MS TEAMS @ NILAI UNIVERSITY

USER MANUAL: STUDENT

VERSION 1.0

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TEAMS @ NILAI UNIVERSITY

❖ LOGIN

Step 1:

Open browser, and enter the URL – http://office.com . Click "Sign-in".
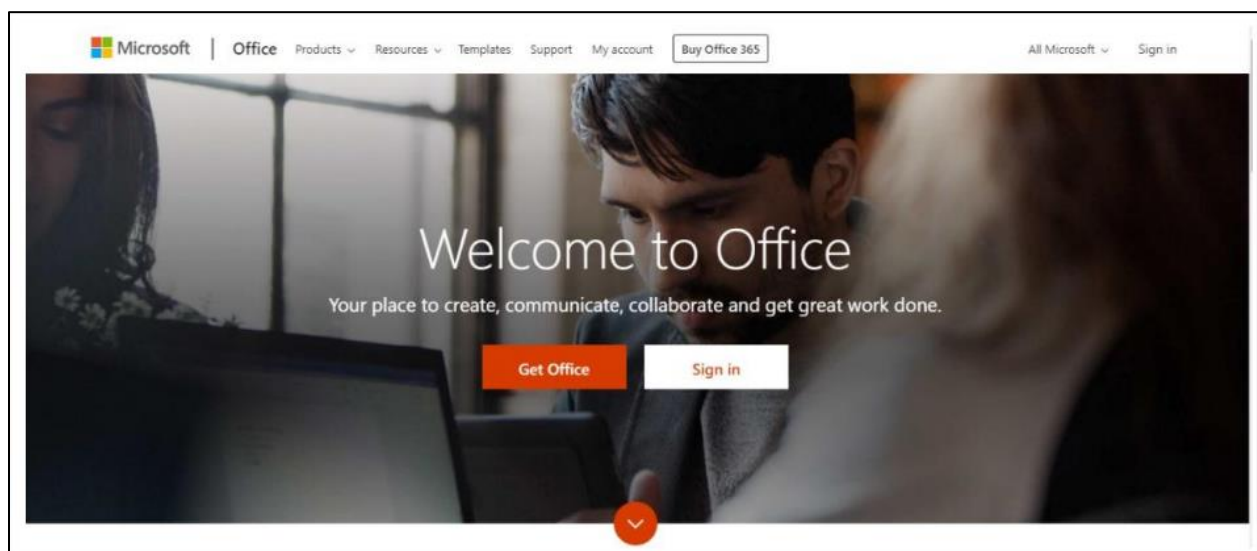

Figure1: Login

Step 2:

For first time login, you need to key in your ID and default password. Click 'Log in' when finish.
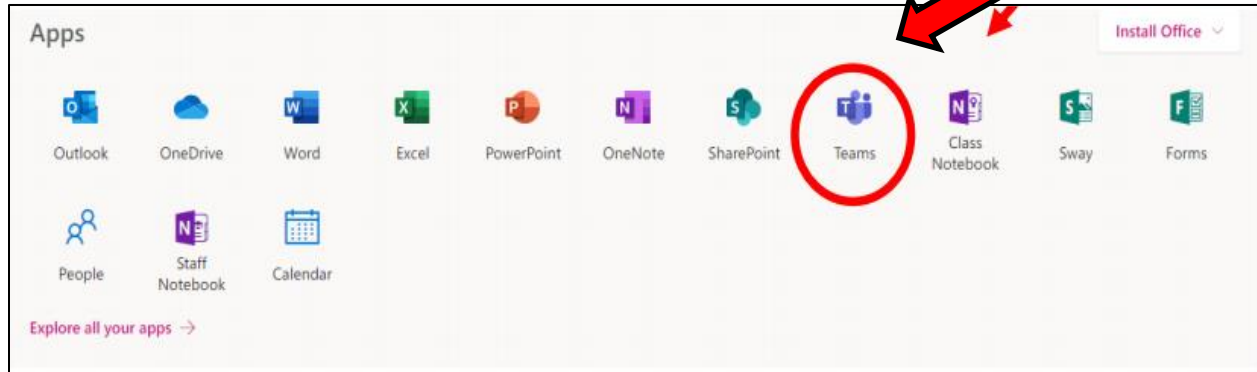
Example:-

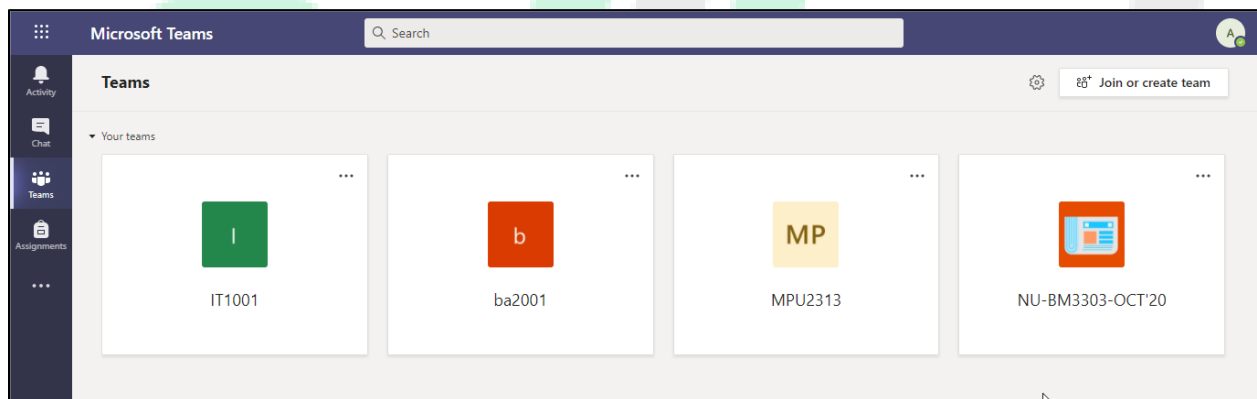*Username: n00011054@students.nilai.edu.my*

Password: student@123

Step 3:

After login, user will be directed to main page. Click on Teams icon. User also can download Teams app for desktop.

User now able to see Teams that has been assign by lecturer based on student's enrollment summary.

❖ UPLOAD ASSIGNMENT

Step 1:

Open assignment.

OPTION 1 - Student can check their notification icon if there is any new assignment setup by the lecturer. By click on this notification, you will be brought to the assignments page.

OPTION 2 - Student also can click the assignments button in the left-hand menu to see all the different assignments create by the lecturer

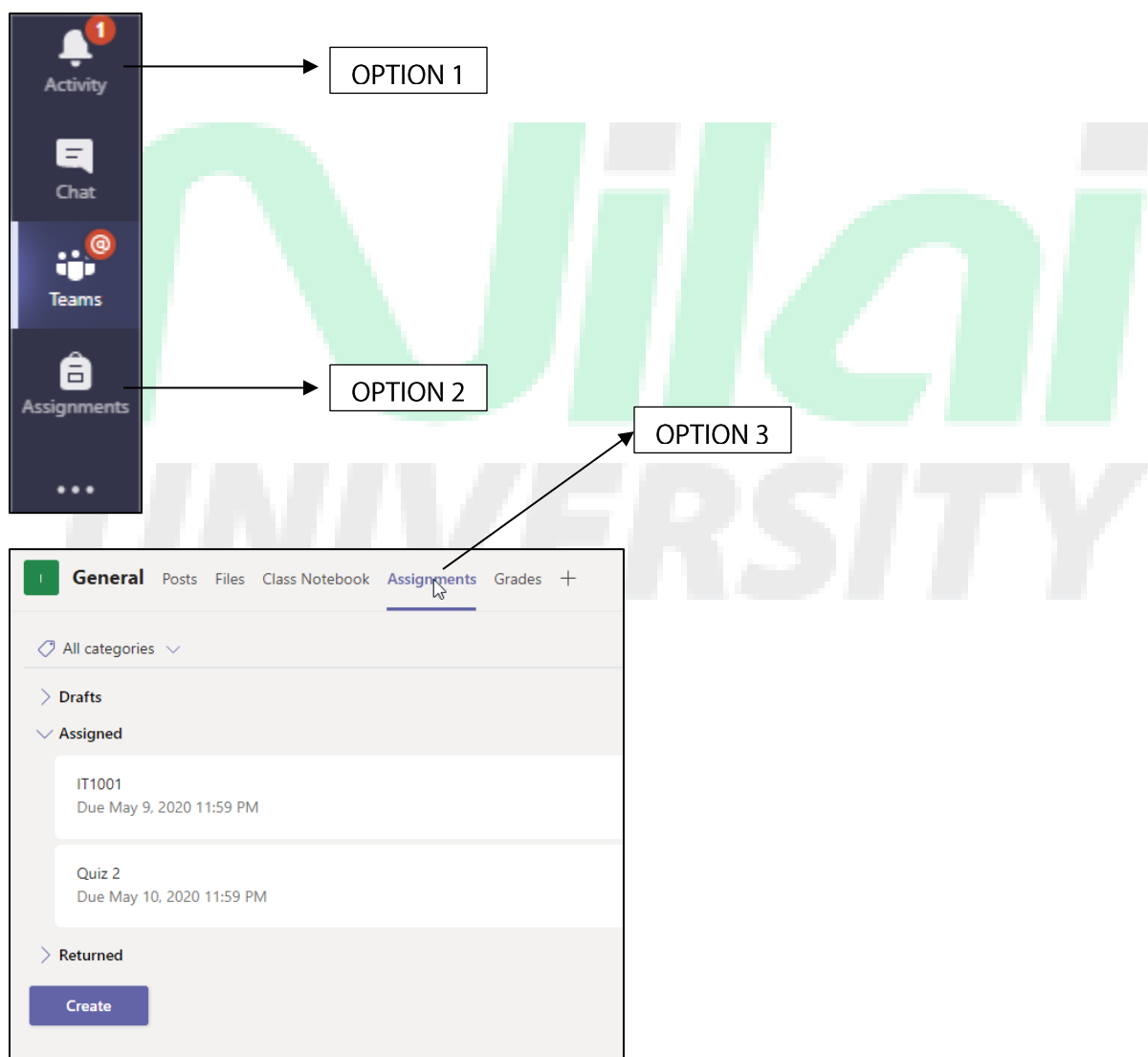OPTION 3 - Click into your class and click on the assignments refer Figure 2.

Figure 2: Assignment Tab

Step 2:

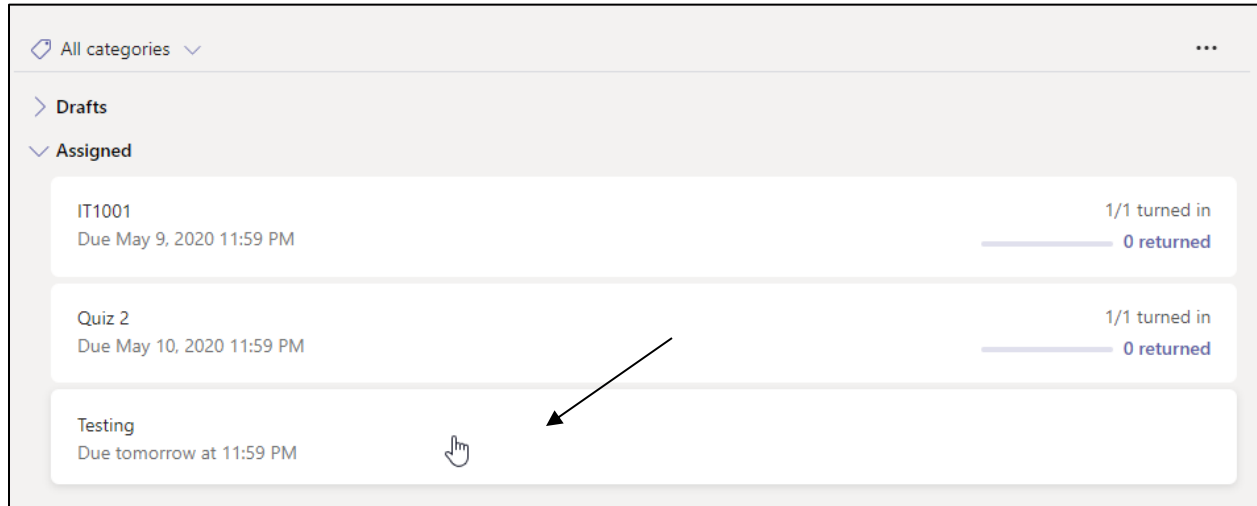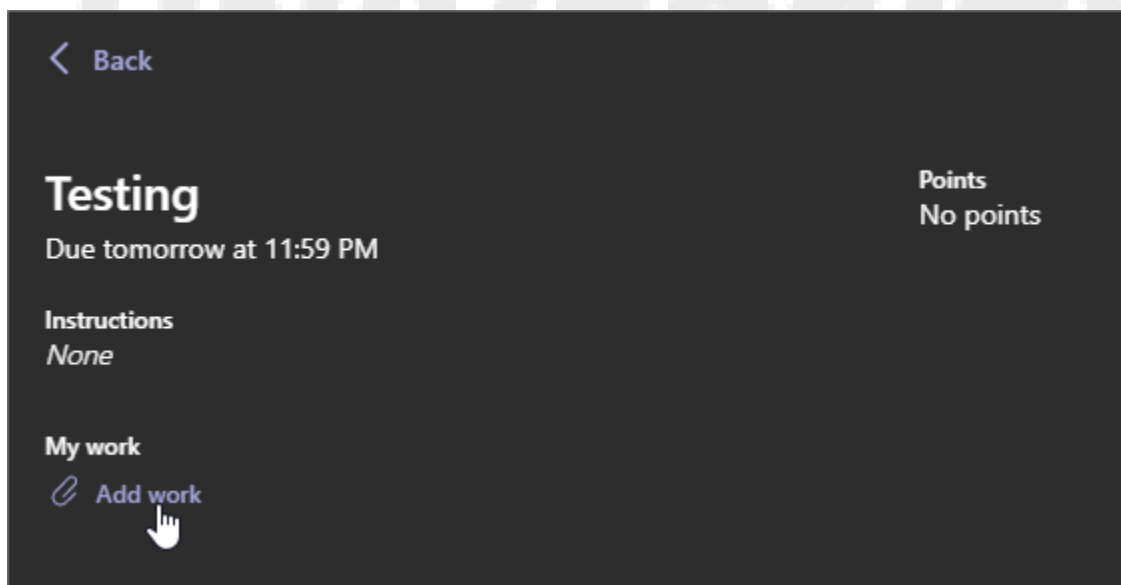Click on the assignment to access the task.

Figure 4: Select Assignment

Step 3:

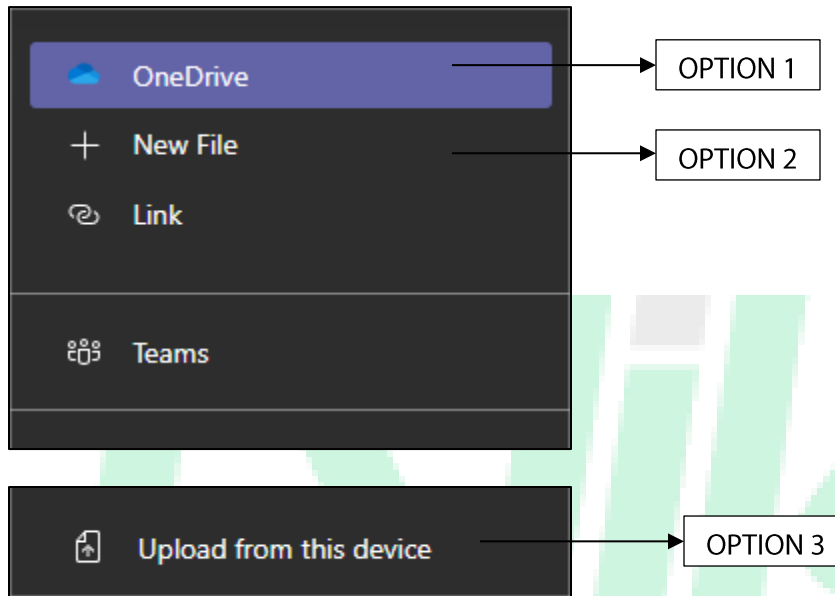Add your file to submit. Click "Add work".

Step 4:

Select how you want to submit your file.

OPTION 1 – Select file from your OneDrive.

OPTION 2 – Create New File. User can directly write answer inside this file.
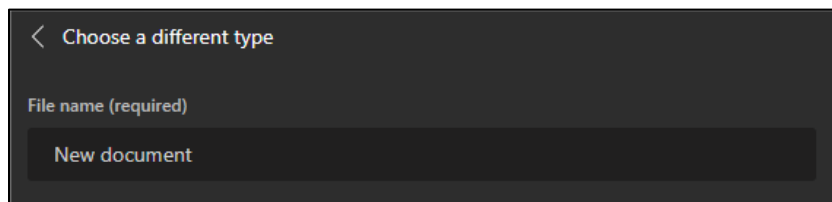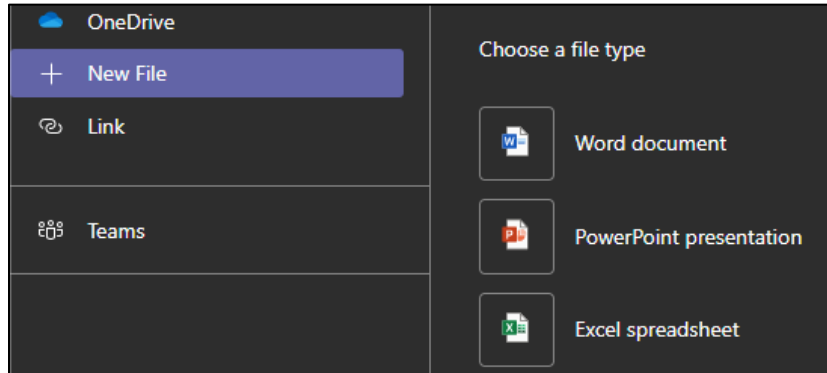
OPTION 3 – Upload file from your device.

❖ *OPTION 2 – Create New File.*

Step 1:

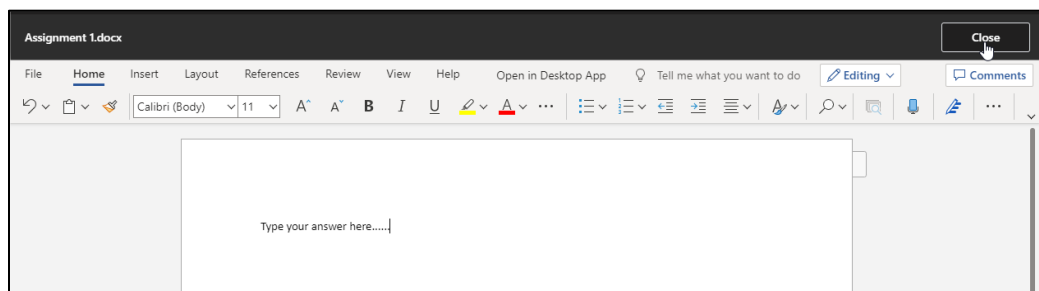User select the file type. Enter the file name.

Step 2:
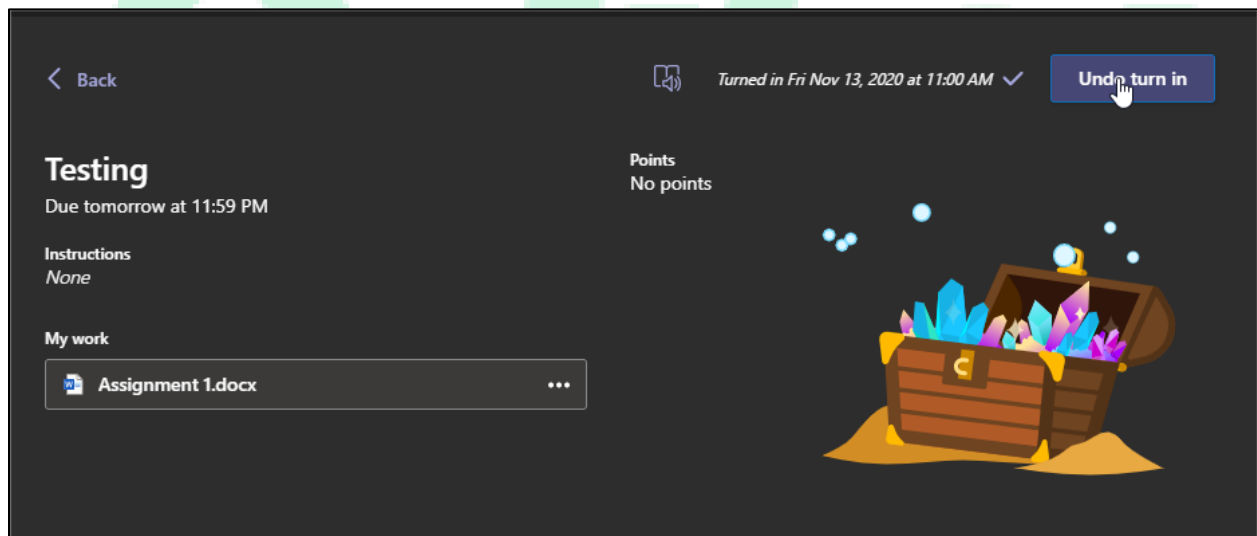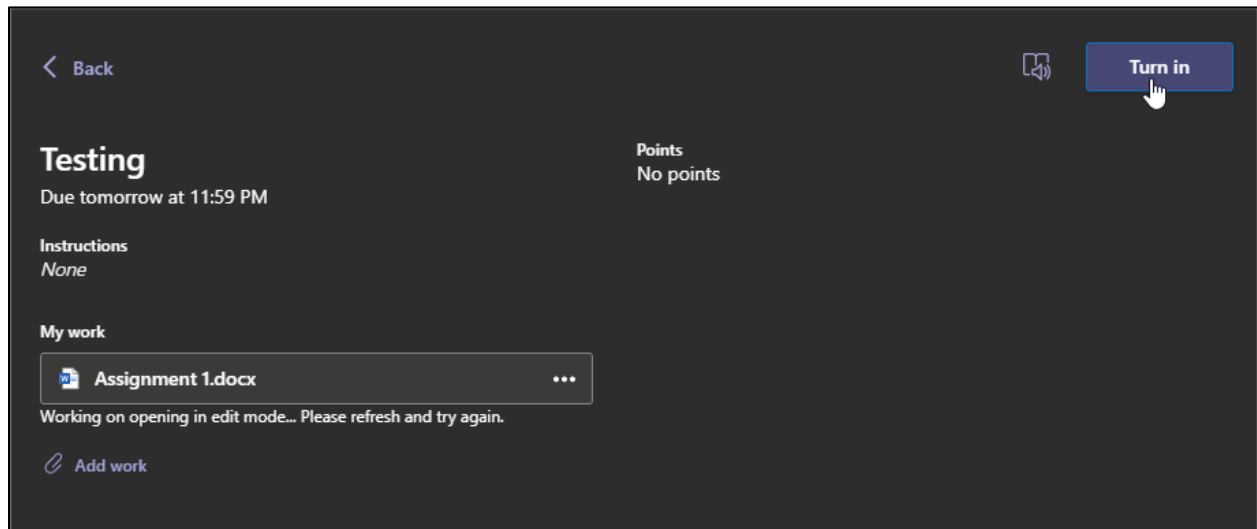
Click on the assignment to start edit the file.

Start typing your answer and click "Close" when done.

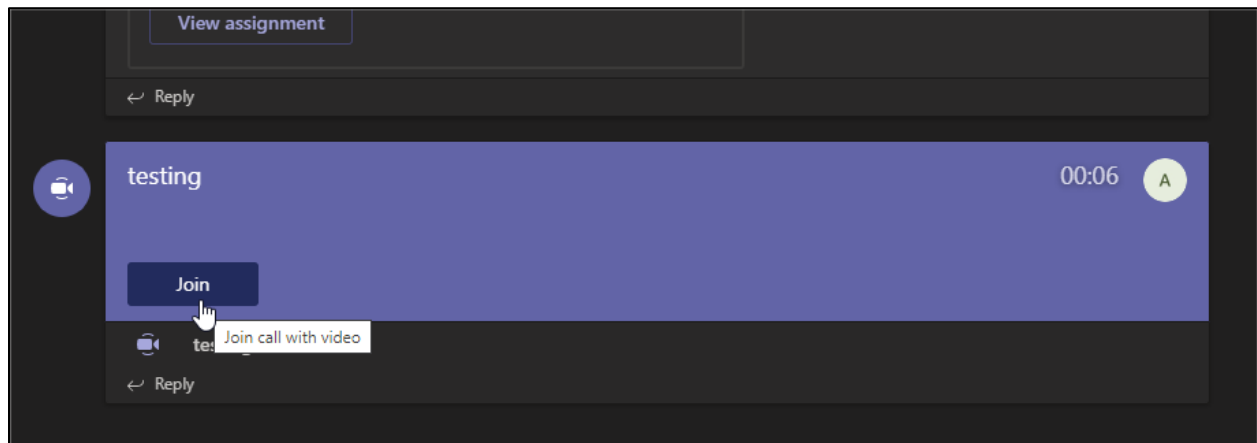Kindly ensure your work is attach and click "Turn in".

User will see an animation if they have successfully submit the assignment.
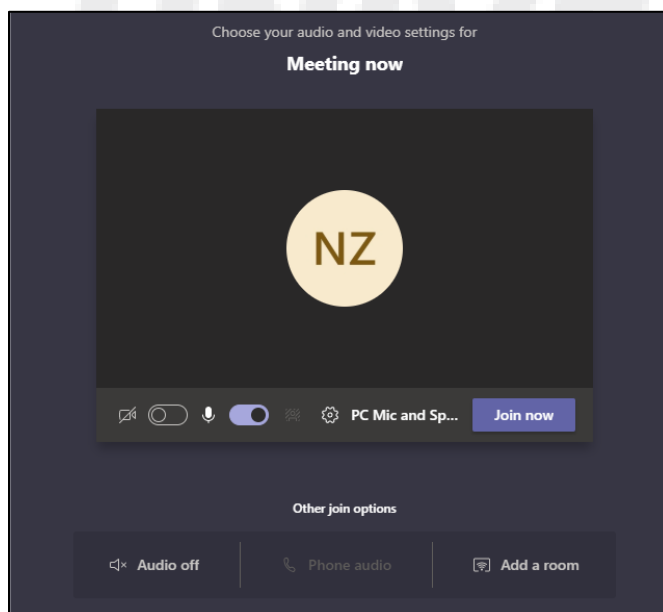
❖ JOIN MEETING

Step 1:

Lecturer will schedule online meeting for the teams. Click "Join". User also can check their schedule meeting in calendar.
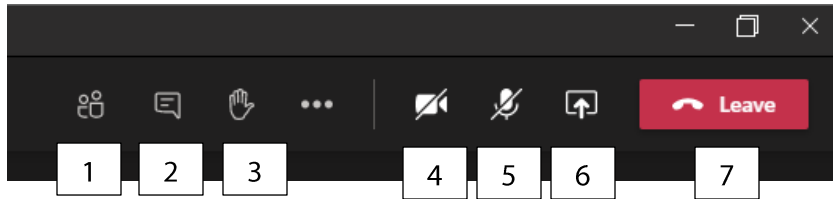

Step 2:

Setup your audio and video. Click "Join now" when you are ready.

❖ Meeting Toolbar

1 - See who's in the meeting

2 - Participate in the meeting chat.

3 - Raise hand

4 - Turn your video on and off.

5 - Mute and unmute your microphone.

6 - Share your screen or a document.

7 - Leave the meeting.