

Introductory Level to Microsoft Teams

E-Government National Centre
Ministry of Transport and Infocommunications

Content

1. [General Policies](#)
2. [Sign in](#)
3. [Create Team](#)
4. [Start Conversation](#)
5. [Sharing Files](#)
6. [Meeting Invite](#)
7. [Meeting Protocol](#)

General Policies

To all Microsoft Teams User (provided by EGNC),

1. Referring to Surat Pemberitahuan **MTIC (ref. KP (MC) SUT/10)**, Microsoft Teams 365 will only be available 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 **Security Manual** released by the Keselamatan Dalam Negeri (KDN), Prime Minister's Office;
3. All users are recommended to use this platform to communicate via chat and video call for any work collaboration. For file sharing, it is advisable to use the existing Intranet ie. Sharepoint Platform.

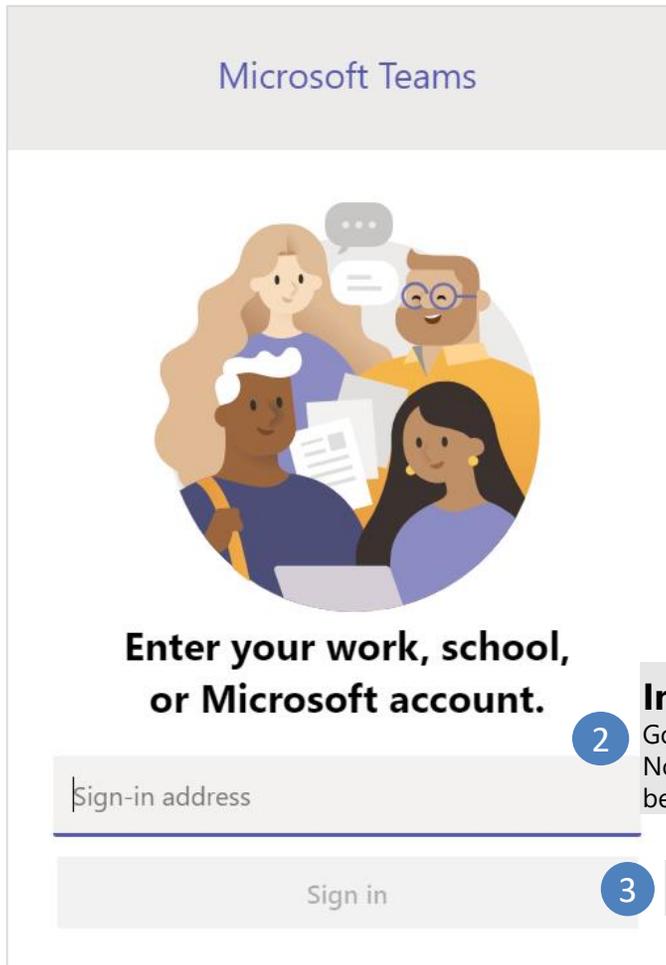
Sign In (Option 1)

Option 1 – if you have already installed Microsoft Teams

In Windows, click **Start**  > **Microsoft Teams**.

1 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.

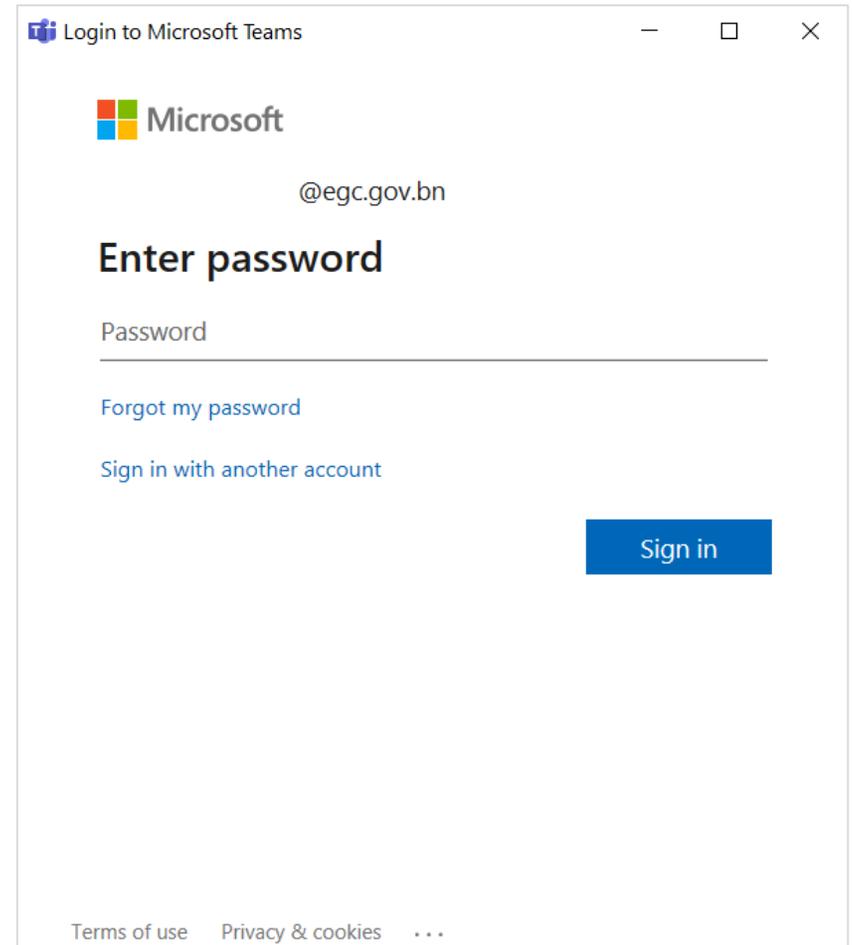
Sign-in address

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

[Forgot my password](#)

[Sign in with another account](#)

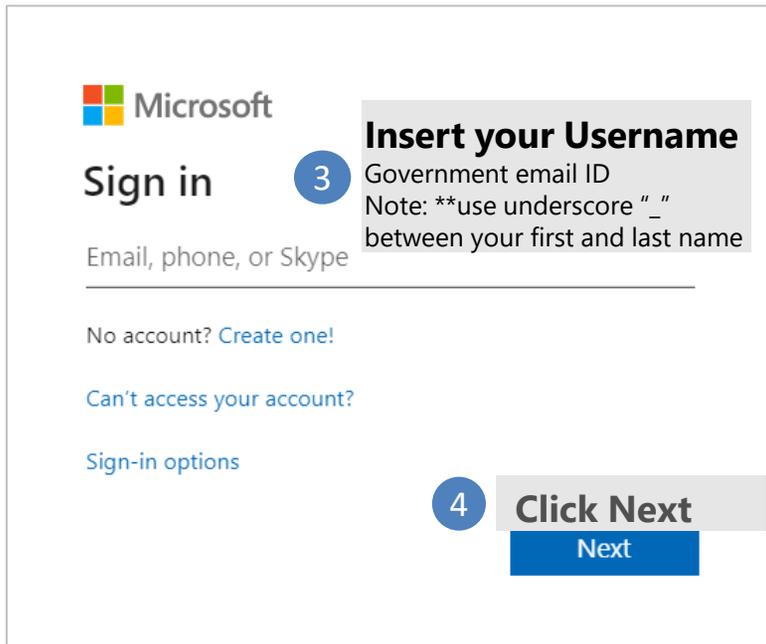
Sign in

[Terms of use](#) [Privacy & cookies](#) ...

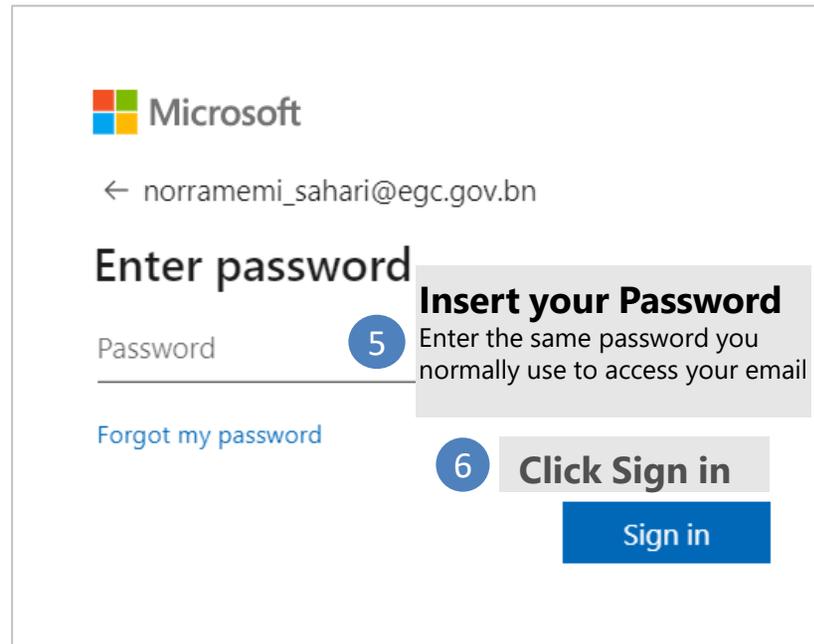
Sign In (Option 2)

Option 2 – Sign in using Office 365

1 Go to www.office.com



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". To the right of "Sign in" is a blue circle with the number "3" and a grey box containing the text "Insert your Username" and "Government email ID Note: **use underscore '_' between your first and last name". Below this is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? [Create one!](#)", "[Can't access your account?](#)", and "Sign-in options". At the bottom right, there is a blue circle with the number "4" and a grey box containing the text "Click Next" and a blue button labeled "Next".



The screenshot shows the Microsoft password entry page. At the top left is the Microsoft logo. Below it is the text "Enter password". Above the password input field is the email address "norramemi_sahari@egc.gov.bn" with a back arrow. To the right of the password input field is a blue circle with the number "5" and a grey box containing the text "Insert your Password" and "Enter the same password you normally use to access your email". Below the input field is a link: "[Forgot my password](#)". At the bottom right, there is a blue circle with the number "6" and a grey box containing the text "Click Sign in" and a blue button labeled "Sign in".

Create Team (1)

1 **Click Teams**

2 **Click Join or create a team**

3 **Click Create team**

Search or type a command

Teams

Join or create a team

Your teams

PG

GR

SP

GW

SP

TM

PD

GI

Activity

Chat

Teams

Calls

Files

Planner

OneNote

Apps

Help

Create a team

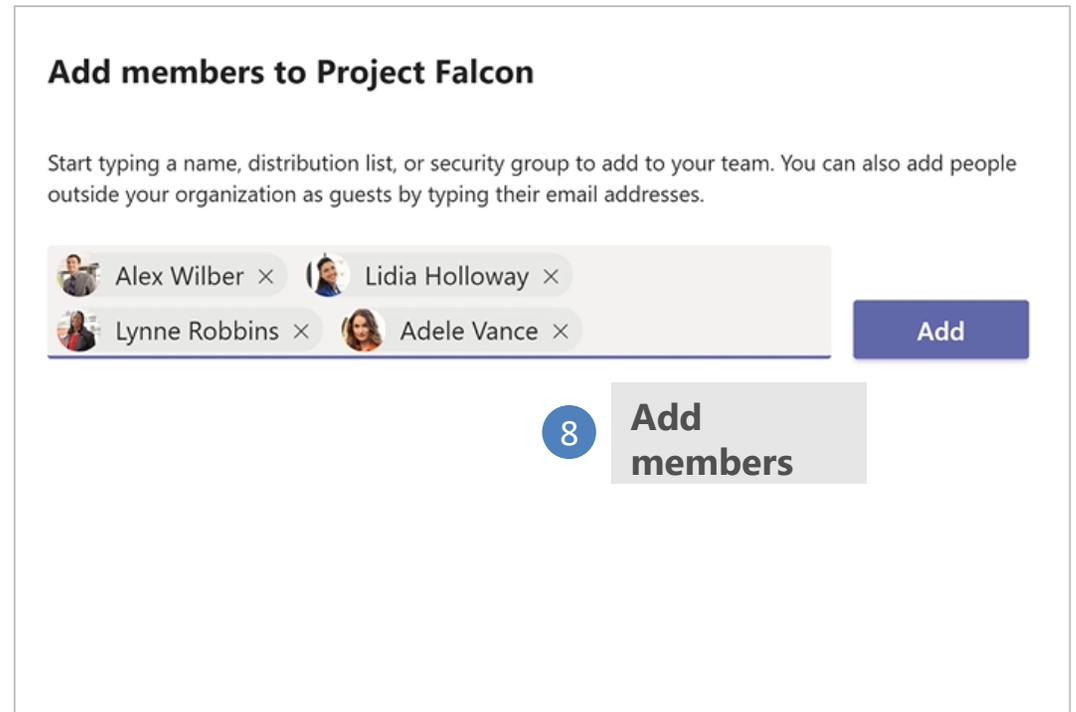
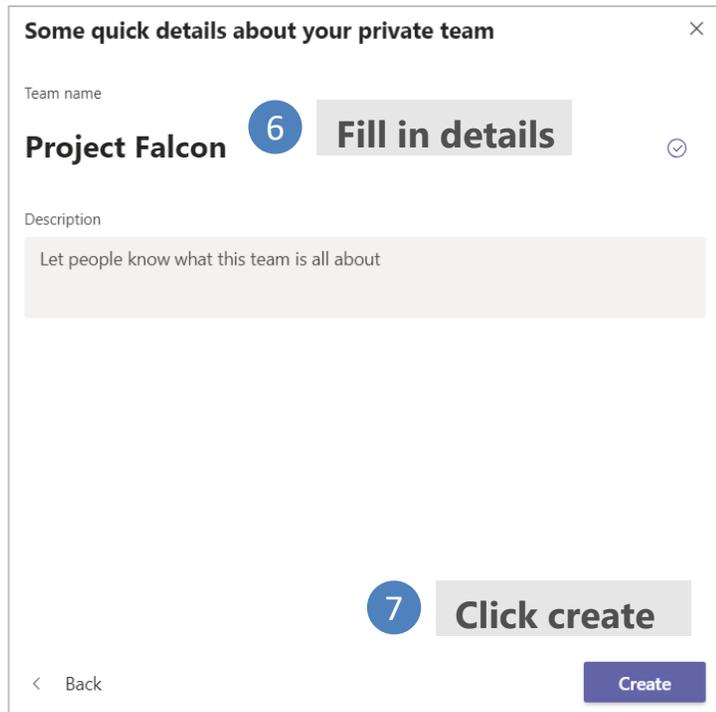
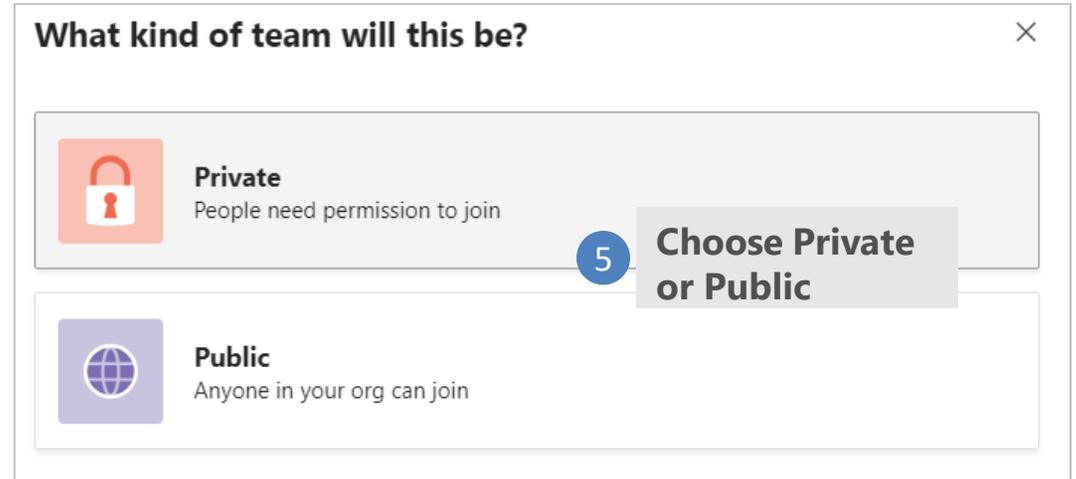
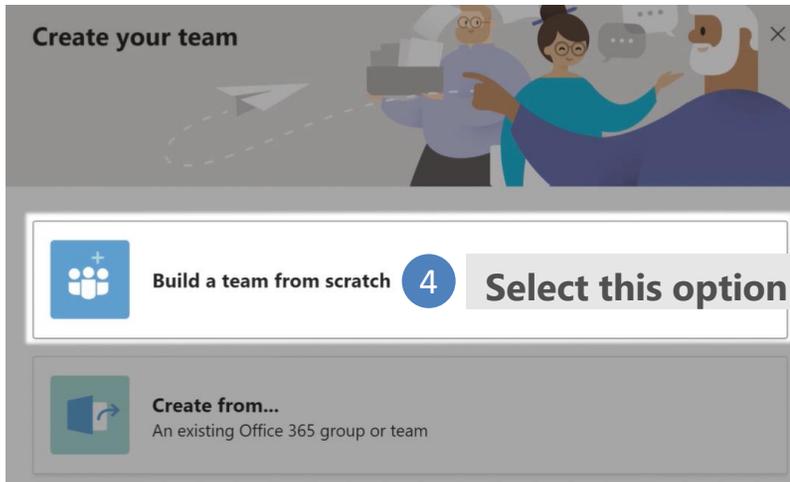
Join a team with a code

Enter code

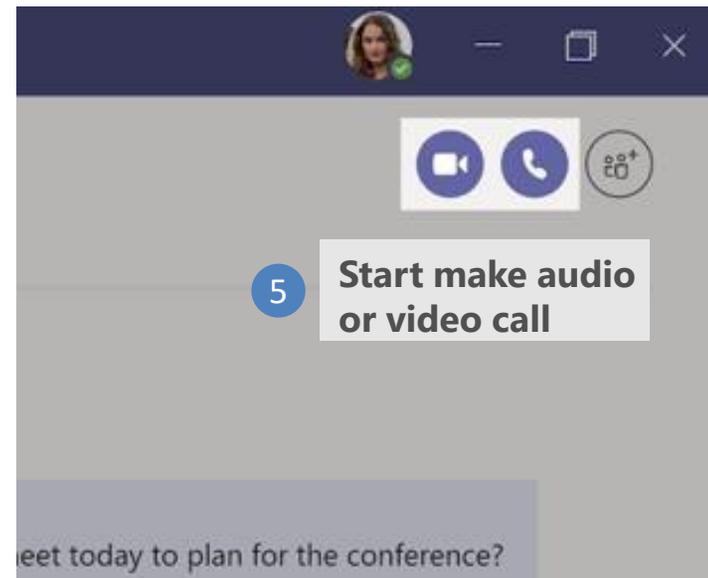
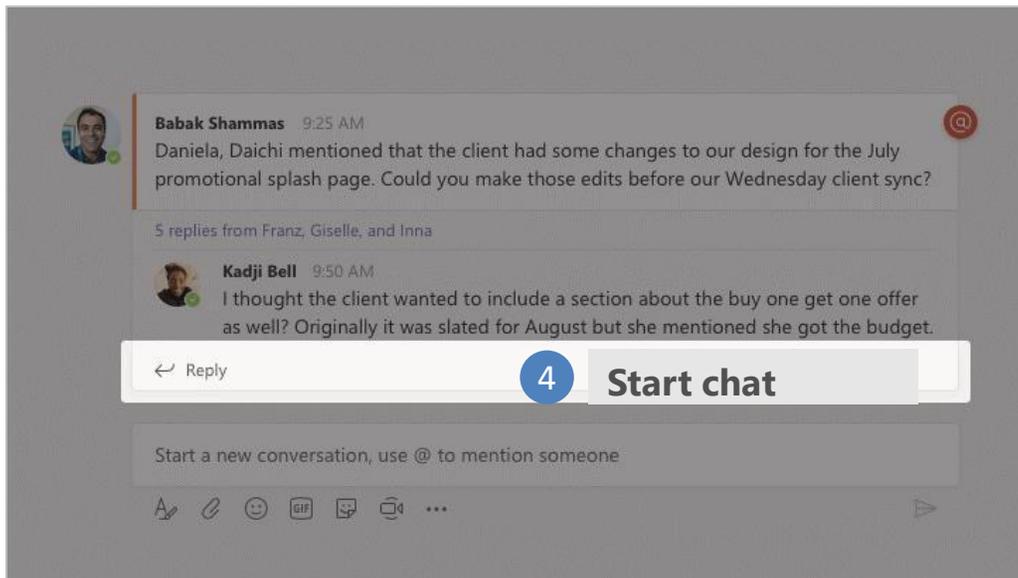
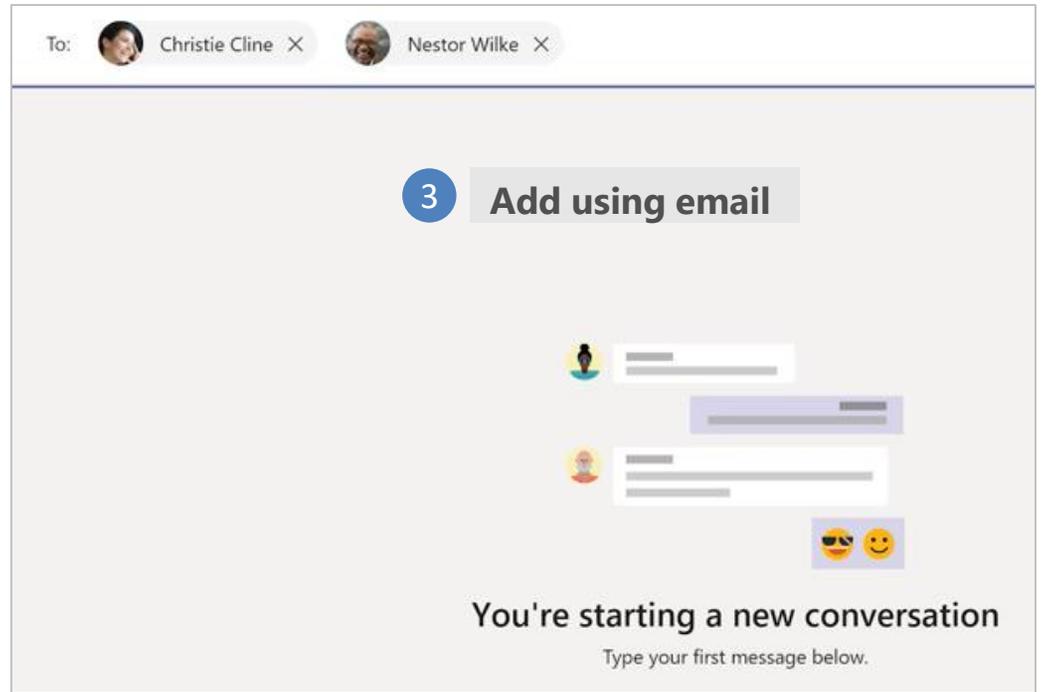
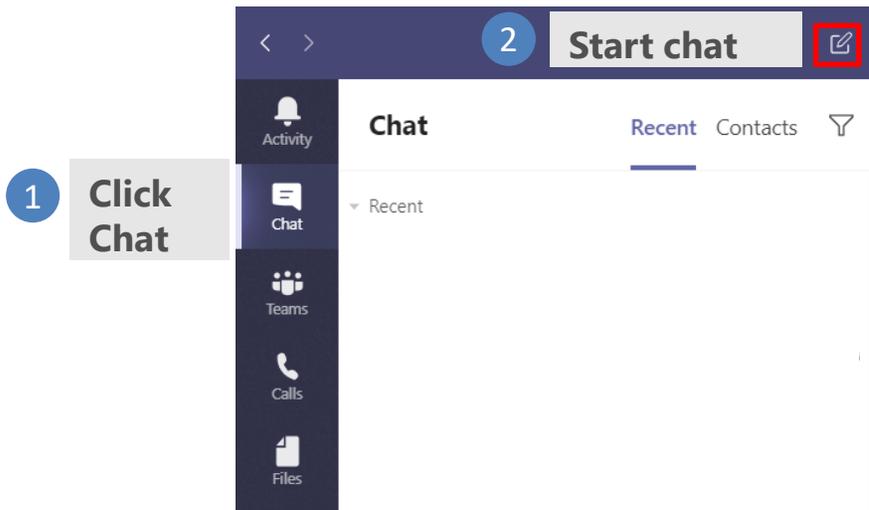
Got a code to join a team? Enter it above.

Create team

Create Team (2)

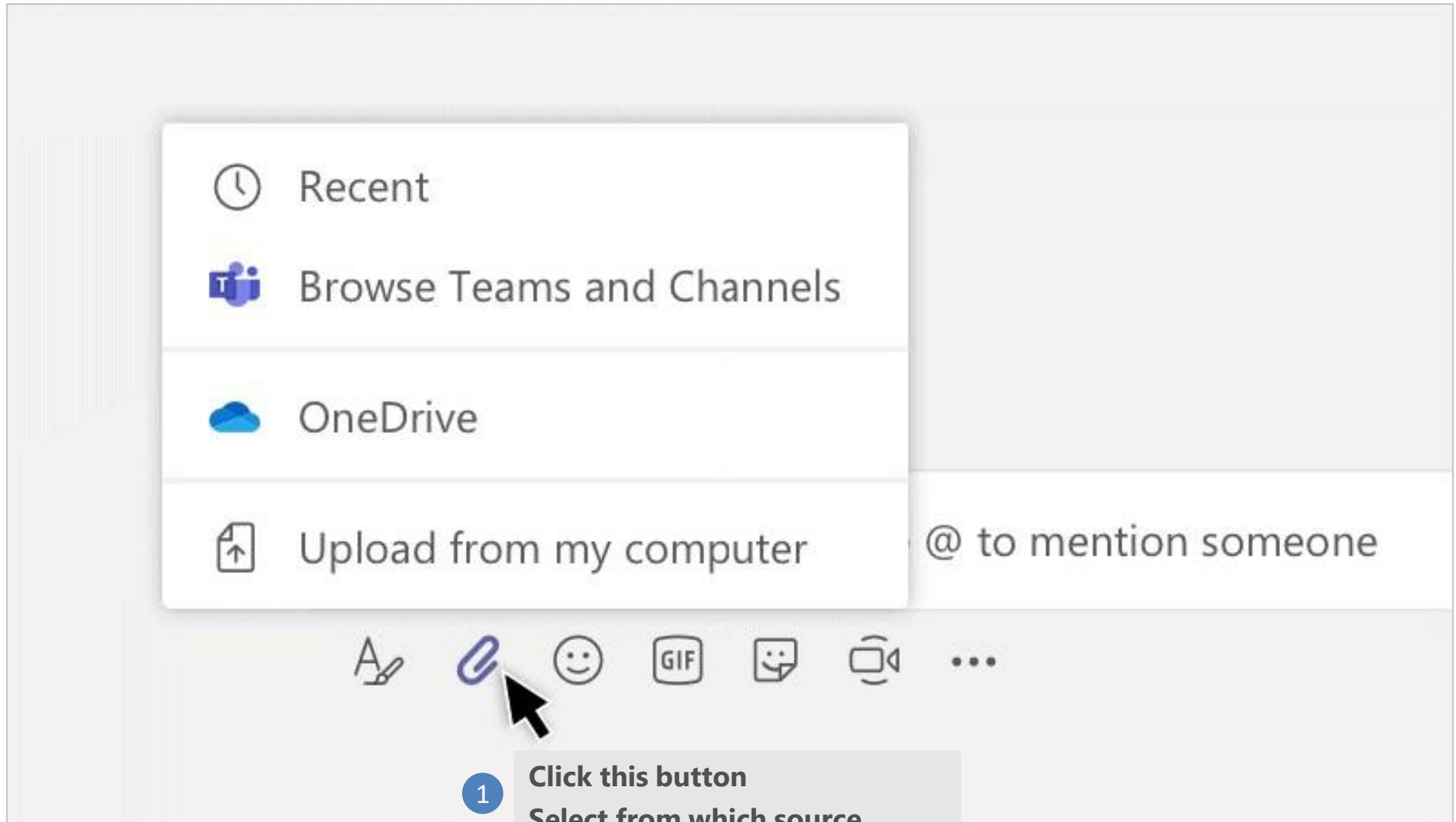


Start Conversation



For more details: https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5?wt.mc_id=otc_microsoft_teams

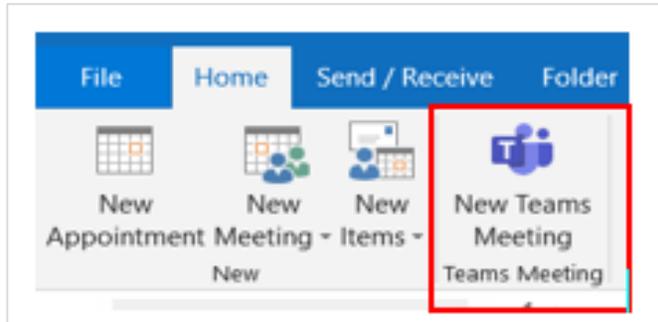
Sharing file



1

Click this button
Select from which source

Meeting invite using Outlook



1

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

A screenshot of the Outlook meeting creation 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 shows 'Sat 4/11/2020' and '11:00 AM'. The 'End time' field shows 'Sat 4/11/2020' and '11:30 AM'. There is an 'All day event' checkbox which is unchecked. A blue circle with the number '2' is next to the 'To...' field, a blue circle with '3' is next to the 'Subject' field, and a blue circle with '4' is next to the 'End time' field. Below the form, there is a red-bordered box containing the text 'Join Microsoft Teams Meeting'. Below that, there are links for 'Learn more about Teams' and 'Meeting options'. A blue circle with the number '5' is positioned to the left of the red-bordered box.

2

Fill in the email address (including other users)

3

Fill in the meeting name

4

Set date and time

5

- User will receive email invitation in their inbox
 - Click the link to join the scheduled Microsoft Teams Meeting
- Note: If they do not have Microsoft Teams – by clicking they will be asked to install Microsoft Teams*

[Join Microsoft Teams Meeting](#)

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

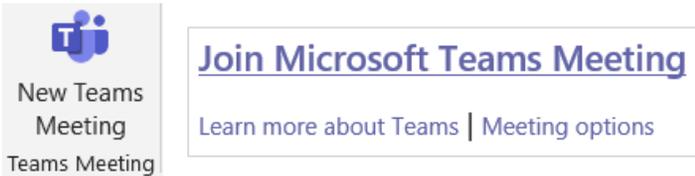
Teams Meeting Protocol

For Teams Meeting Organizer

Preparation before meeting

1 Send Meeting Teams Invite

*via calendar invite



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 Keep Mic On when the meeting begins

2 Remind meeting protocols

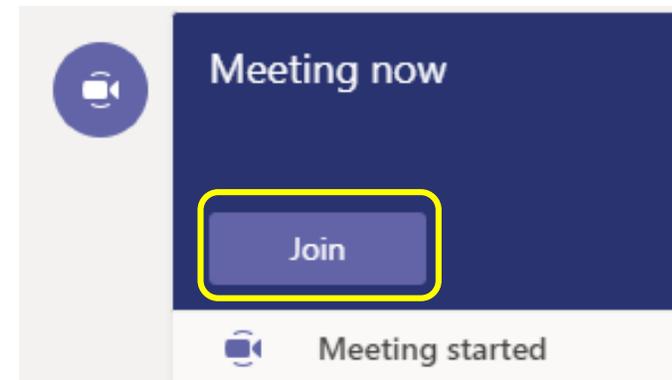
*all participants mic and camera off

3 Be alert

*all participants can ask questions and request to speak only via chat
*organizer to response to the request via chat/audio

4 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

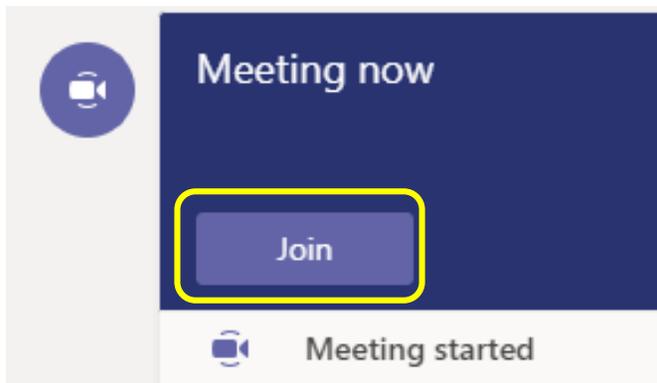
1 Be ready **5 minutes** before the meeting

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 must 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

For support:

Helpdesk
E-Government National Centre
Brunei Darussalam

Tel: +673 2424959; Fax: +673 2424940

Email: helpdesk@egc.gov.bn

Website: www.egnc.gov.bn