

# How to use Microsoft Teams and Stream

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Academic Affairs Department  
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# What is Teams?

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- A platform that integrates various functions specialized for team (class) work, such as:
  - Online meetings (video/audio conferencing)
  - Text chat (similar to LINE)
  - File sharing and co-editing
  - ★ Often used in synchronous online lessons
- The Teams app is convenient:
  - Push notifications ensure that you don't miss any important notices
  - Can be accessed via web browser (we recommend Chrome or Edge)

# How to install the app:

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## ■ On a PC

- You may have already downloaded Teams as part of Microsoft 365
- ★ Try to access Teams using the instructions on the next page

## ■ If you have not downloaded Teams

- Go to <https://www.microsoft.com/en-gb/microsoft-teams/download-app> and click on [Download for desktop]
- Follow the download prompts

## ■ On a mobile device

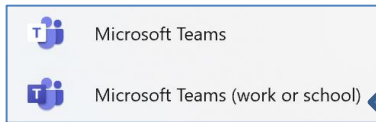
- Search for 「Microsoft Teams」 on the App Store (iOS) or Play Store (Android)

# Accessing Teams on a PC:

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## ■ Start the application

### ■ Windows: Start menu → Microsoft Teams



In Windows 11, there are two types of icons  
Please select this one (Pin it after startup)

### ■ Mac: Finder → Applications → Microsoft Teams

## ■ Sign-in

### ■ Email: Okadai Gmail account

For example: pXXXXXXXX@s.okayama-u.ac.jp

### ■ Integrated authentication system login: Okadai ID/password

### ■ A list of your Teams will be displayed

# Accessing Teams from a browser:

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## ■ Teams homepage:

<https://teams.microsoft.com/>

★ You can also access Teams via the Microsoft Office homepage: <https://www.office.com/>

## ■ Sign-in using the Teams homepage

### ■ Email: Okadai Gmail account

For example: pXXXXXXXX@s.okayama-u.ac.jp

### ■ Integrated authentication: Okadai ID/password

- 「Stay signed in?」 → 「Yes」 if accessing from personal computer/device
- 「Get the app」 → 「Use the web app instead」
- A list of your Teams will be displayed

# If you have trouble signing in:

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- Sign-out and try again

- If you have previously logged in to Teams or Microsoft 365 with a different account, you may have problems signing in with your Okadai account

- Click your profile picture at the top-right corner of the app
- 「Sign-out」
- 「Sign in with another account」

# Accessing your Teams:

The screenshot shows the Microsoft Teams application interface. On the left is a vertical app bar with icons for Activity, Chat, Teams, Assignments, Calls, Files, and Apps. The main area is titled 'Teams' and 'Your teams', displaying a grid of team cards. Each card has a team icon and a name. Three callout boxes provide instructions: 1) A callout points to the Teams icon in the app bar, stating: 'Click the Teams icon on the app bar to display the list of Teams you are a member of. Click it again to go to the Teams screen displayed here.' 2) A callout points to a team card with a purple icon, stating: 'Drag and drop the icons to change their position'. 3) A callout points to the three-dot menu on a team card, stating: 'To hide a Team, click on the 3 dots button and select 「hide」. Hidden Teams can be found at the bottom of the page.'

Click the Teams icon on the app bar to display the list of Teams you are a member of. Click it again to go to the Teams screen displayed here.

Drag and drop the icons to change their position

To hide a Team, click on the 3 dots button and select 「hide」. Hidden Teams can be found at the bottom of the page.

# Team Screen:

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calls, Files, and Help. The main area shows a team named 'General' with a globe icon. A search bar is at the top. Below the team name, there's a header for 'General' with tabs for 'Posts', 'Files', and '+'. A callout bubble points to the team name, stating 'Name of Team'. Another callout bubble points to the 'General' channel name, stating 'Channel list. Channels help you organize information. The number of channels can vary.' The main content area features a welcome message: 'Let's get the conversation started' with a subtext 'Try @mentioning a student or teacher to begin sharing ideas.' Below this is a post from a user, dated '2020/12/24 14:57', with '4 replies from' and a 'Reply' button. At the bottom, there is a 'New conversation' button.

Name of Team

Channel list. Channels help you organize information. The number of channels can vary.

Let's get the conversation started  
Try @mentioning a student or teacher to begin sharing ideas.

2020/12/24 14:57

4 replies from

Reply

New conversation



# How to join a meeting in progress:

The image shows a Microsoft Teams interface with several callouts explaining how to join a meeting in progress. The top part shows a meeting card for "Discovery seminar AAA" with a "Join" button. A callout points to this button with the text "Click Join". Below this is a notification that the meeting has started. The main part of the image shows the "Choose your video and audio options" dialog. Callouts point to various settings: "Turn Video on/off" points to the video toggle; "Select a custom background" points to the background selection area; "Select audio settings" points to the "Computer audio" option; "Turn mic and speakers on/off" points to the "Room audio" option; and "Join" points to the "Join now" button at the bottom right.

"Discovery seminar AAA"

Join

Click Join

"Discovery seminar AAA" started

Reply

Microsoft Teams

Choose your video and audio options

No camera is connected

Computer audio  
Use your default mic and speaker.

Phone audio  
You don't have access to dial-in information for this meeting

Room audio  
Use the meeting room's audio

Don't use audio  
We'll mute your device when you join.

Cancel Join now

Join

Turn Video on/off

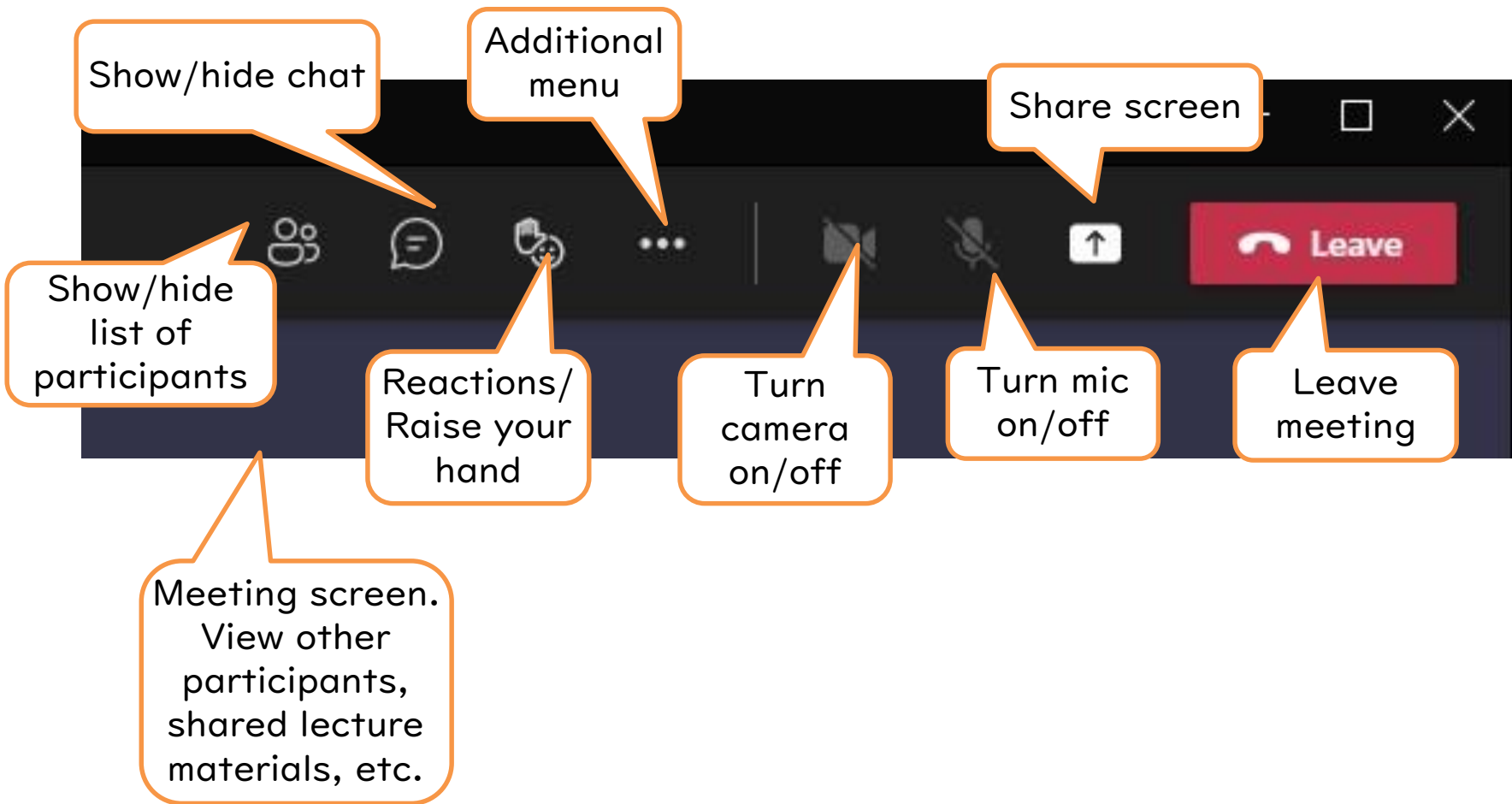
Select a custom background

Select audio settings

Turn mic and speakers on/off

# In a meeting:

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# Accessing Teams on a mobile device:

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- Open the app and sign in
  - Email: Okadai Gmail account  
E.g.: pXXXXXXXX@s.okayama-u.ac.jp
  - Integrated authentication system login: Okadai ID/password
  - The app bar is displayed horizontally instead of vertically. Other than that, the app functions similarly to on a pc.
- You can change the notification settings for each channel
  - Default notifications are set to: posts, replies, mentions

# Teams has many functions:

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- Follow your lecturer's instructions
  - Different lecturers may use different functions on Teams. Please follow your lecturer's instructions for each class.
- Practice on your own or with friends
  - You can use Teams to communicate with others even if you are not part of a Team
  - Create a Team to organize groups and activities
  - **Caution:** All posts are recorded, even posts that get edited or deleted. Though the university does not monitor your posts, you should not use your Okadai account for purposes unrelated to university activities, illegal purposes, or for any activities that would infringe the rights of others.

# What is Stream?

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- A secure video streaming service:
  - Share lecture videos
  - Share recordings of lectures
  - Share recordings of presentations or class discussions
  - Restrict access to a particular user/group
  - ★ Take note that your video could be shared with all Okadai members
    - If you share a video with the access permission set to “public”, then everyone at Okadai will be able to view it
- Can be accessed via web browser
  - We recommend Chrome, Edge, or Safari
- An app is available for mobile devices, but it is not very user-friendly.

# Accessing Stream from a browser:

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- <https://web.microsoftstream.com/>

- ★ You can also access Teams via the Microsoft Office homepage:

- <https://www.office.com/>

- Sign-in using the Stream homepage:

- Email: Okadai Gmail account

- For example: pXXXXXXXX@s.okayama-u.ac.jp

- Integrated authentication: Okadai ID/password

- 「Stay signed in?」 → 「Yes」 if accessing from personal computer/device

- 「Get the app」 → 「Use the web app instead」

# Accessing Stream from Moodle:

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- On-demand classes may link or embed a Stream video to the Moodle course page
  - Accessing a video via a link on Moodle:
    - Click on the link to be redirected to the Stream video
    - You may be asked to sign in
  - Accessing a video that is embedded in Moodle:
    - Click on the video to play it back in Moodle
    - You may be asked to sign in
    - You can also access the Stream site from the video player
  - If you cannot view a video:
    - There may be an issue with the video permission settings, so send an email to your lecturer informing them of the specific error you encountered.

# Let's practice!

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- Usability is very similar to YouTube:
  - Select display settings and playback speed
  - Select subtitles if available
  - ★ Note that the search function is not very reliable.
- Upload a video and share it with your friends:
  - Check privacy and permission settings to ensure that the video is not shared with all Okadai members
  - **Caution:** Do not use your Okadai account for purposes unrelated to university activities, illegal purposes, or for any activities that would infringe the rights of others.