



SSOE 2 – Microsoft Teams (Teacher) Quick Guide

V1.0

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OVERVIEW



After a call

View a recorded meeting

Download recorded meeting

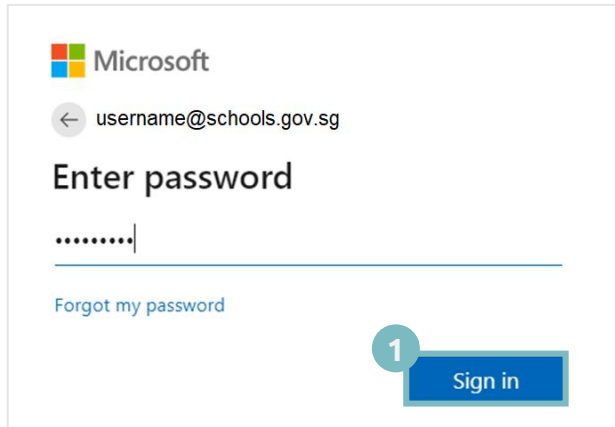
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Sign in to Teams



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 Outlook)

The screenshot illustrates the process of scheduling a virtual meeting in Outlook. It is divided into two main sections: the Outlook app interface on the left and the 'Untitled - Meeting' pop-up window on the right.

Outlook App Interface (Left):

- 1a:** The 'New' button in the top-left corner is highlighted.
- 1b:** The 'Teams Meeting' option in the 'New' dropdown menu is highlighted.

'Untitled - Meeting' Pop-up Window (Right):

- 5:** The 'Scheduling Assistant' tab is selected in the top-left corner of the pop-up window.
- 2:** The 'Title' field is filled with 'My first Teams meeting'.
- 3:** The 'Required' field is empty, indicating no attendees have been added yet.
- 4:** The 'Start time' and 'End time' fields are set to 'Di 21.04.2020' at '06:00' and '06:30' respectively.
- 6:** The 'Location' field is set to 'Microsoft Teams Meeting'.
- 7:** The 'Send' button is highlighted in the bottom-left corner.

The bottom section of the pop-up window displays the meeting details, including the title 'Join Microsoft Teams Meeting', the phone number '+49 69 710414417', the conference ID '270 192 864#', and links for 'Local numbers', 'Reset PIN', 'Learn more about Teams', and 'Meeting options'.

- 1 In the Outlook app, select the '**New Items' dropdown box** and choose '**Teams Meeting**'.
- 2 In the pop-up window, fill in a '**Title**' for your meeting invite.
- 3 In the '**Required Attendees**' box, enter the email addresses for the people you want to invite to the meeting.
- 4 Select a **start and end time** for the meeting.
- 5 For internal attendee(s), select the '**Scheduling Assistant**' tab (top left) to see if the attendee(s) are available at the time you are proposing.
- 6 **Add your message** to the body of the invite to inform participants on the purpose of the meeting.
- 7 Double check your information and then click the '**Send**' button or copy the meeting link to be sent via iCON.

Join and manage a meeting (from Outlook Calendar)

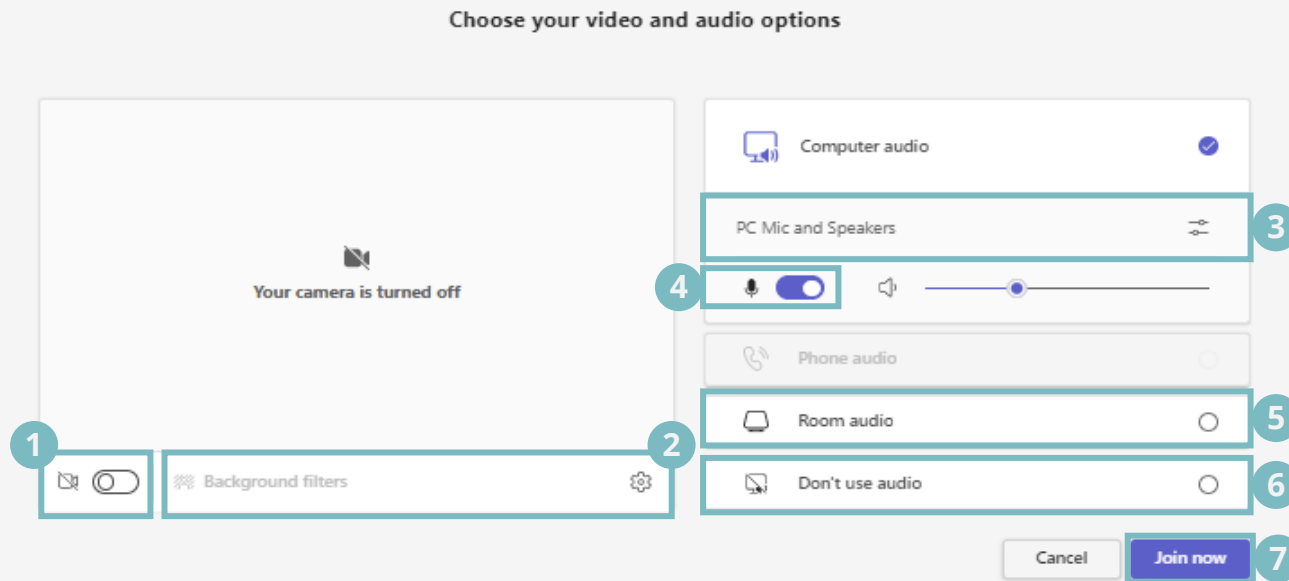
1 In the Outlook app, click on the **calendar icon**.

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.

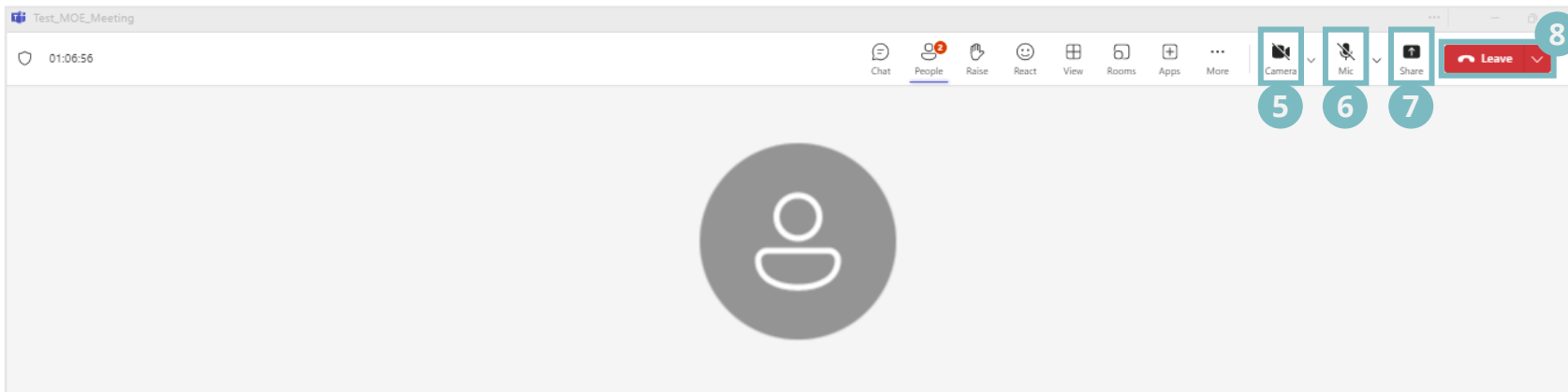
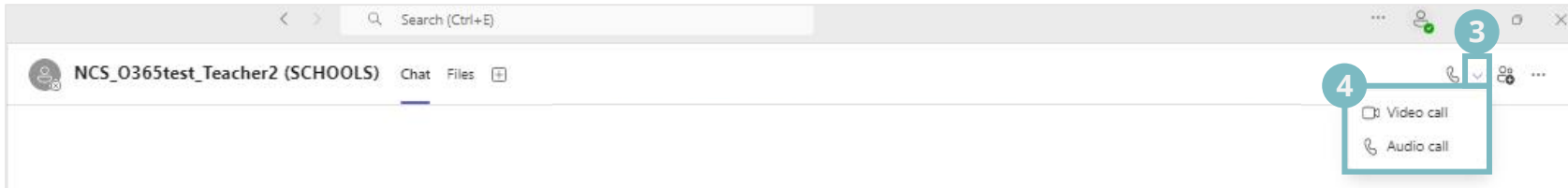
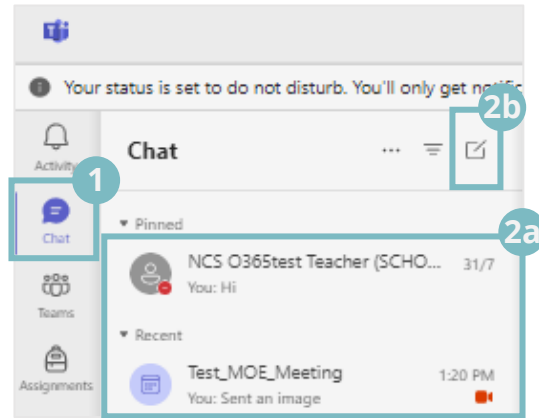
Proceed to ['Configure settings prior to joining a meeting'](#) to set up your audio and video settings before joining the call.

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.

Make an audio/video call to an individual/student



- 1 Click on the **Chat icon** in the left sidebar to open your recent chats.
- 2 Find and **select the contact** you want to call from your chat list.

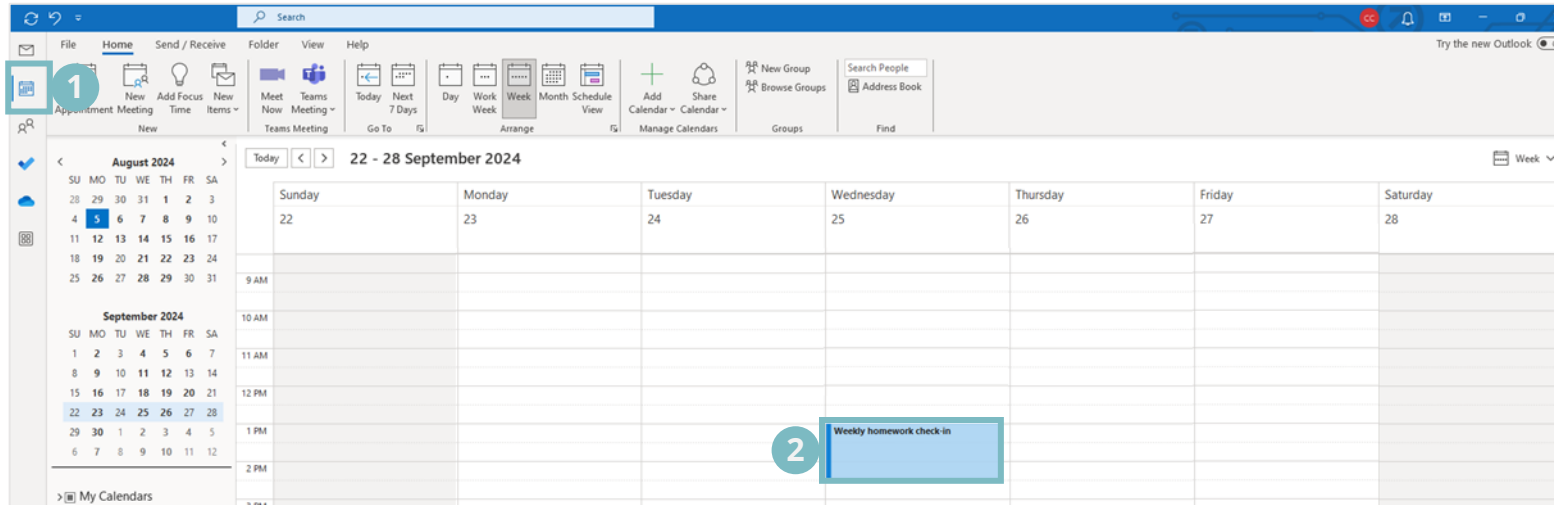
If you don't have an existing chat with them, click on the **New Chat icon** (pencil and paper) at the top of the chat list and type in their name or email address.

- 3 Click on the **dropdown arrow** to access the call options.
- 4 For an **audio call**, click on the **phone icon** at the top right corner of the chat window.

For a **video call**, click on the **camera icon** next to the phone icon.

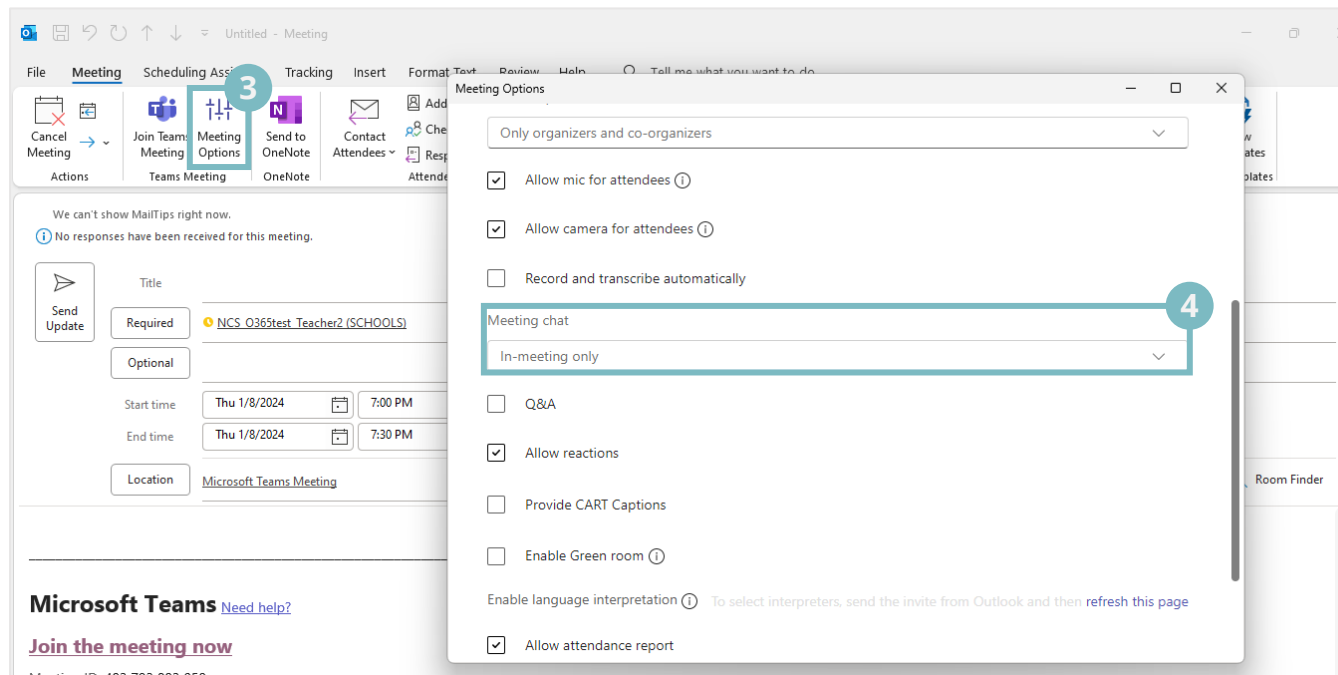
- 5 Click on the **camera icon** to turn your camera on/off.
- 6 Click on the **microphone icon** to mute/unmute your microphone.
- 7 Click on the **share icon** to share your window.
- 8 To end the call, click the **'Leave' button**.

Enable chat for students during meeting

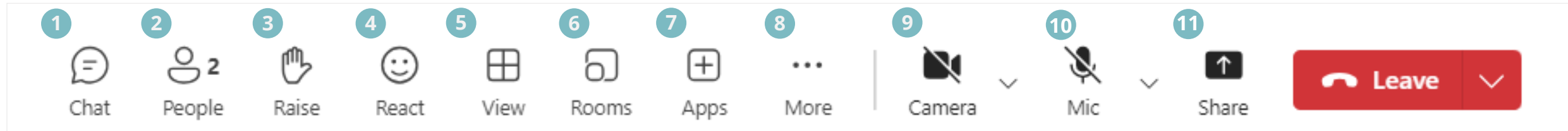


- 1 In the Outlook app, click on the **calendar icon**.
- 2 Click on the **meeting event** you want to enable chat for students.
- 3 Select **'Meeting Options'**.
- 4 Under 'Meeting chat', select **'In-meeting only'** from the drop down.

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



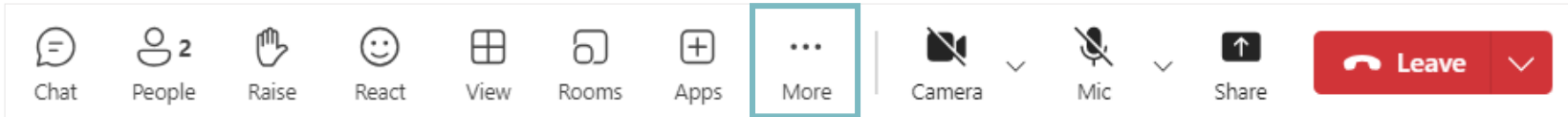
Use meeting controls during meeting (1 of 2)



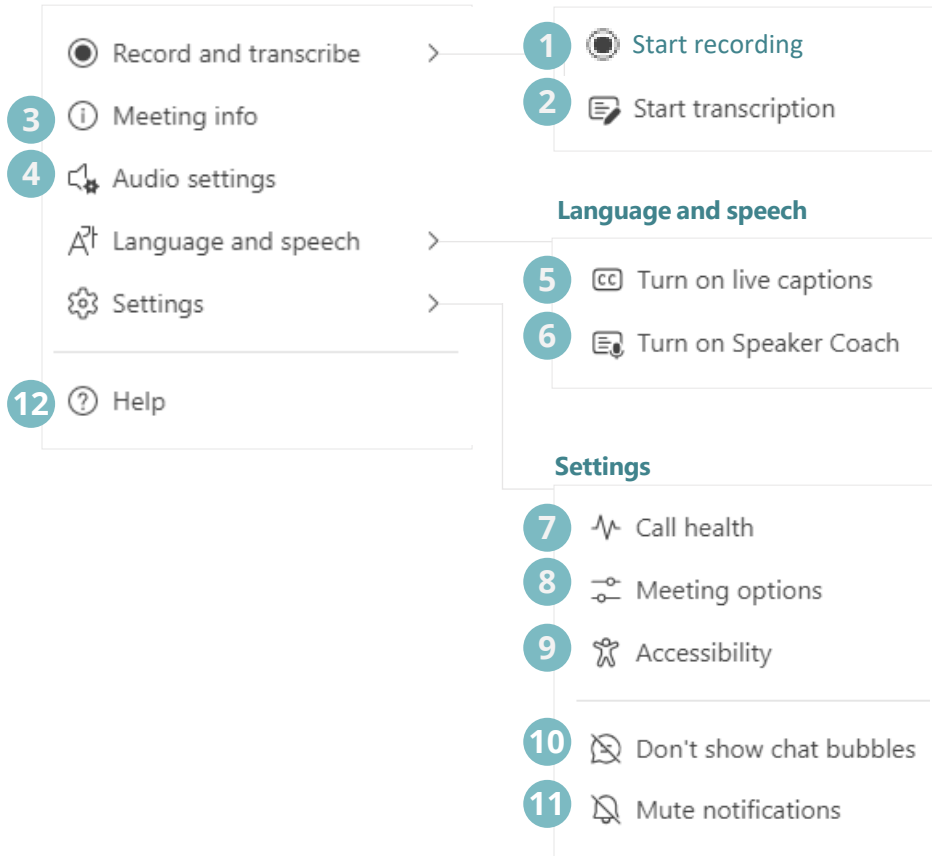
How to use meeting controls on main bar

- 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)



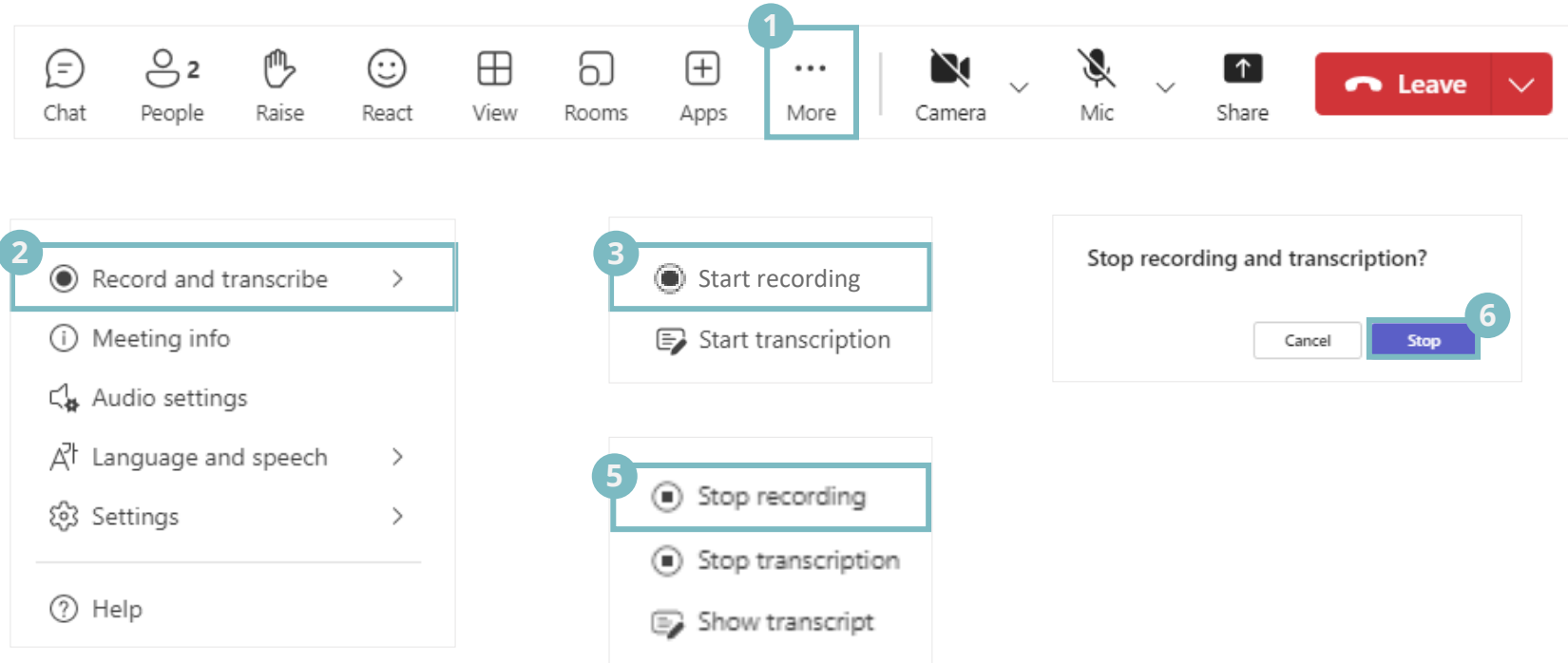
More



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



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

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

6 Select whether you want to share results with respondents.

7 Preview your poll.

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

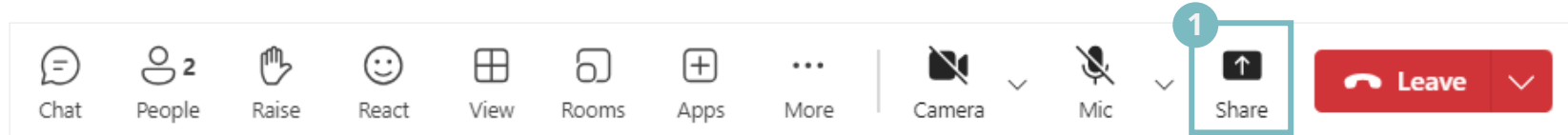
To add poll as a function

- 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 selections' 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



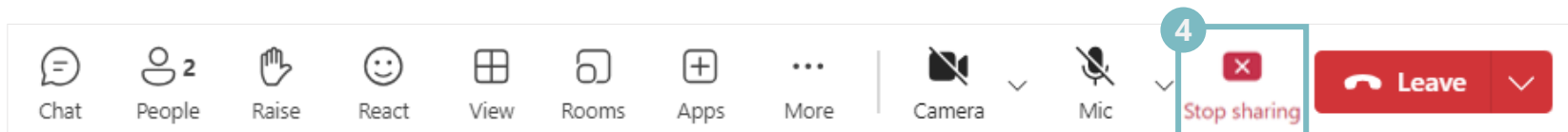
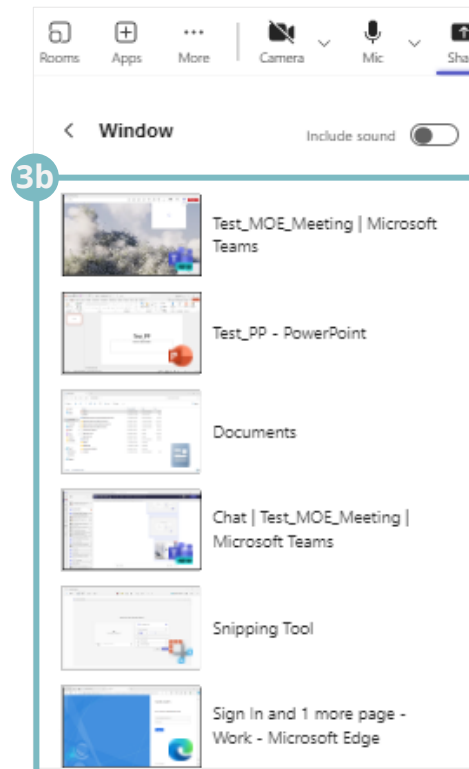
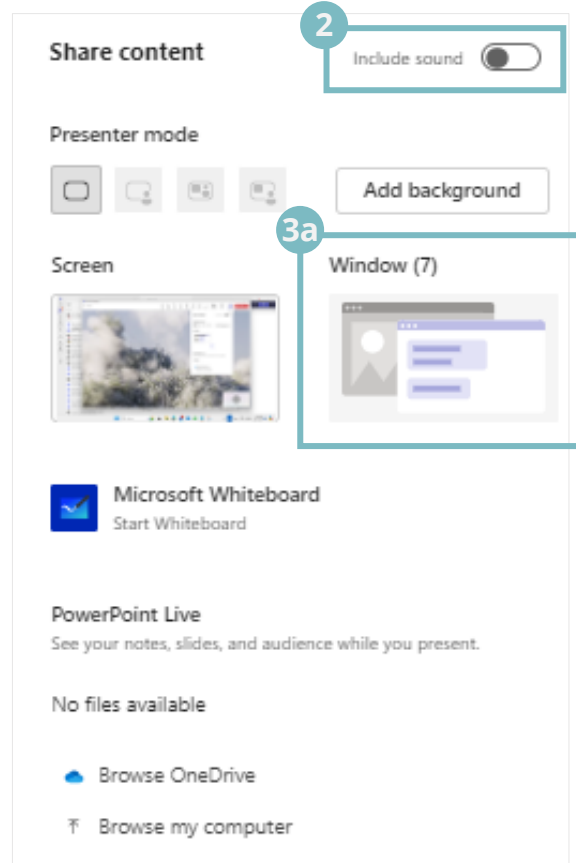
To share a window

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

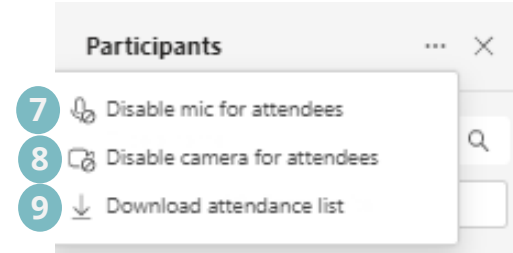
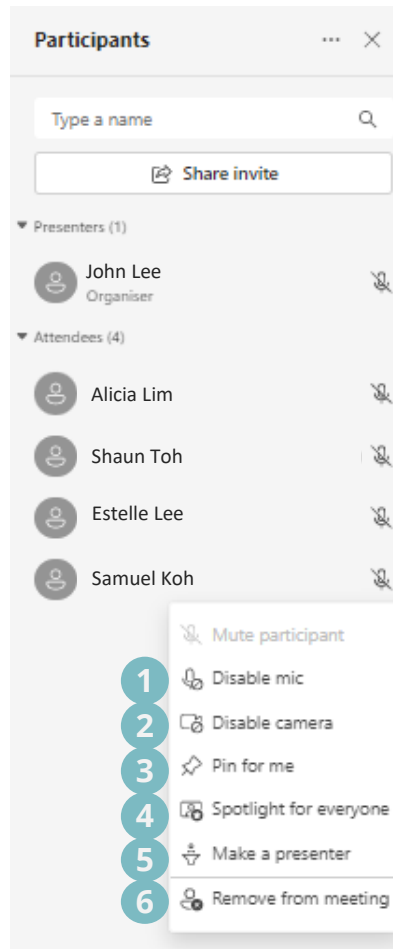
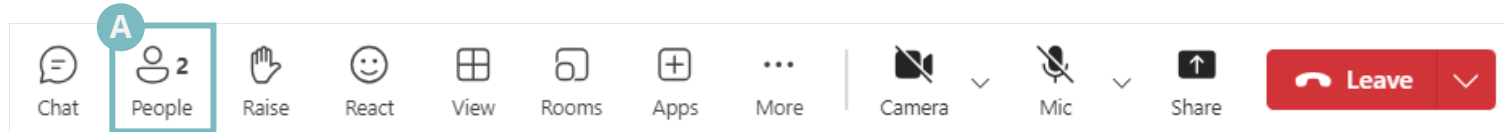
Note: Teachers are encouraged to share '**Window**' instead of '**Screen**' to maintain confidentiality.

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.

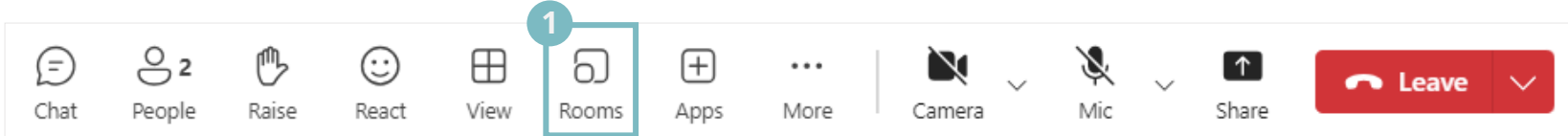
Managing individuals

- 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.

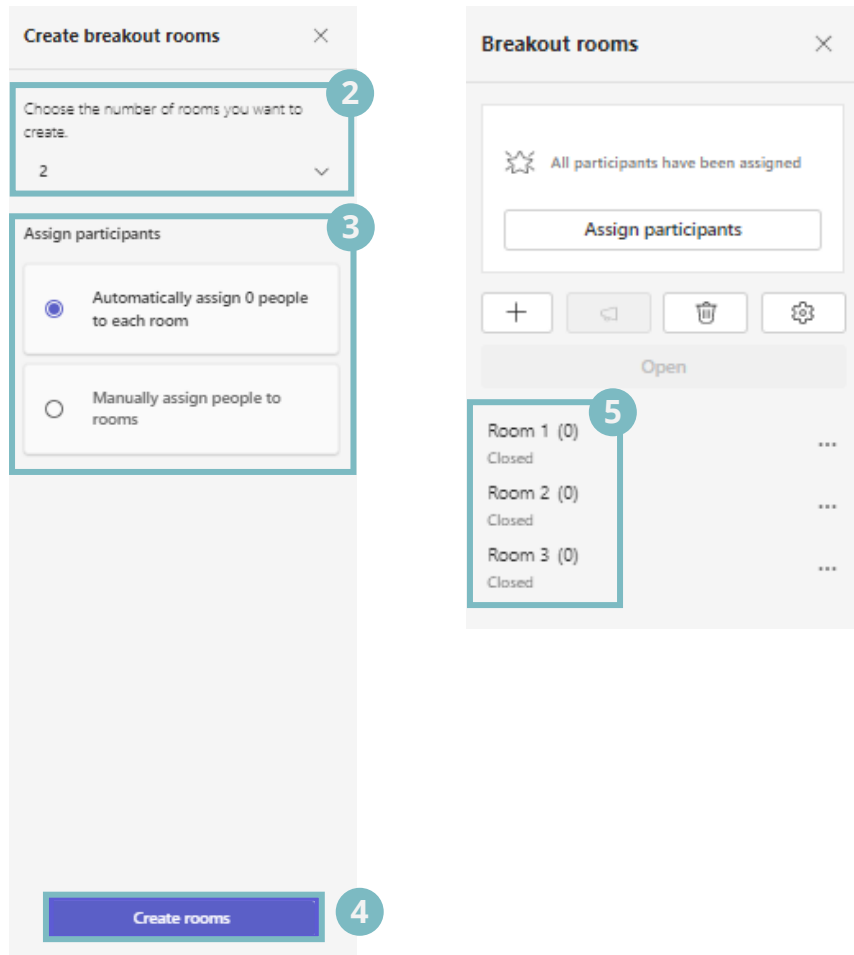
Managing all participants

- 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



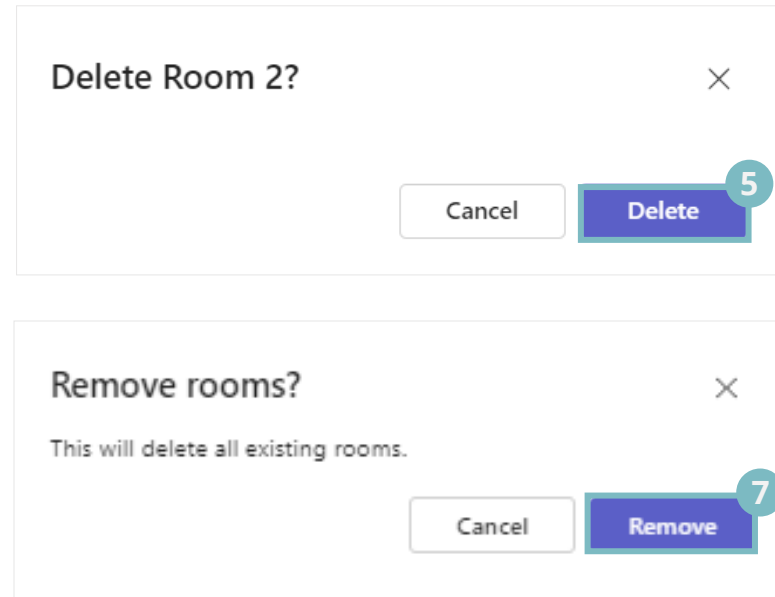
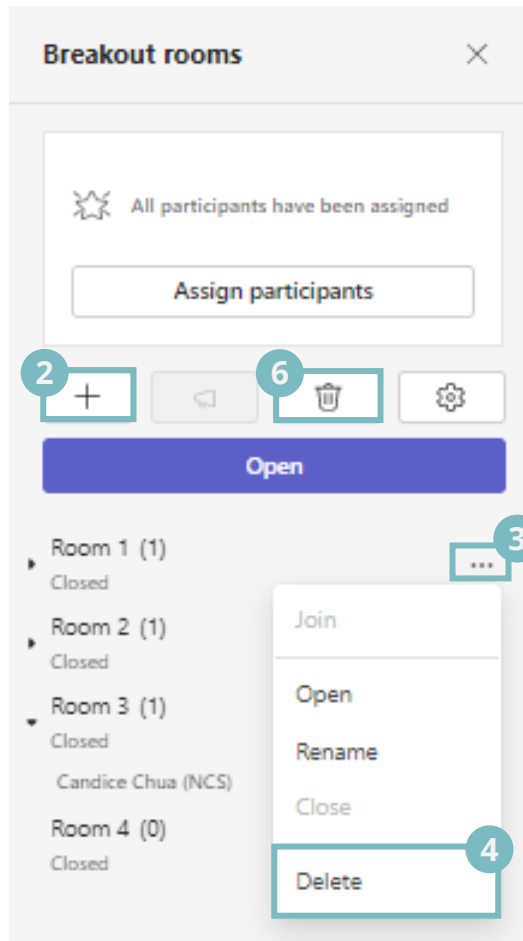
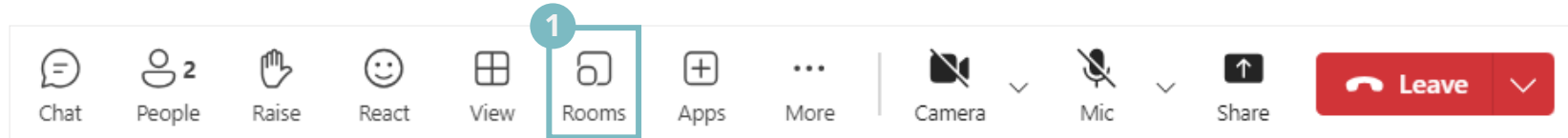
Create breakout rooms before or during meeting



- 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.

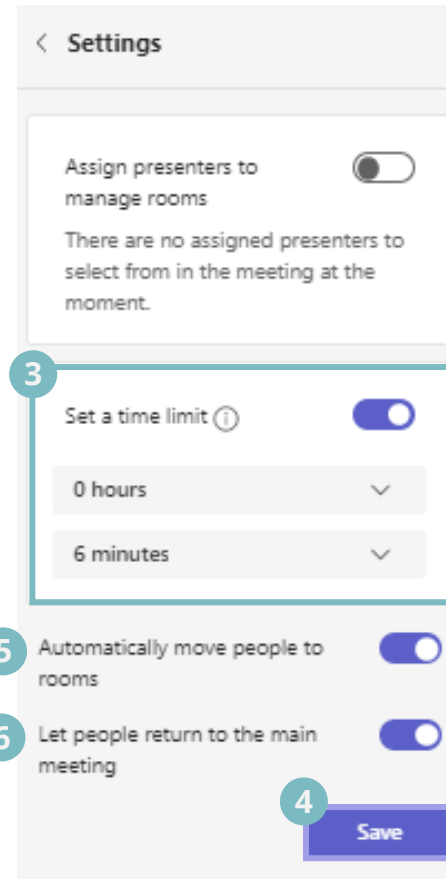
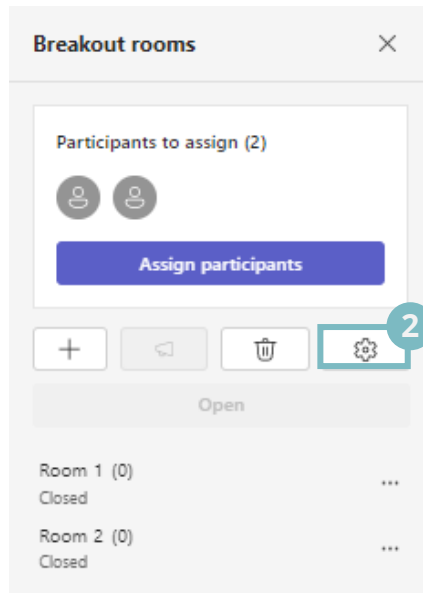
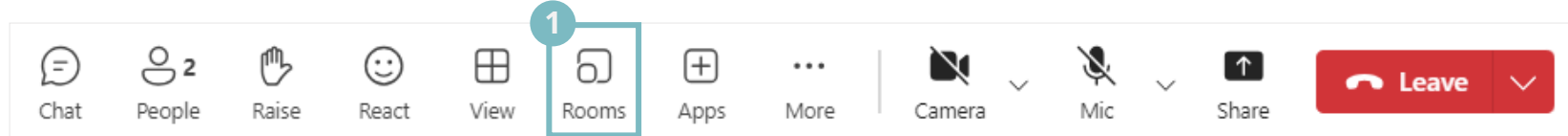
Delete an individual breakout room

- 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



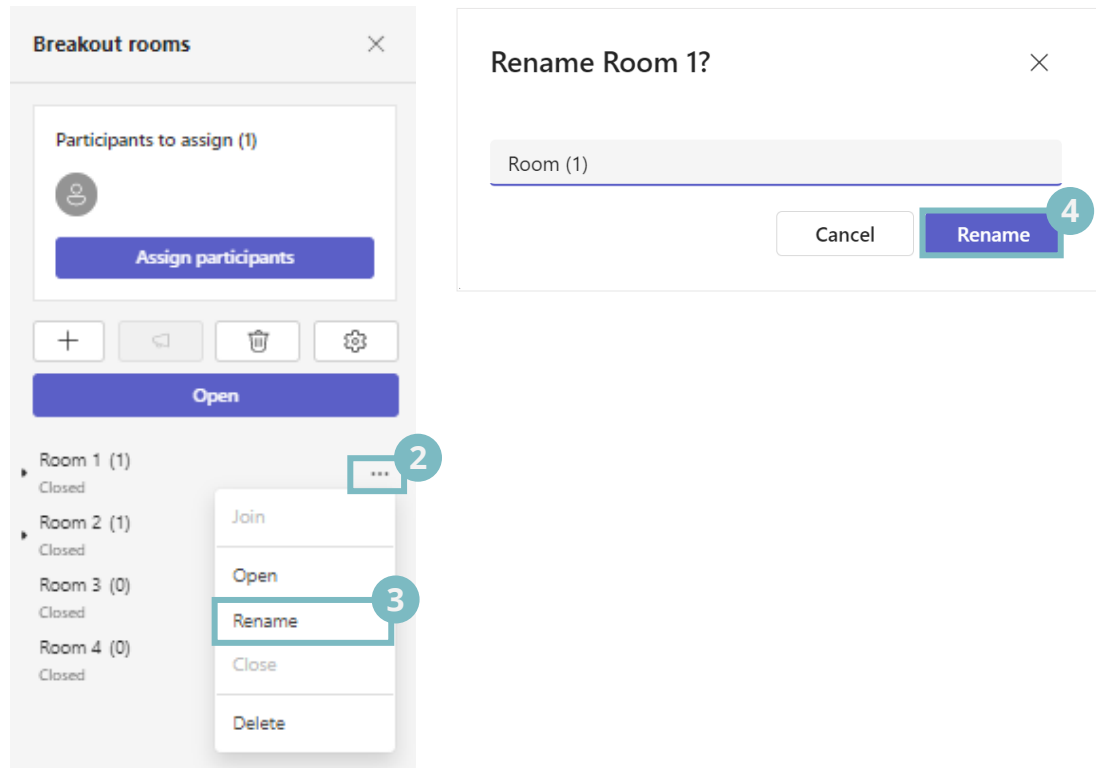
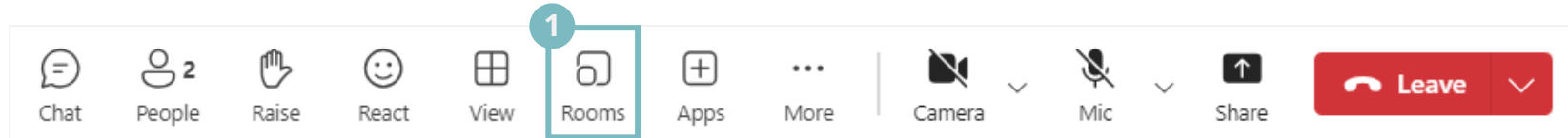
Setting time limit

- 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

The screenshot shows the Zoom interface with the 'Rooms' tab selected. The 'Breakout rooms' panel on the left indicates that all participants have been assigned (Step 1). The 'Assign participants to breakout rooms' panel on the right shows a list of participants (Shaun Toh, Alicia Lim) and a dropdown menu for selecting a room (Step 3). The 'Assign participants' button is highlighted (Step 2). The 'Save' button is highlighted (Step 4).

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.

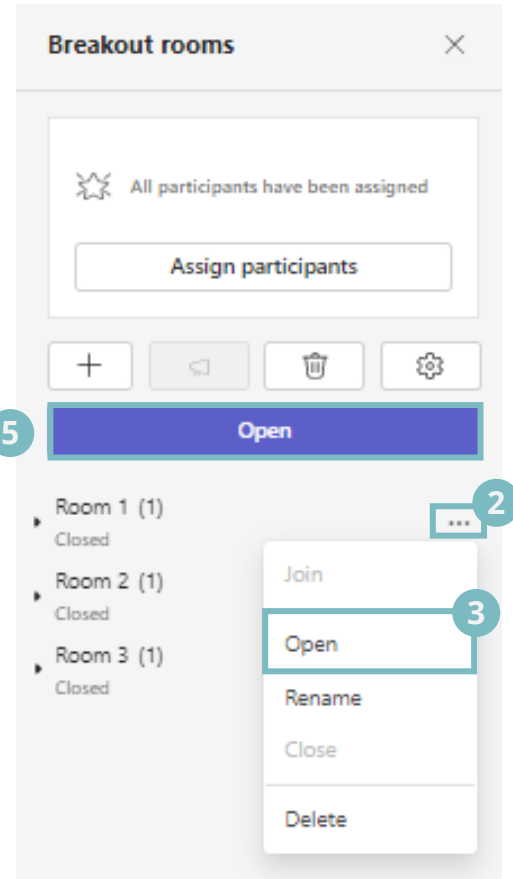
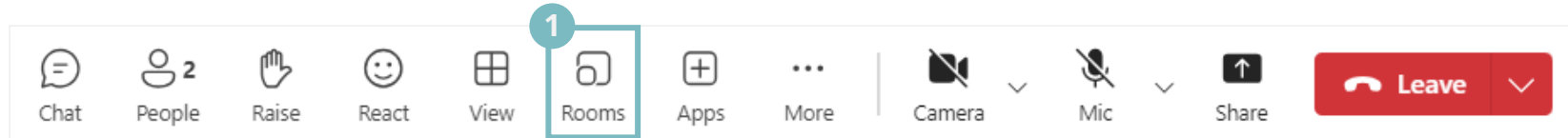
- 1 You will be shown '**All participants have been assigned**'. You may still manually assign participants to move students to different breakout room.

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



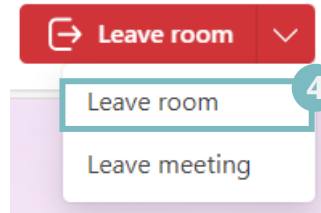
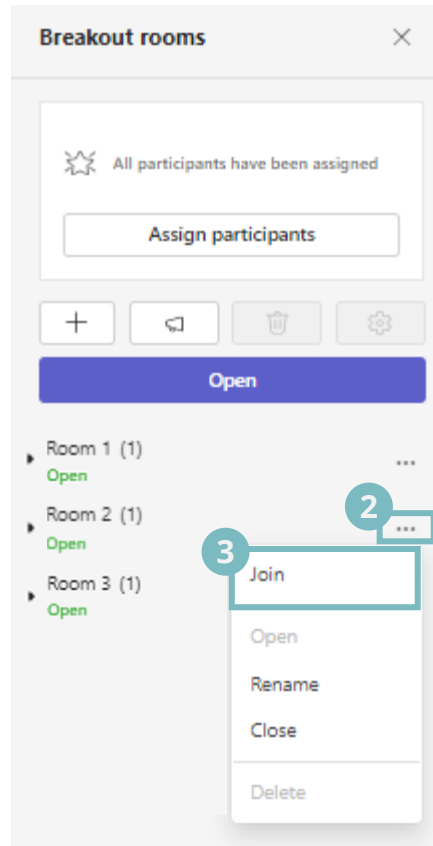
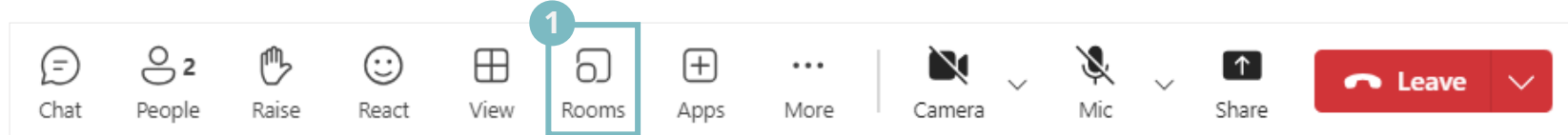
Starting individual room

- 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



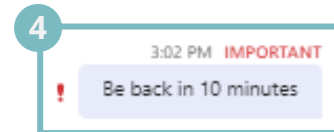
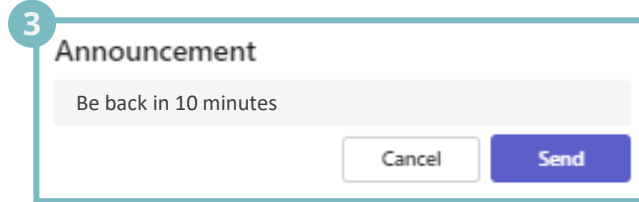
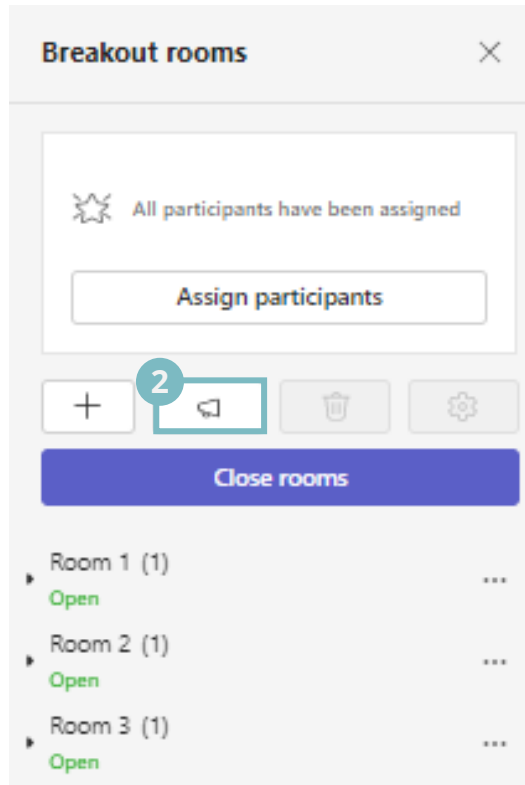
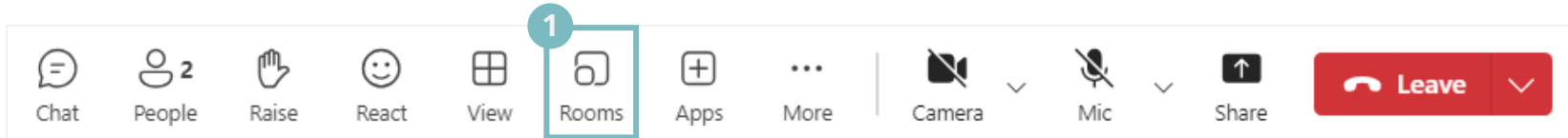
Joining breakout room

- 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

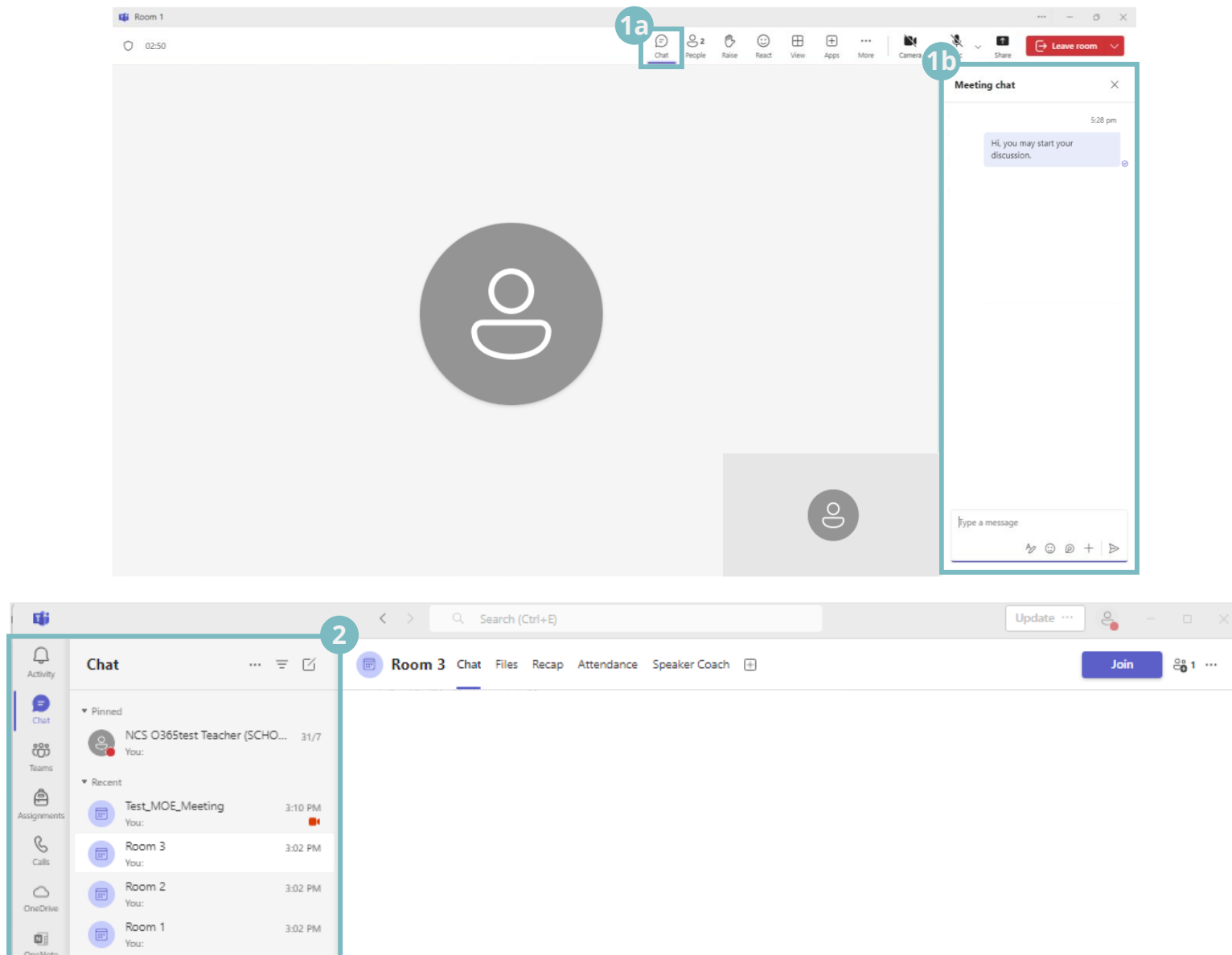
- 4 Select '**Leave room**' from the drop down to return to main meeting room.

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.

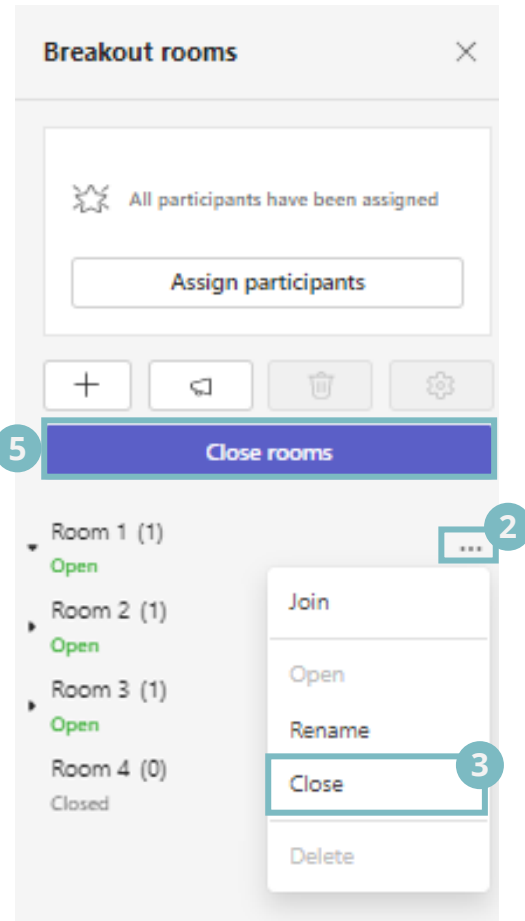
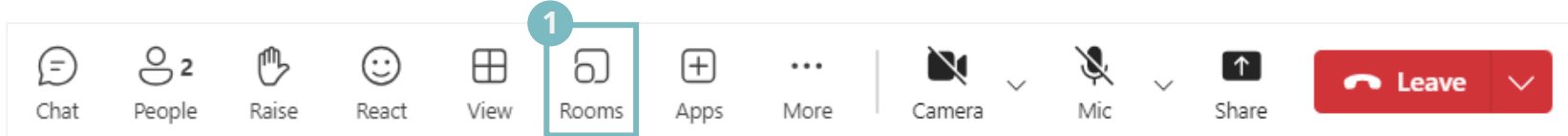
2 Chats for each breakout room can be found in the Microsoft Teams chat panel.

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

The screenshot shows the Microsoft Teams interface for a meeting. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calls, OneDrive, OneNote, Whiteboard, and Apps. The 'Chat' section is active, showing a list of recent chats. 'Room 2' is highlighted with a blue box and a red circle labeled '1'. The top bar shows the meeting title 'Room 2' and tabs for Chat, Files, Recap, Attendance, Speaker Coach, and a 'Join' button. The 'Attendance' tab is selected with a red circle labeled '2'. Below the tabs, a message states 'Meeting less than 30s This meeting is less than 30 seconds. You can choose another report from the drop-down if it's not what you are looking for.' Below this, the date and time 'Thursday, August 1, 2024 3:04 PM - 3:05 PM' are shown, followed by a 'Download' button with a red circle labeled '3'. The main content area displays a summary of the meeting: '1 Attended', '3:04 PM - 3:05 PM Start and end time', '26s Meeting duration', and '15s Average attendance time'. Below the summary, the 'Participants' section shows a table with columns: Name, First join, Last leave, In-meeting d..., and Role. The table contains one entry: 'NCS_O365test_Teacher2 (SCHO... CESteacher2@schools.gov.sg)' with a first join time of '3:04 PM', last leave time of '3:05 PM', in-meeting duration of '15s', and role of 'Attendee'. To the right of the table, a profile card for 'NCS_O365test_Teach...' shows a timeline of activities: '3:04 PM Joined main meeting' and '3:05 PM Left main meeting'.

Name	First join	Last leave	In-meeting d...	Role
NCS_O365test_Teacher2 (SCHO... CESteacher2@schools.gov.sg)	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 that 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

The screenshot illustrates the process of sharing a whiteboard in a meeting. It is divided into four numbered steps:

- Step 1:** The 'Share' button in the top meeting controls bar is highlighted with a blue circle and the number 1.
- Step 2:** The 'Share content' sidebar on the left is shown. The 'Microsoft Whiteboard' option, which includes the text 'Start Whiteboard', is highlighted with a blue circle and the number 2.
- Step 3:** The main meeting window shows a whiteboard being shared. A blue circle with the number 3 highlights the whiteboard area.
- Step 4:** The bottom meeting controls bar is shown. The 'Stop sharing' button, which has a red 'X' icon, is highlighted with a blue circle and the number 4.

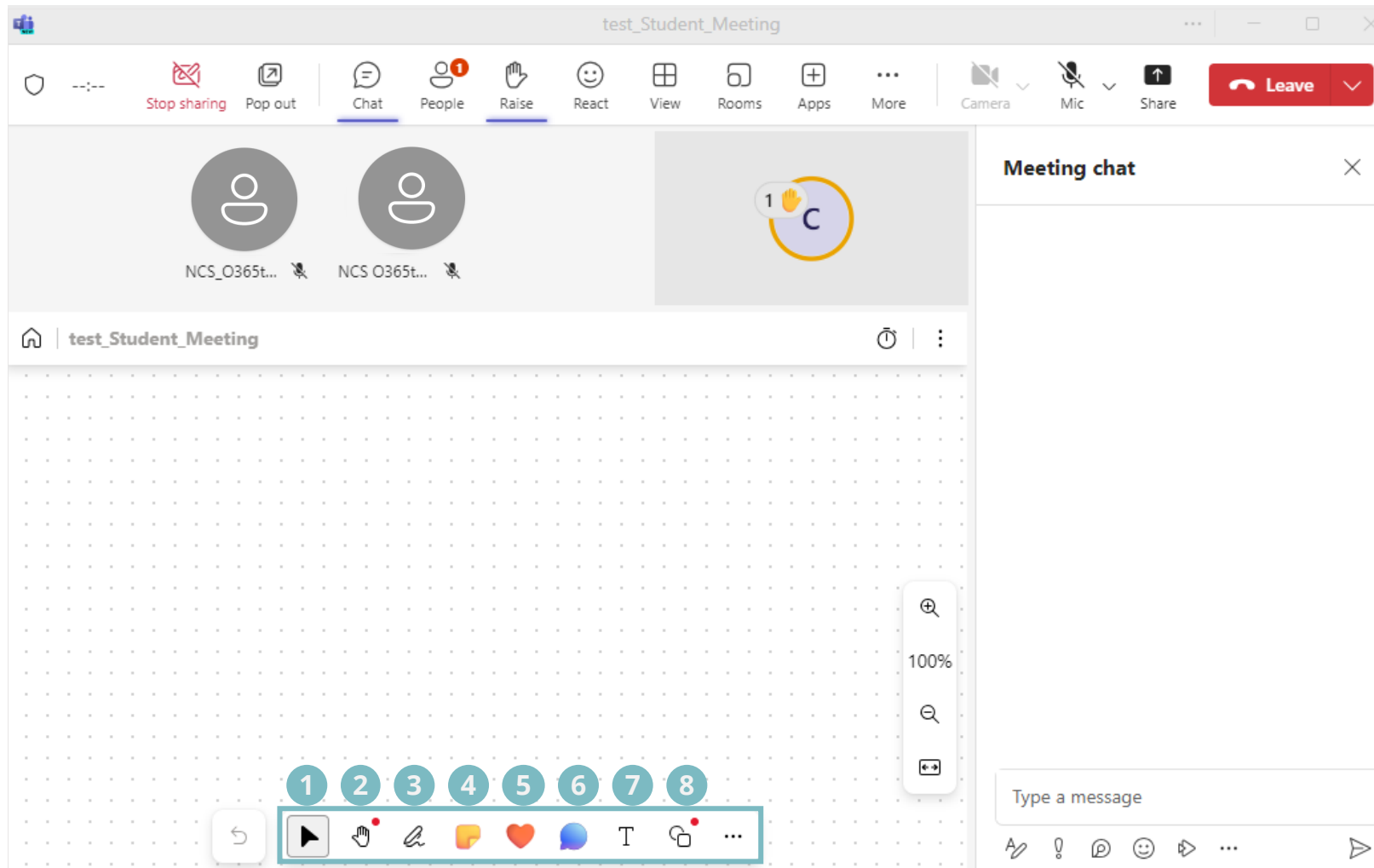
To share a whiteboard

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

To stop sharing whiteboard

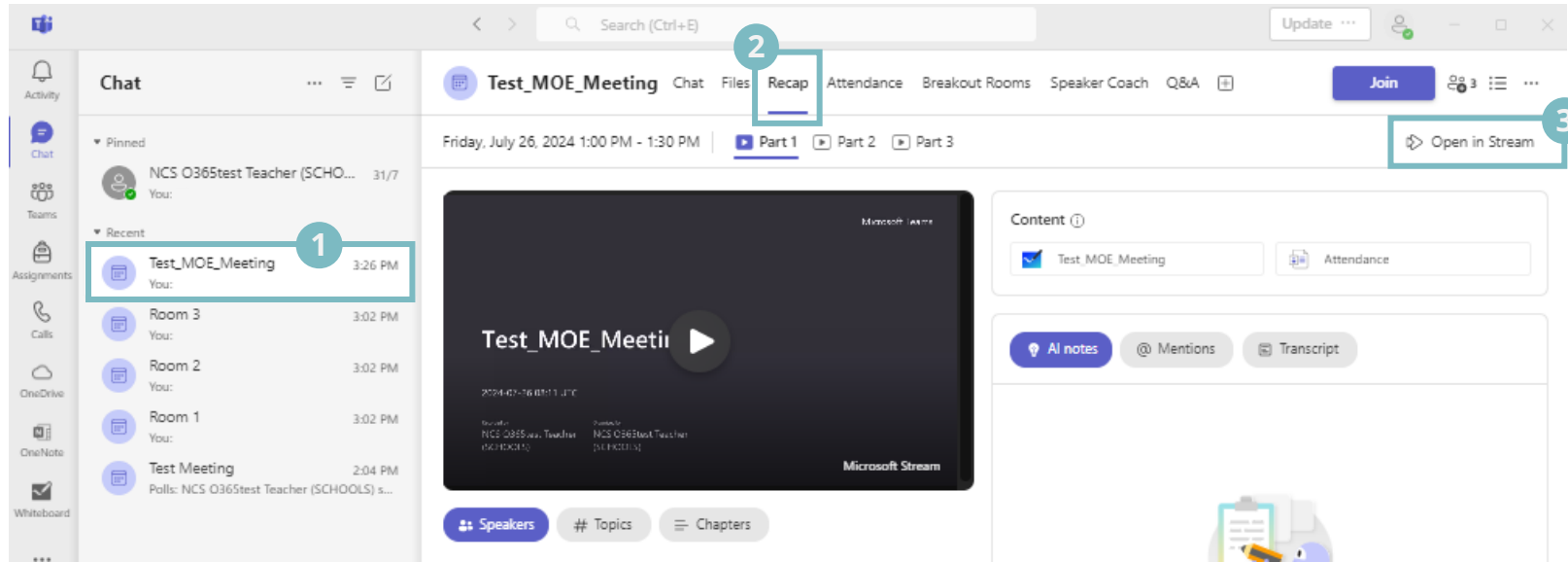
- 3 Select **'Stop sharing'** to stop sharing your screen.

Whiteboard menu

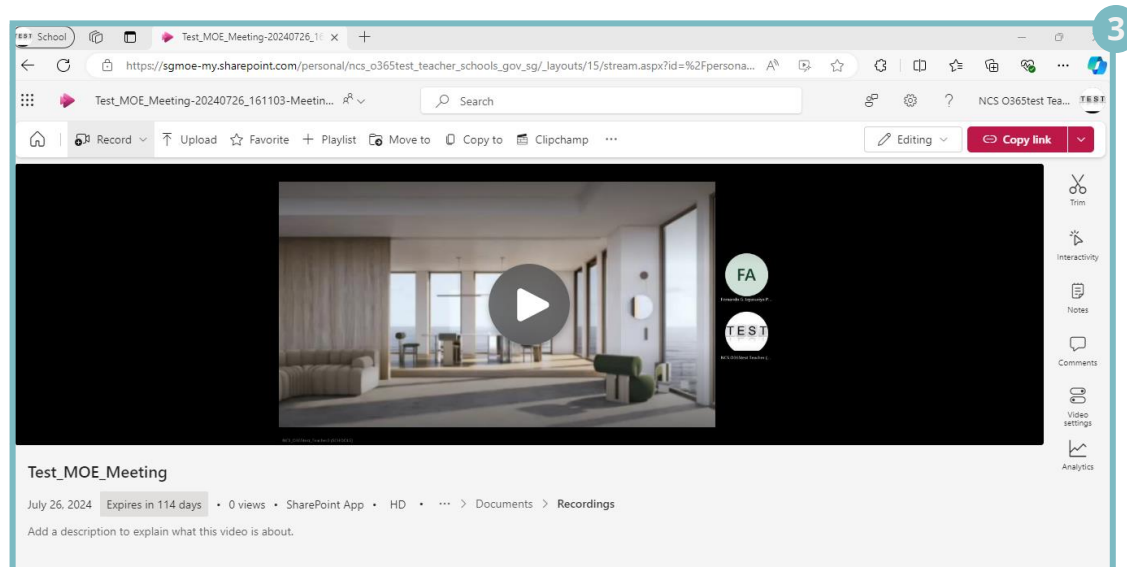


- 1 **Select** – Move or resize objects on the whiteboard.
- 2 **Pan** – Use the Pan tool to navigate around the Whiteboard by clicking and dragging.
- 3 **Draw** – Click this to draw or write on the Whiteboard. Choose different colors and pen thicknesses.
- 4 **Sticky note** – Select this to add sticky 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.

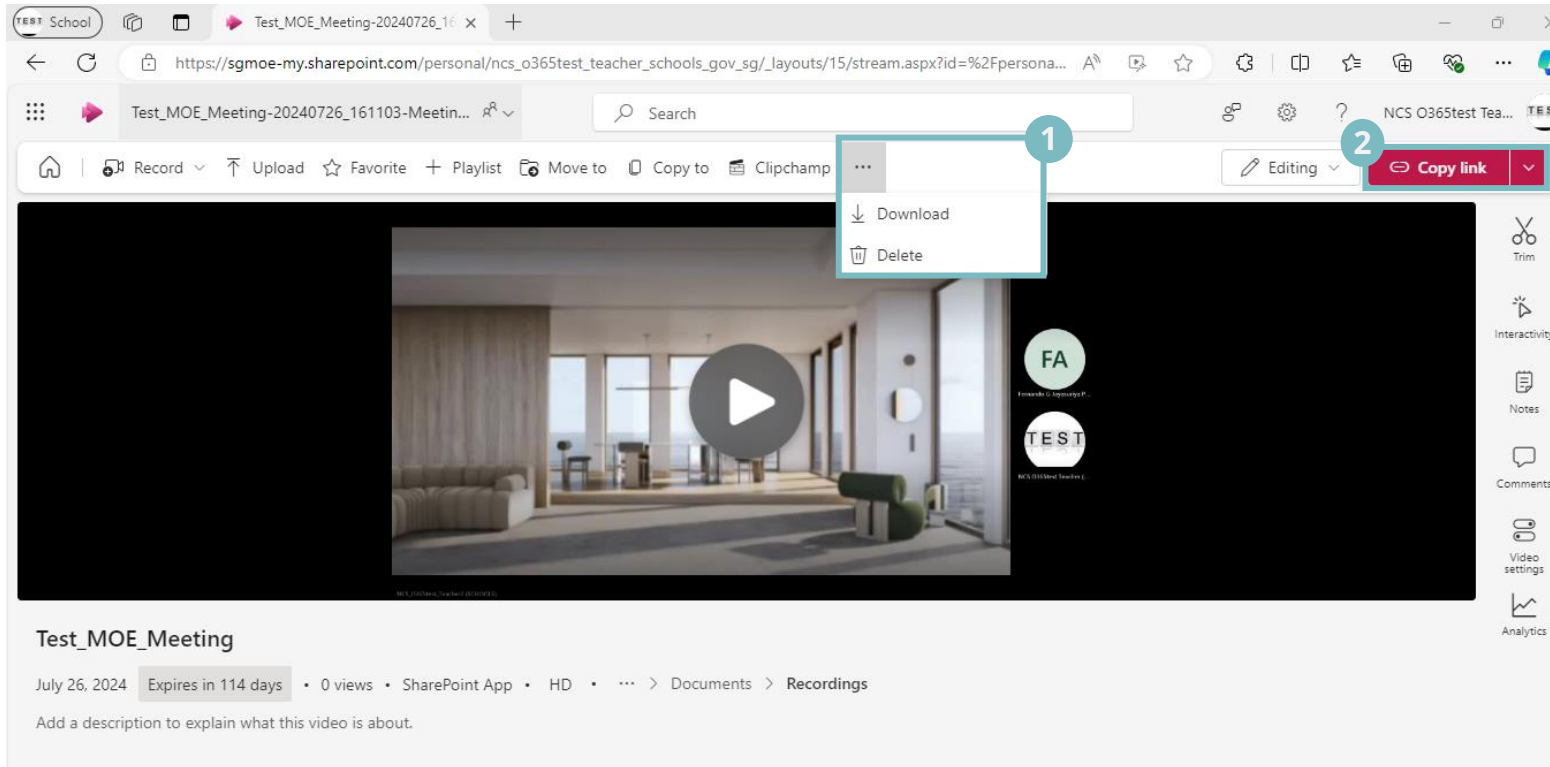
View a recorded meeting



- 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.

Support Options

Help is available should you want further information regarding Microsoft Authenticator or if you encounter any issues:



SSOE 2 Service Desk

If you encounter technical issues, you may contact the **SSOE 2 Service Desk** :

- **Call | 1800 7663 663**
- **Email | help@schools.gov.sg**



