



## User Guide for Microsoft Teams – Program Manager



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## Introduction

### Using Microsoft Teams to support self-isolating students

Warner Institute has implemented the use of Microsoft Teams to allow self-isolated students to continue to participate in class from home. Program Managers will send an email link to the affected students which will allow the students to join a video chat with the whole class. These students will be able to hear and see the Program Manager and be able to use a chat feature to contribute to the class discussion and ask questions etc. To assist Program Managers in setting up the Meeting in Teams, we have put together this short guide.

### Important note about recording attendance

If you have a student who is self-isolating and needs to attend class through Microsoft Teams, please use the Trainer Portal to record their attendance. In the notes section, leave a comment that says they attended through Teams. You must keep a running record of their participation in class as Warner Institute needs Evidence of Participation.

If your class started in 2019, then you need to use the Student Attendance Register to record their participation and write a note that they attended through Microsoft Teams.

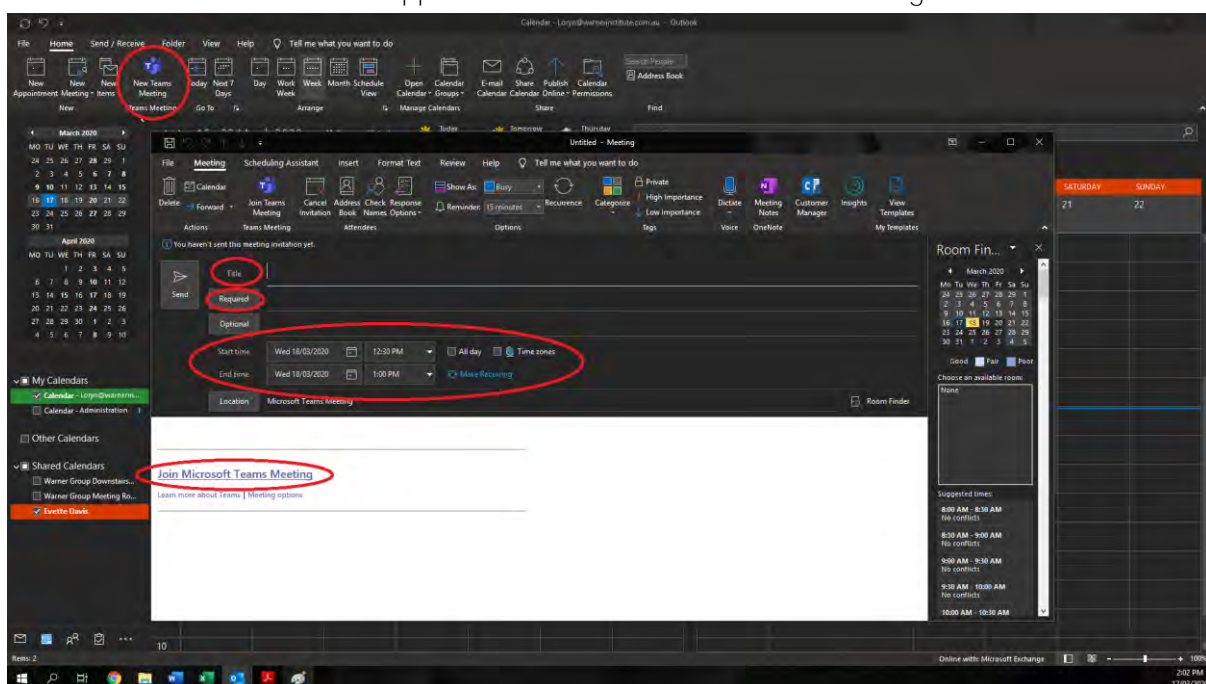


## Adding a class to a Meeting Desktop Version

**Important Note:** You cannot use Microsoft Teams through the Warner Server. The Server does not allow the use of the camera and microphone. You need to install Teams directly to your personal computer and then make the video call to your students.

To add the class to a Meeting:

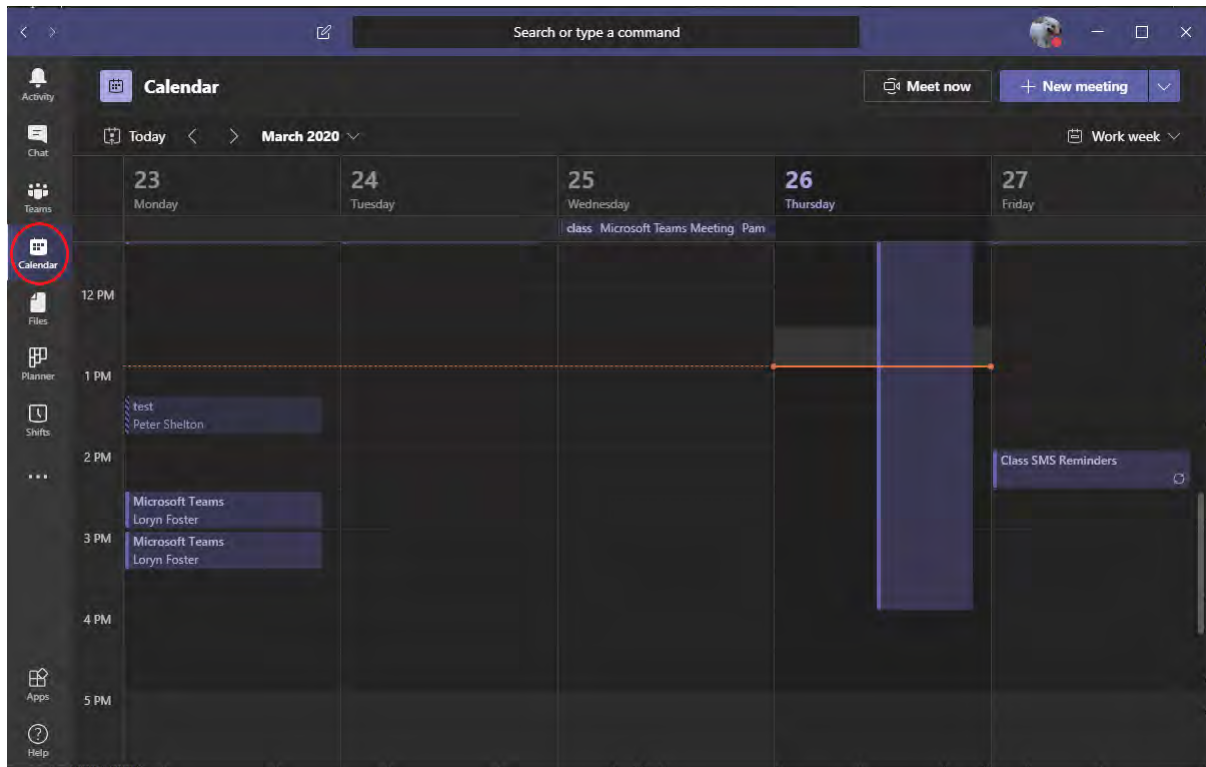
1. If you are signed into the Warner Institute Server, minimize the server to return to your local computer. Do this by navigating to the blue server bar at the top of the screen and clicking the – button.
2. Download and install Microsoft Teams to your computer. Go to <https://teams.microsoft.com/downloads> and click Download Teams.
3. Sign into Microsoft Teams using your Warner Institute email address and password.
4. Switch back to the Warner Server. Do this by clicking on the Server icon at the bottom of your screen in the Taskbar.
5. **Go to your Outlook calendar and under the Home tab, click on 'New Teams Meeting'.**
6. An Untitled email will appear that includes a link to the Meeting.



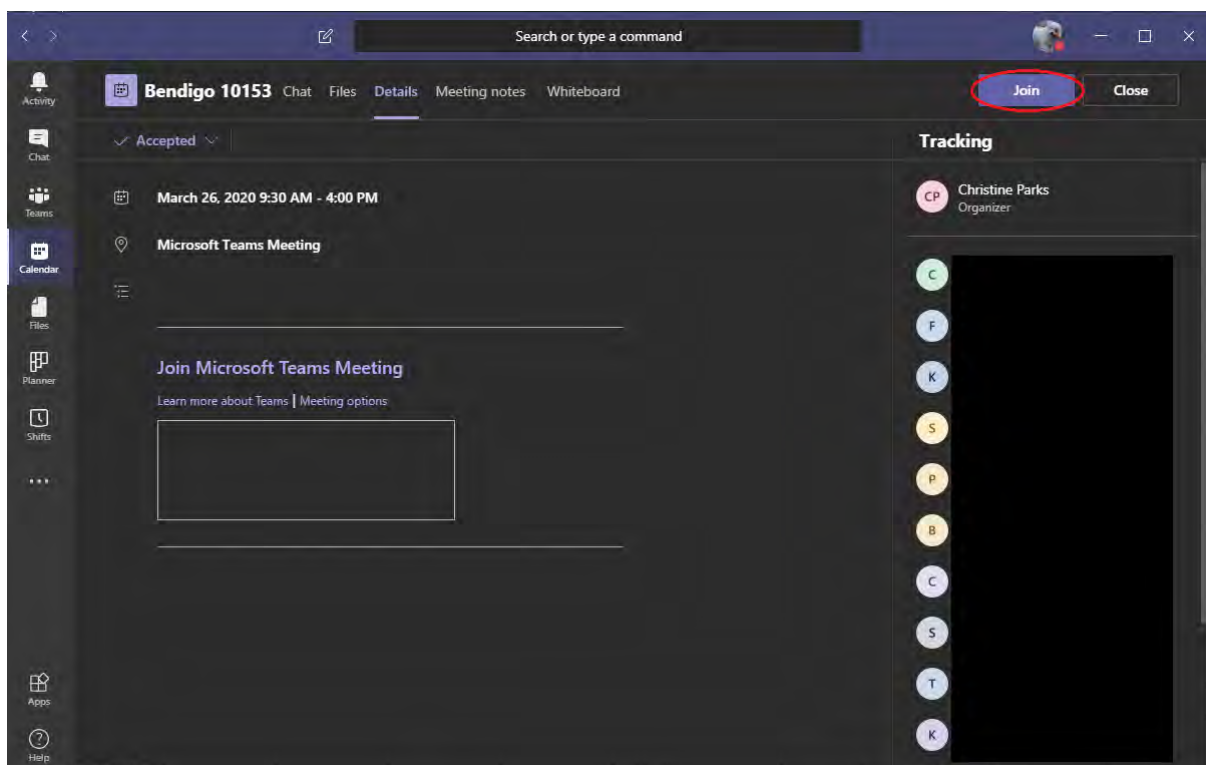
7. Give the Meeting a name in the Title box.
8. In the Required box, add the email addresses of all the students that you want to join the Meeting.
9. You can give the meeting a start and finish time.
10. In the text area, you need to include the *Cluster number*, *Units* that are being studied and any *Assessments* that will be discussed in class. This will let the students **know what they will be studying so they don't fall behind in their work.**
11. Once ready, press Send, and all the students will receive an email that has a link they click on to join the Meeting.



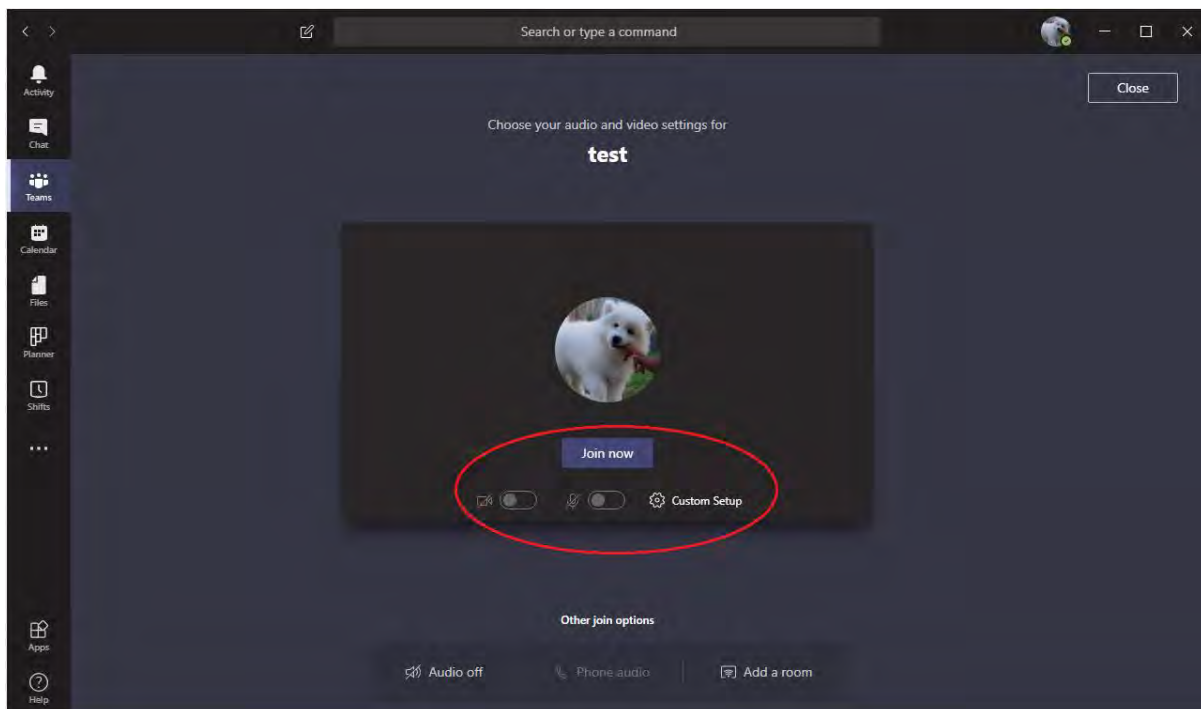
12. Minimize the Warner Institute server again and go back to your Teams app.
13. On the left-hand side of Teams, there is a sidebar menu. Select the Calendar button.



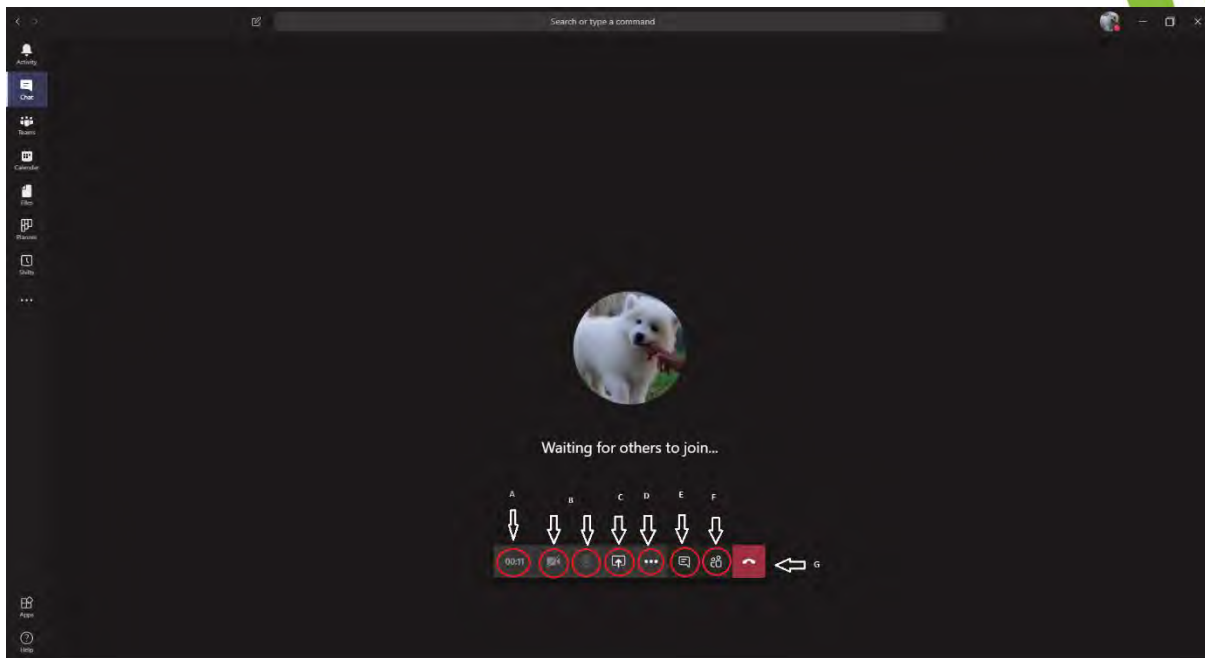
14. Then, find the same Teams meeting in this calendar and click it.
15. Check the information in the calendar is correct and then press Join in the top right corner.



16. Check that your microphone and camera settings are turned on and then press Join Now.



17. You will Join a meeting and will be able to hear and see yourself as well as anyone else that is in the meeting with you.
18. If you move your mouse over the screen, a pop-up bar will appear. This has a few extra features including:
  - a. The meeting duration
  - b. The microphone and camera settings
  - c. The share button which allows you to share PowerPoint presentations to the class. **Only PowerPoints can be shared. No documents, PDF's or images.**
  - d. The More Options button where you can find the Start Recording button should you wish to record the meeting.
  - e. The Show Conversation Button which displays an in-built chat where you and the Participants can write messages to everyone in the meeting.
  - f. The Show Participants Button which displays who is currently in the meeting with you.
  - g. The Hand up Button to end the meeting.



19. Once the meeting is finished, press the Hang up button to end the call.





## On an Android/iOS device

If you have an Android/iOS phone or tablet:

1. You must have the Microsoft Teams app and the Microsoft Outlook app installed on your device. You can download both from the Apple store or the Google Play store.
2. Sign into both apps using your Warner Institute email address and password.
3. Open the Outlook app and press the calendar icon at the bottom of the screen.
4. Create a new calendar event and about halfway down the screen, you should see a **toggle switch that has 'Teams Meetings' next to it. Turn this switch on.**  
*NOTE: if you use more than one calendar on Outlook, at the top of the screen, select the calendar drop down and choose your Warner Institute calendar. Otherwise, the Teams switch will not appear.*
5. Create a title for the Meeting and add the students email addresses.
6. You can schedule the meeting for a specified date/time etc.
7. When you are ready, press the tick symbol in the top right corner and your students will be emailed a link to join your Meeting.
8. Open your Microsoft Teams app and choose the Calendar icon at the bottom of the screen.
9. Find the scheduled Meeting and click on the Join button.
10. Adjust your audio and video settings and press Join Now
11. You have joined the Meeting and should be able to see yourself in the front camera.
12. The pop-up menu has buttons to toggle the camera and microphone and has a more options button where you can Start a Recording or Put yourself on hold.
13. The top right buttons are the Chat function and the Participant List.
14. Once the Meeting is finished, press the red hang up button and you will be back on your calendar screen.

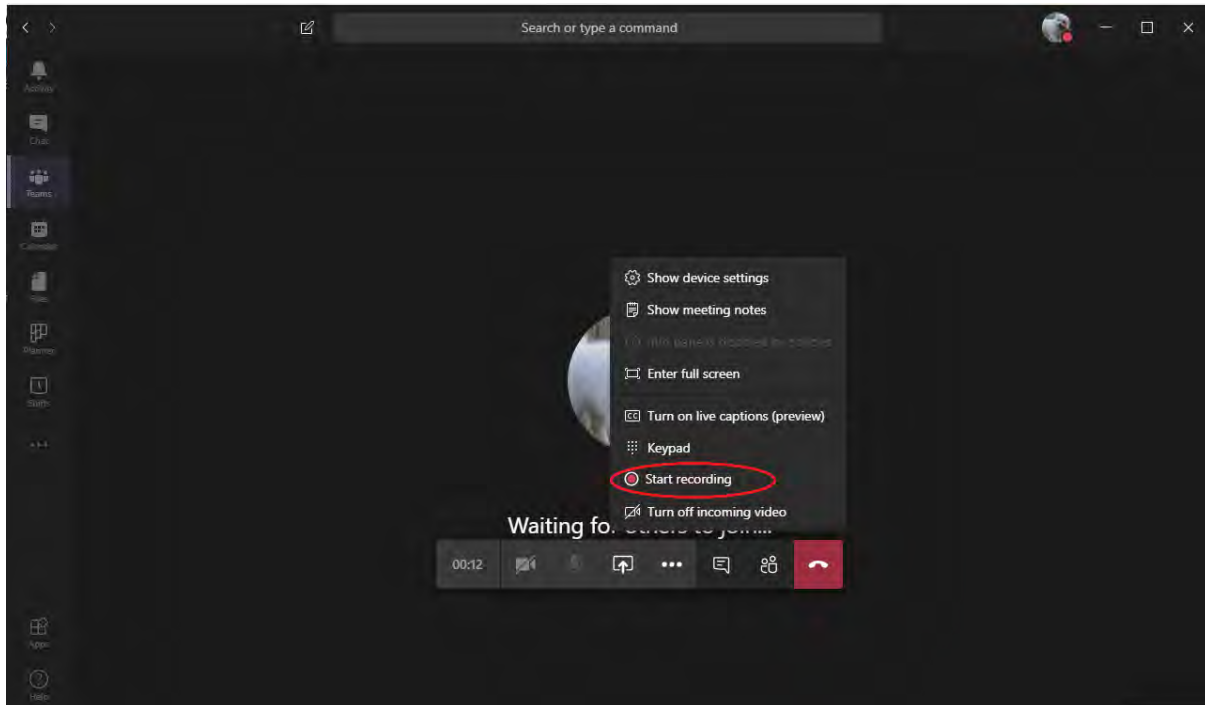




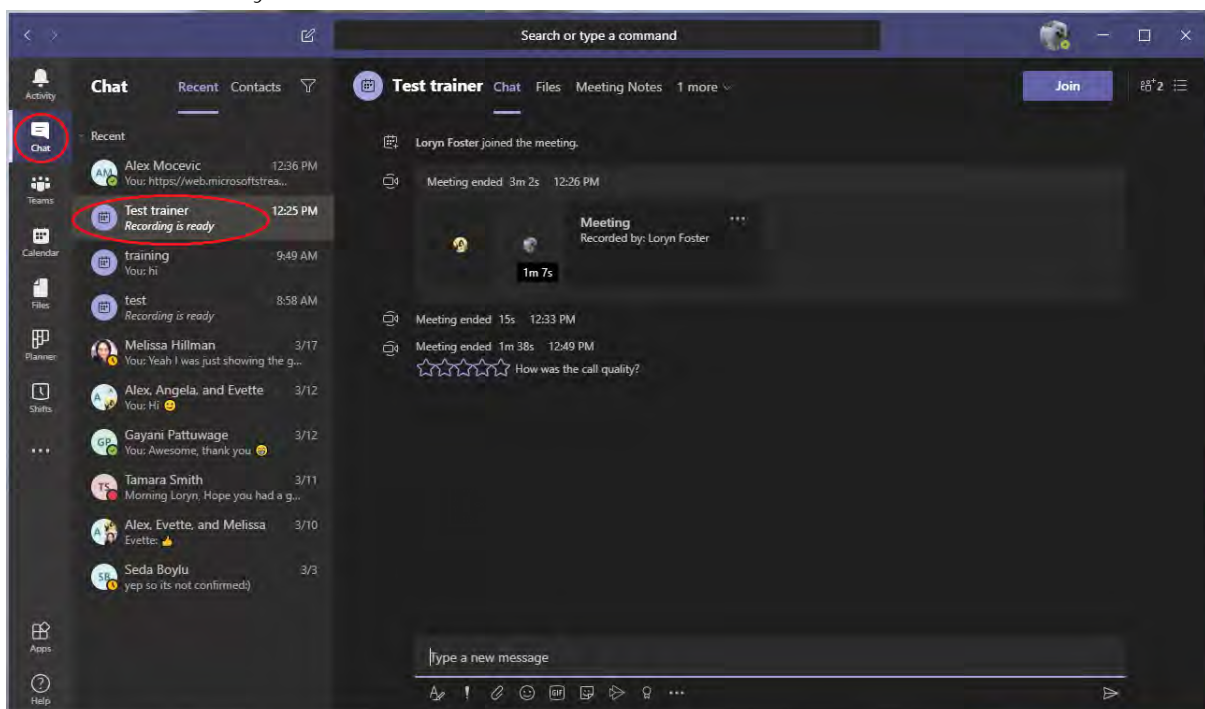
## Recording a Meeting

To record a meeting and share the saved recording with students:

1. Begin a meeting with the class, go to More Options in the pop-up tool bar and click on Start Recording.

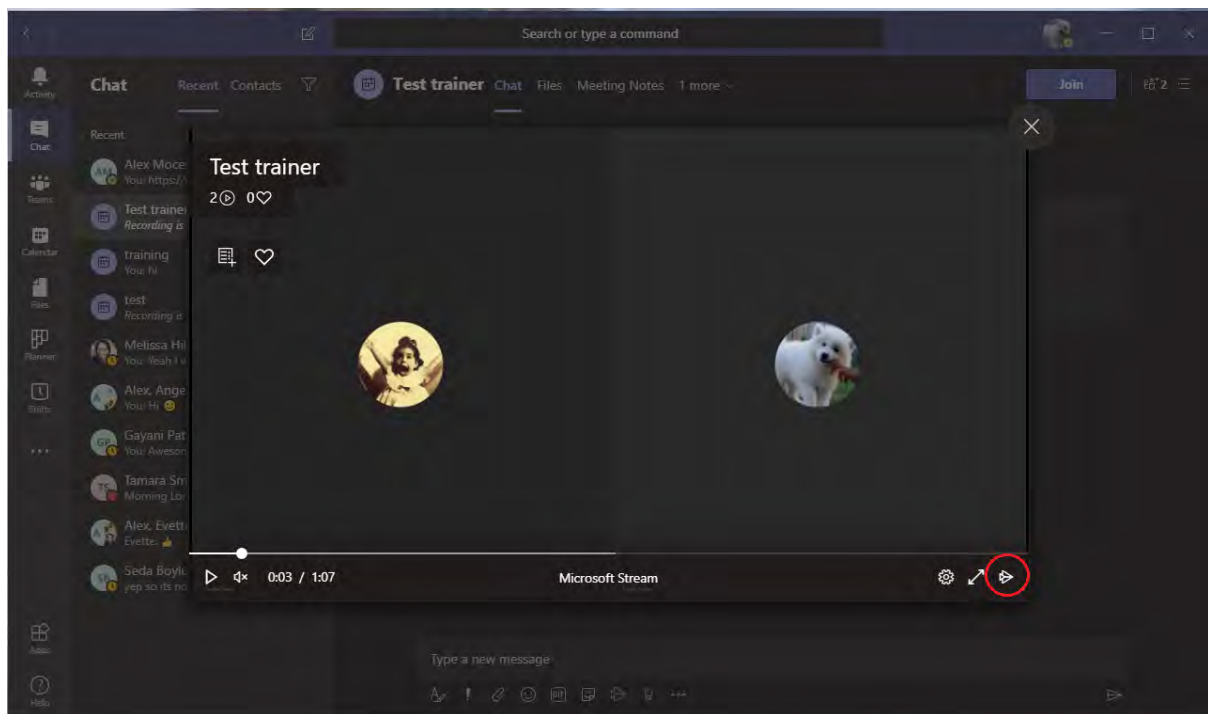


2. Once class is finished, click the same button to Stop the Recording.
3. In the Microsoft Teams app, go to the Chat function and find the chat that has been created for your class.





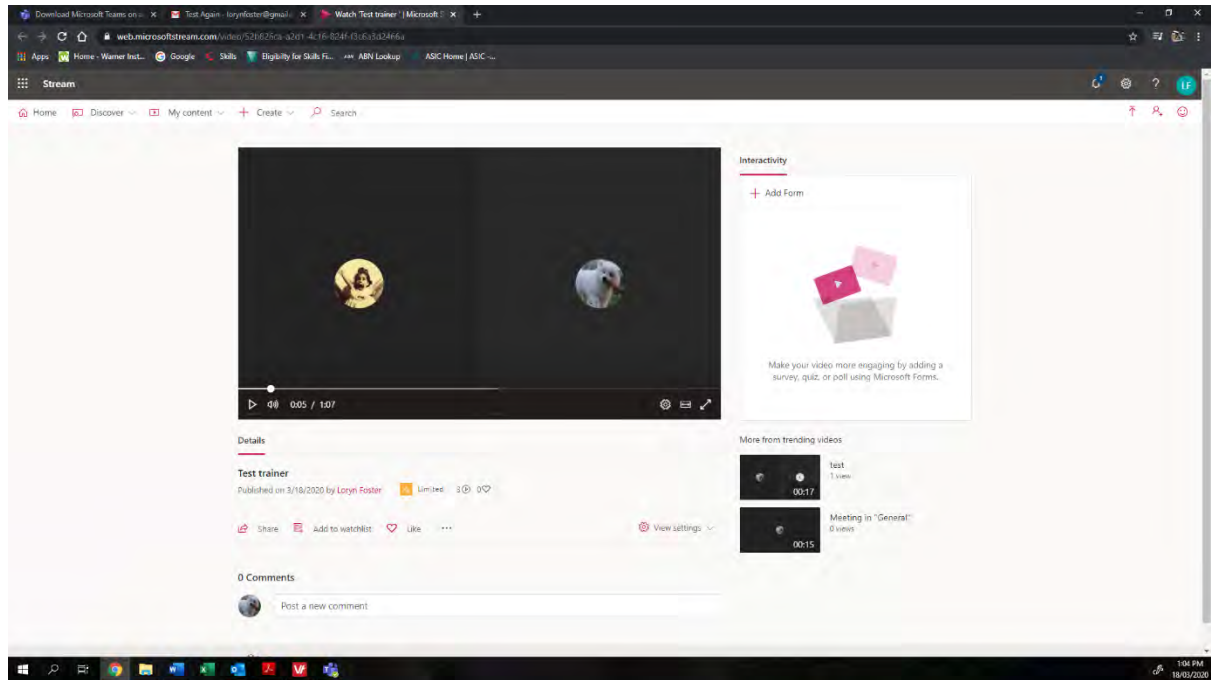
4. You will see the recording is being saved to Microsoft Stream. This can take a while as the video file can be quite large so be patient.
5. Once it is finished, click on the recording. A video will pop-up in which you can watch the recording. *NOTE: I would recommend doing a test video before class so you can make sure Teams is recording properly.*
6. If you would like to save the video and share it with the students in the class, in that pop-up video, go to the right-hand bottom corner of the screen and click on a triangle symbol. It will say View in Microsoft Stream.



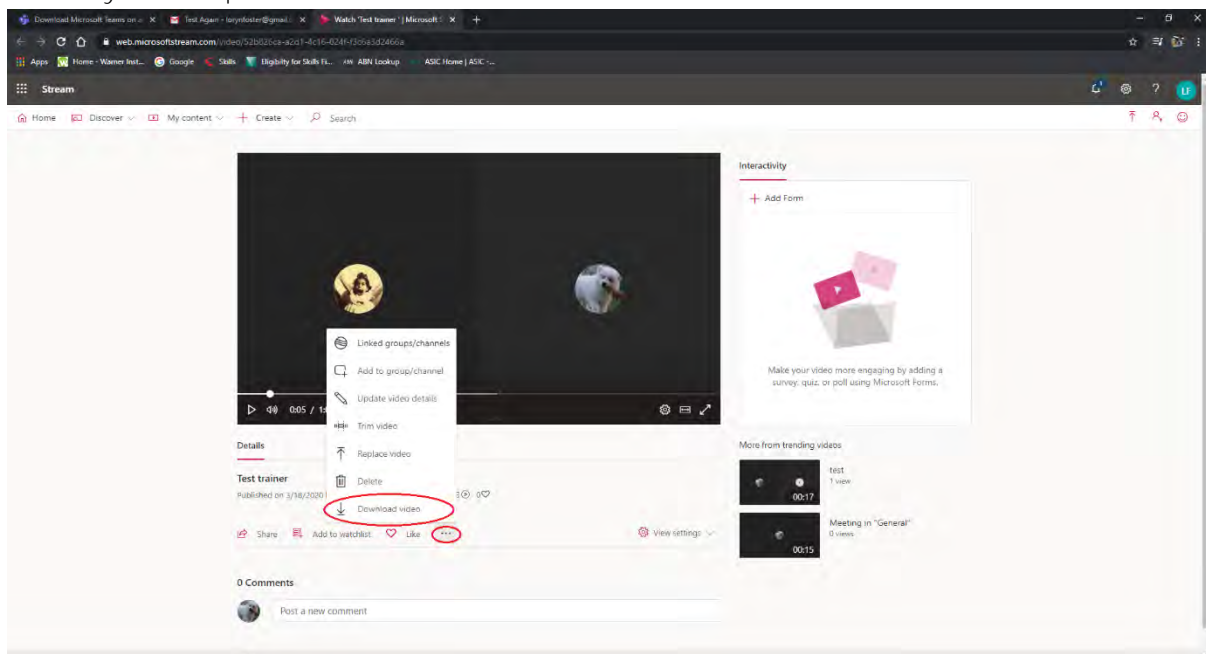
7. A browser window will appear and ask you to sign into Microsoft. Use your Warner Institute email and password.



8. You will then be taken to a screen that displays your video and more in-depth settings.



9. Click on the three dots icon next to the heart icon. This will open more options and one of these will be Download Video. Click this option and the video will download to your computer/device.



10. You will be able to send this video to any of the students who require it.



## Warner Institute

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