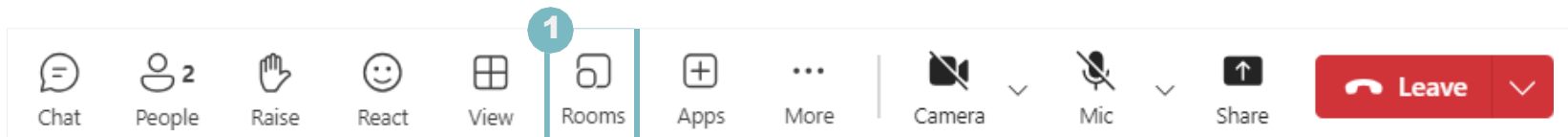
Create breakout rooms before or during meeting



- 1 Select '**Rooms**' from the meeting controls.
- 2 Choose the **number of rooms** you want to create from the drop down.
- 3 Use the assignment options to **manually** assign participants or let Teams assign them **automatically**.
- 4 Click on '**Create room**' when you are ready.
- 5 After creating the breakout rooms, you'll see them **listed in the Breakout rooms pane**.

Proceed to '[Assign participants to breakout rooms](#)' to assign participants automatically or manually.

# Add or delete a breakout room



## Add a breakout room

- 1 Select **'Rooms'** from the meeting controls.
- 2 Select **+** icon to add room.

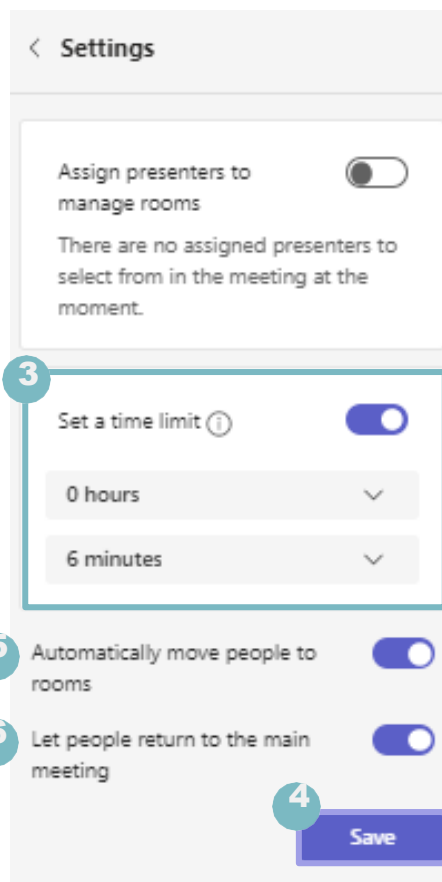
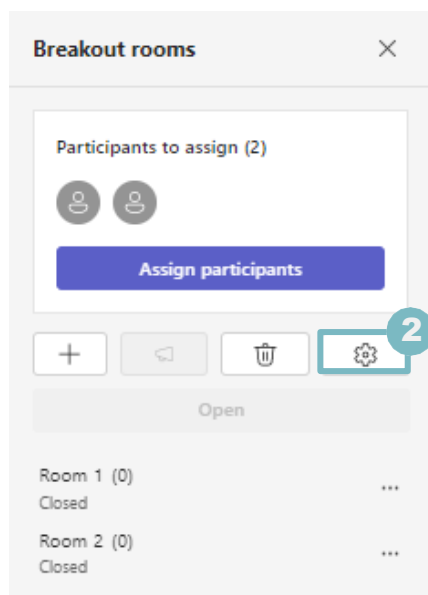
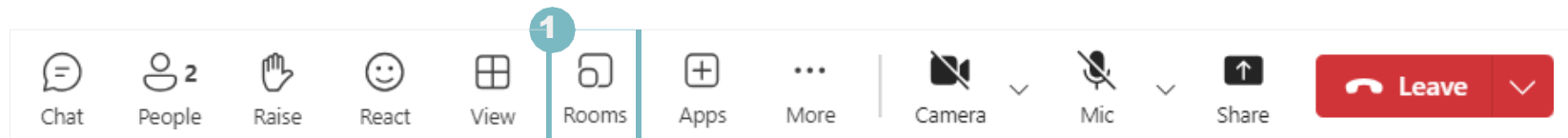
## Delete an individual breakout room

- 3 Hover mouse over the room and select **'More options'**.
- 4 Select **'Delete'** to delete selected room.
- 5 Click **'Delete'** to confirm changes.

## Delete all breakout rooms

- 6 Select **'Delete'** icon to delete all breakout rooms.
- 7 Select **'Remove'** to confirm changes.

# Edit breakout room settings



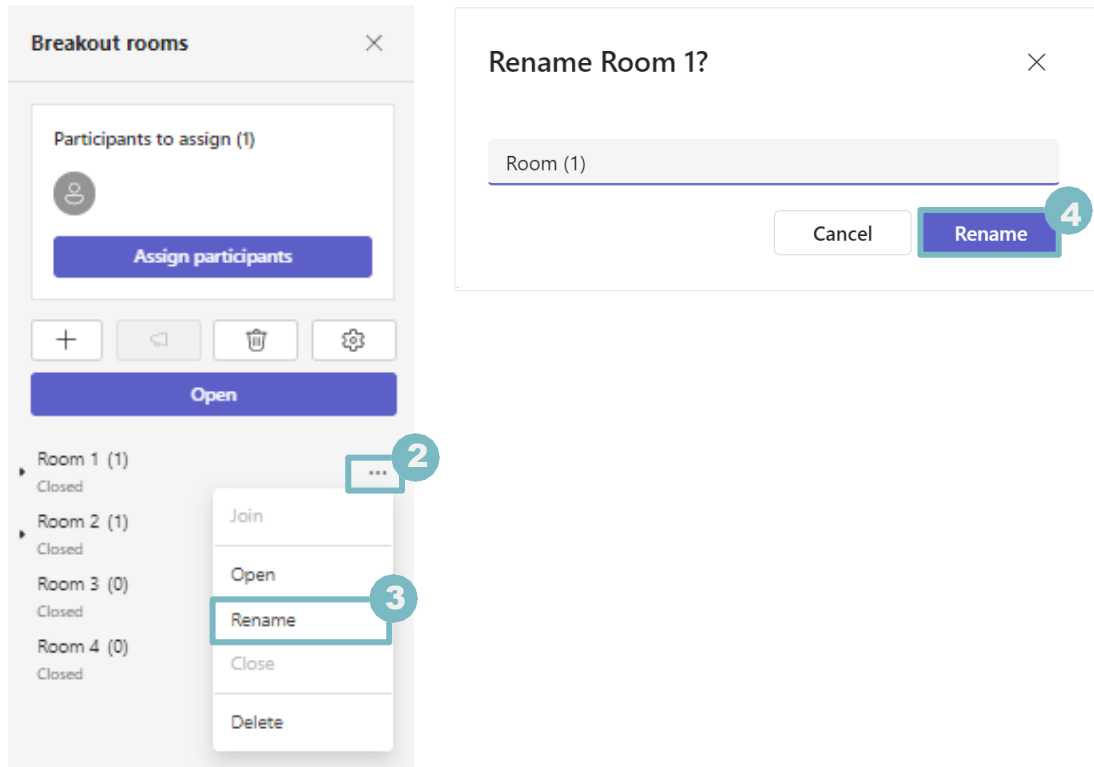
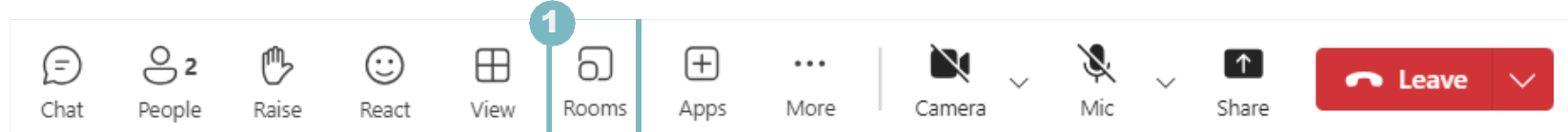
## Setting time limit

- 1 Select **'Rooms'** from the meeting controls.
- 2 Select **'Rooms settings'**.
- 3 Select **'Set a time limit'** and choose the desired duration.
- 4 Click on **'Save'** button to confirm changes.

## Editing breakout room settings

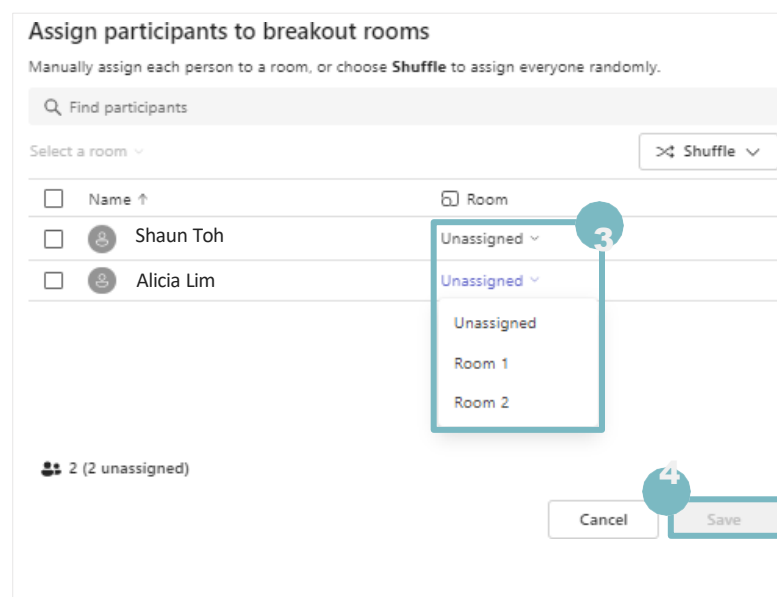
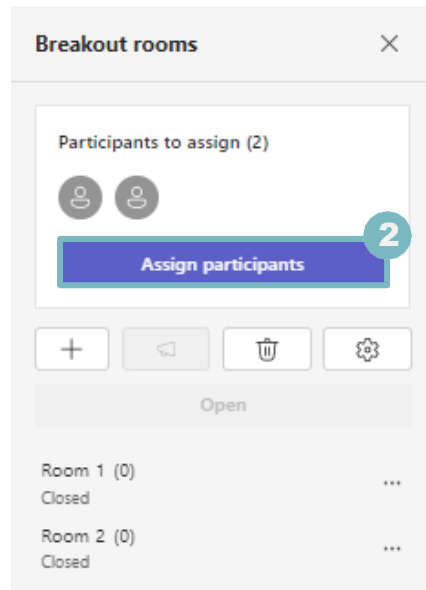
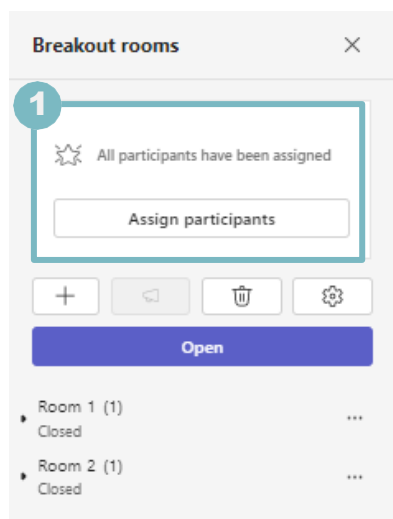
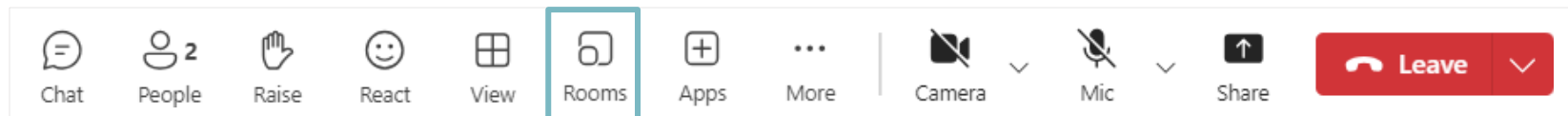
- 5 Toggle button to **automatically move participants** into opened rooms.
- 6 Toggle button to **allow participants to return** to main meeting.
- 7 Repeat step 4.

# Rename breakout room



- 1 Select '**Rooms**' from the meeting controls.
- 2 Hover over the room and select '**More options**'.
- 3 Select '**Rename**' and type in the new name of the room.
- 4 Click on '**Rename**' button to confirm and reflect changes.

# Assign participants to breakout rooms



## Assign participants automatically

Continue from Step 3 in '[Create breakout rooms](#)' and choose '**Automatically assign people to each room**'. Participants will then be assigned to different breakout rooms.

- 1 You will be shown '**All participants have been assigned**'. You may still manually assign participants to move students to different breakout room.

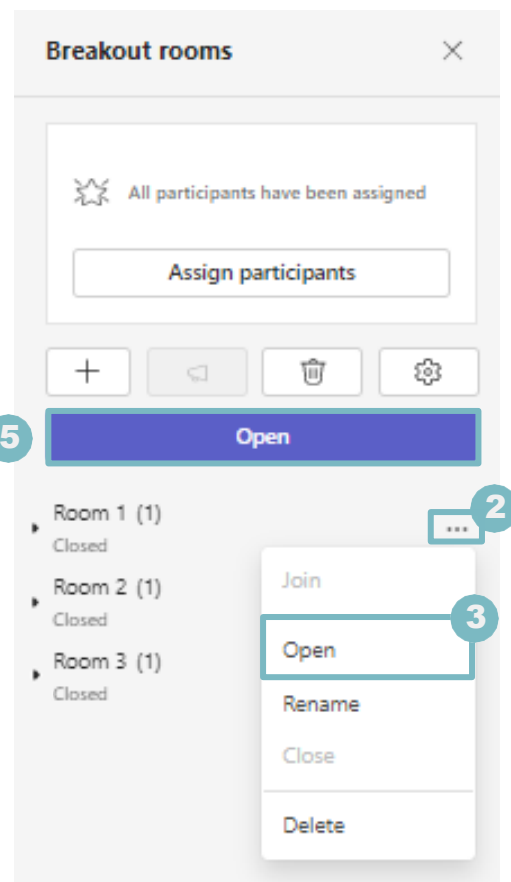
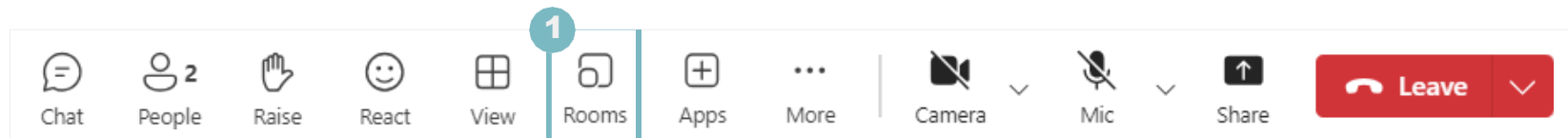
## Assign participants manually

Continue from Step 3 in '[Create breakout rooms](#)' and choose '**Manually assign people to each room**'. Participants will then be assigned to different breakout rooms.

- 2 Select '**Assign participants**'.
- 3 Sort participants by selecting the down arrow next to participant's name to **place selected participant into a specific room**.
- 4 Click on '**Save**' button to confirm assignment.



# Start breakout rooms



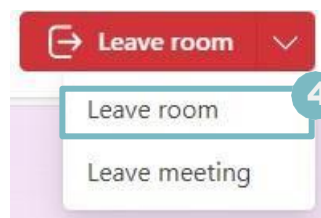
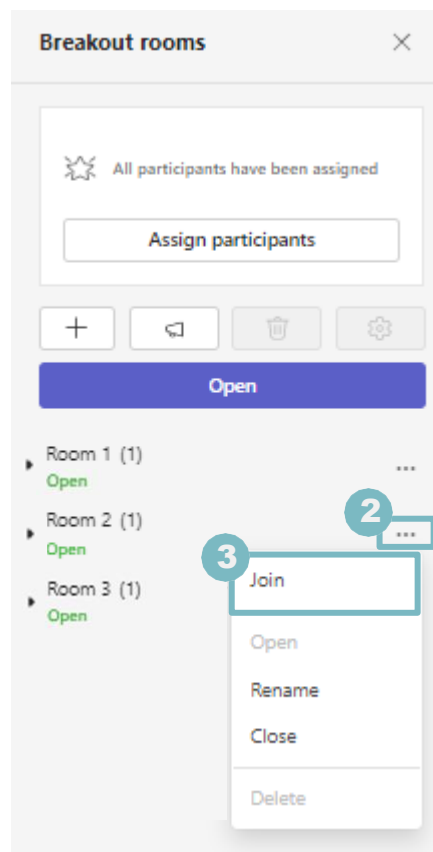
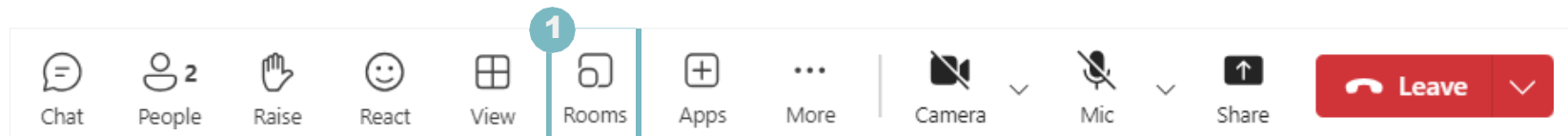
## Starting individual room

- 1 Select **'Rooms'** from the meeting controls.
- 2 Hover mouse over room and select **'More options'** (three horizontal dots).
- 3 Select **'Open'** in drop down to open selected room.

## Starting all rooms concurrently

- 4 Repeat step 1.
- 5 Select **'Open'**.

# Joining and leaving breakout room



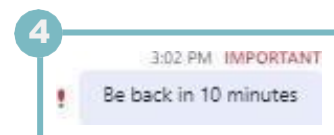
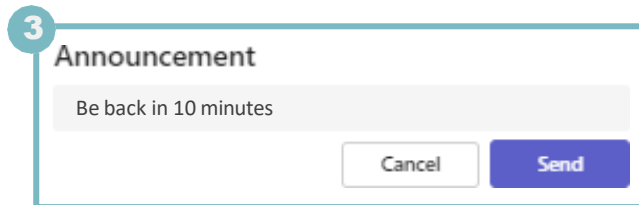
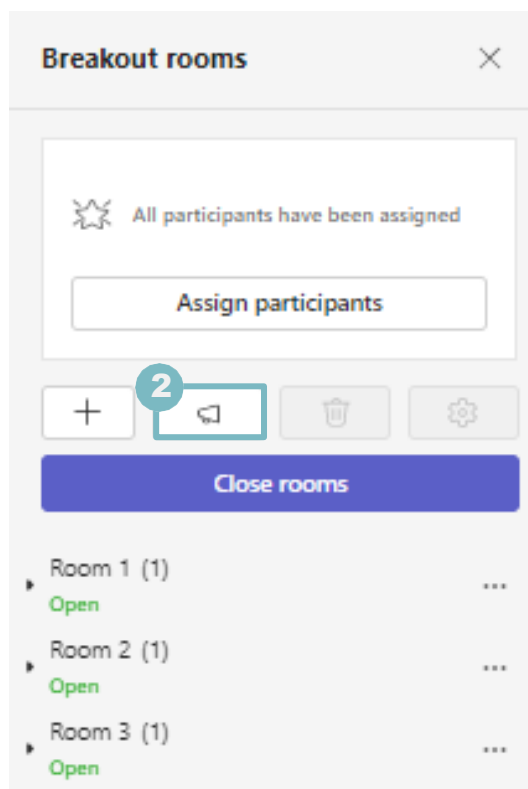
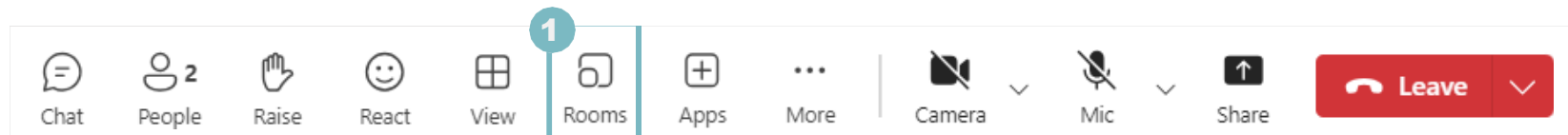
## Joining breakout room

- 1 Select **'Rooms'** from the meeting controls.
- 2 Hover mouse over room and select **'More options'** (three horizontal dots).
- 3 Select **'Join'**.

## Leaving breakout room

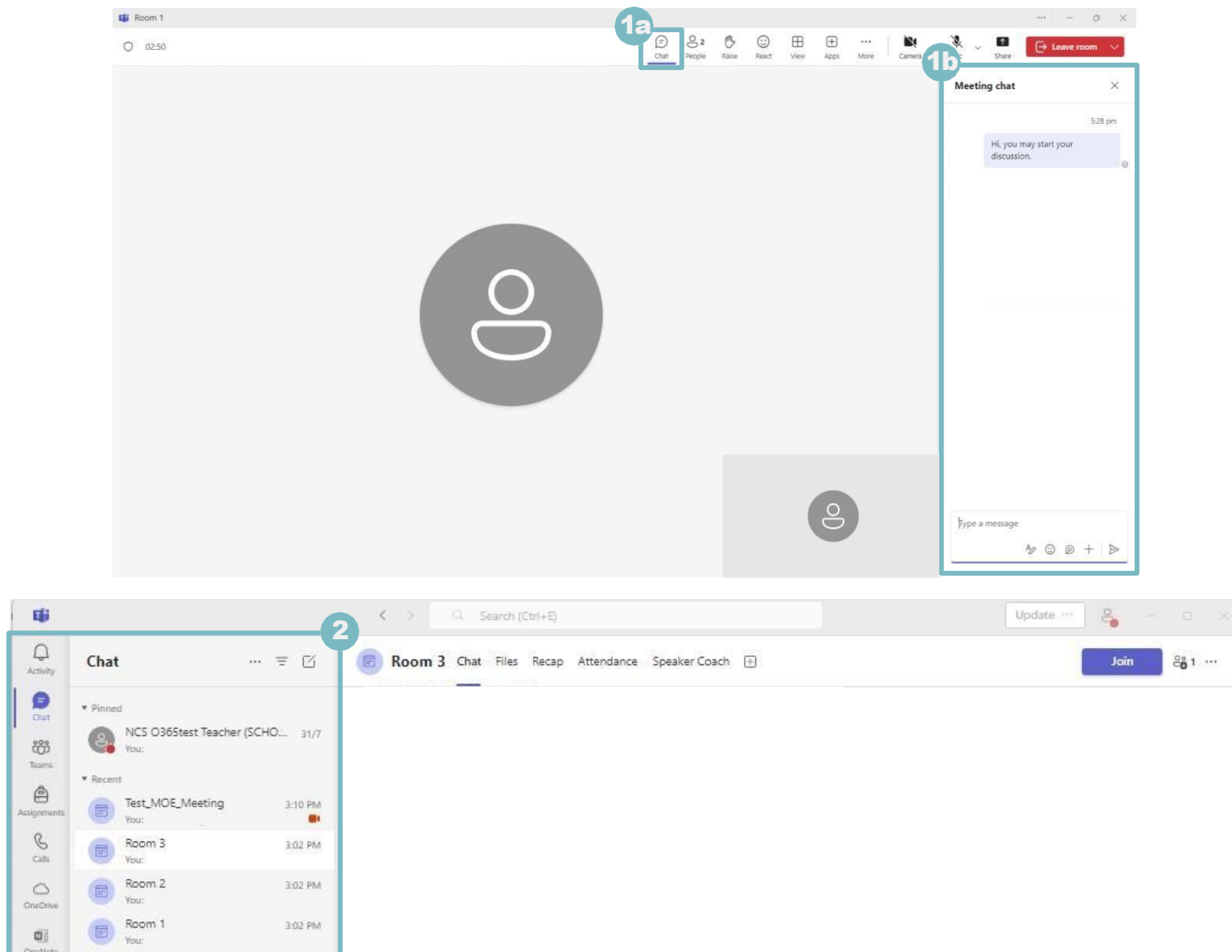
- 4 Select **'Leave room'** from the drop down to return to main meeting room.

# Send an announcement to breakout rooms



- 1 Select **'Rooms'** from the meeting controls.
- 2 Select **'Make an announcement'**.
- 3 Type in announcement and click **'Send'**.
- 4 Students will receive a **notification** in the meeting chat.

# Chat with participants in a breakout room



1 Select '**Chat**' from the meeting controls within the breakout room. The '**Meeting chat**' for each breakout room will appear on the right panel.

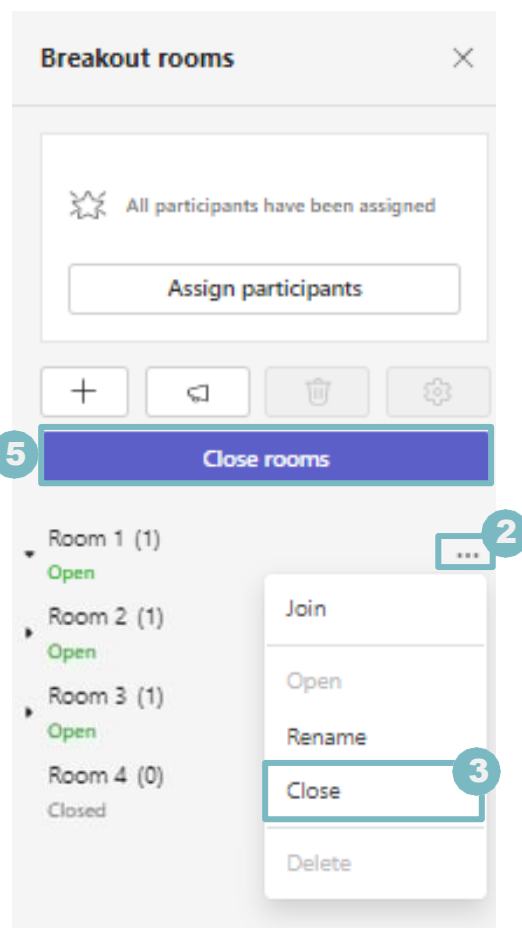
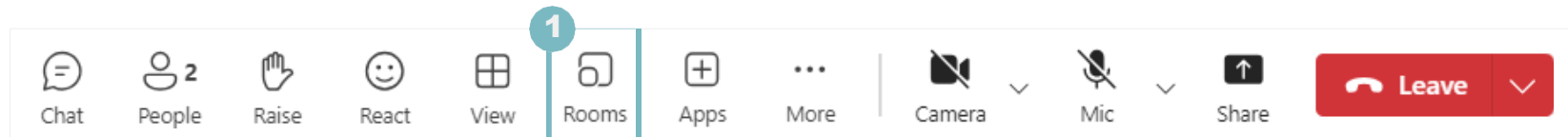
2 Chats for each breakout room can be found in the Microsoft Teams chat panel.

**Note:** Teachers have access to *all* breakout room chats.

After a breakout room is closed, no more messages can be sent.

You and your students can still access chat history after the breakout room is closed.

# Close a breakout room



## Closing individual room

- 1 Select **'Rooms'** from the meeting controls.
- 2 Hover mouse over the room and select **'More options'**.
- 3 Select **'Close'** to close selected room.

## Closing all rooms concurrently

- 4 Repeat step 1.
- 5 Select **'Close rooms'**.

*Tip: If you reopen rooms later, room assignments will remain the same unless you reassign participants or recreate from scratch.*

# View breakout room participation in attendance reports

1

2

3

Name	First join	Last leave	In-meeting d...	Role
NCS_O365test_Teacher2 (SCHO...)	3:04 PM	3:05 PM	15s	Attendee

Gain insights into your students' activity in their class meeting breakout rooms with attendance reports. See which with each student joined, when they entered, and when they left.

To see breakout room details from your class meeting:

- 1 Navigate to the class meeting and select the breakout room chat you want insights into.
- 2 Select '**Attendance**'.
- 3 Click '**Download**' to obtain the attendance information for the breakout room in an excel file format.

**Note:** Attendance reports don't include data from deleted break up rooms.

# Share whiteboard

1 Select 'Share' from the meeting controls.

2 Select 'Microsoft Whiteboard'.

3 You have successfully shared the whiteboard.

4 Select 'Stop sharing' to stop sharing your screen.

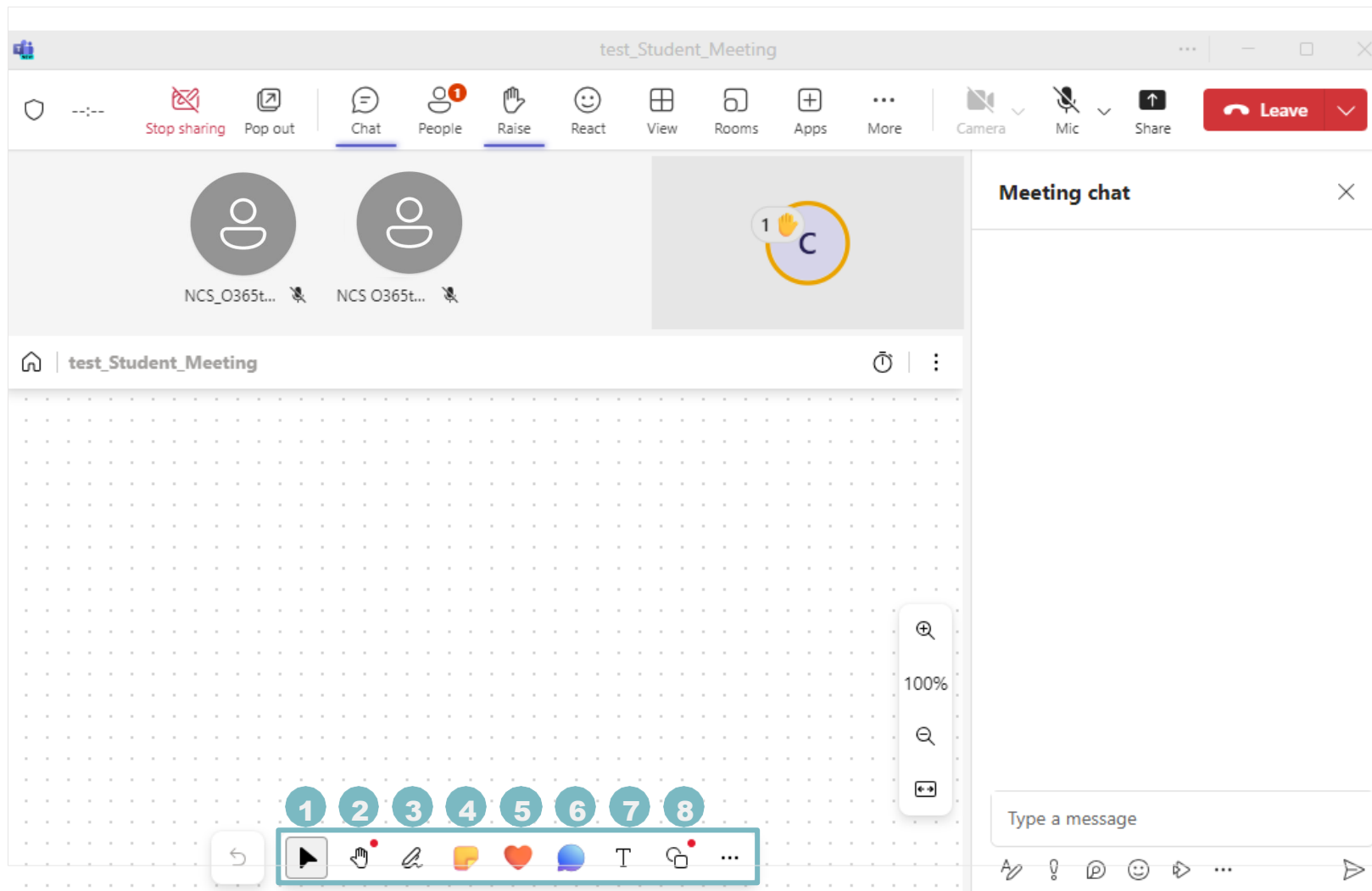
## To share a whiteboard

- 1 Select 'Share' from the meeting controls.
- 2 Select 'Microsoft Whiteboard'.
- 3 You have successfully shared the whiteboard.

## To stop sharing whiteboard

- 3 Select 'Stop sharing' to stop sharing your screen.

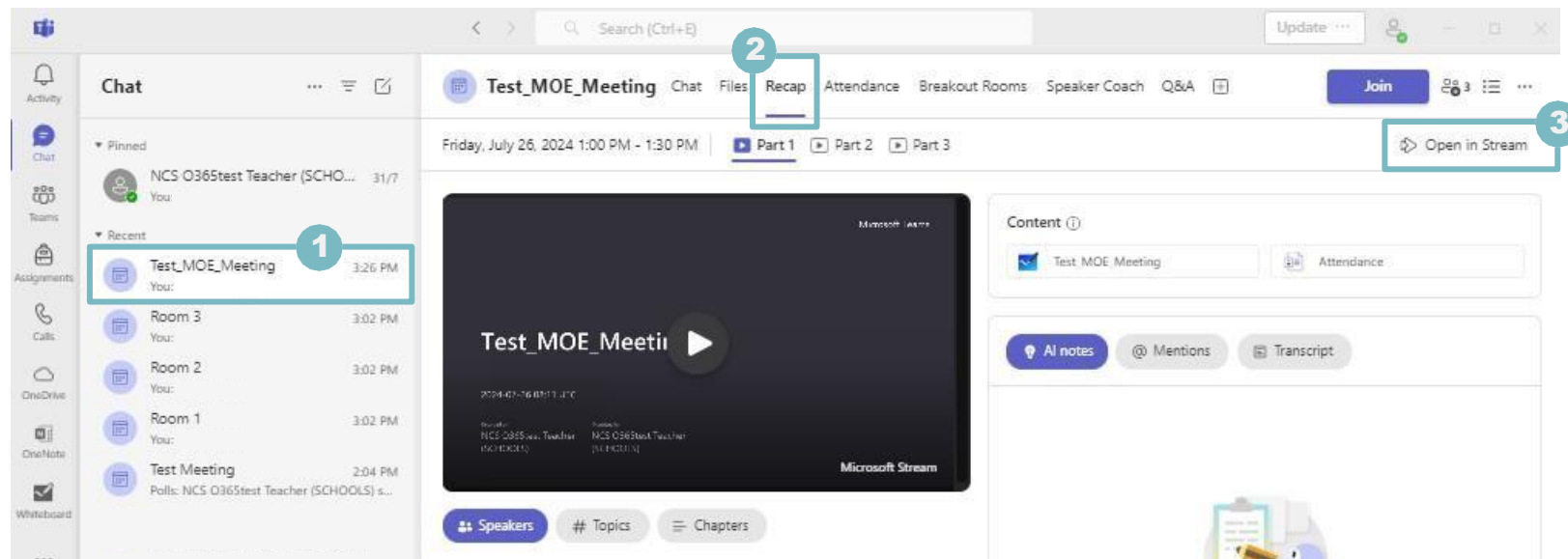
# Whiteboard menu



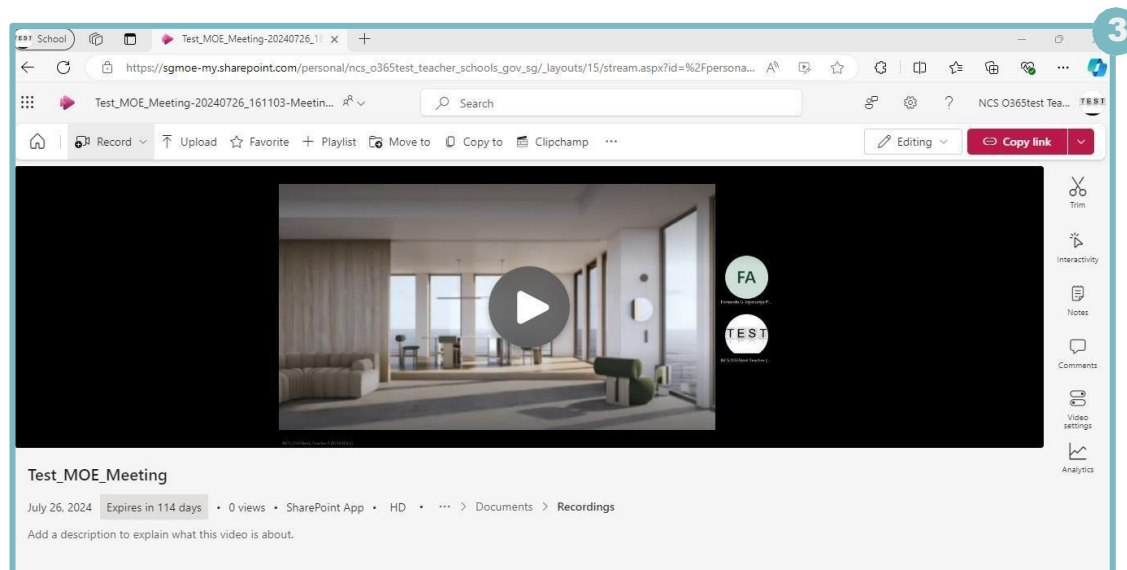
- 1 **Select** – Move or resize objects on the whiteboard.
- 2 **Pan** – Use the Pan tool to navigate around the Whiteboard by clicking and dragging.
- 3 **Draw** – Click this to draw or write on the Whiteboard. Choose different colors and pen thicknesses.
- 4 **Sticky note** – Select this to add sticky notes or a grid of notes for brainstorming.
- 5 **Emoticons** – Click to insert reactions or emoticons on the whiteboard.
- 6 **New comment** – Click this to add comments anywhere on the whiteboard.
- 7 **Text** – Use this to insert text boxes.
- 8 **Add shape or line** – Click to draw shapes or lines.



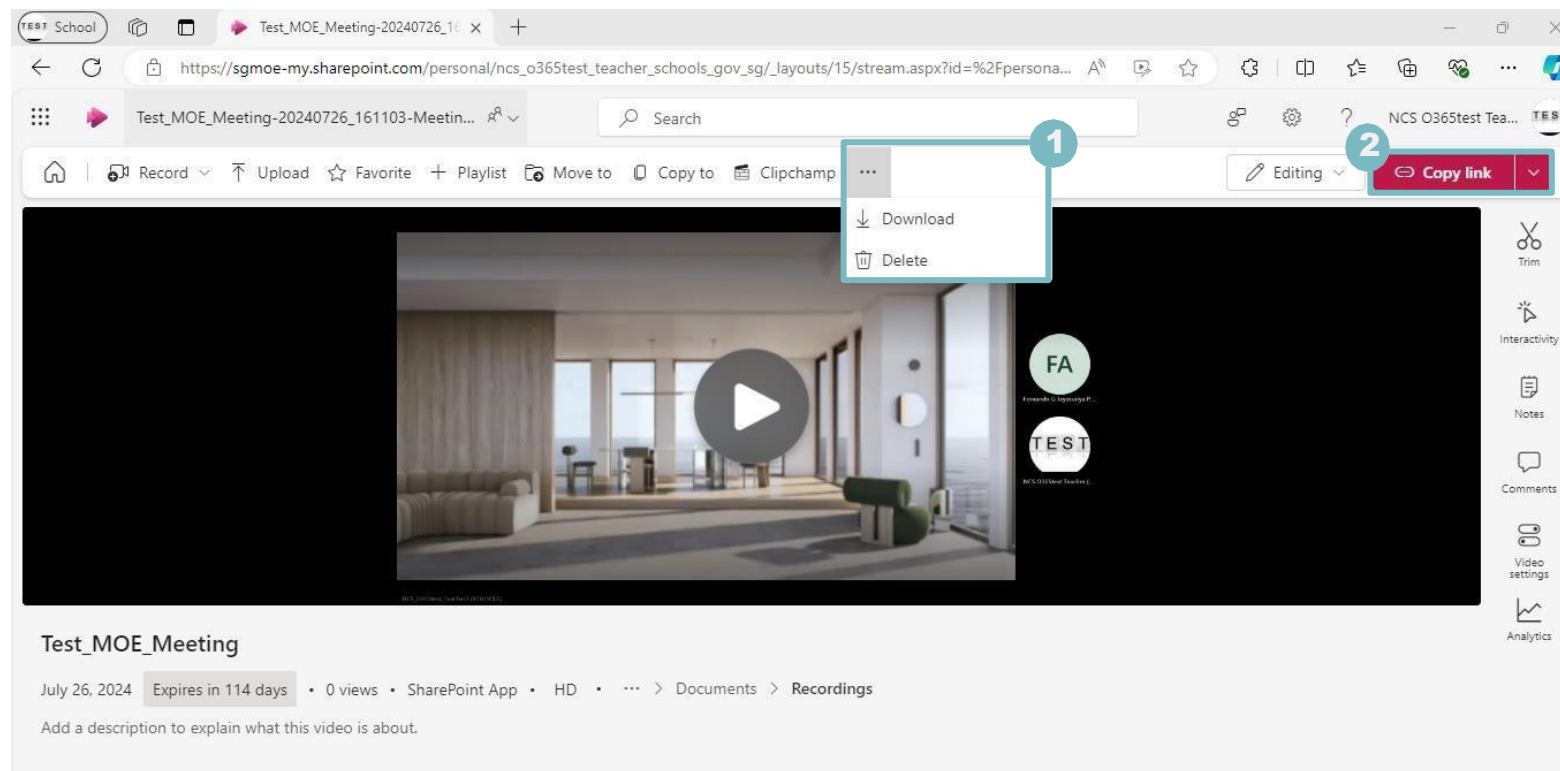
# View a recorded meeting



- 1 Select the **meeting chat** that you want to view the meeting recording post-meeting.
- 2 Click on '**Recap**' to view recording.
- 3 Click on '**Open in Stream**' to view recording in browser.



# Download recorded meeting



## Download recorded meeting

- 1 Select **'More options'** and click on **'Download'**.

*Note: External users will not be able to download the meeting recording from the browser.*

## Retrieve recorded meeting link

- 2 Click on **'Copy link'** to retrieve the recorded meeting link.

