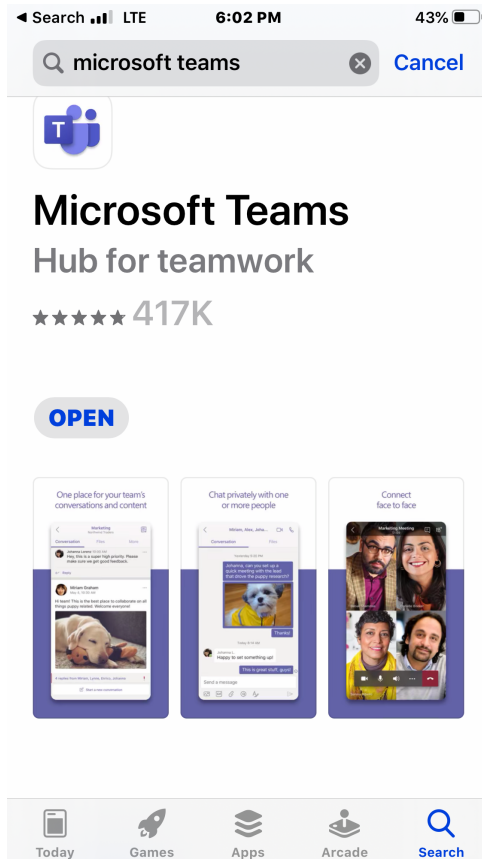# Microsoft Teams (Synchronous Distance Learning Platform)

Student's Quick Start Guide

Microsoft Teams (an application of a Microsoft Office 365 used by Kuwait University for Electronic messaging and e-collaboration) provides faculty members and teaching assistants with the ability to broadcast live meetings for their lectures and interact with students synchronously through Virtual Classrooms technology. The technology allows students and teachers to participate in live interactive meetings 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 meeting sessions can also be recorded to allow students to view them online later using video streaming technology through Microsoft Office 365 Stream.
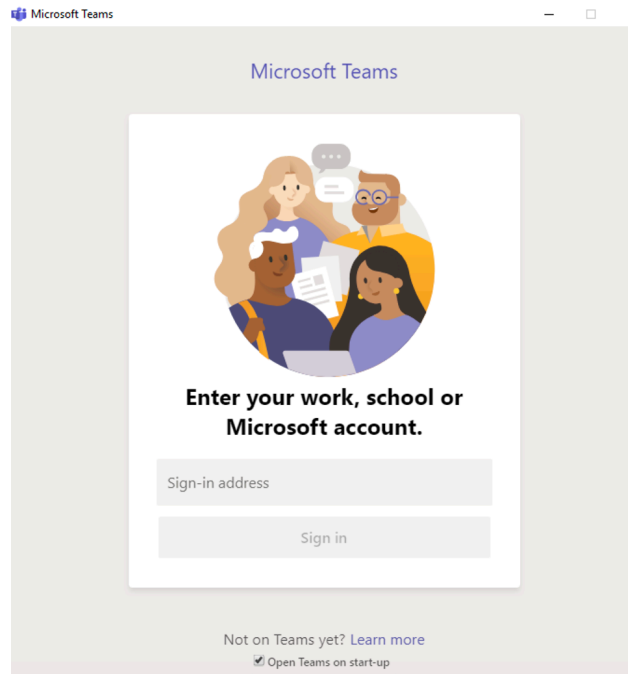
Logging in to the System

Run Microsoft Teams software on a personal computer, smartphone, or tablet. To download and install Microsoft Teams system on a personal computer, visit the following page:

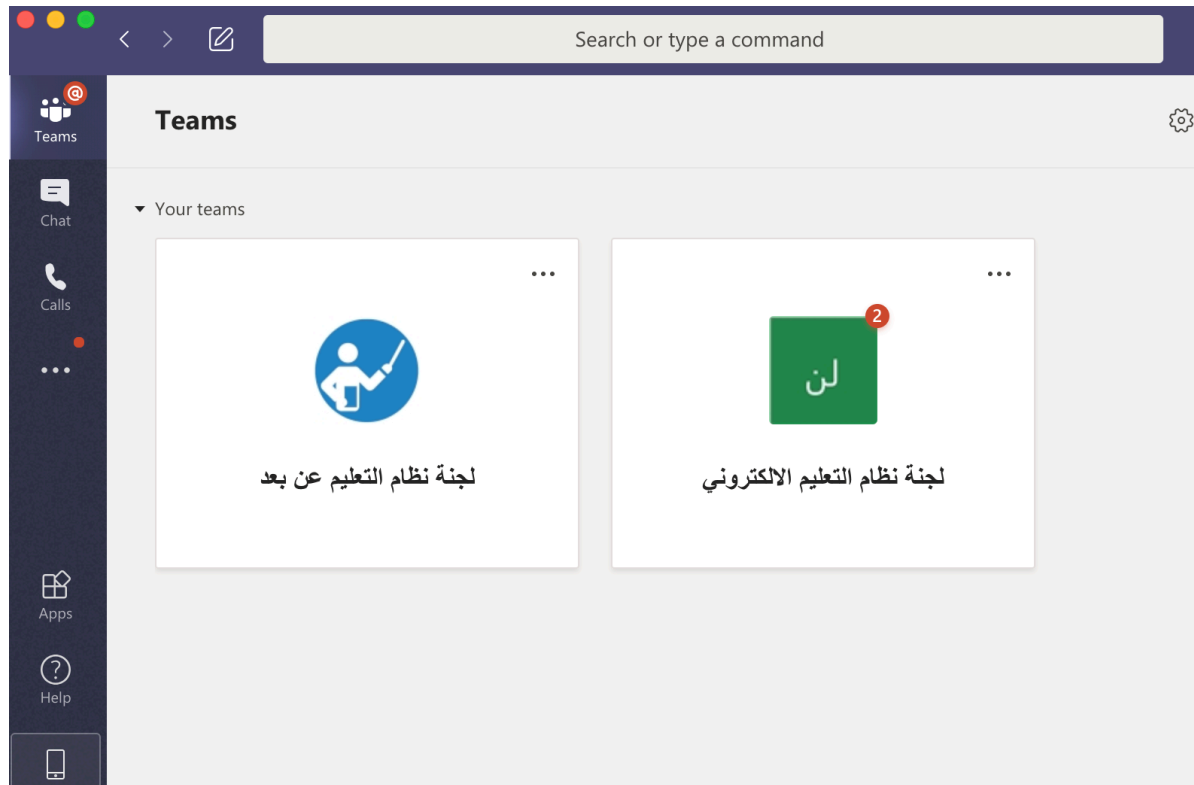https://products.office.com/en-us/microsoft-teams/download-app

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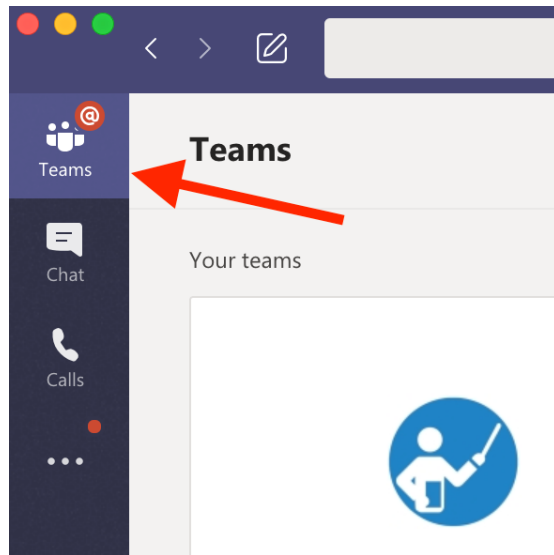
After installing the program on your personal device, smartphone or tablet computer, run the program. The following screen will be show asking for entering your username and password.

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

Important note: The program assumes that you are using your personal device, so it asks for you login information only once in order to save it for quick log in for the next times. In case you want to replace your device or if it is a public device, the we advise you to log out of the account.

After logging in to the system using Teams, you will then see "Teams" System screen. Students can also participate in the live broadcast via a computer or via a smart device:

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

From the "Teams" screen, choose the name of the team (course) you want to access. After clicking on the team name, you will see a screen for that team.

You will find your lectures automatically scheduled on time (for example, from 10:00 to 10:50 on Sunday, Tuesday and Thursday) in the calendar section to the left of the screen according to your schedule in the Student Information System (SIS).