

Introductory Level to Microsoft Teams

E-Government National Centre
Ministry of Transport and Infocommunications

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General Policies


To all Microsoft Teams User (provided by EGNC),

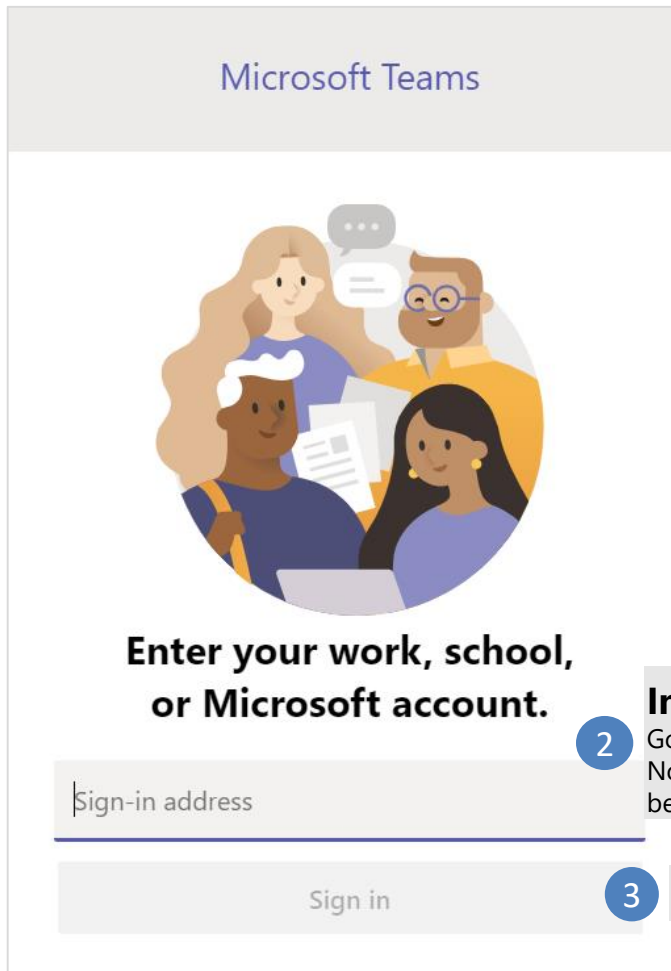
1. Referring to Surat Pemberitahuan **Ministry of Transport and Infocommunications (MTIC) (ref. KP (MC) SUT/10)**, Microsoft Teams will be available for **six (6) months** until **14/09/2020**. This new solution has been introduced in light of the recent COVID-19 pandemic and its unprecedented impact to promote a productive and secure remote working solution;
2. **IMPORTANT:** All communication and files sharing must be tied to the procedure provided by the **Protective Security Manual** as released by the **Internal Security Department, Prime Minister's Office** through the appointed Departmental Security Officer (DSO) and Information Security Officer (ISO) of the respective department;
3. All users are recommended to use this platform to communicate via chat and video call for any work collaboration;
4. For file sharing, it is advisable to use the existing Intranet ie. Sharepoint Platform; Note that the cloud storage will be clear upon expire date



Sign In (Option 1)

Option 1 – if you have already installed Microsoft Teams

- 1 In Windows, click **Start**  > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon



Microsoft Teams

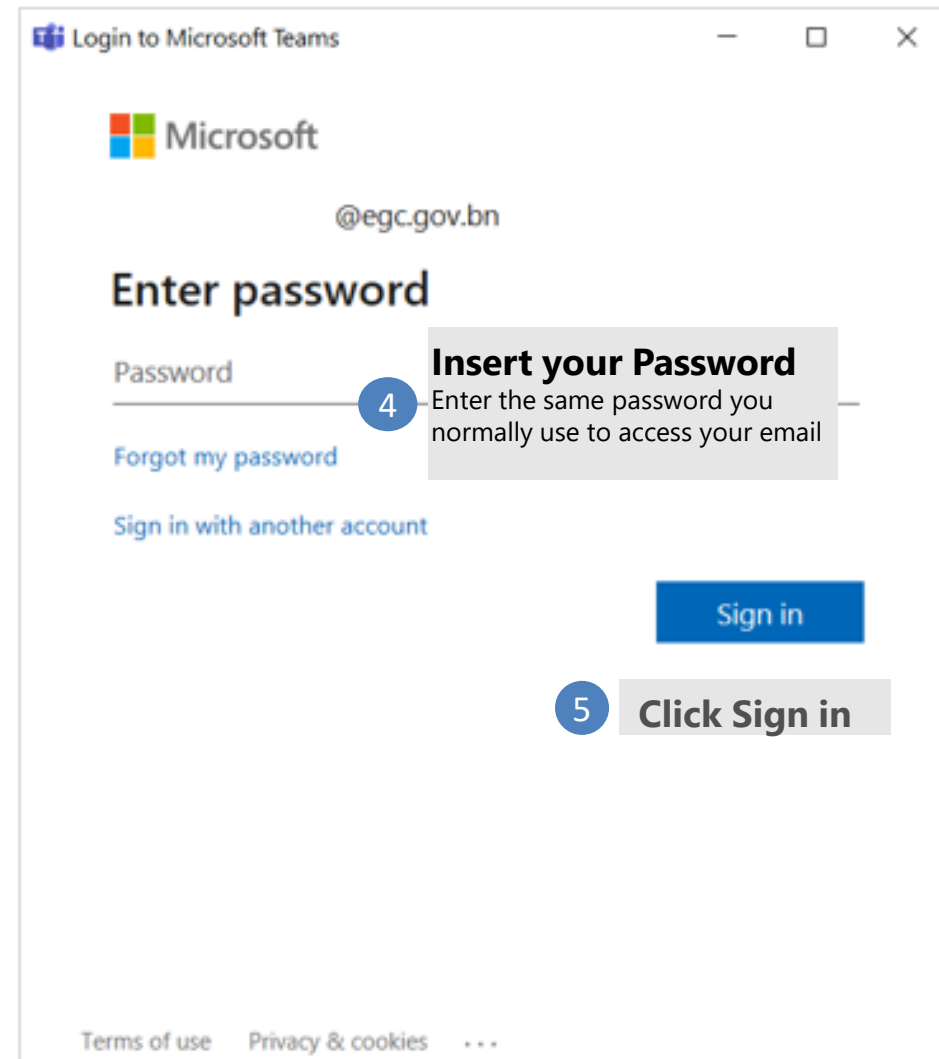
Enter your work, school, or Microsoft account.

Sign-in address

Sign in

- 2 **Insert your Username**
Government email ID
Note: **use underscore "_" between your first and last name

- 3 **Click Sign in**



Login to Microsoft Teams

Microsoft

@egc.gov.bn

Enter password

Password

4 Insert your Password
Enter the same password you normally use to access your email

Forgot my password

Sign in with another account

Sign in

5 Click Sign in

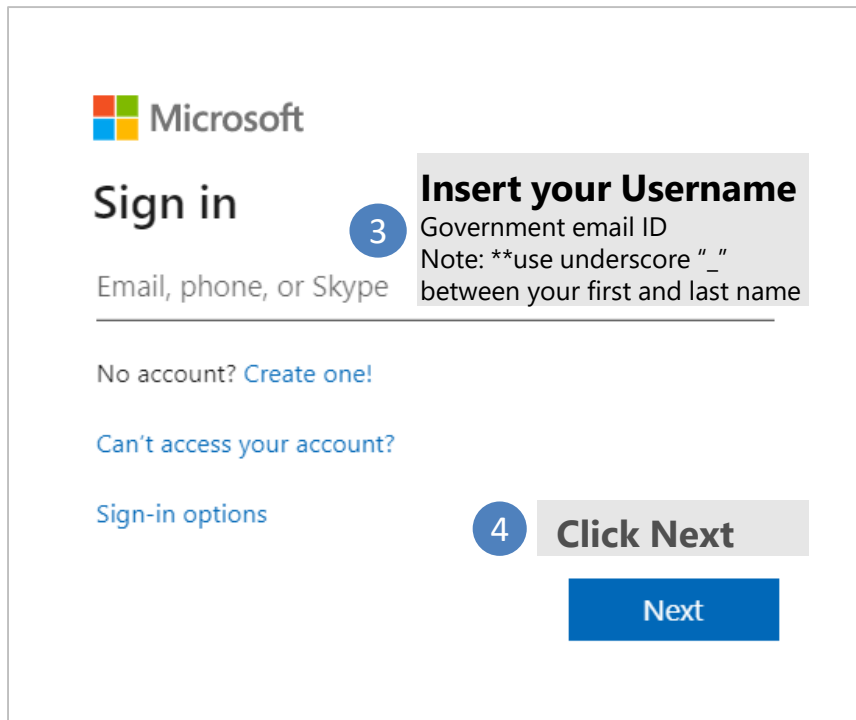
Terms of use Privacy & cookies ...



Sign In (Option 2)

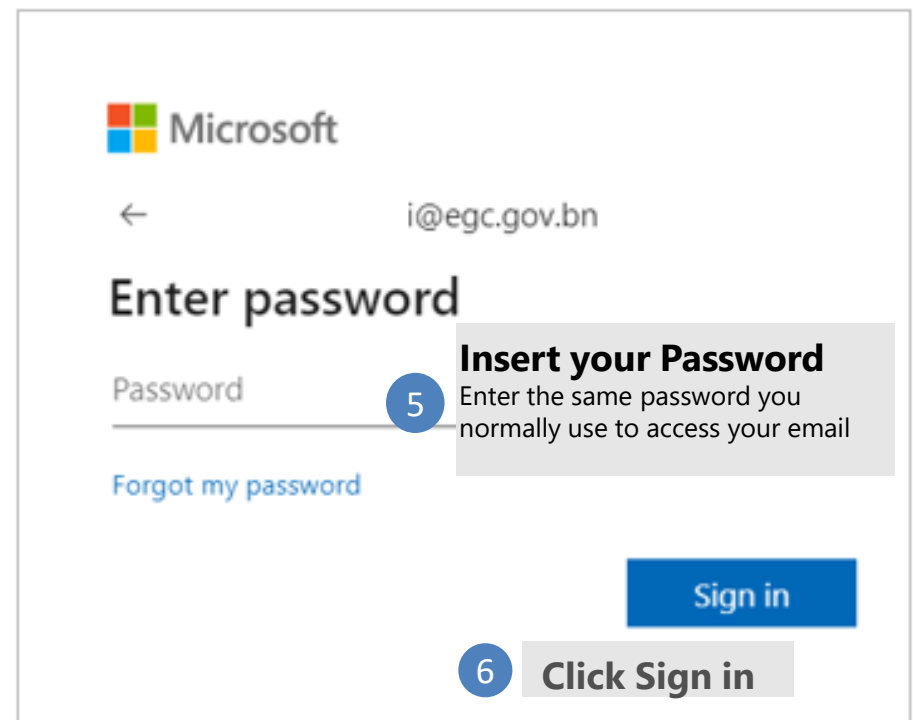
Option 2 – Sign in using Office 365

1 Go to www.office.com



Microsoft
Sign in
3 Insert your Username
Government email ID
Note: **use underscore "_" between your first and last name
Email, phone, or Skype
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
4 Click Next
Next

This screenshot shows the Microsoft sign-in page. The Microsoft logo is at the top left. Below it is the 'Sign in' heading. A blue circle with the number '3' is next to the heading. To the right, a grey box contains the text 'Insert your Username' and 'Government email ID' with a note: '**use underscore "_" between your first and last name'. Below this is a text input field with the placeholder 'Email, phone, or Skype'. There are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right, a blue circle with the number '4' is next to the text 'Click Next', and a blue 'Next' button is positioned below it.



Microsoft
← i@egc.gov.bn
Enter password
5 Insert your Password
Enter the same password you normally use to access your email
Password
[Forgot my password](#)
Sign in
6 Click Sign in

This screenshot shows the Microsoft 'Enter password' page. The Microsoft logo is at the top left. Below it is a back arrow and the email address 'i@egc.gov.bn'. The heading 'Enter password' is in the center. A blue circle with the number '5' is next to the heading. To the right, a grey box contains the text 'Insert your Password' and 'Enter the same password you normally use to access your email'. Below this is a password input field with the placeholder 'Password'. There is a link 'Forgot my password' below the input field. At the bottom right, there is a blue 'Sign in' button and a blue circle with the number '6' next to the text 'Click Sign in'.



Create Team (1)

Search or type a command

Teams

Your teams

PG
GR
SP
GW
SP
TM
PD
GI

1 **Click Teams**

2 **Click Join or create a team**

3 **Click Create team**

Join or create a team

Create a team

Join a team with a code


Enter code

Got a code to join a team? Enter it above.

Create team

Create Team (2)

Create your team



Build a team from scratch 4 **Select this option**

Create from...
An existing Office 365 group or team

What kind of team will this be?

Private
People need permission to join 5 **Choose Private or Public**

Public
Anyone in your org can join

Some quick details about your private team

Team name

Project Falcon 6 **Fill in details**

Description

Let people know what this team is all about

7 **Click create**

< Back Create

Add members to Project Falcon

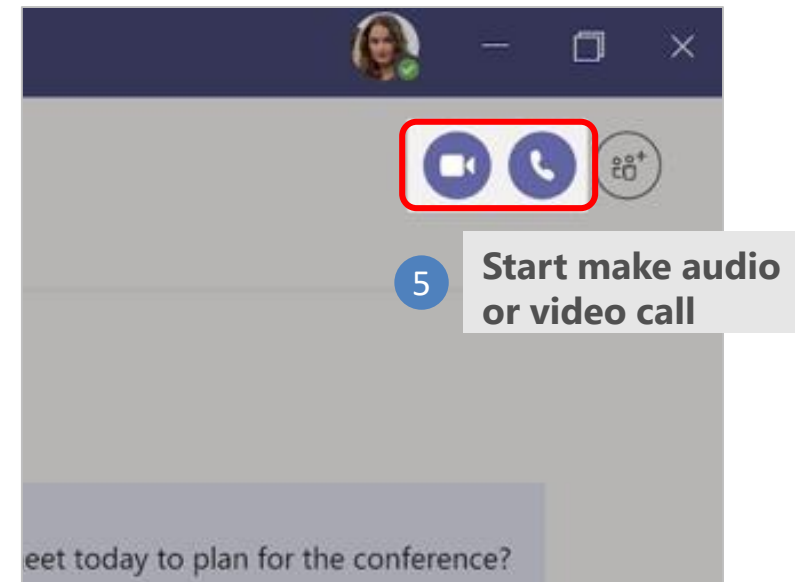
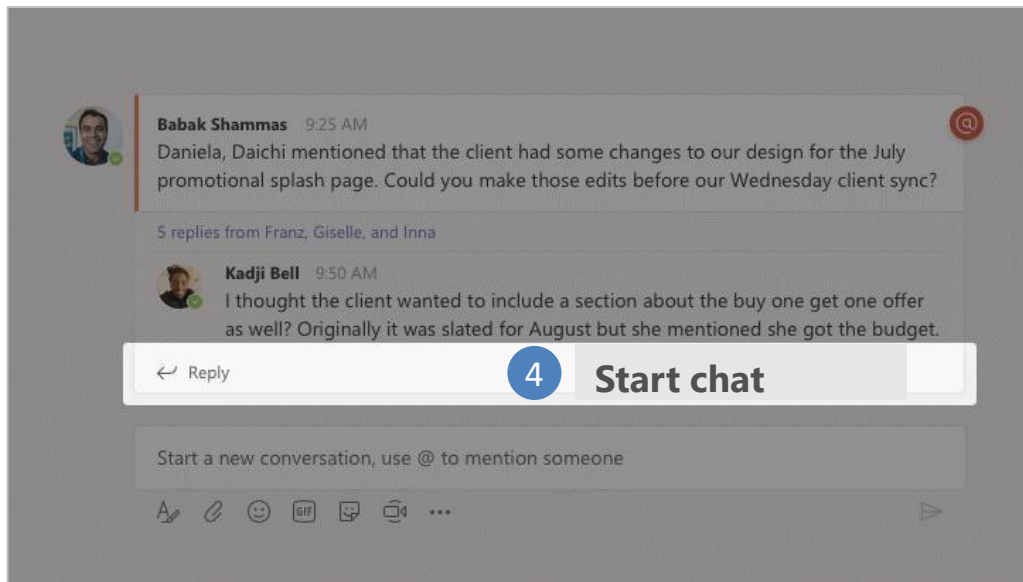
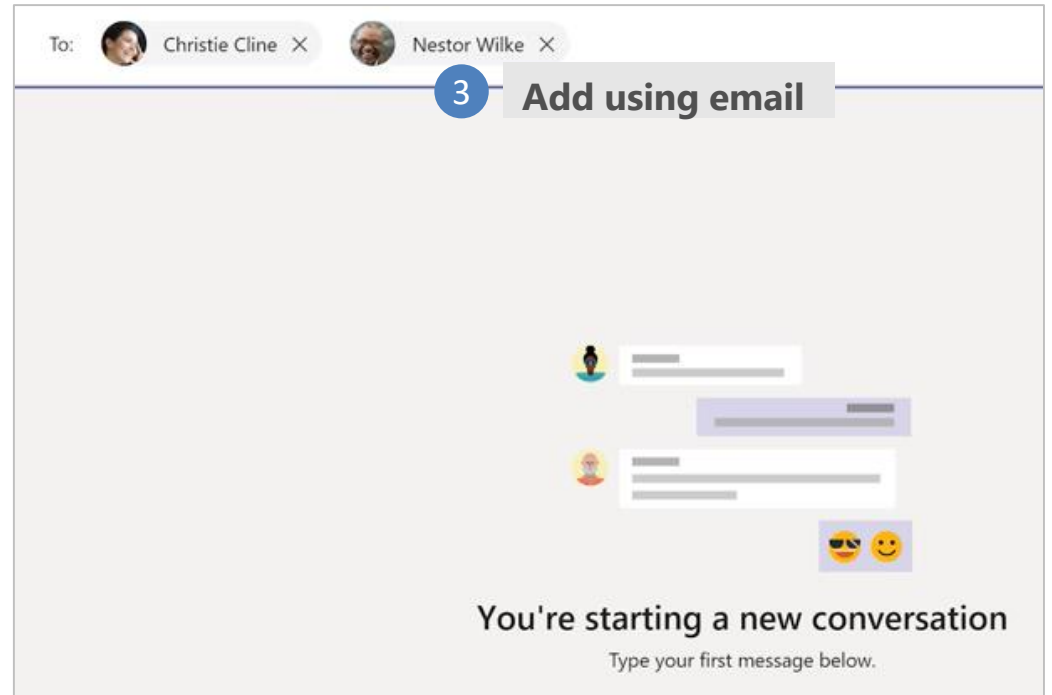
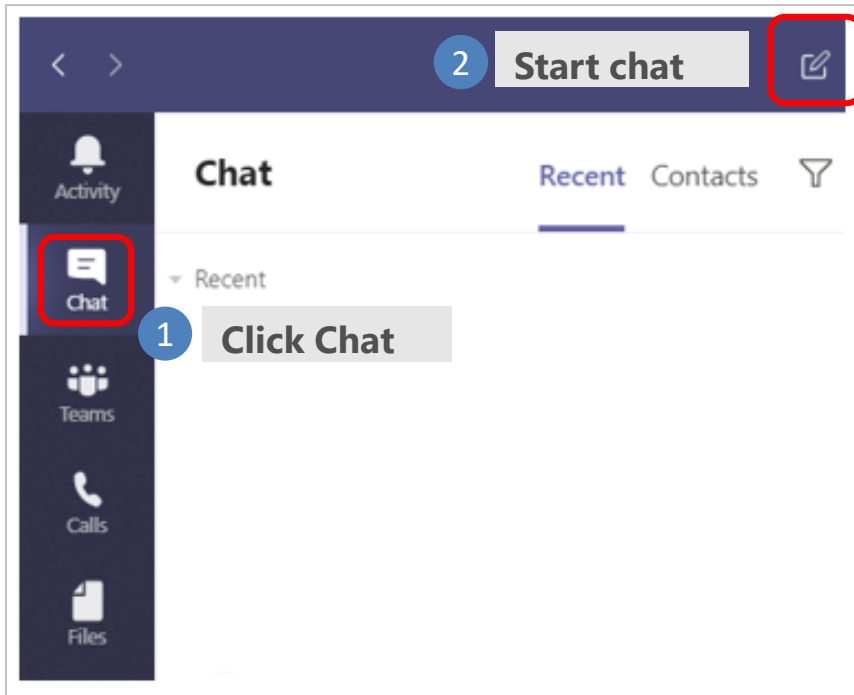
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Alex Wilber × Lidia Holloway ×
Lynne Robbins × Adele Vance × Add

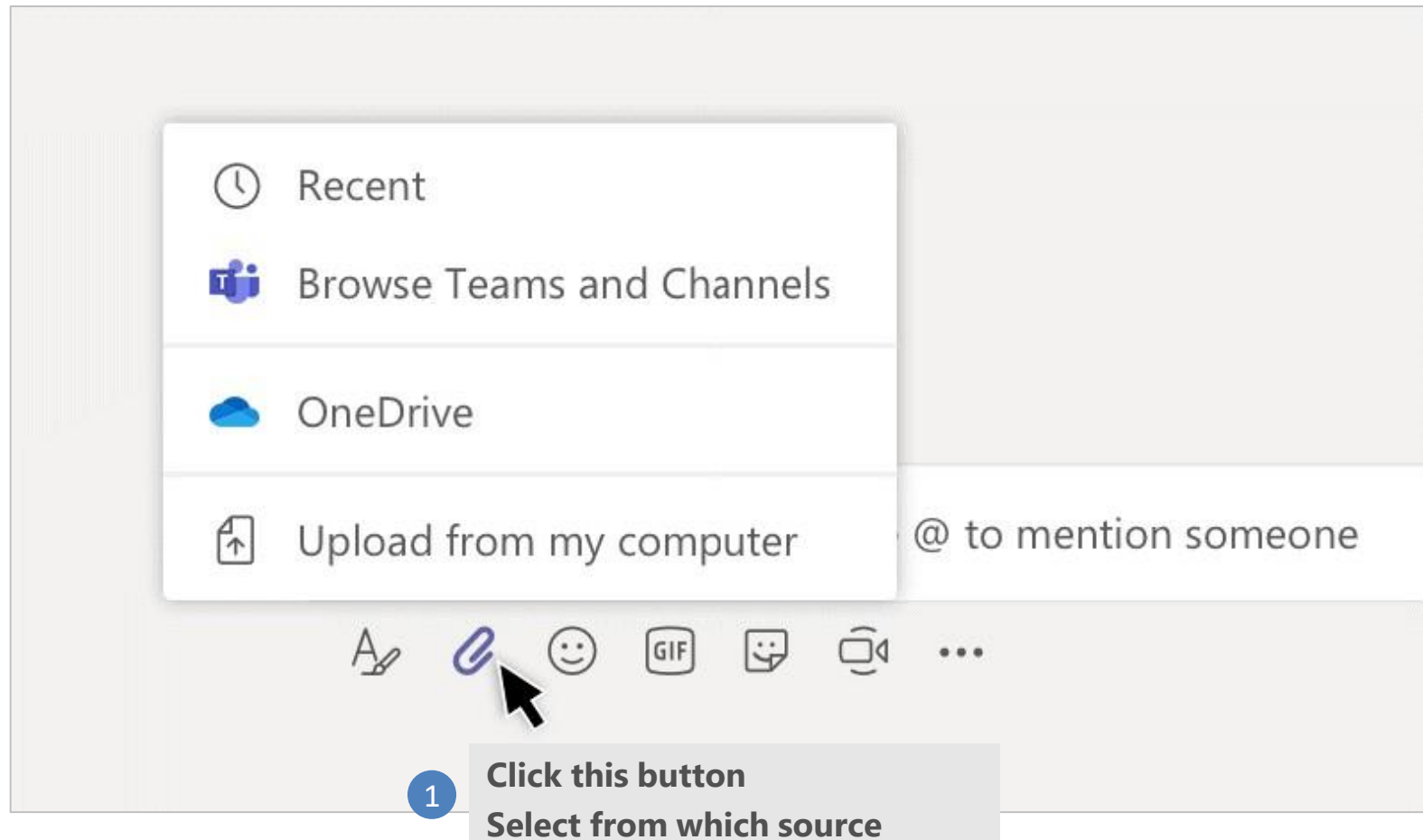
8 **Add members** 9 **Click Add**



Start Conversation



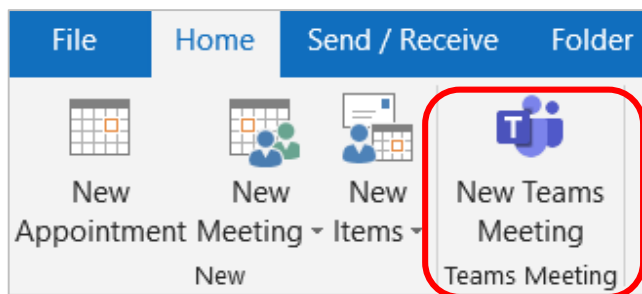
Sharing file



Note: The cloud storage will be cleared upon expiry



Meeting invite using Outlook



1

- Open your **Outlook**
- Go to **Calendar**
- On the top pane under **Home**, click **New Teams Meeting**

The screenshot shows the Outlook meeting invitation form. The 'To...' field contains two email addresses: ali@company.com.bn and husin@companyb.com.bn. The 'Subject' field contains 'Meeting with Company A and B'. The 'Location' field contains 'Microsoft Teams Meeting'. The 'Start time' field is set to 'Sat 4/11/2020' at '11:00 AM'. The 'End time' field is set to 'Sat 4/11/2020' at '11:30 AM'. A 'Send' button is visible on the left side of the form.

2 Fill in the email address (including other users)

3 Fill in the meeting name

4 Set date and time

[Join Microsoft Teams Meeting](#)

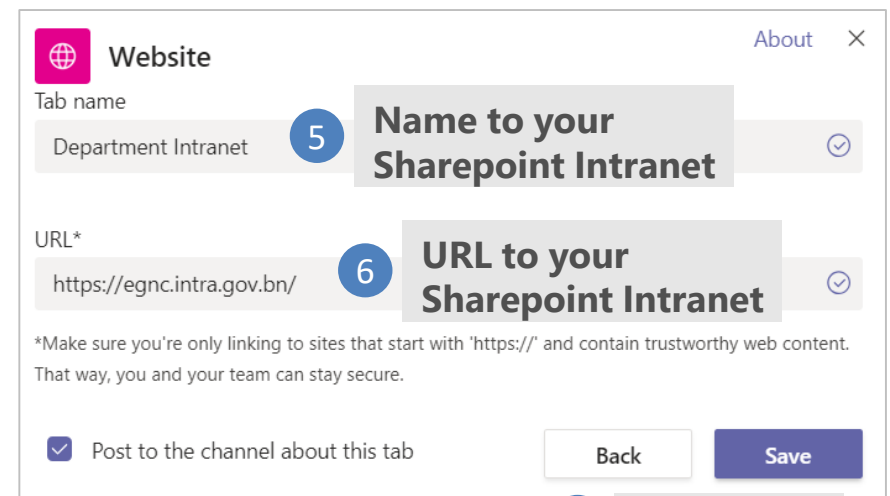
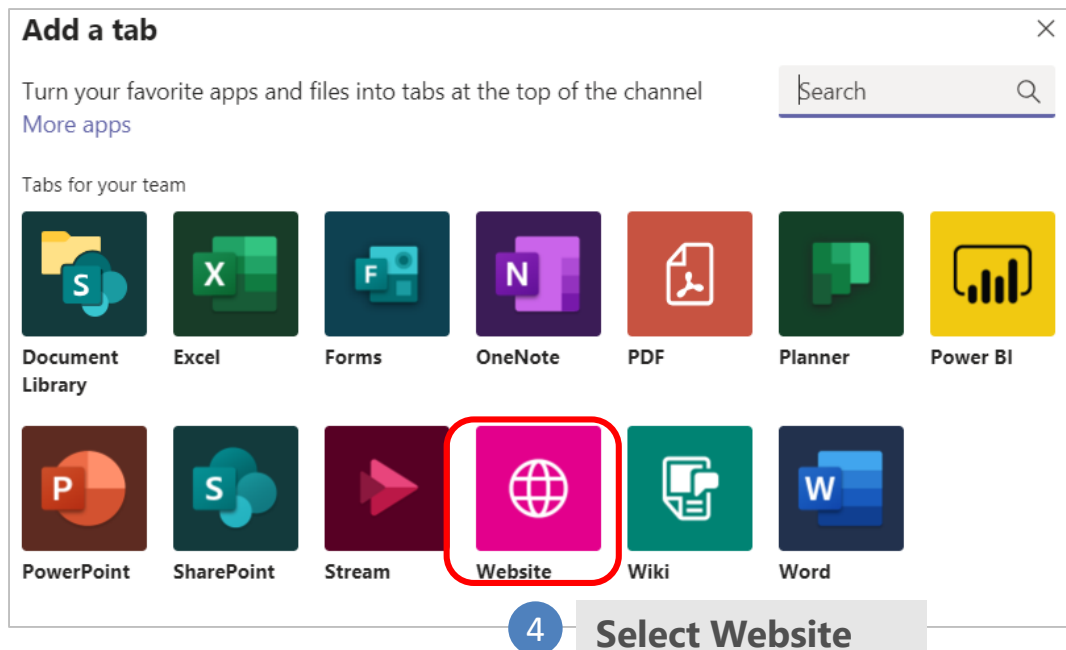
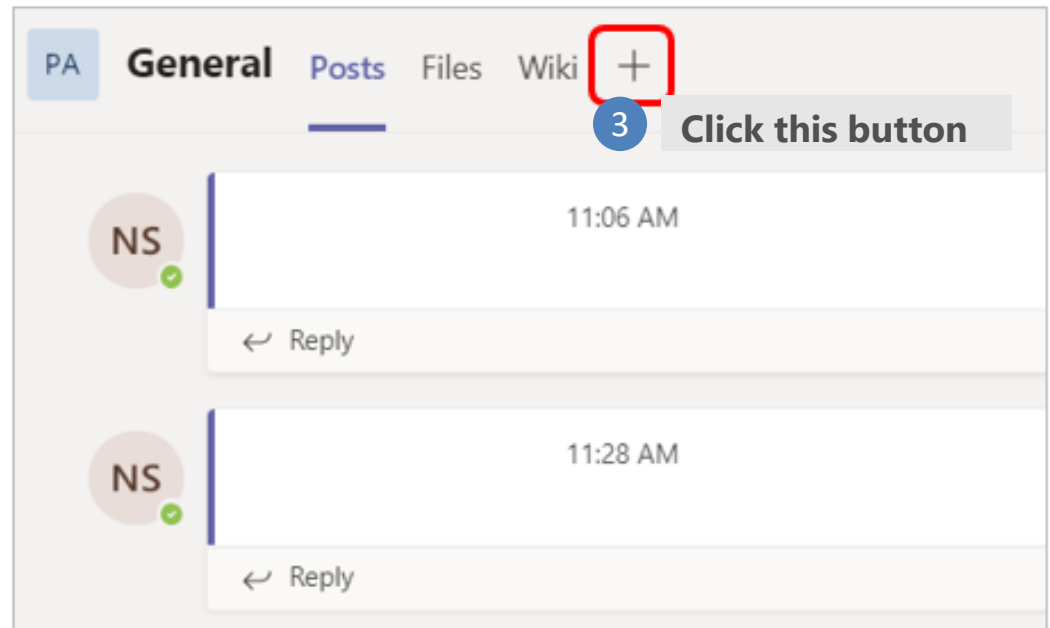
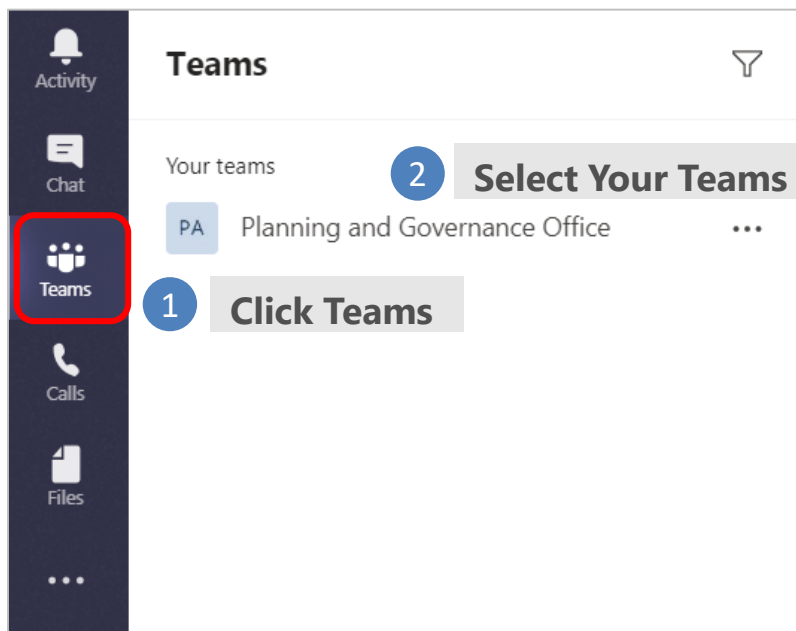
[Learn more about Teams](#) | [Meeting options](#)

5

- User will receive **email invitation in their inbox**
 - Click Join **Microsoft Teams Meeting**
- Note:
If user does not have Microsoft Teams – by clicking user will be asked to install Microsoft Teams



How to add Sharepoint to Teams (1)



7 Click Save

Continue next page

How to add Sharepoint to Teams (2)

8 Your Sharepoint Intranet page will be added at the top pane

PA **General** Posts Files Wiki **Department Intranet** +

If your site isn't loading correctly, click here

SharePoint Newsfeed OneDrive Sites

BROWSE PAGE

Documents

Lists

Tasks

Discussions

Team Discussion

+ new document or drag files here

✓	📄	Name	Modified	Modified By
	📁			
	📁			
	📁			
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	📁			

9 Access and Share your files



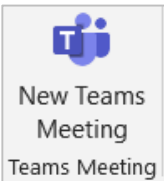
Teams Meeting Protocol

For Teams Meeting Organizer

Preparation before meeting

1 Send Meeting Teams Invite

*via calendar invite



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

2 Alert meeting protocols to members

*via email

3 Assign presenter

*ensure all related documents are shared via email or Sharepoint

4 Test before call

*ensure all audio and video quality is good

During Meeting

1 Remind meeting protocols

*all participants mic and camera off

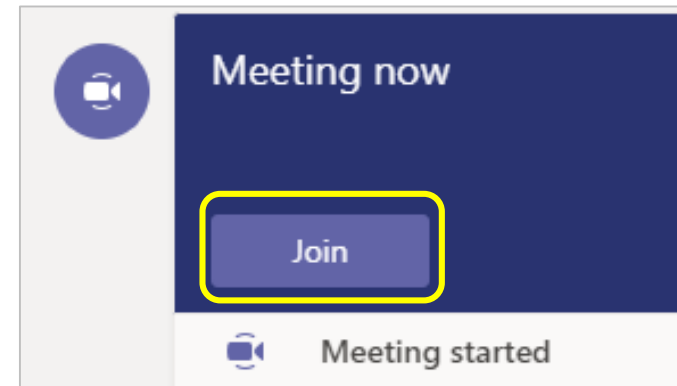
2 Be alert

*all participants can ask questions via chat

*organizer to respond via chat/audio

3 Lost connection

*join back using the invite link or your Teams group (Meeting now)



Teams Meeting Protocol

For Participant who are invited to Teams Meeting

Preparation before meeting

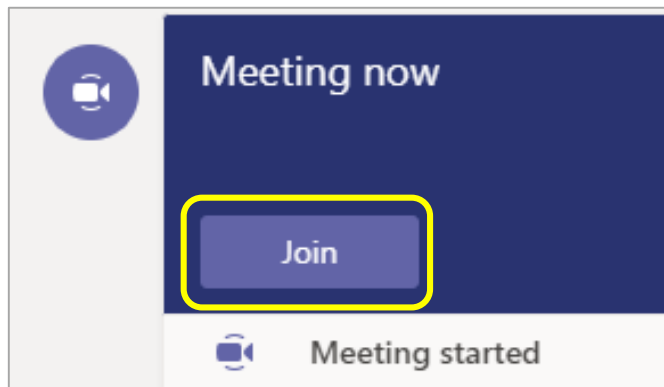
1 Be ready **5 minutes** before the meeting

2 **Accept call from the organizer**

*via link in calendar invite or from your Teams group (Meeting now)

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



During Meeting

1 **Keep Mic and Camera Off when meeting begins**

*only the chairman (organizer) has Mic On



2 **All interactions will be via chat**

*except if the organizer invited any participant to speak



3 **Organizer will invite the presenter**

*to either share the screen or file

4 **Comment/question send via chat**

*organizer will address the question after each topics

5 **Lost connection**

*join back using the invite link or your Teams group (Meeting now)

*or alert organizer via one-to-one chat for call back



Recorded Live Demo

The screenshot displays a Microsoft Teams meeting interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams, Calls, Files, Planner, OneNote, Apps, and Help. The main content area shows a slide titled "Introduction to Microsoft Teams" with the Microsoft Teams logo and the text "Microsoft Teams". The slide features an illustration of three people at a table, a green shield with a white checkmark, and a man pointing towards a large blue shield with a white padlock icon. At the top right of the meeting window, there are links for "Need help?" and "Leave", along with icons for chat and settings. At the bottom of the meeting window, the date "25TH MARCH 2020" is shown on the left, and the names "NURUL HJ EMRAN" and "EZZATI ABDUL MANAN" are listed on the right. A playback control bar at the bottom left shows a pause icon, a volume icon, and a progress indicator for "0:00:12 / 1:00:26".

[Session 1](#)

[Session 2](#)



For support:

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Brunei Darussalam

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Email: helpdesk@egc.gov.bn

Website: www.egnc.gov.bn