



Microsoft Teams (Virtual Classrooms and E-Collaboration Platform)

Student's Instructions

Microsoft Teams (an application of a Microsoft Office 365 used by KILAW for Electronic messaging and e-collaboration) provides faculty members and teaching assistants with the ability to broadcast live lectures and interact with students remotely through Virtual Classrooms technology. The technology allows students and teachers to participate in live interactive lectures using audio and video via any desktop or laptop computer, smartphone or tablet device. The system can also be used to collaborate with the students using chats, synchronous application sharing, and integrated virtual whiteboard. Besides, the teacher can publish and share electronic notes, presentations and other educational resources that can be used by the teacher and students in the virtual classroom. Live lectures sessions can also be recorded to allow students to view them online later using video streaming technology.

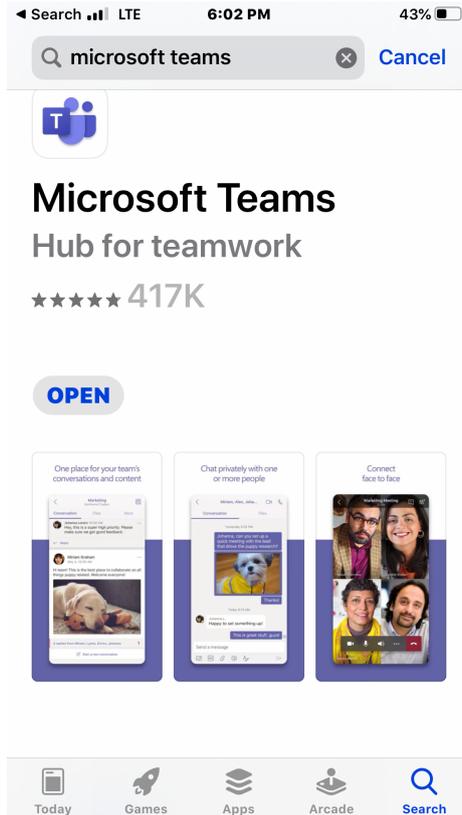
Logging in to the System

You log in to the system in two methods:

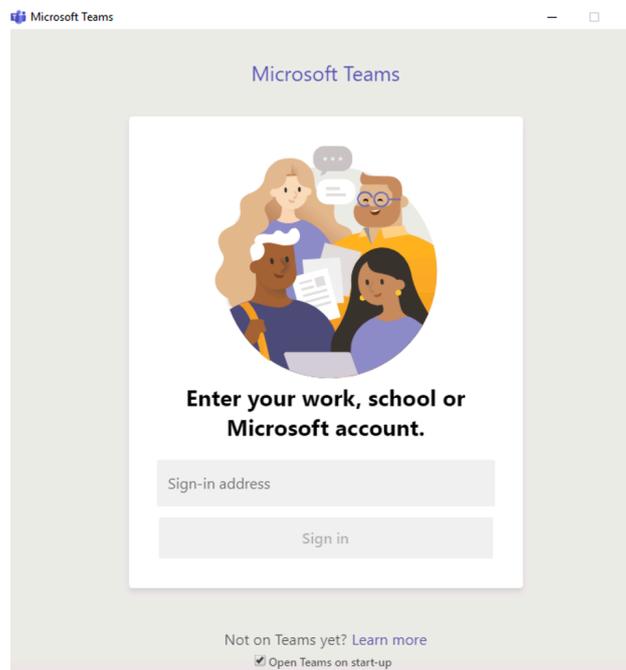
The first method **(the method that is recommended to be used to obtain better system performance)** is to run Microsoft Teams program on a personal computer, smartphone, or tablet. To download and install Microsoft Teams system on a personal computer, visit the following page:

<https://products.office.com/en-us/microsoft-teams/download-app>

To download and install the software for smart devices, search for the app Microsoft Teams in Apple App Store or Android Google Play, then install it on your device:



After installing the program on your personal device, smartphone or tablet computer, run the program. The following screen will be show asking for entering your username and password:



Enter your username and password, which are the same username and password you use to log in to KILAW's email system.

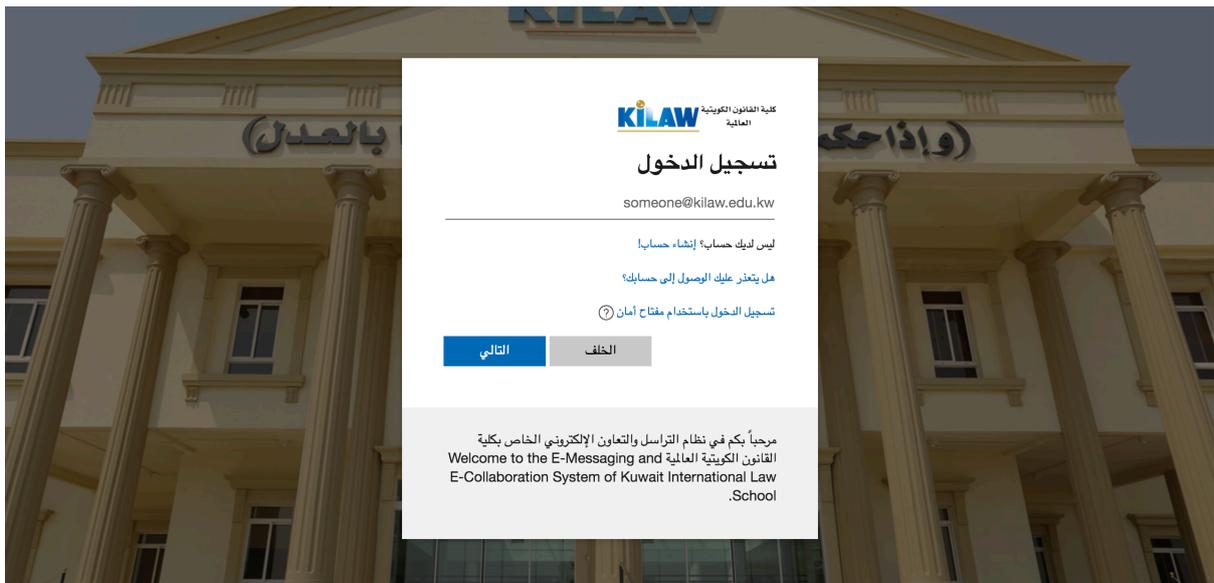
Note: To broadcast live lectures, you need to use Chrom browser. You can also download Microsoft Team software for personal computers to get a better performance for live broadcasting.

The second method is using Chrom browser on a personal computer. To use this access method, please follow these steps:

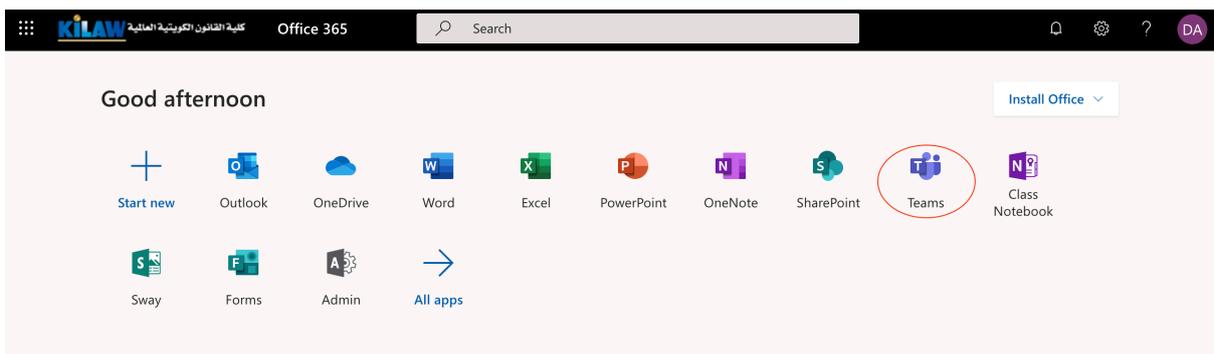
1- Visit KILAW's web site: kilaw.edu.kw



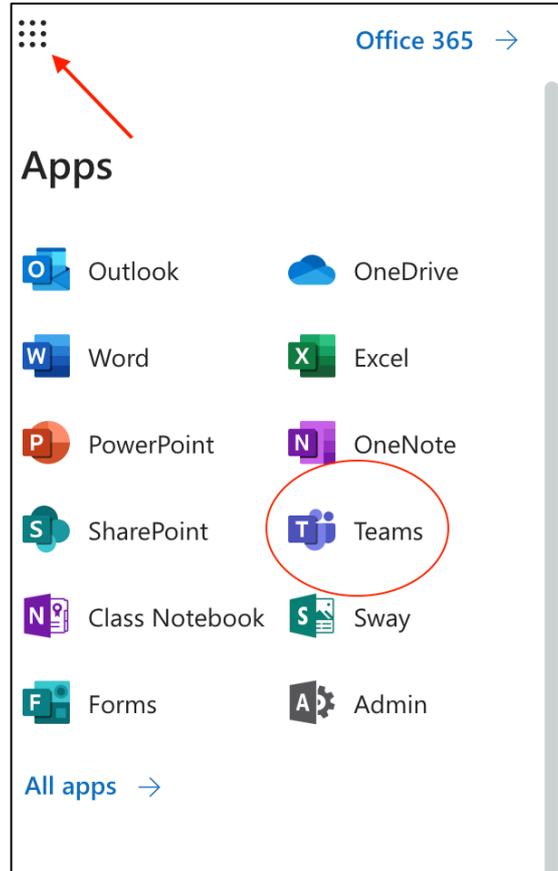
2- You will see the login screen of KILAW's Office 365 system. Enter your username and password, which are the same username and password used to log in to KILAW's email system:



3- After this step, Office 365 applications screen appears, choose "Teams" system:

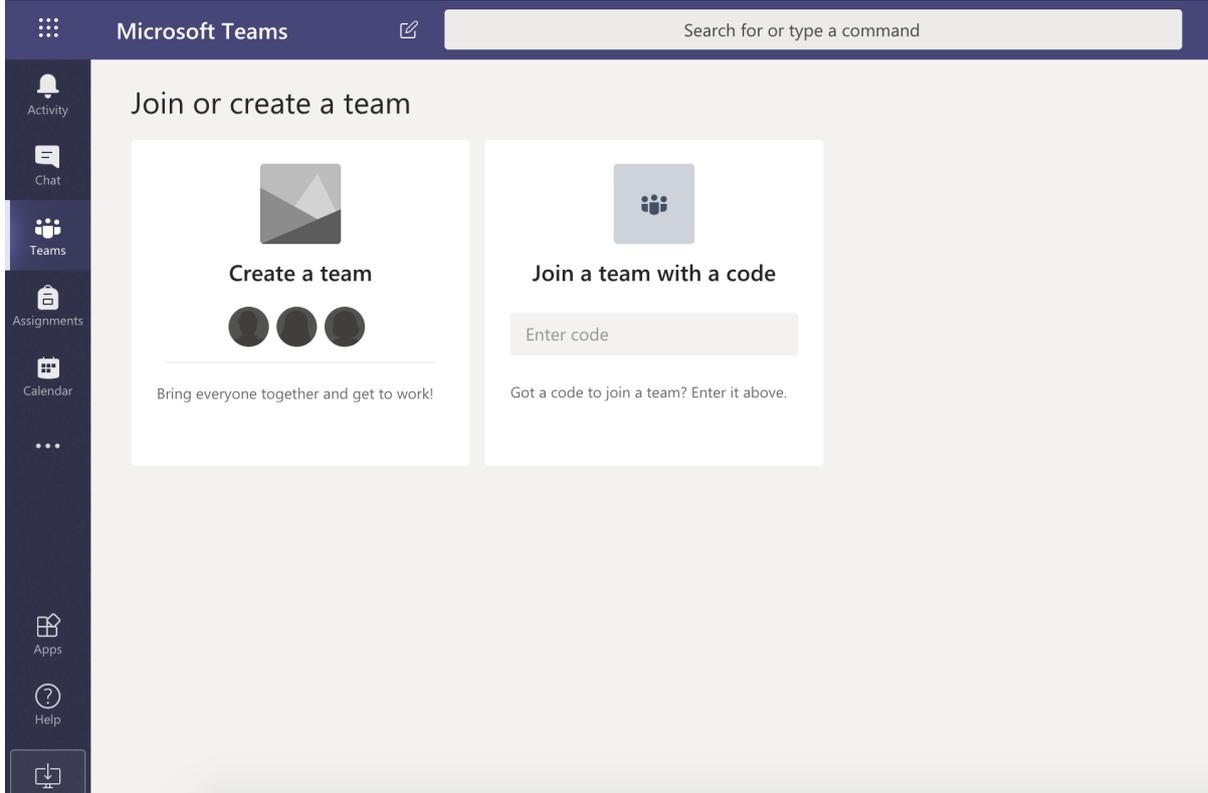


Note: You can also access “Teams” system via Outlook Email System screen by clicking on the dots icon in the upper left corner of the screen and choosing “Teams” System from the list that will appear to you:

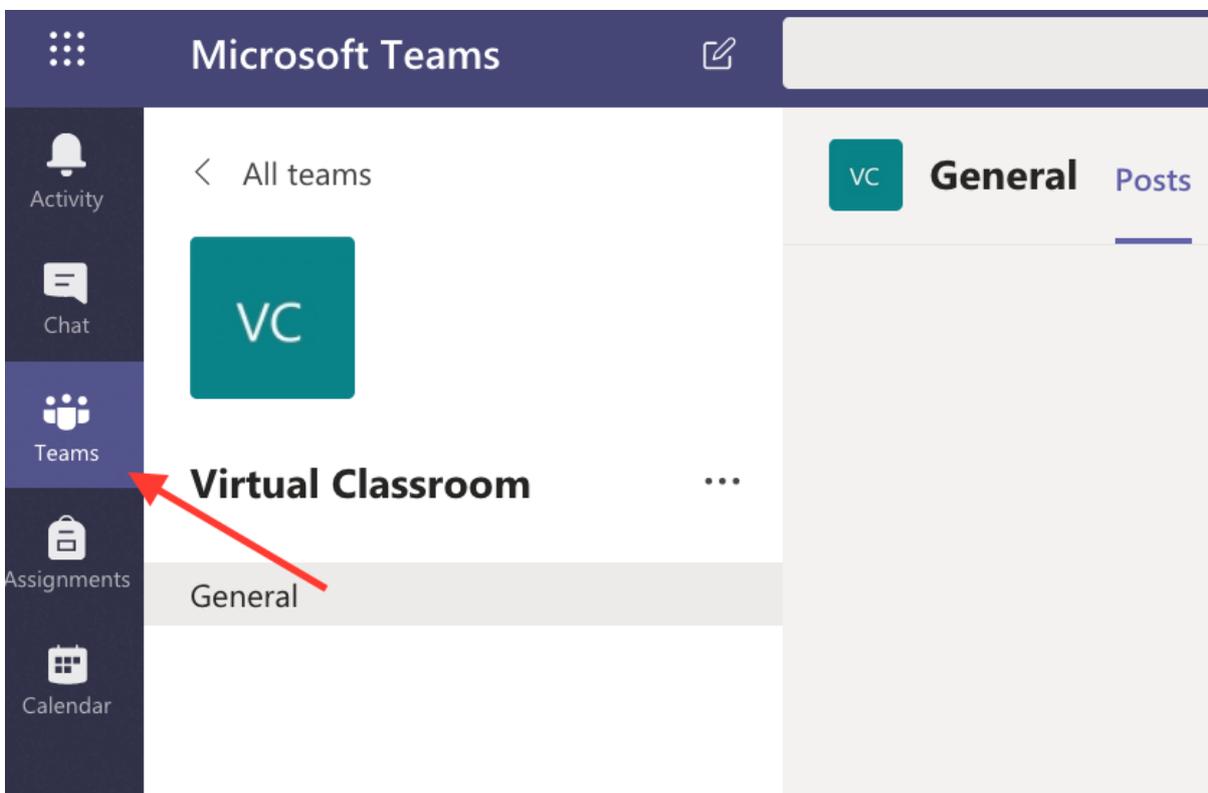


Joining the live broadcast of a lecture

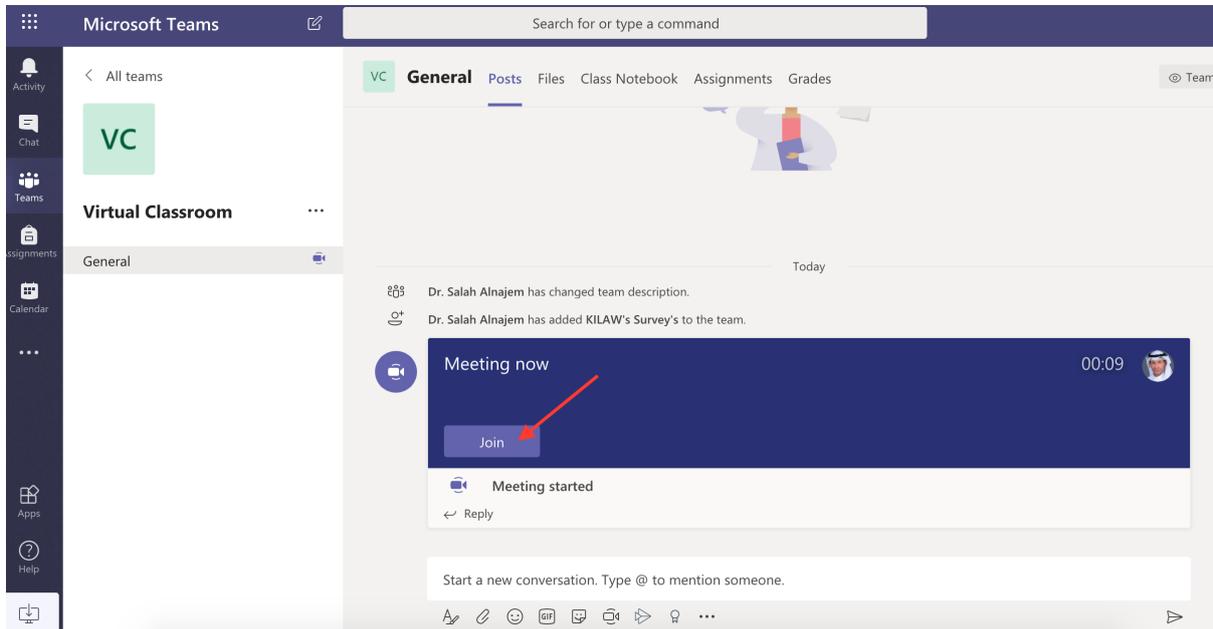
1- After logging in to the system using Teams program (Method 1) or using Chrom Browser (Method 2), you will then see “Teams” System screen.



2- You can show the teams of your courses by clicking on the "Teams" button on the left hand side of the screen:



3- When the teacher starts the live broadcast, a message entitled "Meeting Now" will appear on the team page. To access the live broadcast, press the "Join" button in the message box.



4- You will then see the live broadcast screen. To join the live broadcast session, click the "Join Now" button. To turn off or turn on the camera or sound, click the camera or microphone icon.

