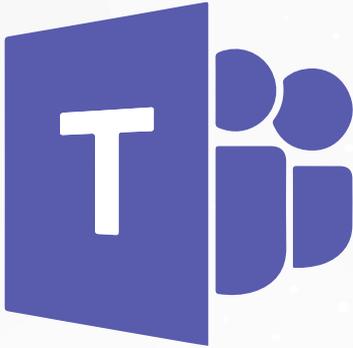




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Microsoft Team Application

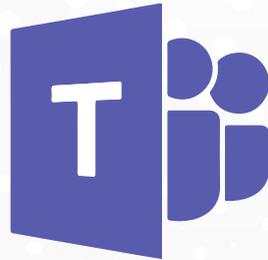


Microsoft Teams

It is one of the Microsoft Office 365 Systems. The university has the license to use all these applications, all of which work via the university user account and password. Microsoft team application allows immediate communication with the members of the teamwork through audio and video and written conversation together with building a default meeting hall for work, which allows members to share files, projects, and remarks and update them instantaneously. It also allows the recording of meetings together with the possibility of allowing online follow up of the progress of work and exchange of files and data with other applications available in the Office 365 system.



Microsoft Team Application



Microsoft Teams

Properties of Microsoft Team Application



Holding Conversations

It is possible for the application to hold audio and video conversations as well as sending messages and textual conversations to the contact point(s) available in the university account.



Cooperation and Participation

The application allows more than one user to work on the Microsoft Office file, in addition to surveying and amending them instantaneously.



Creating a Teamwork

The application enables every party in the university to create its teamwork according to its administrative structure with the possibility of distributing the tasks to the affiliates and following them up.



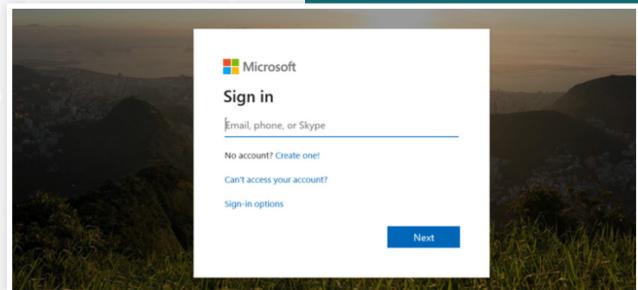
Microsoft Team Application

Steps to play audio and video conversations in Microsoft team application

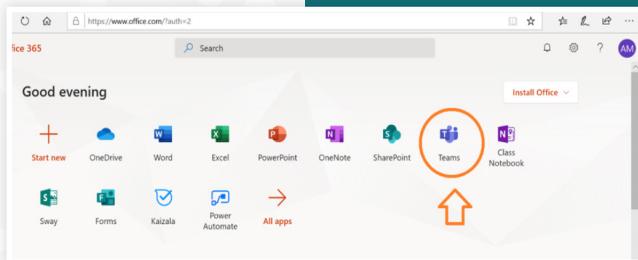
Download the application according to your running system or browse the application version on the web through browsing the link <http://www.office.com> followed by writing your university email. Then you will be redirected to the university account authentication platform. Entry can be via the university account (user ID@kfu.edu.sa) and your password.

Afterwards the Microsoft Office 365 Systems will be accessible, and team application will be selected.

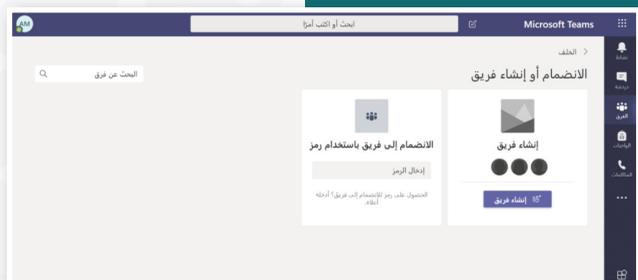
Then the main application screen will be displayed. Creating a teamwork can be done by selecting (Teams) from the side list and then choosing (Creating a teamwork)



1



2



3



Microsoft Team Application

And from the following screen one can select the type of the teamwork that needs to be created, specify the name of the teamwork, describe it and determine the required degree of status.



4

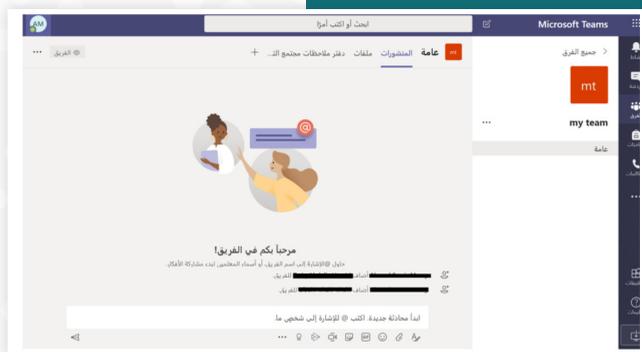


Then a screen appears for adding contact points or distribution points for the contact team and type of status (member, owner).



5

Then follows the teamwork screen comprising the members, the elements of controlling the conversation, file attachment and use of camera for the teamwork meeting and so on.

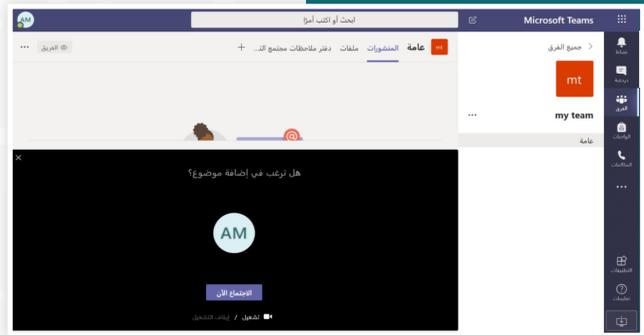


6



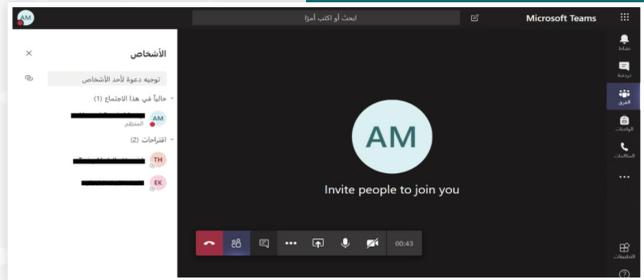
Microsoft Team Application

When the camera is turned on, the meeting screen appears. Then it is possible to state a topic for the meeting.



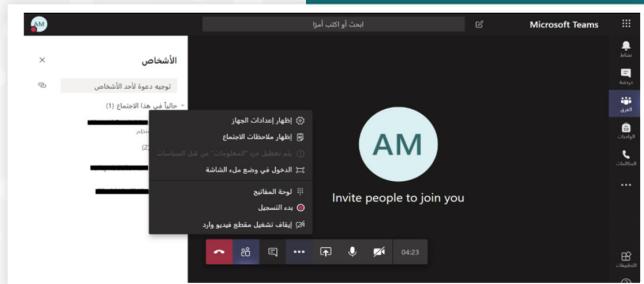
7

The camera can be turned on and off, the sound can be muted and unmuted, desktop can be shared, or conversation can be displayed, participants can be hidden and call can be cut off.



8

When pressing the button for more procedures, several additional characteristics will appear, the most important of which are audio and video meeting of the conversation and sending it to all participants.



9

For more information about Microsoft Team Application, you can visit the following links:



The means of contacting technical support:

All university employees can contact the technical support teams through:



Customer Relation Unit

5211

DIT.CSO@KFU.EDU.SA

Education Technology and Technical Support Department

9888

DIT.ETTSD@KFU.EDU.SA