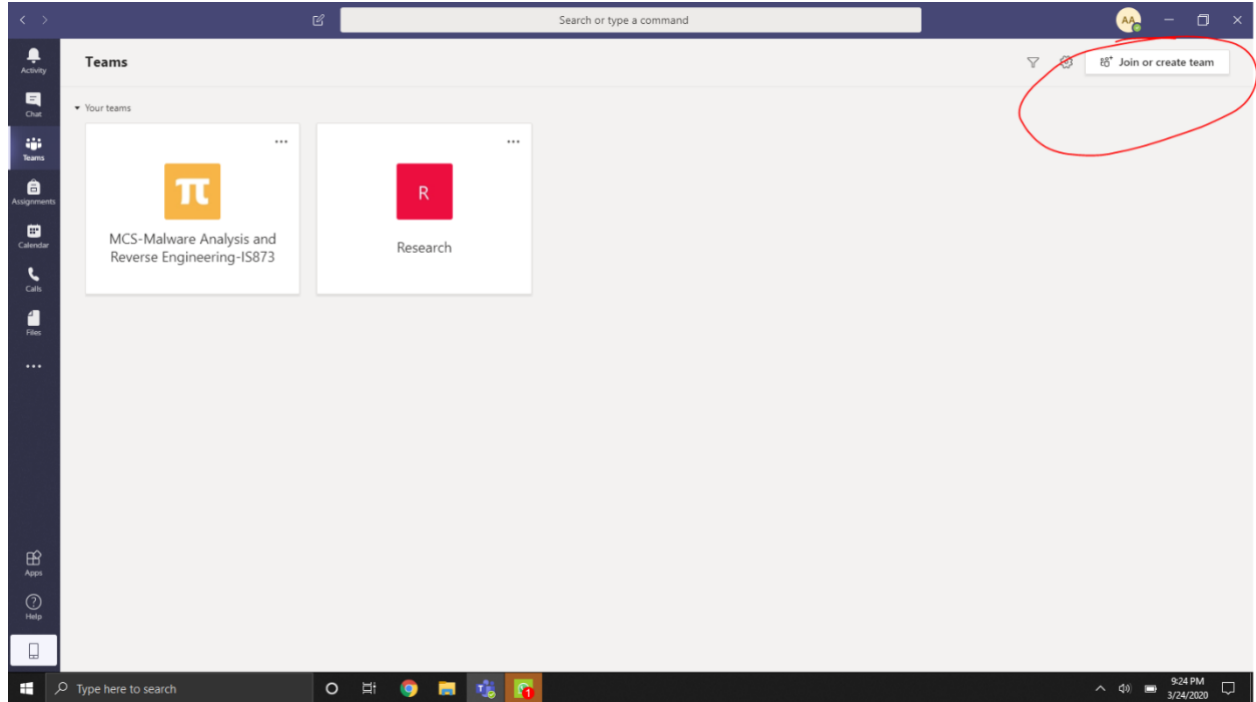
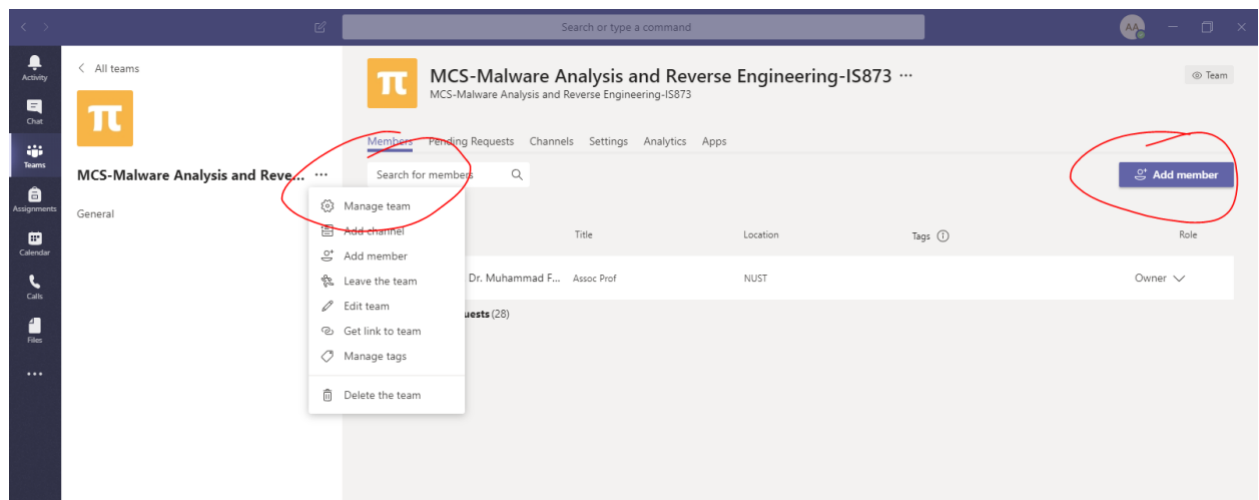


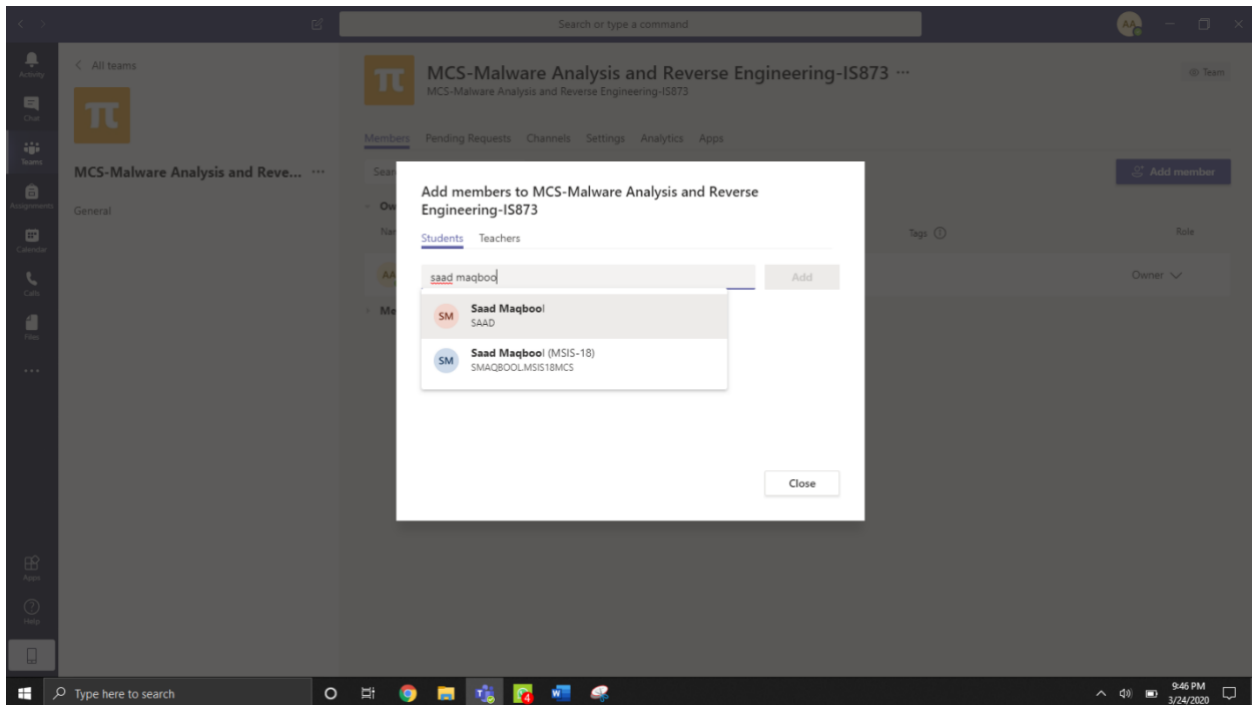
1. Login to Office 365 using your nust/mcs email ID
2. Download desktop version of Microsoft Teams, launch it and login to it using the same credentials
3. Create a Team of your course/class from the top right corner as shown below (Malware Analysis is my course name)



4. Click on the Course Team. You will be taken to Teams view.
5. Click on the three dots that appear in front of the team name and click "Manage Team" to "Add members" (which are your students) as shown in the following screenshot:

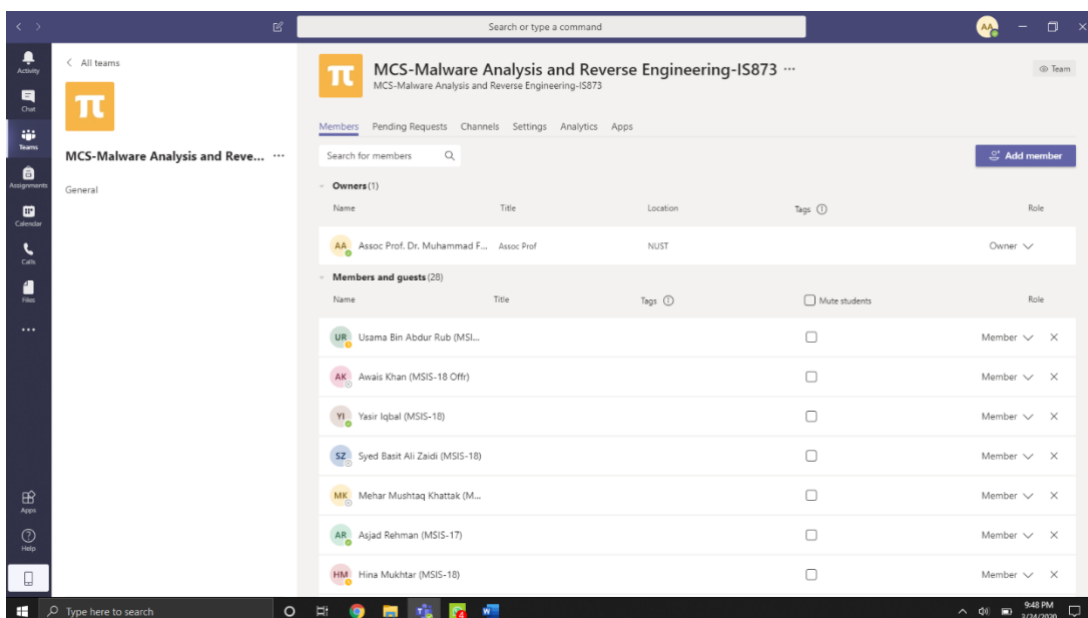


- When you click on “Add member”, a dialog will appear asking you can search for students. As you start typing the name of a student, suggestions start appearing. E.g., I was searching for Saad Maqbool for my class and his name appeared as shown below:

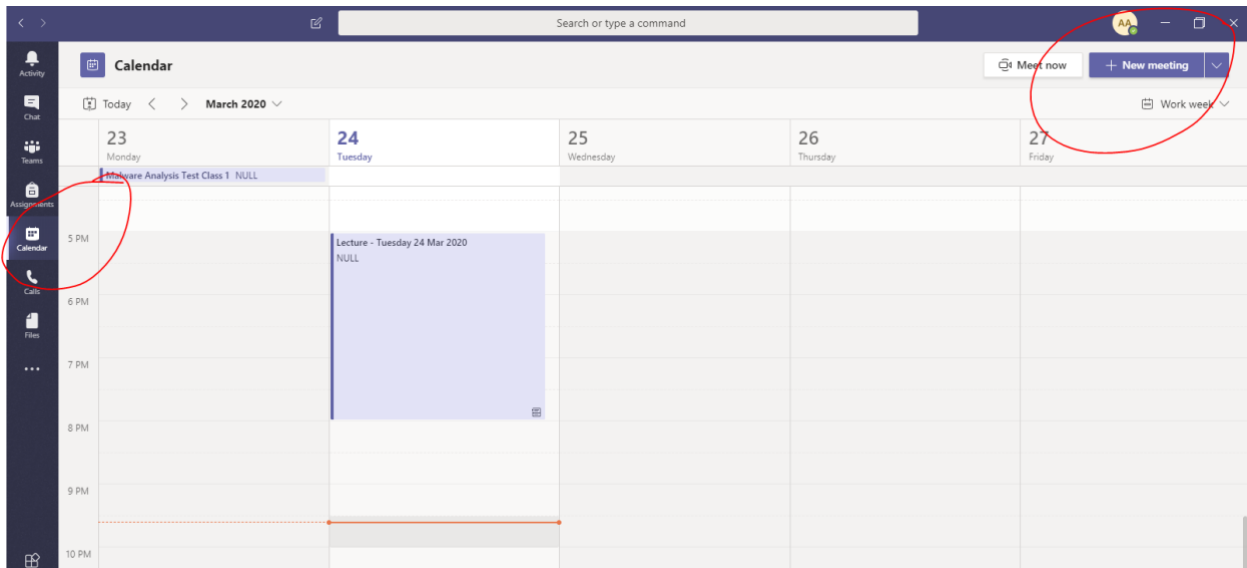


- Select all of the course students and add them to the team.

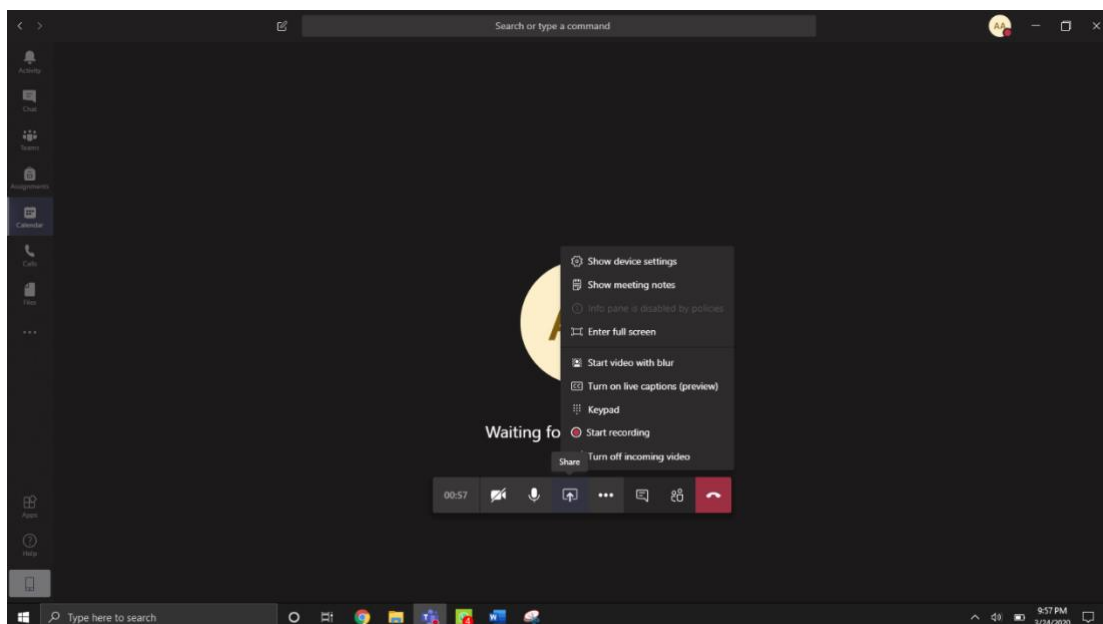
- Your class is complete and the members appear as follows:



- Now you need to create a class “Meeting” which is the conduct of your actual class, live with the students.
- Create a “New meeting” (Top right corner) for your class at the time of your choice in the Team’s Calendar (shown below, my class time today was 5-8pm):



- The created class meeting will appear like the one below. Everyone (instructor and students) will join the meeting by clicking the meeting in the Calendar and then clicking “Join” in the top right corner. It doesn’t show the “Join” button in the screenshot above because the class is over now.
- When everyone joins the meeting, you will have the following screen:



13. When you click on the three dots on the menu shown above, you (or any student) can start recording of the entire session including audio, video and the slides at the same time.
14. Assuming that you have opened up your PPT file of the lecture in the background, when you click on the “Share” button as shown in the above screenshot, your presentation will become visible to the students. Following is the students’ view, where they can see your video and also the PPT:

