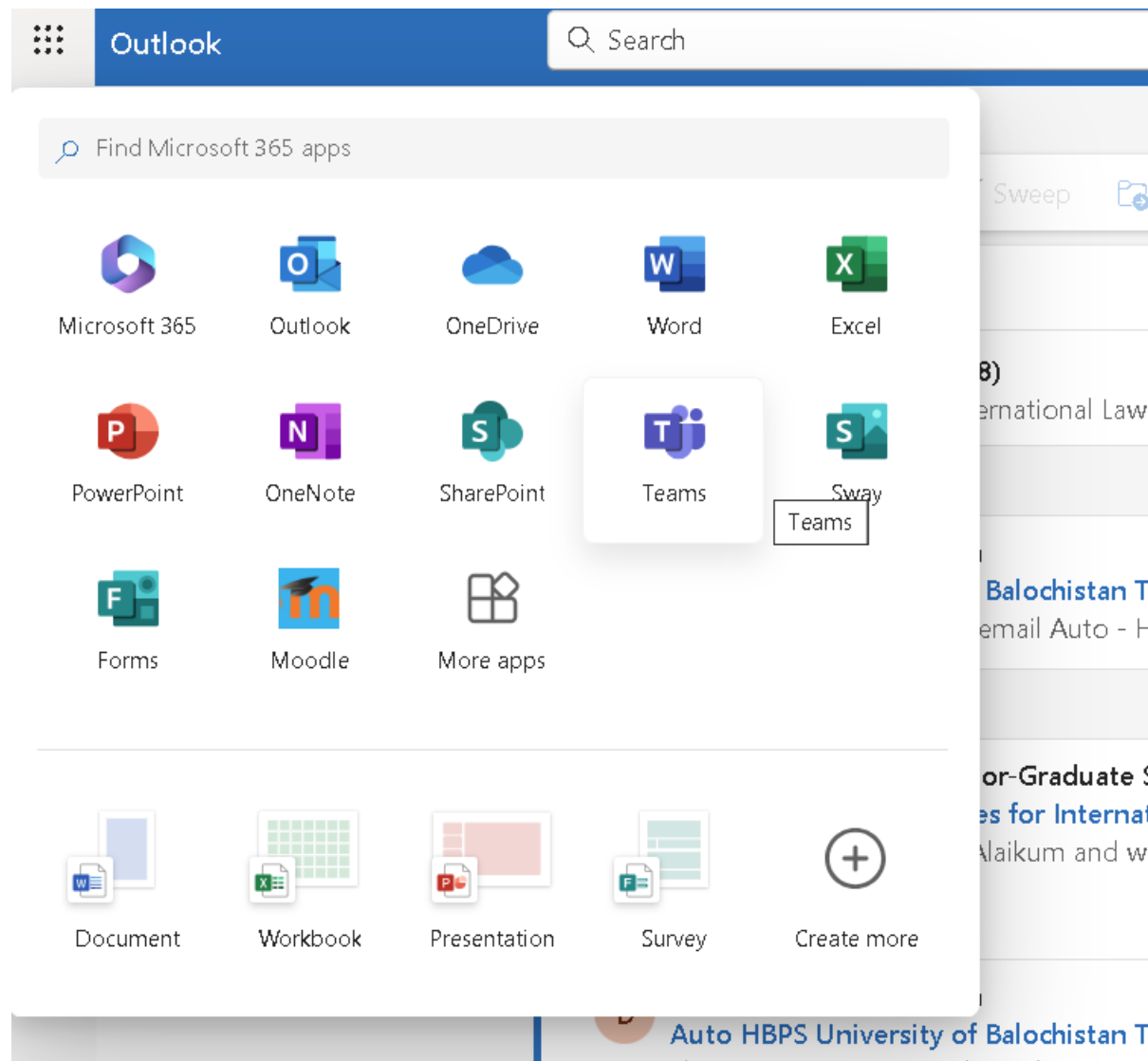


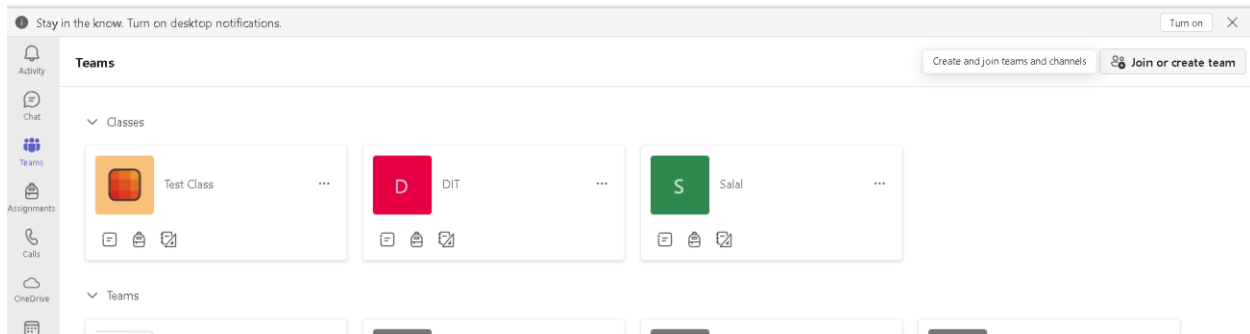
How to Conduct Online Class Using MS-TEAMS

Faculty members have their official emails in the given format (name@um.uob.edu.pk). The same email credentials can be used for MS Teams, which allows Synchronous (Live video conferencing facility) and Asynchronous Mode as well. The complete steps with screenshots are shared for reference:

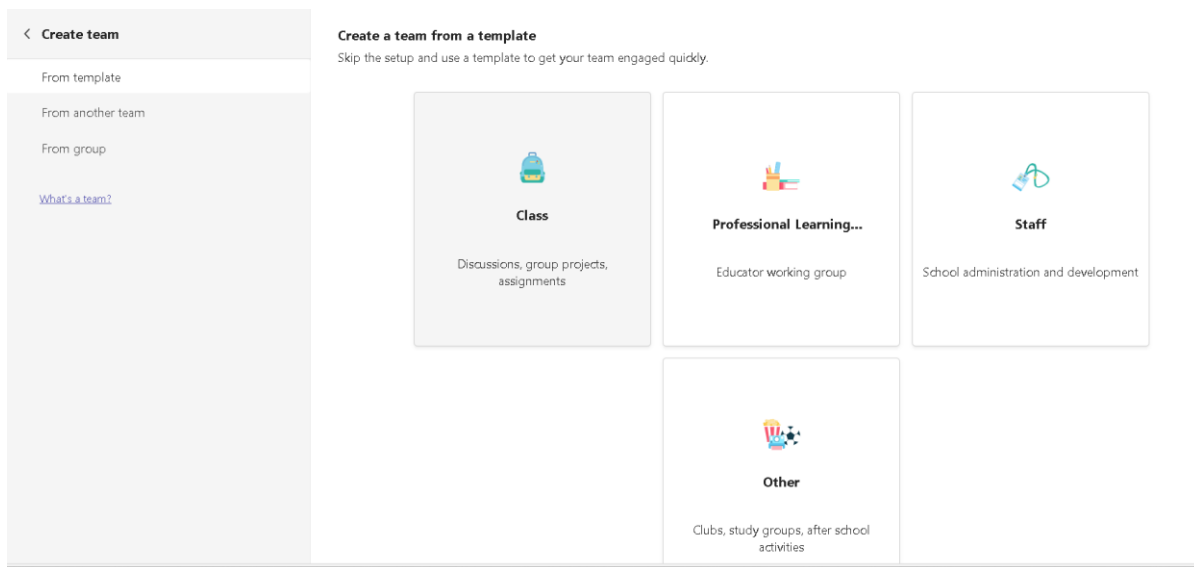
Open UM Official Email using UoB website or through direct link <https://outlook.live.com> . Then On Top Left corner click to open options and Select Teams.



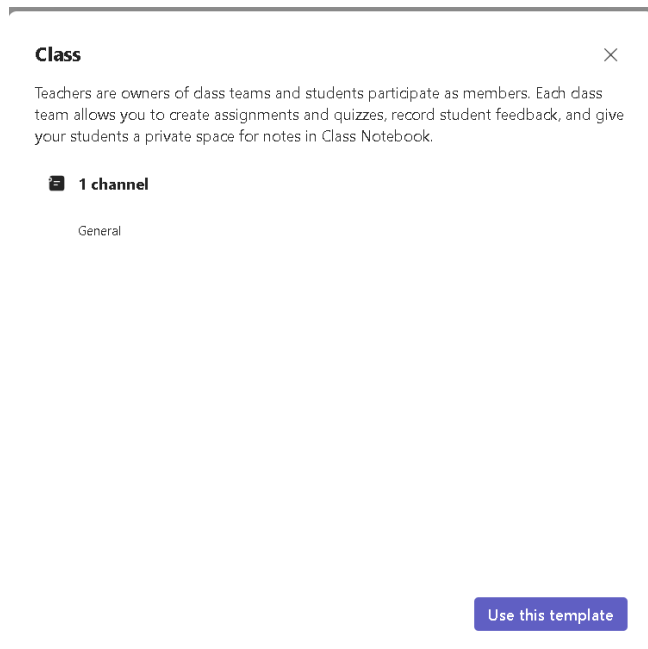
Then click on Join or Create Teams



Create Team option will open



Click on Class option, then a window will prompt, click on use this template



Fill the details accordingly

Some quick details about your team

×

Team name *

Online Classes

✓

Description

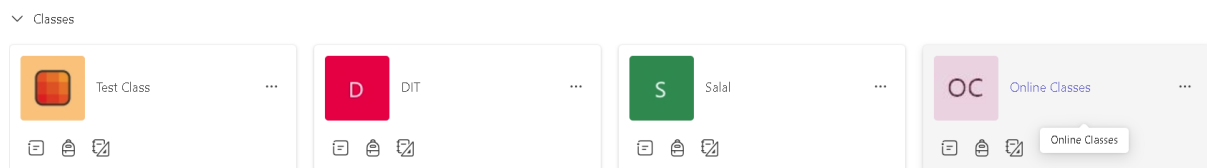
This is a sample online class

[Customize channels >](#)

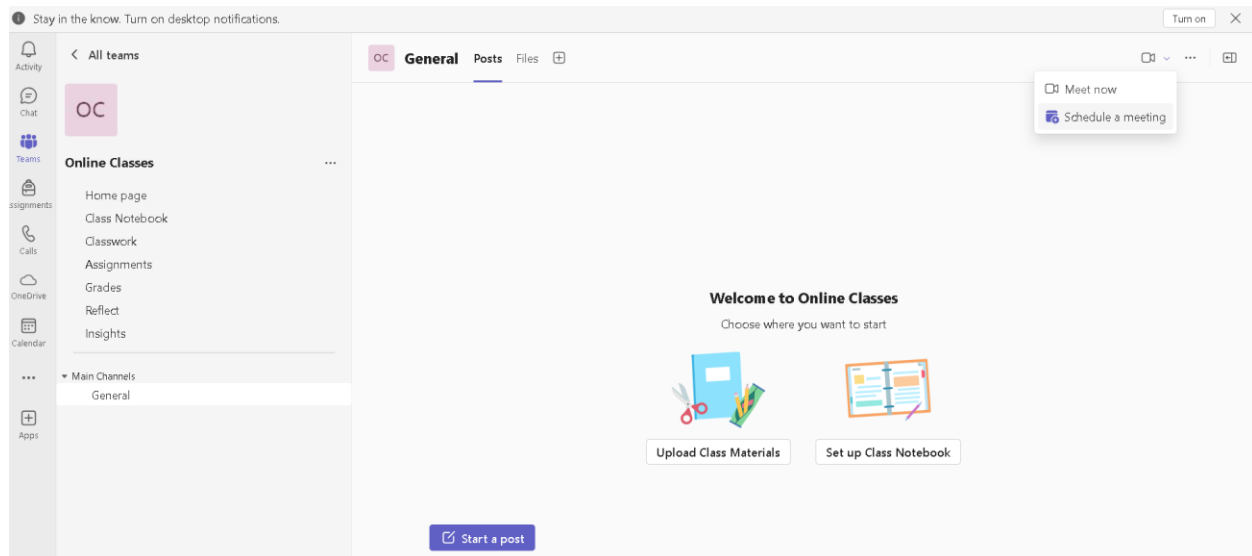
< Back

Create

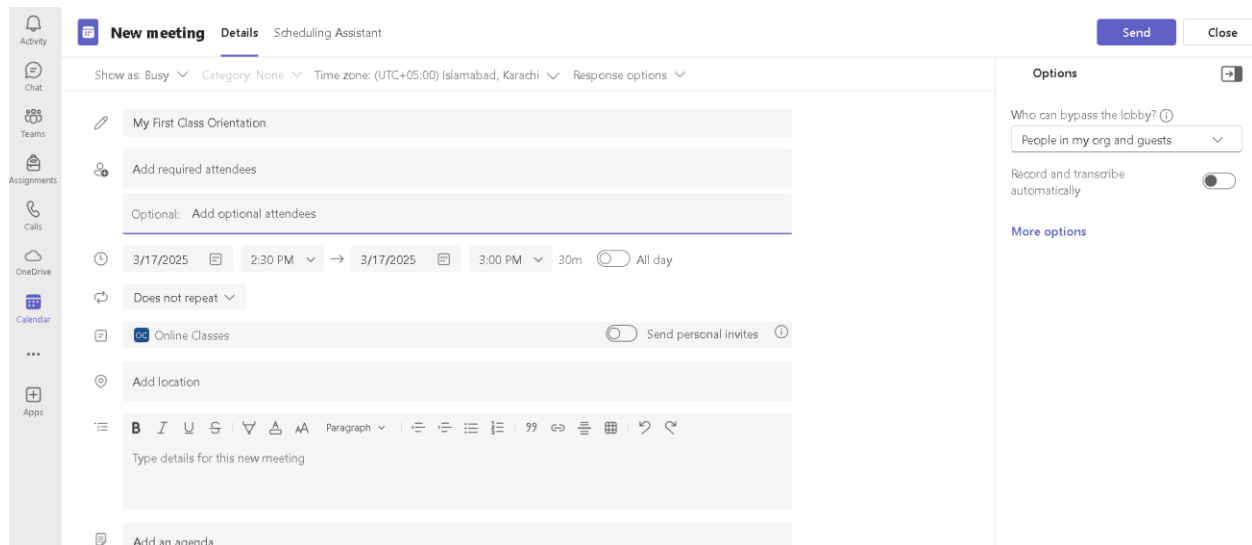
Once the create button is pressed. The class space will be created



Within the class space the faculty member can post, create file etc. Furthermore, live video conferencing session can be scheduled.



To schedule live interactive session, on top right hand side of the screen, click on the camera icon, and select schedule a meeting. Fill in the session name and details etc



ON RHS there is a link named as More options. Click that

Meeting options



Some options may be locked. [Learn more](#)

- Security**
- Audio & video
- Engagement
- Roles
- Recording & transcript

Security

Who can bypass the lobby? ⓘ

People dialing in can bypass the lobby

Attendees with a registration link can bypass th

Who can admit from the lobby

Enable Green room ⓘ

People in my org and guests

Everyone

People in my org, trusted orgs, and guests

✓ People in my org and guests

People in my org

People who were invited

Only organizers and co-organizers

Audio & video

Allow mic for attendees ⓘ

Allow camera for attendees ⓘ



Save

Set your preferred settings.

Meeting options



- Security
- Audio & video**
- Engagement
- Roles
- Recording & transcript

Audio & video

Allow mic for attendees ⓘ ☒

Allow camera for attendees ⓘ ☒

Engagement

Q&A ☐

Allow reactions ☒

Allow attendance report ☒

Roles

Announce when people dialing in join or leave ⓘ ☒

Save

Meeting options



- Security
- Audio & video
- Engagement**
- Roles
- Recording & transcript

Engagement

Q&A ☐

Allow reactions ☒

Allow attendance report ☒

Roles

Announce when people dialing in join or leave ⓘ ☒

Choose co-organizers:

Search for participants ▼

Who can present

Everyone ▼

Enable language interpretation ⓘ ☐

Save

Meeting options



- Security
- Audio & video
- Engagement
- Roles**
- Recording & transcript

Roles

Announce when people dialing in join or leave



Choose co-organizers:

Search for participants

Who can present

Everyone

Enable language interpretation



Recording & transcript

Record and transcribe automatically



Allow Copilot

During and after the meeting

Save

If recording the session is required than enable record option

Meeting options

- Security
- Audio & video
- Engagement
- Roles
- Recording & transcript**

Recording & transcript

Record and transcribe automatically



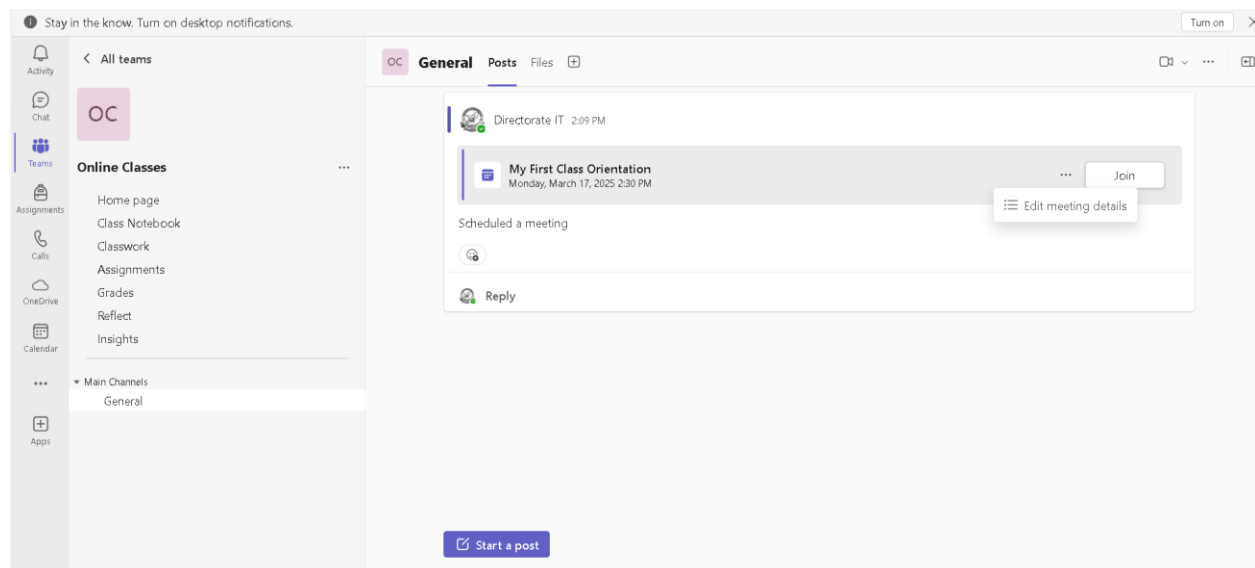
Allow Copilot

During and after the meeting

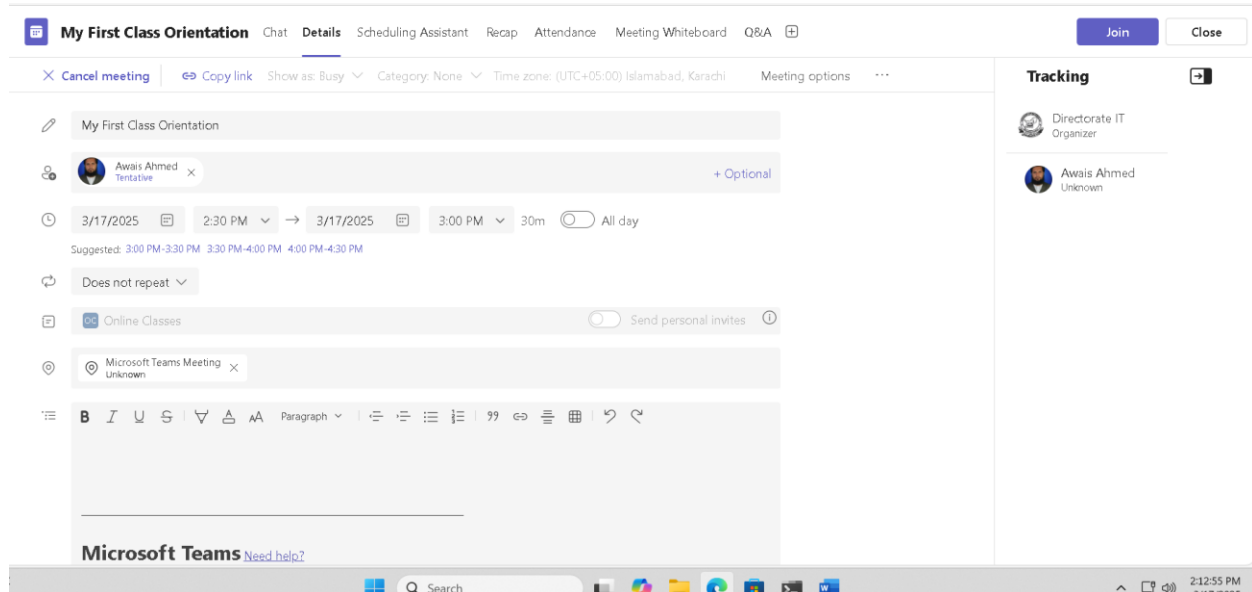
Once saved than click save button. And in subsequent screen press send button.

The screenshot shows the 'New meeting' dialog in Microsoft Teams. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calls, OneDrive, and Calendar. The main area is titled 'New meeting' with tabs for 'Details' and 'Scheduling Assistant'. At the top right are 'Send' and 'Close' buttons. Below the title bar, there are settings for 'Show as: Busy', 'Category: None', 'Time zone: (UTC+05:00) Islamabad, Karachi', and 'Response options'. The meeting title is 'My First Class Orientation'. Below it are fields for 'Add required attendees' and 'Optional: Add optional attendees'. The date and time are set to '3/17/2025' at '2:30 PM', with a duration of '30m' and an 'All day' toggle. A 'Does not repeat' dropdown is visible. There is a section for 'Online Classes' with a 'Send personal invites' toggle. Below that is a field for 'Add location'. A rich text editor is present with the placeholder text 'Type details for this new meeting'. At the bottom is a field for 'Add an agenda'. On the right side, there is an 'Options' panel with a dropdown for 'Who can bypass the lobby?' set to 'People in my org and guests', a toggle for 'Record and transcribe automatically', and a link for 'More options'.

Once done the following interface will appear



While clicking the ... link the Edit meeting details will show up.



On top of screen there is a Copy Link , click to copy the meeting link and circulate the copied meeting link with the students / participants of the class. To Join simply click join button.

FOR ANY HELP AND ASSISTANCE PLEASE CONTACT DIT

dit@um.uob.edu.pk