

Microsoft Team (Student)

The Microsoft Team System is one of the components in the Office 365 suite available to all Al-Nahda University students

The Microsoft Team system has many advantages that can be relied upon in conducting lectures over the Internet in addition to sharing all types of files and making direct broadcast lectures as well as previously recorded lectures.

- **Why Microsoft Team?**

- The ability to broadcast live lectures through the lectures via the Internet in an easy way
 - The ability to make a schedule for the lectures and events schedule
 - Share the desktop of the lecturer device and conduct fully interactive lectures
 - Conducting a live dialogue between students, and the instructor controls who will speak
 - The possibility of the images of all students appearing before the lecturer
 - The ability to take attendance, who attended the lectures and who was absent
 - Share all kinds of items, sources, files, and make tests through the program interface
 - Full compatibility with all computers and tablets of different operating systems
 - Allow only university students to use the system through university email @nub.edu.eg
 - The possibility that there will be more than one lecturer in the same lecture
 - Full compatibility with all Office 365 services and the ability to reach any student easily through instant chat or voice or video calls as well as to voice mail in the absence of a response
 - Maintain data confidentiality as all communications are encrypted with Microsoft's SSL system
 - No need for high internet speeds for the lecturer or student, and it suffices at a speed of 4 MB each in case of watching high-quality broadcasts
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- In these steps we will learn

- Activate the Office 365 system in general
- How to work on Microsoft Team

To activate the system, you must log in to the university's website, then Office 365, and use the university email @ nub.edu.eg to log in to the system.

➤ If you don't know your email or password

You can request this by contacting on **01000347128** WhatsApp by following the following steps:

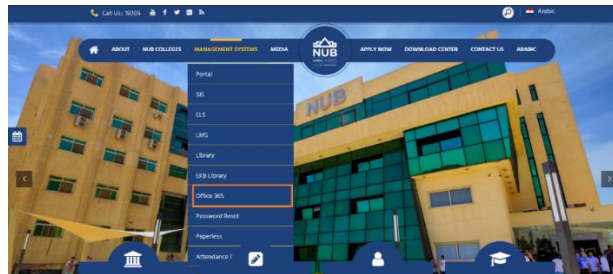
A copy of the ID card or passport is sent to me as the student's ID, then you manage the information systems by reviewing the request and responding via WhatsApp by email and password for a maximum of two working days from receiving the request.

very important

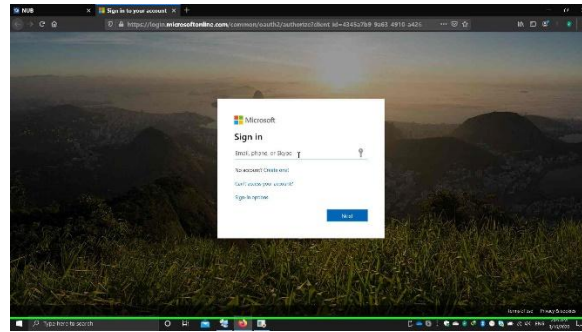
One of these terms must be used for full compatibility with video calls

- 1- [Google Chrome](#)
- 2- [Microsoft edge](#)

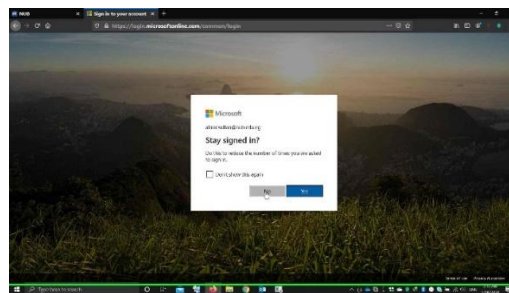
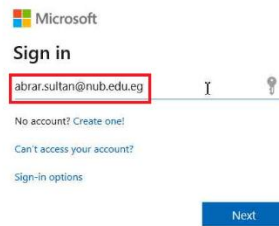
Visit the official website of the university www.nub.edu.eg



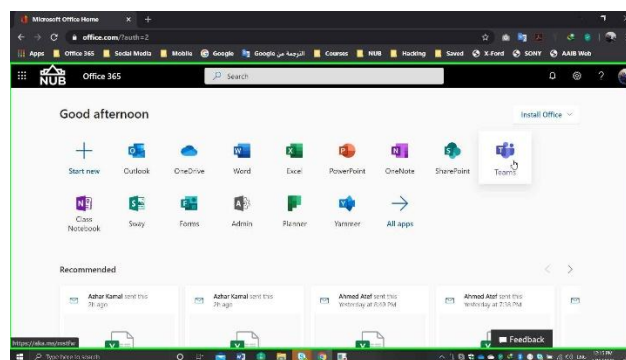
Or, visit Portal.office365.com directly



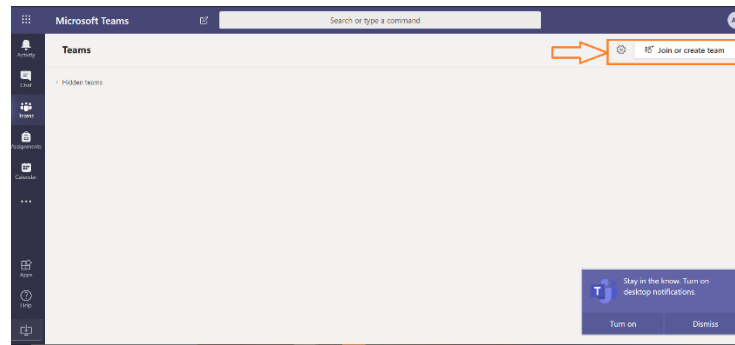
Write your completely email Yourname@nub.edu.eg



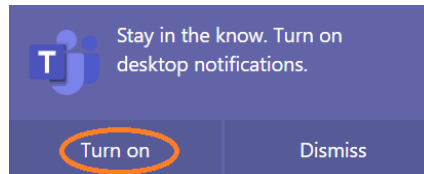
Click on Microsoft Team



Then click on Team from the list on the left and then click on Join or create a team



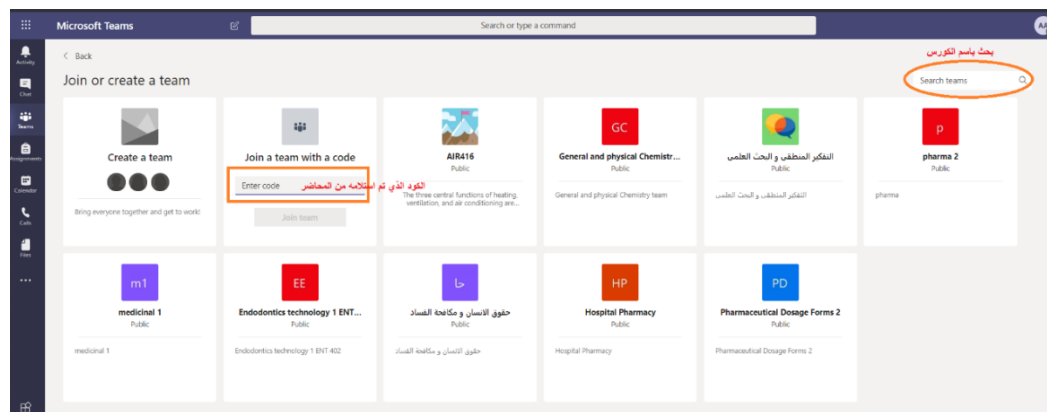
Please attention to activate the notifications



Join the course

You can join any course by looking for his name and then sending an application to attend

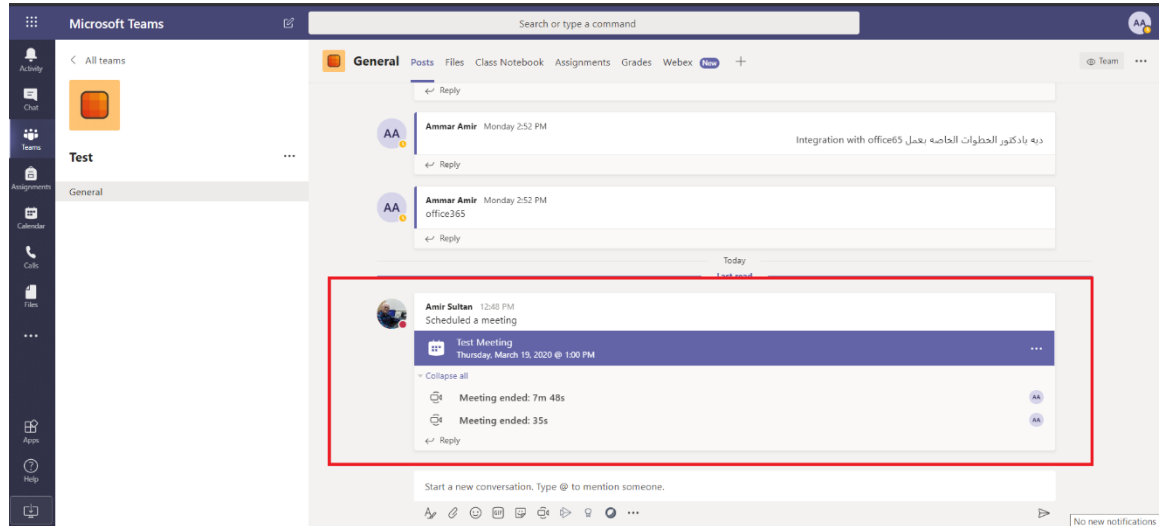
Or, write the registration code received from the lecturer and enter it in the "Join a team field



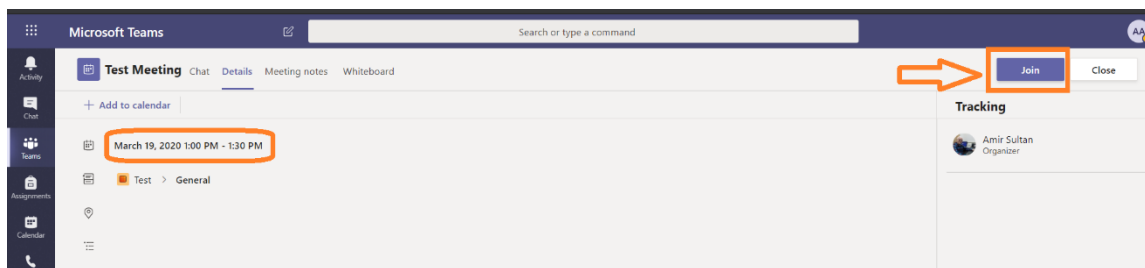
Join the lectures (Live broadcast)

Once the lecture sets the lecture counters (Live), an email message will be sent to you to inform you of the date of the lecture in addition to a reminder message 15 minutes before the lecture if you activated the email system on the mobile phone.

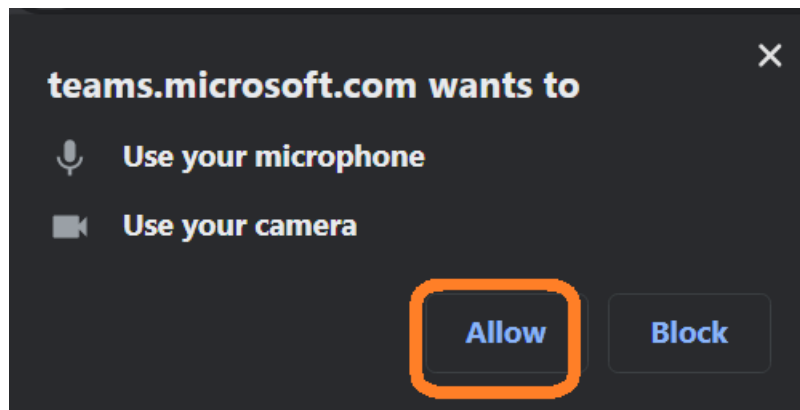
to activate the email on the mobile phone, click here



Click on the name of the lecture, taking into consideration that it is within the specified time

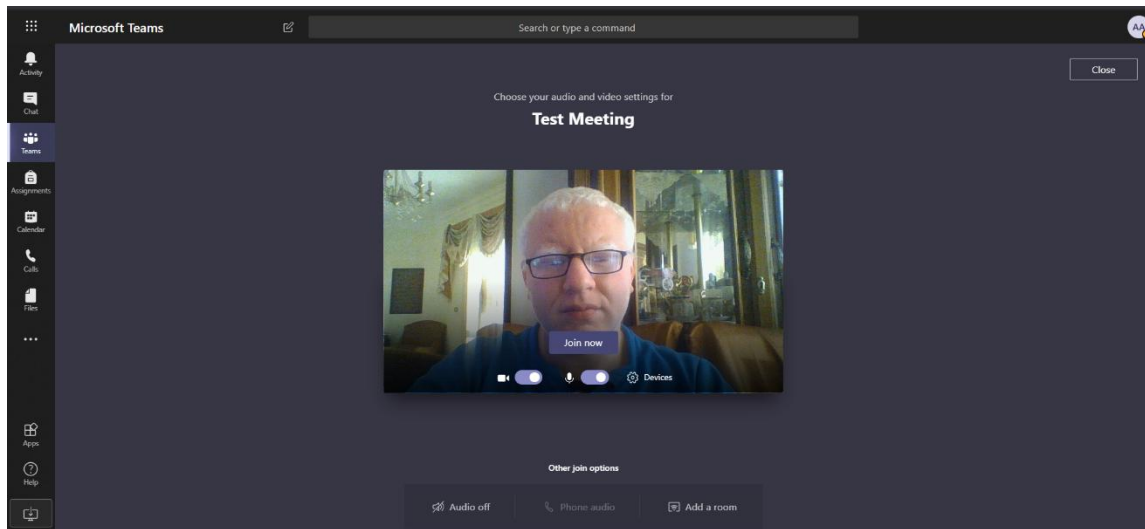


The following message appears for the Team system to use the camera and microphone, Allow

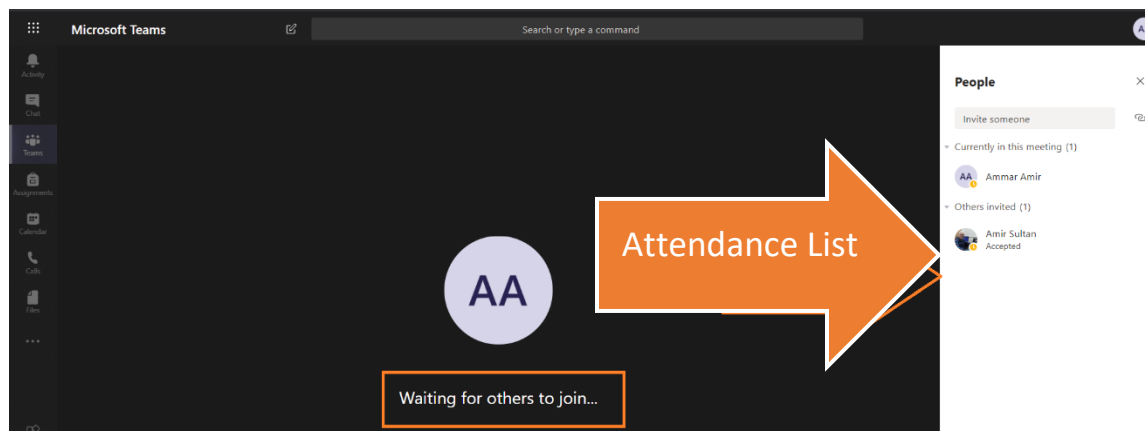


The following page will appear for you to review the image that will appear in the lecture for all members and the camera can be closed as desired and if the Internet connection is less than 4 MB

[Click on Join Now](#)



You are ready now and waiting for the lecture to start



It is recommended to press F11 to Full Screen for better viewing

back to the live lectures

The lecturer makes a recording of the lecture that is broadcasted and kept Within the Attachment of the course, and you can refer to it, review it, download it to the computer or phone, and refer to it when needed.